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Tender

CO0113 Staff Rewards & Benefits

Essex County Council

F02: Contract notice

Notice identifier: 2022/S 000-028438

Procurement identifier (OCID): ocds-h6vhtk-037470

Published 10 October 2022, 2:55pm

Section I: Contracting authority

I.1) Name and addresses

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

Contact

Mr Andrew Beaver

Email

Andrew.beaver@essex.gov.uk

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

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

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/Login>

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

CO0113 Staff Rewards & Benefits

Reference number

DN635193

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

ECC currently operates a range of employee benefits including discounted shopping, salary sacrifice opportunities, buying of annual leave etc. We are seeking a provider or providers to potentially extend and harmonise our various benefits into an accessible web portal for employees to access wherever and whenever they need to. Active encouragement will also be given during the course of the contract to partner organisations (such as the Vine HR Partnership of neighbouring local authorities) to participate in the scheme at their own cost. The contract and pricing will need to be flexible to accommodate this intent. ECC has already developed such a portal in-house and providers can view this at My ECC Total Reward Hub | Welcome (rewardgateway.co.uk) to determine the minimum standard required.

While the main provision is expected to be through a web based approach, full access to all services (such as via an app or by telephone to a Help Desk) must be possible for those employees who do not have access, or regular access, to a computer or other media device.

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

II.2.4) Description of the procurement

ECC currently operates a range of employee benefits including discounted shopping, salary sacrifice opportunities, buying of annual leave etc. We are seeking a provider or providers to potentially extend and harmonise our various benefits into an accessible web portal for employees to access wherever and whenever they need to. Active encouragement will also be given during the course of the contract to partner organisations (such as the Vine HR Partnership of neighbouring local authorities) to participate in the scheme at their own cost. The contract and pricing will need to be flexible to accommodate this intent. ECC has already developed such a portal in-house and providers can view this at My ECC Total Reward Hub | Welcome (rewardgateway.co.uk) to determine the minimum standard required.

While the main provision is expected to be through a web based approach, full access to all services (such as via an app or by telephone to a Help Desk) must be possible for those employees who do not have access, or regular access, to a computer or other media device.

Provision will principally be to core ECC employees (circa 7,800 employees currently but reducing over future years as the council transforms and restructures), but the contract and pricing will need to be flexible to allow this number to increase or decrease as ECC reviews structure and operating models.

The existing agreement for the delivery of these services is expiring and ECC is looking to procure a replacement service which embraces new ways of working that have manifested due to the impact of the Pandemic. Staff are no longer tied to a single location/office from which they work, as such there is a greater diversity in location. The new service will be required to be flexible in how it delivers local benefits across Essex.

Essex Council has made a commitment to develop an employee benefits scheme for its employees and also has a long-term vision to move towards a 'Total Reward' system to potentially include total reward statements. Essex County Council wishes to continue to offer its staff salary sacrifice arrangements and a voluntary benefits discount programme that offers 'real' benefits that reflect typical consumer spending and provides significant savings for scheme members.

The voluntary benefits element of the scheme will need to be innovative and flexible in its provision of a wide range of top name and local discounts to staff. Essex County Council currently offer:

- Childcare Voucher Scheme,
- Cycle to Work Scheme,
- Additional Annual leave purchase

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 25

II.2.6) Estimated value

Value excluding VAT: £200,000

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

Duration in months

48

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: 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 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

9 November 2022

Local time

12:00pm

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: 9 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

7 November 2022

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

High Court, Royal Courts of Justice

London

WC2A 2LL

Email

RCJ.DCO@justice.gov.uk

Country

United Kingdom