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Tender

BP1031 - Housing Benefit Subsidy Assurance Services

Broxtowe Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-004197

Procurement identifier (OCID): ocds-h6vhtk-03a4bc

Published 10 February 2023, 2:12pm

Section I: Contracting authority

I.1) Name and addresses

Broxtowe Borough Council

Beeston

NOTTINGHAM

NG91AB

Email

procurement@broxtowe.gov.uk

Telephone

+44 1159177777

Country

United Kingdom

Region code

UKF1 - Derbyshire and Nottinghamshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.broxtowe.gov.uk

Buyer's address

<https://www.eastmidstenders.org>

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

BP1031 - Housing Benefit Subsidy Assurance Services

Reference number

BP1031

II.1.2) Main CPV code

- 79212000 - Auditing services

II.1.3) Type of contract

Services

II.1.4) Short description

Broxtowe Borough Council is conducting the procurement exercise on behalf of the Council's listed below, to establish contracts for the supply of Housing Benefit Assurance Services.

- Broxtowe Borough Council
- Gedling Borough Council
- Newark and Sherwood District Council
- Rushcliffe Borough Council

(The Council/s)

Each of the participating Councils will award contracts separately and day-to-day transactions under the agreement will be conducted between the appointed Service Provider (Auditor) and the particular Council concerned. In any event, any formal contracts which emerge from this process will be entered into separately with the Service Provider by each council, with no relationship of joint or several liabilities between them.

The Council requires a Service Provider (Auditor) to audit their Housing Benefit (HB) Subsidy Grant claims in England, commencing with the subsidy period 1 April 2023 to 31 March 2024. (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 Service Provider will conduct testing of all Housing Benefit Assurance Procedure (HBAP) aspects of the audit.

Bidders must be currently registered on the Local Public Audit Register and available to facilitate the HBAP in respect of the FYE ending March 2023 and FYE March 2024, as detailed in the LA Welfare Direct Bulletin - LAWD 12/2022, otherwise your bid will fail.

The initial contract period is 12 months. The contract is estimated to commence 1 April 2024 and expire 31 March 2025.

There will be an option to extend the contract for 24 months in 12 month increments, subject to satisfactory performance and business needs. Maximum contract period is 36 months, covering 2023, 2024 and 2025 audit requirements

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF15 - North Nottinghamshire
- UKF16 - South Nottinghamshire

II.2.4) Description of the procurement

The Council requires a Service Provider (Auditor) to audit their Housing Benefit (HB) Subsidy Grant claims in England, commencing with the subsidy period 1 April 2023 to 31 March 2024. (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 Service Provider will conduct testing of all Housing Benefit Assurance Procedure (HBAP) aspects of the audit.

II.2.5) Award criteria

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

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

up to a further 24 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

up to a further 24 months

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

Bidders must be currently registered on the Local Public Audit Register and available to facilitate the HBAP in respect of the FYE ending March 2023 and FYE March 2024, as detailed in the LA Welfare Direct Bulletin - LAWD 12/2022, otherwise your bid will fail.

III.1.2) Economic and financial standing

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

17 March 2023

Local time

10:00am

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

17 March 2023

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 01/11/2026

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Broxtowe Borough Council

Nottingham

NG9 1AB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals:

The contracting authority will incorporate a minimum 10 calendar day standstill period following electronic notification (minimum of 15 calendar days for any other means of communication) to tenderers of the award decision. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Si 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be

brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.