

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/028279-2025>

Tender

Employment Liability Insurance for People using a Direct Payment to employ Personal Assistants

East Sussex County Council
Brighton and Hove City Council
West Sussex County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-028279

Procurement identifier (OCID): ocds-h6vhtk-05284a

Published 28 May 2025, 5:50pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Scope

Reference

13789

Description

A single insurer is required to provide Employment Liability Insurance for people using a Direct Payment to employ Personal Assistants. The contracting authorities are East Sussex County Council, Brighton & Hove City Council, and West Sussex County Council.

The concession contract will start on 17 September 2025 for East Sussex County Council and Brighton & Hove City Council. The same concession contract will start on 01 April 2026 for West Sussex Council. The concession contract will end on 31 March 2031 for all three councils, and there will be an option to extend for up to 24 months.

There is no guarantee of work and the policy rates will be fixed for duration of the concession contract.

Total value (estimated)

- £1,990,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 17 September 2025 to 31 March 2031
- Possible extension to 31 March 2033
- 7 years, 6 months, 14 days

Description of possible extension:

An up to allowed for 24 month extension is included in the contract terms.

Main procurement category

Services

CPV classifications

- 66000000 - Financial and insurance services

Contract locations

- UKJ21 - Brighton and Hove
- UKJ22 - East Sussex CC
- UKJ27 - West Sussex (South West)
- UKJ28 - West Sussex (North East)

Submission

Enquiry deadline

18 June 2025, 5:00pm

Tender submission deadline

30 June 2025, 10:00am

Submission address and any special instructions

Tender to be submitted via;

<https://supplierlive.proactisp2p.com/Account/Login>

Proactis opportunity: RFX1000954

Tenders may be submitted electronically

Yes

Award criteria

The evaluation will be based on 50% Price 50% Quality.

Please read the tender documentation for the full award criteria.

Procedure

Procedure type

Below threshold - open competition

Special regime

Concession

Contracting authorities

East Sussex County Council

- Public Procurement Organisation Number: PXGX-2145-PRQJ

County Hall, St Anne's Crescent

Lewes

BN7 1UE

United Kingdom

Email: Amy.Wilkinson@eastsussex.gov.uk

Region: UKJ22 - East Sussex CC

Organisation type: Public authority - sub-central government

Brighton and Hove City Council

- Public Procurement Organisation Number: PNNH-3312-CQGT

Hove Town Hall, Norton Road

Hove

BN3 3BQ

United Kingdom

Email: Amy.Wilkinson@eastsussex.gov.uk

Region: UKJ21 - Brighton and Hove

Organisation type: Public authority - sub-central government

West Sussex County Council

- Public Procurement Organisation Number: PXJW-5627-QRQR

County Hall, West Street

Chichester

PO19 1RQ

United Kingdom

Email: Amy.Wilkinson@eastsussex.gov.uk

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government

Contact organisation

Contact East Sussex County Council for any enquiries.