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Award

## **LEEDS ADVICE SERVICE**

Leeds City Council - PACS

F15: Voluntary ex ante transparency notice

Notice identifier: 2021/S 000-016652

Procurement identifier (OCID): ocds-h6vhtk-02c87e

Published 15 July 2021, 4:01pm

### **Section I: Contracting authority/entity**

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

Leeds City Council - PACS

Civic Hall

Leeds

LS11UR

#### **Contact**

Philippa Elliott

#### **Email**

[philippa.elliott@leeds.gov.uk](mailto:philippa.elliott@leeds.gov.uk)

#### **Telephone**

+44 1133785882

#### **Country**

United Kingdom

**NUTS code**

UKE4 - West Yorkshire

**Internet address(es)**

Main address

[www.leeds.gov.uk](http://www.leeds.gov.uk)

**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**

LEEDS ADVICE SERVICE

Reference number

DN556151

**II.1.2) Main CPV code**

- 79140000 - Legal advisory and information services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Advice services to the citizens of Leeds including Welfare Benefits, Debt, Housing and Immigration.

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

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Lowest offer: £4,500,000 / Highest offer: £9,000,000 taken into consideration

## **II.2) Description**

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

NUTS codes

- UKE42 - Leeds

Main site or place of performance

Leeds

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

The Advice Service provides an effective and efficient high quality service that is free, independent, impartial and confidential to the citizens of Leeds. The service includes telephone, email and face to face advice. Areas of advice covered includes Welfare Benefits, Debt, Housing and Immigration. The service responds to fluctuating levels of demand and changes in legislation. The service proactively seeks solutions to issues and works closely with other advice services in Leeds to signpost clients so they receive a comprehensive service to meet their needs.

### **II.2.5) Award criteria**

Price

### **II.2.11) Information about options**

Options: Yes

Description of options

Yes, the authority may extend the original term of the contract by 12 months annually depending on confirmation of funding.

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## Section IV. Procedure

### IV.1) Description

#### IV.1.1) Type of procedure

Negotiated without a prior call for competition

- The works, supplies or services can be provided only by a particular economic operator for the following reason:
  - absence of competition for technical reasons

Explanation:

Due to the unique way in which these services are delivered by the Leeds Advice Consortium the council intends to directly award a contract on the grounds set out at Regulation 32 (2) (b) (ii) - Negotiated Procedure without prior publication - of the Public Contracts Regulations 2015.

The Leeds Advice Consortium are the only organisations that can deliver this service due to their capacity to offer the full range of services required. Market research conducted prior to the previous procurement exercise provided evidence to support this, and only one tender was submitted, from Leeds Advice Consortium.

The Consortium was developed specifically for the purposes of the contract. Their model of service delivery handles a significant volume of enquiries ensuring an efficient, effective and economic advice service for the people of Leeds. It includes a choice of access routes and covers the full range of social welfare law subjects from assisted self-help to generalist level, with casework support in welfare benefits, debt, housing and immigration. They have offered face to face advice as well as integrated telephone, webchat and email services which have proved invaluable during the pandemic.

The Consortium has staff resources in place to meet all requirements of the service and deliver the range of advice required. Their teams of advisers are suitably qualified and have extensive advice experience.

#### IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

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## **Section V. Award of contract/concession**

### **Contract No**

DN556151

### **Title**

Leeds Advice Service

A contract/lot is awarded: Yes

### **V.2) Award of contract/concession**

#### **V.2.1) Date of conclusion of the contract**

15 July 2021

#### **V.2.2) Information about tenders**

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor/concessionaire**

Citizens Advice Leeds

Westminster Buildings, 31 New York Street

Leeds

LS2 7DT

Email

[dianne.lyons@leedscab.org.uk](mailto:dianne.lyons@leedscab.org.uk)

Country

United Kingdom

NUTS code

- UKE42 - Leeds

The contractor/concessionaire is an SME

Yes

#### **V.2.4) Information on value of contract/lot/concession (excluding VAT)**

Initial estimated total value of the contract/lot/concession: £4,500,000

Total value of the contract/lot/concession: £9,000,000

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## **Section VI. Complementary information**

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

Contract award to Leeds Advice Consortium under Regulation 32 (2) (b) (ii)

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

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated. This period allows potential tenderers to seek further information from the contracting authority before the contract is entered into.

Such additional information should be requested from the addressee found in I.1. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High

Court (England, Wales and Northern Ireland). Any such action must be brought promptly (within 30 days beginning with the date when the economic operator first knew or ought to have known that grounds for such action had arisen).

Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. Following the correct implementation of a 10 day standstill period and publication of appropriate notices the court may only award damages once the contract has been entered into.