

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004869-2025>

Tender

Provision of Benefits brokerage, support and advice

OFCOM

F02: Contract notice

Notice identifier: 2025/S 000-004869

Procurement identifier (OCID): ocds-h6vhtk-04de7a

Published 13 February 2025, 10:16am

Section I: Contracting authority

I.1) Name and addresses

OFCOM

Riverside House, 2a Southwark Bridge Road

London

SE1 9HA

Contact

Mark Lundy

Email

mark.lundy@ofcom.org.uk

Telephone

+44 2079813000

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

<https://ofcom.bravosolution.co.uk>

Buyer's address

<https://ofcom.bravosolution.co.uk>

I.3) Communication

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

<https://ofcom.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ofcom.bravosolution.co.uk>

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

UK Communication Regulator

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Benefits brokerage, support and advice

Reference number

C20262153

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Ofcom has a requirement for external advice on our employee benefits packages. The requirement is for advice on the brokerage, design and implementation of our core benefits, and also bespoke solutions to suit Ofcom's overall benefits package.

As a minimum, the service must deliver the following:

- Proven brokerage ability to assist Ofcom in choosing core benefit insurance products: in private medical, life insurance and group income protection product
 - o Be able to provide advice on how to minimise total costs and premiums
 - o Be able to provide contract review and negotiation of core benefit insurance products
 - o Help Ofcom ensure it is compliant with any regulations relevant to the benefits
 - o Be able to assist in resolving problems, acting as a go between to help resolve any problems with claims or administration of benefits
- Advise on choosing appropriate insurance produces for employee bought benefits: Dental, critical illness, travel
- Give advice on changes to benefits packages based on employee demographics and previous utilization rates

It would be preferable were the service also able to:

- Provide expert advice in all flexible benefits
- Assist with employee communications related to annual benefit enrolment

Any contract(s) awarded following the conclusion of the tender process will be for an initial duration of 3 years which will expire on 30 June 2028. At Ofcom's discretion the contract may be extended for up to two further periods of 12 months each.

The maximum length of the contract is therefore five years from the services commencement date of 1 July 2025.

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)

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

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK LONDON

II.2.4) Description of the procurement

Provision of Benefits brokerage, support and advice

Ofcom has a requirement for external advice on our employee benefits packages. The requirement is for advice on the brokerage, design and implementation of our core benefits, and also bespoke solutions to suit Ofcom's overall benefits package.

6.2 As a minimum, the service must deliver the following:

- Proven brokerage ability to assist Ofcom in choosing core benefit insurance products: in private medical, life insurance and group income protection product
- o Be able to provide advice on how to minimise total costs and premiums
- o Be able to provide contract review and negotiation of core benefit insurance products
- o Help Ofcom ensure it is compliant with any regulations relevant to the benefits
- o Be able to assist in resolving problems, acting as a go between to help resolve any problems with claims or administration of benefits
- Advise on choosing appropriate insurance produces for employee bought benefits: Dental, critical illness, travel
- Give advice on changes to benefits packages based on employee demographics and previous utilization rates

It would be preferable were the service also able to:

- Provide expert advice in all flexible benefits
- Assist with employee communications related to annual benefit enrolment

Any contract(s) awarded following the conclusion of the tender process will be for an initial duration of 3 years which will expire on 30 June 2028. At Ofcom's discretion the contract may be extended for up to two further periods of 12 months each.

The maximum length of the contract is therefore five years from the services commencement date.

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

2 options to extend each of 12 months duration

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

2 options to extend the contract each by 12 months

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.1.2) 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: No

IV.2) Administrative information

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

Date

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

IV.2.7) Conditions for opening of tenders

Date

17 March 2025

Local time

12:00pm

Place

<https://ofcom.bravosolution.co.uk>

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

High Court of Justice of England and Wales

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

<https://www.bing.com/search?q=www.find-court-tribunal.service.gov.uk>