

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002821-2025>

Tender

## **DDPT026 Reporting Accountant for Housing Benefit (Subsidy) Assurance Process (HBAP)**

Derbyshire Dales District Council

F02: Contract notice

Notice identifier: 2025/S 000-002821

Procurement identifier (OCID): ocids-h6vhtk-04d6b0

Published 28 January 2025, 12:05pm

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

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

Derbyshire Dales District Council

Town Hall, Bank Road

Matlock

DE4 3NN

#### **Contact**

Ms Sherry Russell

#### **Email**

[sherry.russell@derbyshiredales.gov.uk](mailto:sherry.russell@derbyshiredales.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKF13 - South and West Derbyshire

**Internet address(es)**

Main address

<https://www.derbyshiredales.gov.uk/>

Buyer's address

<https://www.derbyshiredales.gov.uk/>

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=1a190082-a9dc-ef11-8133-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=1a190082-a9dc-ef11-8133-005056b64545>

**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**

DDPT026 Reporting Accountant for Housing Benefit (Subsidy) Assurance Process (HBAP)

Reference number

DDPT026 (DN760706)

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

- 79210000 - Accounting and auditing services

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

Services

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

Derbyshire Dales District Council (the Council) requires a suitably experienced and qualified reporting accountant (external auditor) to audit and certify their Housing Benefit (HB) Subsidy Grant claims in England, commencing with the subsidy period 1 April 2024 to 31 March 2025 (equivalent dates for any extension period), to meet the Department of Work and Pensions (DWP) requirements to give the DWP assurance of a valid and true claim. The reporting accountant will conduct testing of all Housing Benefit Assurance Process (HBAP) aspects of the audit.

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

Value excluding VAT: £155,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKF13 - South and West Derbyshire

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

Derbyshire Dales District Council (the Council) requires a suitably experienced and qualified reporting accountant (external auditor) to audit and certify their Housing Benefit (HB) Subsidy Grant claims in England, commencing with the subsidy period 1 April 2024 to 31 March 2025 (equivalent dates for any extension period), to meet the Department of Work and Pensions (DWP) requirements to give the DWP assurance of a valid and true claim. The reporting accountant will conduct testing of all Housing Benefit Assurance Process (HBAP) aspects of the audit.

A condition of participation is that you must be currently registered on the Institute of Chartered Accountants in England & Wales (ICAEW) register of licensed local auditors Local Auditor Register.

The initial contract period is for the audit relating to the housing benefit subsidy claim for 2024/25; the contract is estimated to commence 5 May 2025 and expire 4 May 2026.

There will be an option to extend the contract for up to four years in 2 yearly increments subject to satisfactory performance and business needs, to meet the 2025/26, 2026/27, 2027/28 and 2028/29 audit requirements. The maximum contract period is five years.

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

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend the contract for up to 48 Months (4 years) in two 24 month increments subject to satisfactory performance and business needs.

#### **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

You must be currently registered on the Institute of Chartered Accountants in England & Wales (ICAEW) register of licensed local auditors

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As per tender documentation

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

---

## **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

27 February 2025

Local time

12:00pm

#### **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

27 February 2025

Local time

12:00pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The initial contract period is for 12 months; the contract is estimated to commence 5 May 2025 and expire 4 May 2026. There will be an option to extend the contract for up to four years in 2 yearly increments .

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The opportunity can be accessed via Derbyshire Dales District Council's e-Tendering system. Tenderers wishing to be considered for this contract must register their expression of interest and submit a tender through our e-Tendering system. If not already registered, candidates should register at <https://procontract.due-north.com/Login>

A condition of participation is that you must be currently registered on the Institute of Chartered Accountants in England & Wales (ICAEW) register of licensed local auditors Local Auditor Register.

All discussions, meetings, and communications will be conducted in English.

The contract will be subject to English law. Tenders and all supporting documents must be

priced in GBP and all payments under the contract will be made in GBP.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Royal Courts of Justice

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The 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) 5 / 5 (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.