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Tender

Framework Agreement for Legal Representation for the Insurance team

Norfolk County Council

F02: Contract notice

Notice identifier: 2021/S 000-009066

Procurement identifier (OCID): ocids-h6vhtk-02a138

Published 28 April 2021, 8:32am

Section I: Contracting authority

I.1) Name and addresses

Norfolk County Council

Martineau Lane

NORWICH

NR12DH

Contact

Claire Dawson

Email

sourcingteam@norfolk.gov.uk

Country

United Kingdom

NUTS code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

www.norfolk.gov.uk

Buyer's address

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

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

Framework Agreement for Legal Representation for the Insurance team

Reference number

NCCT42187

II.1.2) Main CPV code

- 79110000 - Legal advisory and representation services

II.1.3) Type of contract

Services

II.1.4) Short description

Norfolk County Council requires legal services for the in-house insurance team to predominately help support the delivery of the claims service, and is retendering its expiring framework agreement for these services.

II.1.5) Estimated total value

Value excluding VAT: £1,600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79112000 - Legal representation services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Council is seeking to purchase legal representation. The service will need to provide a high standard of professional service advice and guidance on all matters relating to insurance claims handled by the team. Typical duties will include but not be limited to:

- Provision of general legal advice
- Representing the authority in litigation

- Maintaining a knowledge of issues facing the authority and being prepared to offer legal opinions
- Supporting the development and knowledge of the insurance team.

Regular management information relating to claims settlement and costs will need to be provided.

The insurance team provide support to the Norse Group and as such require coverage across the country.

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: £1,600,000

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

Duration in months

48

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.2.14) Additional information

This will be a framework agreement and as such the value above is the potential maximum spend under the framework agreement, but is also not a guarantee of work.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 6

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: [2021/S 000-006599](#)

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

Date

7 June 2021

Local time

11:00am

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

IV.2.7) Conditions for opening of tenders

Date

7 June 2021

Local time

11:05am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The procurement will be managed electronically via the council's e-procurement system. To express an interest in the procurement and obtain the tender documents, interested parties must first be registered on the system at: <https://in-tendhost.co.uk/norfolkcc>.

Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/asp/BuyerProfiles>.

Once registered you will be able to see the procurement project under the tenders section, express an interest and download the procurement documents. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or emailing: support@in-tend.co.uk.

VI.4) Procedures for review

VI.4.1) Review body

Norfolk County Council

Norwich

Country

United Kingdom