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Tender

Administration and Resources for Department of Work and Pensions initiatives

Birmingham City Council

F02: Contract notice

Notice identifier: 2022/S 000-024947

Procurement identifier (OCID): ocids-h6vhtk-036633

Published 6 September 2022, 1:34pm

Section I: Contracting authority

I.1) Name and addresses

Birmingham City Council

10 Woodcock Street

Birmingham

B4 7WB

Contact

Corporate Procurement Services

Email

etendering@birmingham.gov.uk

Fax

+44 1213037322

Country

United Kingdom

NUTS code

UKG31 - Birmingham

Internet address(es)

Main address

www.finditinbirmingham.com

Buyer's address

www.in-tendhost.co.uk/birminghamcc

I.3) Communication

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

www.in-tendhost.co.uk/birminghamcc

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.in-tendhost.co.uk/birminghamcc

Tenders or requests to participate must be submitted to 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

Administration and Resources for Department of Work and Pensions initiatives

Reference number

P0983

II.1.2) Main CPV code

- 75310000 - Benefit services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council wishes to establish a Contract with a company for the provision of administration and resources for Department of Work and Pensions initiatives, and to provide the resource that is suitably skilled and experienced and available to deliver the services and provide support as and when required (including): • Administration of Housing Benefit and Council Tax support – Assessing and awarding Housing Benefit and Council Tax support for new applications and change of circumstances in line with the DWP Regulations and Local Authority Procedures. • Collection of overpaid Benefit – To recover Housing Benefit which has been overpaid and is recoverable, using the various methods available in line with the legislation. • Administration of Discretionary awards – to assess applications for a discretionary Housing award in line with the H.B and Universal credit guidelines.

II.1.5) Estimated total value

Value excluding VAT: £1,200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75310000 - Benefit services
- 66523100 - Pension fund administration services

II.2.3) Place of performance

NUTS codes

- UKG31 - Birmingham

II.2.4) Description of the procurement

The awarded companies staff will be trained on the Councils system, and will require the necessary NDA's and security checks. Note: The suppliers I.T. system needs to be compatible with Citrix Client being employed on their devices. And suppliers officers they provide for this contract need to have fully trained in HB/CTS legislation. The contract aimed to commence 1st February 2023.

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

36

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: Yes

Description of options

With the option to extend for a further 12 months.

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

Details will be provided in tender documentation.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

6 October 2022

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

6 October 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Council will be using its free to use e-tendering system (in-tend) for the administration of this procurement process and potential suppliers must register with the system to be able to express an interest. If you wish to express an interest in this opportunity please click on the following link to access <https://in-tendhost.co.uk/birminghamcc/> and submit your details to register. You will then be sent details on how to log on which will enable you to download all relevant Invitation to Tender (ITT) documentation. If you are unable to register with In-tend or have any questions or problems on how to use this web site please either email us at: cps@birmingham.gov.uk Your completed tender submission should be returned by noon on 6th October 2022 via the 'in-tend' system <https://in-tendhost.co.uk/birminghamcc/>

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

Royal Courts of Justice, Strand

London

WC2A 2LL

Country

United Kingdom