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Tender

## **TfL 96066 Remuneration Benchmarking Services**

Transport for London

F02: Contract notice

Notice identifier: 2022/S 000-026120

Procurement identifier (OCID): ocds-h6vhtk-036944

Published 16 September 2022, 4:42pm

### **Section I: Contracting authority**

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

Transport for London

Palestra, 197 Blackfriars Road

London

SE1 8NJ

#### **Contact**

Ms Irene Kasanga

#### **Email**

[irenekasanga@tfl.gov.uk](mailto:irenekasanga@tfl.gov.uk)

#### **Telephone**

+44 2030541745

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://tfl.gov.uk>

Buyer's address

<https://tfl.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://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

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://procontract.due-north.com>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Transport

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

TfL 96066 Remuneration Benchmarking Services

Reference number

DN633256

#### **II.1.2) Main CPV code**

- 79400000 - Business and management consultancy and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

TfL requires a consultancy to provide support with the annual executive remuneration benchmarking exercise covering TfL's Executive Committee and Director Population (c 60). There will also be a requirement to support with ad-hoc requests for data (across levels not restricted to Executive and Director Level or equivalent), market research and market insight throughout the Agreement.

As a major provider of remuneration benchmarking the Consultant will own a number of multi-industry proprietary surveys including, but not limited to, Executive and Director Level roles from which the Consultant are able to draw robust market data from an agreed peer group of organisations. Please note this is a pre-requisite for selection and must be in place in time for Service Commencement.

#### **II.1.5) Estimated total value**

Value excluding VAT: £400,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

UK - United Kingdom

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

The Consultant will primarily be required to advise on an appropriate executive benchmarking methodology for the Executive Committee and Director population and also provide general benchmarking support for roles below Executive and Director level as outlined in section 3.2 below.

At the start of the contract, working with the Reward team and with Remuneration Committee input, the Consultant will undertake preliminary work prior to completing any detailed benchmarking of individual roles as follows:

Recommend suitable “peer groups” of organisations that are relevant to the diverse nature, size and complexity of TfL to be used to underpin all Executive and Director level benchmarking going forward. We currently operate with 2 separate peer groups formed from i) Publicly Accountable organisations only; ii) General Industry therefore including predominantly private sector comparators excluding Financial Services.

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

Quality criterion - Name: Technical Weighting 70% and the Commercial (Price) Weighting 30% / Weighting: 70

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £400,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

This Contract will be for 3 years with an option to extend for a further 2 years

#### **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

#### **II.2.14) Additional information**

The Consultant will be required to make recommendations to the Remuneration Committee which may require attendance at Remuneration Committee meetings or the provision of papers for discussion in committee.

The output of the annual executive benchmarking exercise will be two separate reports covering the Executive Committee and Director populations. The reports will include market comparisons against base pay, total cash, long term incentives (LTI's), pension and benefits (total remuneration). Market information will be drawn from the Consultant's proprietary executive surveys and research from publicly available information.

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

Accelerated procedure

Justification:

N/A

#### **IV.1.6) Information about electronic auction**

An electronic auction will be used

Additional information about electronic auction

N/A

#### **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

18 October 2022

Local time

4:00pm

#### **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: 30 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

18 October 2022

Local time

4:00pm

Place

Via the TfL Procontract eTendering portal

Information about authorised persons and opening procedure

The Verifier

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### **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**

TfL 96066 Remuneration Benchmarking Services Tender

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

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

Transport for London

London

SE10 0ES

Email

[irenekasanga@tfl.gov.uk](mailto:irenekasanga@tfl.gov.uk)

Telephone

+44 7894710357

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Transport for London

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Clarification period ends on 10/10/2022

Tender Closes on the 18/10/2022

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

Transport for London

London

Country

United Kingdom