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Tender

Administration of the Windrush Day Grant Scheme (WDGS)

Ministry of Housing, Communities & Local Government

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-015350

Procurement identifier (OCID): ocds-h6vhtk-05037a

Published 15 April 2025, 4:22pm

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Scope

Reference

CPD126211

Description

The Ministry of Housing, Communities and Local Government (MHCLG) is seeking to contract a supplier to manage the Windrush Day Grant Scheme for up to five Grant Funding Cycles.

The Supplier will deliver the Windrush Day Grant Scheme in partnership with MHCLG and the stakeholder Grant Panel over five phases including:

Phase 1 - Preparation (pre-application window)

Phase 2 - Promotion (during application window)

Phase 3 - Assessment and moderation (post-application window)

Phase 4 - Grantee Project Support

Phase 5 - Evaluation (post-project completion)

Further details are available in the Specification.

Total value (estimated)

- £330,000 excluding VAT
- £396,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 31 August 2025 to 30 September 2028
- Possible extension to 30 September 2030
- 5 years, 1 month, 1 day

Description of possible extension:

The contract will be for an initial period of 3 years, where 1 year is

defined as one Windrush Day Grant Scheme Funding Cycle. There will be the option to extend this contract in yearly increments (+1+1) representing up to two additional Windrush Day Grant

Funding Cycles (this is subject to ministerial approval,

approval from HMT and the suppliers performance in years 1, 2 and 3)

Main procurement category

Services

CPV classifications

- 75100000 - Administration services

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

2 May 2025, 5:00pm

Tender submission deadline

16 May 2025, 5:00pm

Submission address and any special instructions

All submissions will be managed and received via the eSourcing Portal detailed in the Documents section of this notice.

<https://atamis-5407.my.site.com/login?locale=us>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

13 June 2025

Award criteria

Name	Description	Type	Weighting
Technical Response	The award criteria will be based on the most advantageous tender (MAT) using a Price per Quality Point (PQP) model, which assesses the quantitative relationship between the Supplier's quality score and price.	Quality	100%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement

notice

The preliminary market engagement was conducted in May 2024 prior to the implementation of the PA23 and regulations.

Documents

Associated tender documents

<http://www.http://atamis-5407.my.site.com/login>

The key documents supporting this procurement can be found and accessed in the Log on to the MHCLG Atamis e-procurement supplier website. The Authority will be administering the Procurement Process electronically via this eSourcing Portal. All communications with the Authority must be conducted via the Portal.

Support is available to help Suppliers to understand and use the Portal or query any issues with the eSourcing Portal via the following link:

<https://suppliersupport.atamis.co.uk/hc/en-gb/sections/4612344115359>

If you can't find what you're looking for there, the customer support team is available to assist you from 8 am - 6 pm (UK time in the English Language), excluding holidays by submitting a request;

<https://suppliersupport.atamis.co.uk/hc/en-gb/requests/new>

For urgent technical assistance please call the helpdesk, Phone 44 29 2280 9277
Operational Hours 08:00-18:00

Monday - Friday Excluding Public Holidays

[Access Tender in Portal.pdf](#)

Guide to accessing the tender documents

Contracting authority

Ministry of Housing, Communities & Local Government

- Public Procurement Organisation Number: PWCX-8281-CLPR

2 Marsham Street

London United Kingdom

SW1P 4DF

United Kingdom

Email: commercialtenders@communities.gov.uk

Website:

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government>

Region: UKI32 - Westminster

Organisation type: Public authority - central government