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Tender

## **21049-23 CCC Insurance Brokerage and Associated Services**

Cambridgeshire County Council

F02: Contract notice

Notice identifier: 2023/S 000-006833

Procurement identifier (OCID): ocids-h6vhtk-03b0be

Published 9 March 2023, 7:24am

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

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

Cambridgeshire County Council

New Shire Hall, Alconbury Weald

Huntingdon

PE28 4YE

#### **Contact**

Mr Jon Collyns

#### **Email**

[Jon.Collyns@cambridgeshire.gov.uk](mailto:Jon.Collyns@cambridgeshire.gov.uk)

#### **Telephone**

+44 7775703930

#### **Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

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

Buyer's address

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

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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=b26bb9ab-12aed11-811f-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=b26bb9ab-12aed11-811f-005056b64545>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

21049-23 CCC Insurance Brokerage and Associated Services

Reference number

DN653658

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

- 66000000 - Financial and insurance services

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

Services

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

The Authority requires the provision of expert and respected insurance brokerage services to enable it to achieve the most appropriate insurance programme for the organisations it represents.

The bidder shall be required to provide high quality, timely and focussed advise on all matters of insurable risks and insurance solutions, particularly as they impact on any key projects that the organisations undertake.

The bidder shall ensure they have an appropriate level of skill and experience with sufficient capacity to ensure that the Council's receive the required levels of service to agreed timescales.

The Authority is not splitting this contract into lots as it wishes to procure a single broker for consistency in delivery and in order to support the Lead Authority Model.

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

Value excluding VAT: £420,000

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 66518100 - Insurance brokerage services

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

NUTS codes

- UKF24 - West Northamptonshire
- UKF25 - North Northamptonshire
- UKH12 - Cambridgeshire CC
- UKH15 - Norwich and East Norfolk
- UKJ12 - Milton Keynes

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

From 1 December 2020 Cambridgeshire County Council, Milton Keynes Council and Northamptonshire County Council (now superseded by North and West Northamptonshire Council's) entered into a Lead Authority arrangement for the delivery of shared services. These arrangements followed the disaggregation of the former LGSS shared service model.

The management of each individual shared service area has transferred to the 'lead' council who will be responsible for the performance of the service to its customers and partners.

Cambridgeshire County Council is the lead authority for all aspects of insurance services to the lead authority partners.

Each Authority's insurance arrangements are managed by a dedicated team which forms part of the Cambridgeshire County Council Lead Authority Services Provision.

In addition to providing insurance services to the Lead Authority partners the Insurance Service also provides insurance services to the following organisations:

? Norwich City Council, including Norwich City Services Ltd

? Northampton Partnership Homes

? Pathfinder Legal Services Ltd

? Cambridge City Council

? Maintained and Academy Schools

The Insurance Service delivers

- Insurance Programme Management
- Provision of Insurance and insurable risk related advice
- Claims Management Service

The service provides professional, high quality insurance services and is responsible for ensuring that insurable risks are identified and catered for within the partner's insurance arrangements as well as the control and management of insurable risk, the raising of managerial awareness of operational and strategic pressures, and the minimising of risks which could adversely affect service delivery and lead to civil litigation.

The Procurement is being procured by the Lead Authority for the benefit of the Authority and the Partner Organisations. For the purposes of this tender the partner organisations are Milton Keynes Council, West Northamptonshire Council North Northamptonshire Council, Norwich City Council and Northamptonshire Partnership Homes.

Cambridge City Council shall consider utilising the arrangement upon the end of their existing agreement but Bidders should note there is no guarantee of them doing so.

Cambridgeshire County Council shall act as the lead Authority and will enter into the Contract with the successful Bidder(s). While Cambridgeshire County Council will be the contracting party, the Services will be performed by the selected Suppliers for the Authority and the Partner Organisations

The following approach will be taken to the contract arrangements:

- The Authority will enter into the Contract with the successful Bidder on behalf of itself and the Partner Organisations.
- Cambridgeshire County Council (CCC) Insurance Services is responsible for the management of claims made by and against the Council and the procurement and management of insurance arrangements entered into the Council.

The Authority proposes to enter into one Contract for an initial period of 60 months with the preferred bidder, with an option to extend for up to two further 12 months, making 84 months in total.

The Contract has an estimated annual spend of £60,000 (exclusive of VAT and insurance service brokerage fees) for the delivery of Insurance Brokerage and Associated Services across all bodies using the Insurance Service.

#### **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

60

This contract is subject to renewal

Yes

Description of renewals

The Authority proposes to enter into one Contract for an initial period of 60 months with the preferred bidder, with an option to extend for up to two further 12 months, making 84 months in total.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Authority proposes to enter into one Contract for an initial period of 60 months with the preferred bidder, with an option to extend for up to two further 12 months, making 84 months in total.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **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

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## **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 April 2023

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

17 April 2023

Local time

12:00pm



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## **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**

Cambridgeshire County Council

New Shire Hall, Alconbury Weald

Huntingdon

PE28 4YE

Email

[Clare.Ellis@cambridgeshire.gov.uk](mailto:Clare.Ellis@cambridgeshire.gov.uk)

Telephone

+44 7880016097

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Authority will incorporate a minimum 10 calendar days standstill period at the point information on the award of the contract is communicated to tenderers. The duration of this

standstill will be disclosed at this point.

This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. Such additional information should be required

from (Refer to address in Part 1.1). If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Chapter 6) 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. 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 order the ineffectiveness of a contract where serious breach have occurred in addition to any fine, the Court may instead provide for

alternative penalties, either contract shortening, fines or both.

Please ensure that you read the tender documents carefully in order to be aware of the requirements and relevant deadlines.

The Council reserves the right to award all, part or none of the business forming the subject

matter of this procurement and to abandon, halt, pause, or postpone this procurement at any time. Under no circumstances will the Council incur any liability (including, but not limited to, liability as to costs) in respect of this procurement exercise, the abandonment of the same, or any documentation issued as part of this procurement exercise.

The Authority have invested in an e-tendering tool in order to facilitate its tendering processes in a compliant and transparent manner.

Potential Providers will need to register an account via the "Procontract Portal" at <https://procontract.due-north.com/Register> before being able to view the full tender details.

In order to access the tender documentation, click "Find Opportunities", then on the drop-down menu, filter by "Cambridgeshire Public Services" by clicking on "Update" to find the relevant opportunity or alternatively within the organisations drop down select Cambridgeshire County Council to also find the relevant opportunity.