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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)

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## **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

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## **Award criteria**

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

Please read the tender documentation for the full award criteria.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

## **Special regime**

Concession

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## **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](mailto: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](mailto: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](mailto:Amy.Wilkinson@eastsussex.gov.uk)

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government

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## **Contact organisation**

Contact East Sussex County Council for any enquiries.