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Tender

## **CCP005 Provision of Salary Sacrifice Shared Cost Additional Voluntary Contributions Scheme Service**

Derbyshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-001336

Procurement identifier (OCID): ocds-h6vhtk-028c8e

Published 22 January 2021, 12:57pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Derbyshire County Council

Chatsworth Hall

Matlock

DE4 3FW

#### **Contact**

Miss Carolyne Knott

#### **Email**

[carolyne.knott@derbyshire.gov.uk](mailto:carolyne.knott@derbyshire.gov.uk)

#### **Telephone**

+44 1629536874

#### **Country**

United Kingdom

**NUTS code**

UKF1 - Derbyshire and Nottinghamshire

**Internet address(es)**

Main address

<http://www.derbyshire.gov.uk/>

Buyer's address

<http://www.derbyshire.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.eastmidstenders.org>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

CCP005 Provision of Salary Sacrifice Shared Cost Additional Voluntary Contributions Scheme Service

Reference number

DN521822

#### **II.1.2) Main CPV code**

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Derbyshire County Council is seeking a Salary Sacrifice Service Provider with the expertise and proven experience of implementing and managing a Salary Sacrifice Shared Cost Additional Voluntary Contributions Scheme for employees that will maximise National Insurance contributions savings for both employees and the local authority through the salary sacrifice arrangement.

#### **II.1.5) Estimated total value**

Value excluding VAT: £260,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

#### **II.2.4) Description of the procurement**

Derbyshire County Council is seeking a Salary Sacrifice Service Provider with the expertise and proven experience of implementing and managing a Salary Sacrifice Shared Cost Additional Voluntary Contributions Scheme for employees that will maximise National Insurance contributions savings for both employees and the local authority through the salary sacrifice arrangement.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Technical / Weighting: 60

Price - Weighting: 40

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There are options to extend for up to 2 additional 12 month periods.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please see tender documentation

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

24 February 2021

Local time

11:00am

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

24 February 2021

Local time

11:00am

Place

Derbyshire

Information about authorised persons and opening procedure

Senior Officer of the Council

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: Yes

**VI.4) Procedures for review**

**VI.4.1) Review body**

Derbyshire County Council

Chatsworth Hall

Matlock

DE4 3FW

Email

[procurement@derbyshire.gov.uk](mailto:procurement@derbyshire.gov.uk)

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Derbyshire County Council

Chatsworth Hall

Matlock

DE4 3FW

Email

[procurement@derbyshire.gov.uk](mailto:procurement@derbyshire.gov.uk)

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Derbyshire County Council will incorporate a minimum 10 calendar days (or 15 if non-electronic or fax methods used) standstill period at the point information on the award of the contract is communicated to the relevant economic operators. Debriefing by the Council shall be in accordance with the Public Contracts Regulation 2015 (as amended) (the Regulations). Such information should be requested from the addressee in Section 1.1. If an appeal regarding the award of the contract has not been successfully resolved the Regulations provide for the aggrieved parties who are of the opinion that they have been harmed or are at risk of harm by a breach of the Regulations, to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought as soon as possible.