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Tender

## **Flexible Benefits and Associated Services**

Construction Industry Training Board

F02: Contract notice

Notice identifier: 2022/S 000-007826

Procurement identifier (OCID): ocds-h6vhtk-03252c

Published 23 March 2022, 10:14am

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

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

Construction Industry Training Board

[www.citb.co.uk](http://www.citb.co.uk)

Peterborough

PE2 8TY

#### **Contact**

Grant Carr

#### **Email**

[grant.carr@gov.sscl.com](mailto:grant.carr@gov.sscl.com)

#### **Telephone**

+44 07704537493

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**National registration number**

United Kingdom

**Internet address(es)**

Main address

[www.citb.co.uk](http://www.citb.co.uk)

Buyer's address

[www.citb.co.uk](http://www.citb.co.uk)

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Peterborough:-Human-resources-management-consultancy-services./632VNZ465N>

Additional information can be obtained from the above-mentioned address

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

Construction

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## **Section II: Object**

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

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

Flexible Benefits and Associated Services

Reference number

PROC2021136

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

- 79414000 - Human resources management consultancy services

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

Services

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

CITB wishes to procure a single supplier to provide a flexible benefits portal and associated advisory, support and administration services (including the brokering and procurement of the benefit providers). The portal needs to be in place and configured in Q3 this year, ready for testing in September, enrolment will be during November/December and for employees' 2023 flex choices to be effective on 1st January 2023. This flexible benefits portal will need to work effectively with the HR system (SOPSO) in order to ensure accurate data flows from Sopso into the portal and back into Sopso for correct payroll adjustments and third party BACS payments to be made

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

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

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

- 48450000 - Time accounting or human resources software package

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

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

CITB wishes to procure a single supplier to provide a flexible benefits portal and associated advisory, support and administration services (including the brokering and procurement of the benefit providers). The portal needs to be in place and configured in Q3 this year, ready for testing in September, enrolment will be during November/December and for employees' 2023 flex choices to be effective on 1st January 2023. This flexible benefits portal will need to work effectively with the HR system (SOPSO) in order to ensure accurate data flows from Sopso into the portal and back into Sopso for correct payroll adjustments and third party BACS payments to be made.

The contract will be for a period of three years with two options to extend for a further twelve months each.

Further details of CITB requirements and the nature of this opportunity are set out in the following sections of this ITT.

### **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: £200,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

**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

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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

27 April 2022

Local time

4:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

27 April 2022

Local time

4:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Peterborough:-Human-resources-management-consultancy-services./632VNZ465N>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/632VNZ465N>

GO Reference: GO-2022322-PRO-19840554

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

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

Construction Industry Training Board

www.citb.co.uk

Peterborough

PE2 8TY

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