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Tender

SE Pension Scheme – Administrative, Actuarial and Ancillary Services

Scottish Enterprise

F02: Contract notice

Notice identifier: 2023/S 000-021638

Procurement identifier (OCID): ocds-h6vhtk-03ea72

Published 26 July 2023, 12:27pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

Contact

Gordon Hutton

Email

gordon.hutton@scotent.co.uk

Telephone

+44 1414686024

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

I.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SE Pension Scheme – Administrative, Actuarial and Ancillary Services

Reference number

P24-0011

II.1.2) Main CPV code

- 66141000 - Pension fund management services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this ITT is to appoint a single supplier to deliver Pensions - Administrative, Actuarial and Ancillary Services on behalf of the Trustees of the Scottish Enterprise Pension & Life Assurance Scheme (the Scheme). The supplier must be able to deliver all the services under this part of the contract.

II.1.5) Estimated total value

Value excluding VAT: £3,330,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66141000 - Pension fund management services
- 66523000 - Pension fund consultancy services
- 66520000 - Pension services
- 66522000 - Group pension services
- 66131100 - Pension investment services
- 66523100 - Pension fund administration services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The purpose of this ITT is to appoint a single supplier to deliver Pensions - Administrative, Actuarial and Ancillary Services on behalf of the Trustees of the Scottish Enterprise Pension & Life Assurance Scheme (the Scheme). The supplier must be able to deliver all the services under this part of the contract.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The contract shall be for a period of 36 months with the option to extend for 1 period of 12 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Q4A1

The bidder is required to be a member of the Institute and Faculty of Actuaries — or equivalent and is required to be registered with the Information Commissioners Office or equivalent.

The bidder is required to be registered with the Financial Conduct Authority or equivalent.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Q4B1b Bidders will be required to have an annual yearly turnover of GBP1,665,000 for the last 2 years.

Q4B3 — Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

Q4B5 — Please confirm whether you already have or can commit to obtain, prior to the commencement of the contract, appropriate levels of insurance for this contract. Bidders that do not already have, or cannot commit to obtain insurances may be excluded from further participation in this procurement exercise.

Q4B5a - Professional Indemnity Insurance — Bidders should state the value that they consider to be appropriate to the contact.

Q4B5b - Employers (compulsory) insurance — 5 000 000 GBP

Q4B5c - Public Liability Insurance — Bidders should state the value that they consider to be appropriate for the contract.

Q4B6 — Bidders will be required to state the value for the liquidity ratio. The liquidity ration should be equal to or greater than 0.8.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Q4C1.2 — Bidders will be required to provide 4 examples of work carried out over the past three years that evidence that they have experience in servicing open defined benefit public sector schemes which have a pensioner payroll of 1 000 or greater. Examples might include:

- Annual pension increase.
- pensioner existence exercise.
- an annual benefit statement exercise.
- GMP reconciliation.

Bidders should provide the name, dates, accounts for examples provided. Bidders should restrict each example to a descriptive paragraph of not more than 300 word.

These will be evaluated on a PASS/FAIL basis. Pass equals providing 4 examples detailing relevant experience to deliver the service. Fail equals failure to provide 4 examples detailing relevant experience to deliver the service.

Q4C1.2 Bidders will be required to provide 4 examples of work carried out over the past three years that evidence that they have experience in servicing open defined benefit public sector schemes which have a pensioner payroll of 1000 or greater. Examples might include:

- Review of investment strategy.
- Introduction or refinement of LDI.
- Review of illiquid assets.
- Active manager and performance review.
- Climate change and other ESG reports.

Bidders should provide the name, dates, accounts for examples provided. Bidders should restrict each example to a descriptive paragraph of not more than 300 words.

These will be evaluated on a PASS/FAIL basis. Pass equals providing 4 examples detailing relevant experience to deliver the service. Fail equals failure to provide 4 examples detailing relevant experience to deliver the service.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Q4D1.2a- The bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

Q4D1.2b. The bidder must have the following:

Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that the bidder's quality management is effective in reducing/preventing incidents of sub-standard delivery. This must include the quality of output and general performance.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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 August 2023

Local time

11:00am

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

30 August 2023

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

This is a relevant climate change contract, bidders are required to complete and return the attached Climate Change Plan template.

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar).

Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

SPD Statement for 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion. [This may be requested at the selection stage or prior to the subcontractor commencing work on the contract.]

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=736011.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:736011)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=736011

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place,

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish-enterprise.com/help/contact-us>.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

VI.4.4) Service from which information about the review procedure may be obtained

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>