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Tender

## **Salary Sacrifice Cost Framework for additional voluntary contributions (SSAVCs)**

Portsmouth City Council

F02: Contract notice

Notice identifier: 2023/S 000-015625

Procurement identifier (OCID): ocids-h6vhtk-03d31d

Published 1 June 2023, 6:11pm

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

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

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

#### **Contact**

Procurement Service

#### **Email**

[procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

#### **Telephone**

+44 2392688235

#### **Country**

United Kingdom

**Region code**

UKJ31 - Portsmouth

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.portsmouth.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://in-tendhost.co.uk/portsmouthcc.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/portsmouthcc.aspx/home>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

**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**

Salary Sacrifice Cost Framework for additional voluntary contributions (SSAVCs)

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

- 66500000 - Insurance and pension services

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

Services

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

Portsmouth City Council ('the council') is seeking to establish a single supplier Framework agreement for the provision of a Salary Sacrifice Additional Voluntary Contribution (AVC) scheme.

The Framework will also be open for access by other UK Public Sector Organisations which include UK Public Sector Bodies, including Central Government, Local Authorities, Health, Police, Fire and Rescue, Education and Devolved Administrations.

Portsmouth City Council introduced the first Salary Sacrifice Additional Voluntary Contribution (SSAVC) in the UK and currently delivers the service in house. The Authority are now looking for a framework to be established to enable the service to be delivered by an external provider.

SSAVCs are currently available to employers with Local Government Pension Scheme (LGPS) and NHS Pension Scheme members (this may be expanded to other organisations at a later date), and it is an employer's decision whether they implement a scheme. The key advantages are that SSAVC members can achieve significant growth figures on their savings whilst at the same time the employer also makes savings.

A full list of Authorities able to access the agreement can be found in appendix 1 of the tender documents.

In setting up the Framework, the Council does not guarantee that any call-offs contracts will be awarded once the Framework is procured, that no form of exclusivity will be created and provides no guarantee of volume of work from either itself or other contracting authorities.

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

Value excluding VAT: £35,640,000

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

This contract is divided into lots: No

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

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

- 66100000 - Banking and investment services
- 66520000 - Pension services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

In setting up the Framework, the Council will be acting as a Central Purchasing Body under regulation 37 PCR 2015 as the Framework will also be open for access by other UK Public Sector Organisations which include UK Public Sector Bodies, including Central Government, Local Authorities, Health, Police, Fire and Rescue, Education and Devolved Administrations.

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

The following is a summary of the requirements, for all information and full details please refer to the Specification given in Schedule 1 of the Framework Terms.

The Supplier shall provide a service that includes but is not limited to the following:

- Advice and guidance for Salary Sacrifice Additional Voluntary Contributions;
- Employee engagement and communication across the workforce;

- Integrated payroll reporting;
- Automated application and amendment processing;
- Seamless processes with investment providers;
- Onsite employee presentations;
- Interactive employee Webinars promoting all aspects of Financial Wellbeing;
- Individual one-to-one sessions for employees to receive guidance from experts;
- Provision of a web chat service and telephone helplines to support employees;
- Calculators to provide employees with retirement impacts and scenarios
- Full compliance with HMRC guidelines and Employment law;
- Information Security and Audit Trails

#### Optional Services

The following "Optional Services" shall also be made available to Participating Authorities for further information refer to the Specification given in schedule 1 of the Framework Terms:

- Standard Additional Voluntary Contributions
- Investment Advice
- Additional Financial Services

#### **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: £35,640,000

#### **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

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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

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## **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 a single operator

#### **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

30 June 2023

Local time

2:00pm

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

English

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

Date

30 June 2023

Local time

2:01pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 01/06/2027

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

In setting up the Framework, the Council will be acting as a Central Purchasing Body under regulation 37 PCR 2015 as the Framework will also be open for access by other UK Public Sector Organisations which include UK Public Sector Bodies, including Central Government, Local Authorities, Health, Police, Fire and Rescue, Education and Devolved Administrations.

A full list of Authorities able to access the agreement can be found in appendix 1 of the procurement documents.

The anticipated potential value of services that could be provided via this Framework has been estimated to be £35,640,000, however, no guarantee or commitment as to the initial and future value of any work arising from this Framework can be given.

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

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

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