Accounts Payable

Pricing Document

G-Cloud 15

1. Pricing

This pricing document sets out our proposed commercial model for our services. Mobilisation, and optional services are priced separately to ensure clarity and transparency.

1.1 Transactional Unit Prices

Category	Unit	Description	£ Unit Price
Master Data & Compliance	**E-form/Requests to change**	Processing supplier/vendor additions and changes, including validation checks.	**£ 10.94**
Master Data & Compliance	**Document Validation/Corrections**	Verifying document quality and applying required coding corrections.	**£ 6.56**
Master Data & Compliance	**Duplicate payment checking**	Running preventative duplicate checks and reviewing exceptions.	**£ 8.21**
Master Data & Compliance	**Master Data Queries**	Triaging and responding to supplier or internal master-data queries.	**£ 9.38**
Master Data & Compliance	**NoPO No Pay maintenance**	Maintaining No-PO-No-Pay policy lists and communication templates.	**£ 5.97**
Master Data & Compliance	**NoPO No Pay rejections**	Processing rejected invoices and issuing supplier/buyer notifications.	**£ 7.29**
AP Processing	**Manual Entry**	Manual entry and coding of non-PO invoices.	**£ 4.69**
AP Processing	**Spreadsheet Uploads (per file)**	Processing batch invoice uploads submitted via spreadsheet.	**£ 13.13**
AP Processing	**Net Zero Credit Uploads (per file)**	Uploading and validating Net Zero credit templates.	**£ 13.13**
AP Processing	**CIS Checking**	Verifying Construction Industry Scheme status and deductions.	**£ 6.56**
AP Processing	**Invoice Matching**	Completing 2- or 3-way PO invoice matching.	**£ 7.29**
AP Processing	**Credit Note Processing**	Processing and validating supplier credit notes.	**£ 5.47**

AP Processing	**Utility Bills**	Processing utility invoices, including exception handling.	**£ 5.97**
AP Processing	**Pensions Invoices**	Processing pension-related invoices requiring additional checks.	**£ 10.94**
AP Processing	**Payment Vouchers**	Creating and validating payment vouchers for approval.	**£ 8.21**
AP Processing	**Manual Adjustments**	Making manual financial adjustments per policy.	**£ 10.94**
AP Processing	**Cheque cancellations**	Locating, cancelling, and reissuing cheque payments.	**£ 9.38**
AP Processing	**Duplicate Recovery (casework)**	Investigating and recovering confirmed duplicate payments.	**£ 27.35**
AP Processing	**Returned Funds**	Identifying and reallocating returned or unapplied payments.	**£ 10.94**
AP Processing	**Credit Balance - supplier outreach**	Contacting suppliers to resolve and clear credit balances.	**£ 14.92**
AP Processing	**BACS Returns**	Correcting data and reissuing payments returned via BACS.	**£ 10.94**
AP Processing	**BACS Rejects**	Investigating and resolving rejected BACS transactions.	**£ 18.23**
Enquiries & Reconciliations	**Incoming Queries**	Handling supplier and internal AP queries.	**£ 8.21**
Enquiries & Reconciliations	**AP Administration**	Admin tasks including ID checks, mailbox triage and MI updates.	**£ 18.23**
Enquiries & Reconciliations	**Reconciliations**	Performing account or GR/IR reconciliations and resolving variances.	**£ 32.82**
Enquiries & Reconciliations	**Supplier Statements**	Reconciling supplier statements and resolving discrepancies.	**£ 25.25**

- Charges invoiced on per unit completed basis.
- The transactional unit rates represent the maximum chargeable rate per completed transaction and are published in accordance with the G-Cloud 15 requirements for fixed, transparent, and auditable pricing. These unit rates provide the Authority with full cost certainty and reflect all operational effort, management overheads, technology

enablement, compliance obligations, and quality assurance activities necessary to deliver the service.

- Where the Authority chooses to run a Further Competition, additional discounts may be offered in compliance with framework rules.

- Charges will only apply to transactions that meet the agreed service scope and definitions. The term "transaction" will be clearly defined within the call-off contract to ensure consistent interpretation. Activities outside the published definition will not be charged unless added through a formally agreed change control process and published in line with G-Cloud 15 pricing requirements.

- Capita will provide regular reporting on transaction volumes, service performance, and forecasts, together with a full audit trail of chargeable transactions. This ensures transparency and supports robust public-sector governance standards.

- Scanning and inbound/outbound communication are delivered through the Authority's existing processes; therefore, no additional outbound communication costs are included in our pricing. This can be provided as a separate service by Capita, listed separately on the framework.

1.2 Mobilisation charges

Tier	Description	£ price
Tier 1	**Mobilise on existing Capita integrated system**	**£ 60,000**
Tier 2	**Mobilise a modular process on a non-Capita integrated system**	**£ 95,000**
Tier 3	**Mobilise end to end AP service on a non-Capita integrated system**	**£ 190,000**

- Mobilisation is offered at three fixed, published price tiers, each aligned to defined service and integration requirements. These tiers provide Buyers with full cost certainty and are the maximum prices chargeable under the framework.

- Where a Buyer requires mobilisation activities outside the published scope, these may be added through a formal Change Control under the call-off contract, using fixed and transparent pricing consistent with G-Cloud 15 requirements.

1.3 Additional Services – Day Rates

Resource	£ Day Rate
Finance Analyst / Processor	£ 245.00
Senior Finance Analyst	£ 424.00
Transformation Lead - Finance	£ 739.00
Project Manager	£ 685.00
PMO	£ 479.00
Senior Application Technical Consultant	£ 616.00
Application Technical Consultant	£ 465.00

- Published day rates may be used for mobilisation activities or additional services outside the defined scope and will be applied through call-off Change Control in accordance with G-Cloud 15 pricing rules.
- Resilience resource support is available as a standalone offering and can be purchased via a G-Cloud 15 call-off using the published rates.

2. Invoicing & payment

- Invoices will be issued monthly and cover all transactions processed and deliverables completed during that month.
- Payment is due within 30 days of the invoice date.