

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/007696-2024>

Contract

## **Address Tracing and Mortality Screening – Member Data Services**

The City of Edinburgh Council

F03: Contract award notice

Notice identifier: 2024/S 000-007696

Procurement identifier (OCID): ocds-h6vhtk-04079b

Published 11 March 2024, 2:21pm

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Email**

[Ben.Fulton@edinburgh.gov.uk](mailto:Ben.Fulton@edinburgh.gov.uk)

#### **Telephone**

+44 1315296432

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

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

The contract is awarded by a central purchasing body

**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**

Address Tracing and Mortality Screening – Member Data Services

Reference number

CT1243

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

- 66141000 - Pension fund management services

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

Services

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

The Lothian Pension Fund require a range of Member Data Services to assist the with effective administration of their funds.

The two services required are address tracing and mortality screening this allows the Lothian Pension Fund to update member records with the member's correct address and to check the existence of members thus avoiding overpayment of benefits where pensioner members have deceased or alerting the Fund where deferred beneficiaries have died and a benefit may be payable.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £98,625

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

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

- 66131100 - Pension investment services

- 66141000 - Pension fund management services
- 66520000 - Pension services
- 72416000 - Application service providers

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The City of Edinburgh Council is acting on behalf of Lothian Pension Fund (“LPF”) in the execution of this Tender, but will not be party to the contract or the management of the contract through its lifetime.

LPF is the organisation responsible for administering the Local Government Pension Scheme in the Lothian area. Lothian Pension Fund administers the Local Government Pension Scheme (LGPS) in Edinburgh and the Lothians. LPF require a supplier to conduct Mortality Screening on all Lothian Pension Fund's pensioner and deferred members and to conduct address tracing on all untraced deferred members. This will be a recurring requirement, however through time the requirement may reduce.

The requirement is needed to improve the accuracy of member records in accordance with the Pensions Regulator's legislation on record keeping. In addition to improving their records, the service will improve the effectiveness of the communication between Lothian Pension Fund and its members, alerting members timeously with information about elections or choices they are required to make in relation to their benefits that may affect their rights under the scheme.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **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 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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-029159](#)

---

## **Section V. Award of contract**

### **Contract No**

CT1243

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

7 February 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 6

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 6

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Capita Business Services Limited

71 Victoria Street

London

SW1H 0 XA

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £98,625

---

**Section VI. Complementary information**

**VI.3) Additional information**

The City of Edinburgh Council are procuring this on behalf of Lothian Pension Fund.

It is a mandatory requirement of this Contract that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

(SC Ref:760130)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. . A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service /OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.