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Tender

Genealogy Services

West Northamptonshire Council

F02: Contract notice

Notice identifier: 2025/S 000-002479

Procurement identifier (OCID): ocds-h6vhtk-04d5f1

Published 24 January 2025, 10:11am

Section I: Contracting authority

I.1) Name and addresses

West Northamptonshire Council

One Angel Square, Angel Street,

Northampton

NN1 1ED

Email

procurement@westnorthants.gov.uk

Country

United Kingdom

NUTS code

UKF24 - West Northamptonshire

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/wnc/asp/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/wnc/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/wnc>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/wnc/asp/Home>

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

Genealogy Services

Reference number

WNC00000482

II.1.2) Main CPV code

- 98370000 - Funeral and related services

II.1.3) Type of contract

Services

II.1.4) Short description

West Northamptonshire Council wishes to appoint one concessionaire for the provision of National and International genealogy services for the purpose of locating next of kin in order that the Council can comply with its statutory obligations under the Act. A single concessionaire model has been chosen to ensure the development of a strong working relationship with the Authority and to ensure a consistent and compassionate approach for all families in sourcing next of kin. This procurement is being conducted in accordance with the Concession Contracts Regulations 2016. It is an income contract with no cost to the Council and is below the relevant procurement threshold. While the Council has decided to advertise on a voluntary basis, this does not represent a commitment to follow the official procurement procedure but will preserve the principles of fairness, transparency and act in a proportionate manner. Full details relating to the Services are provided in the tender documents.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services
- 98910000 - Services specific to international organisations and bodies
- 98371000 - Funeral services

II.2.3) Place of performance

NUTS codes

- UKF24 - West Northamptonshire

II.2.4) Description of the procurement

The Council has a statutory duty under Section 46 of the Public Health (Control of Disease) Act 1984 to arrange a funeral for any person resident, temporarily resident, or in transit who dies within the district where no third party is willing or able to make the arrangements for burial or cremation. Referrals to the Council requesting assistance for Public Health Funerals, are, predominantly, received from Her Majesty's Coroners Service. However, referrals may come from Residential Homes, Hospitals and Hospices where the General Practitioner (GP) may have, medically, signed the person as 'Deceased' and issued a Medical Death Certificate. As part of this process the council is required to take all such reasonable steps to locate parties that are willing or able to conduct the funeral of the deceased. On the Council receiving the case, an initial search will be undertaken on Council systems to determine if the next of kin can be identified. Where no next of kin is immediately identified the case will be referred to a genealogist company to commence a search for family members who need to be notified of the death and provided the opportunity to take over the funeral arrangements. The Council receives approximately 20 referrals for deceased individuals per annum for which no next of kin is known. If the next of kin are not found or are unwilling or unable to undertake the necessary funeral arrangements for the deceased, the Council will arrange a funeral as per the statutory duty. West Northamptonshire Council wishes to appoint one concessionaire for the provision of National and International genealogy services for the purpose of locating next of kin in order that the Council can comply with its statutory obligations under the Act. A single concessionaire model has been chosen to ensure the development of a strong working relationship with the Authority and to ensure a consistent and compassionate approach for all families in sourcing next of kin. This procurement is being conducted in accordance with the Concession Contracts Regulations 2016. It is an income contract with no cost to the Council and is below the relevant procurement threshold. While the Council has decided to advertise on a voluntary basis, this does not represent a commitment to follow the official procurement procedure but will preserve the principles of fairness, transparency and act in a proportionate manner. Full details relating to the Services are provided in the tender documents. Variant bids not offered. The contract start date is anticipated to be 1st May 2025 for an initial period of 36 months with the preferred Potential Supplier, with an option to extend for two further 12-month periods making 60 months in total. Such extension will be at the Authority's discretion, after discussion with the contractor. If your organisation wishes to participate in this process, you need to register with In-Tend Portal. You will be unable to take part if you do not register. Please use the link below and follow the instructions on the website: <https://in-tendhost.co.uk/wnc.aspx/Home>. Tenders must be returned via the Portal. The tender return date is midday on Friday 21st February 2025. Tenders received after this time and date will not be accepted. No Tender submissions will be considered without completing

the tender documents in full including attachments and returning them in alignment with the instructions within the tender documents.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £300,000

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

option to extend for two further 12-month periods making 60 months in total. Such extension will be at the Authority's discretion, after discussion with the contractor.

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

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

Applicants will be assessed in accordance with the Concession Contracts Regulations 2016 and as set out in the ITT documents

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

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

21 February 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

21 February 2025

Local time

12:00pm

Place

Northampton

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

Royal Courts of Justice

Strand, Holborn

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Authority will observe a minimum ten (10) calendar day standstill period in accordance with the Public Contracts Regulations 2015 following notification of intention to award. The Public Contracts Regulations 2015 set out the potential remedies available to a bidder in the event of a challenge. Proceedings must be brought in accordance with those Regulations including the time period for challenge - usually thirty (30) days from actual or constructive knowledge but which can be extended by the Court in certain circumstances.