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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): ocds-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

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.