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Planning

HCC - 07/23 - Pre-Procurement Market Engagement (PPME) for the Provision of HR Pay and Reward Staff Benefits – Cycle to Work Scheme

Hertfordshire County Council

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-020149

Procurement identifier (OCID): ocds-h6vhtk-03e19d

Published 13 July 2023, 3:15pm

Section I: Contracting authority

I.1) Name and addresses

Hertfordshire County Council

Pegs Lane

Hertford

SG13 8DE

Contact

Strategic Procurement Group

Email

zoe.upson@hertfordshire.gov.uk

Telephone

+44 01707292463

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.hertfordshire.gov.uk

Buyer's address

<https://in-tendhost.co.uk/supplyhertfordshire/asp/Home>

I.3) Communication

Additional information can be obtained from the above-mentioned address

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

HCC - 07/23 - Pre-Procurement Market Engagement (PPME) for the Provision of HR Pay and Reward Staff Benefits – Cycle to Work Scheme

Reference number

HCC - 07/23 - PPME C2W Scheme

II.1.2) Main CPV code

- 92000000 - Recreational, cultural and sporting services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council currently has a contract for the provision of standard services for the salary sacrifice and employee benefits – cycle to work. This initial contract term is until 1 September 2024. The scheme is with a national supplier who provides staff with the option to use local providers, if that is their preference, for the purchasing of bikes and equipment. The scheme has been successful in recent years and there is always a lot of interest when an applications 'window' is opened. The Council wish to ensure that they have explored all Cycle to Work initiatives and providers in order to be confident that the current scheme continues to offer employees great value for money. Plus enable the Council, to create a cleaner, greener, and more environmentally sustainable county.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 92000000 - Recreational, cultural and sporting services
- 34430000 - Bicycles

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Hertfordshire County Council (the "Council") is carrying out Pre-Procurement Market Engagement ("PPME") for the provision of HR Pay & Reward Staff Benefits – Cycle to Work Scheme. The Council is seeking input from the market as to what might be the most attractive way of packaging and scoping any future opportunity for contracts. This input will help inform any resultant procurement process. The Council will consider the feedback received to help inform the Council's options and further decision making. For the avoidance of doubt, this stage of the project is not part of a formal procurement process, and the Council is not committing, at this stage, to carrying out such a process.

Participation or non-participation in the PPME shall not prevent any supplier participating in a potential future procurement, nor is it intended that any information supplied as part of the PPME shall place any supplier at an advantage in a potential procurement process. Participation in the PPME will be at each organisation's own cost. No expense in responding to this PPME will be reimbursed by the Council. Further information can be found within the attached documentation. You are invited to submit a completed questionnaire by 12 noon on 18th August 2023. Please log in or register at <https://intendhost.co.uk/supplyhertfordshire.aspx/Home>

II.3) Estimated date of publication of contract notice

13 July 2023

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

In order to participate in this PPME, organisations must submit their completed Supplier Questionnaire, together with any supporting documents, through the In-Tend system by the return deadline of 12.00 Noon 18th August 2023. Please make sure that you have submitted your Supplier Questionnaire following the instructions above. The Council will not be held accountable for any errors made by an organisation in submitting their Supplier Questionnaire. The Council will consider the feedback received to help inform the Council's options and further decision making. For the avoidance of doubt, this stage of the project is not part of a formal procurement process, and the Council is not committing, at this stage, to carrying out such a process. Participation or non-participation in the PPME shall not prevent any supplier participating in a potential future procurement, nor is it intended that any information supplied as part of the PPME shall place any supplier at an advantage in a potential procurement process. Participation in the PPME will be at each organisation's own cost. No expense in responding to this PPME will be reimbursed by the Council. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: support@in-tend.co.uk or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:00.