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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

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

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

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 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

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/>