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Tender

A Multi-Framework Agreement for the provision of Pensions Administration Operational Support Services Primarily in support of the Local Government Pension Scheme (LGPS)

Norfolk County Council

Cheshire West and Chester Council (as Administering Authority of the Cheshire Pension Fund)

City of Wolverhampton Council (as Administering Authority of the West Midlands Pension Fund)

(The Mayor and Burgesses of the) London Borough of Hackney

South Tyneside Council (as Administering Authority of the Tyne & Wear Pension Fund)

The Environment Agency (as Administering Authority of the Environment Agency Pension Fund)

South Tameside Council(as Administering Authority of the Greater Manchester Pension Fund)

F02: Contract notice

Notice identifier: 2021/S 000-030241

Procurement identifier (OCID): ocds-h6vhtk-02df1d

Published 6 December 2021, 4:12pm

Section I: Contracting authority

I.1) Name and addresses

Norfolk County Council

Martineau Lane

NORWICH

NR12DH

Contact

Julie Ward

Email

julie.ward@norfolk.gov.uk

Telephone

+44 1603224320

Country

United Kingdom

NUTS code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

www.norfolk.gov.uk

Buyer's address

<https://in-tendhost.co.uk/norfolkcc/asp/Home>

I.1) Name and addresses

Cheshire West and Chester Council (as Administering Authority of the Cheshire Pension Fund)

Ellesmere Port

Email

pensions@cheshirewestandchester.gov.uk

Country

United Kingdom

NUTS code

UKD63 - Cheshire West and Chester

Internet address(es)

Main address

www.cheshirepensionfund.org

I.1) Name and addresses

City of Wolverhampton Council (as Administering Authority of the West Midlands Pension Fund)

Wolverhampton

Email

pensionfundenquiries@wolverhampton.gov.uk

Country

United Kingdom

NUTS code

UKG39 - Wolverhampton

Internet address(es)

Main address

<https://www.wmpfonline.com/>

I.1) Name and addresses

(The Mayor and Burgesses of the) London Borough of Hackney

London

Email

pensions@hackney.gov.uk

Country

United Kingdom

NUTS code

UKI41 - Hackney and Newham

Internet address(es)

Main address

<https://hackneypension.co.uk>

I.1) Name and addresses

South Tyneside Council (as Administering Authority of the Tyne & Wear Pension Fund)

Southshields

Email

pensions@southtyneside.gov.uk

Country

United Kingdom

NUTS code

UKC22 - Tyneside

Internet address(es)

Main address

<https://www.twpf.info>

I.1) Name and addresses

The Environment Agency (as Administering Authority of the Environment Agency Pension Fund)

Bristol

Email

info@eapf.org.uk

Country

United Kingdom

NUTS code

UKK11 - Bristol, City of

Internet address(es)

Main address

<https://www.eapf.org.uk>

I.1) Name and addresses

South Tameside Council(as Administering Authority of the Greater Manchester Pension Fund

Droylsden

Email

mail@gmpf.org.uk

Country

United Kingdom

NUTS code

UKD3 - Greater Manchester

Internet address(es)

Main address

www.gmpf.org.uk

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://in-tendhost.co.uk/norfolkcc/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/norfolkcc/asp/Home>

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

A Multi-Framework Agreement for the provision of Pensions Administration Operational Support Services Primarily in support of the Local Government Pension Scheme (LGPS)

Reference number

NCCT42210

II.1.2) Main CPV code

- 66520000 - Pension services

II.1.3) Type of contract

Services

II.1.4) Short description

Norfolk County Council, on its own behalf and on behalf of Cheshire West and Chester Council (as Administering Authority of the Cheshire Pension Fund), The Environment Agency (as Administering Authority of the Environment Agency Pension Fund), Tameside Metropolitan Borough Council (as Administering Authority of the Greater Manchester Pension Fund), City of Wolverhampton Council (as administering authority of the West Midlands Pension Fund), South Tyneside Council (as Administering Authority of the Tyne & Wear Pension Fund) and the London Borough of Hackney (the 'Founding Authorities') wishes to let a multi-lot, multi-provider framework agreement for the provision of Pensions Administration Operational Support Services.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Pension Administration Services

Lot No

1

II.2.2) Additional CPV code(s)

- 66523100 - Pension fund administration services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Provision of operational administration services to LGPS Pensions Administrators across a range of Pension Administration work areas, including but not limited to:

- Data Interrogation and rectification, to include the following aspects:
 - o Data exploration and analysis of member data sets, providing detailed outcome reports and identification of issues and gaps with required resolution activities
 - o Undertake rectification and remedial data cleansing activities
 - o Support Funds with data readiness for upcoming projects involving data cleansing activities e.g. McCloud, Pension Dashboards, GMP related projects (e.g. rectification and equalisation) etc.
- Pension Administration project delivery including those arising from legal judgements and legislative changes e.g. support with McCloud projects, employer transfers, Pensions, Administration System implementation support
- Temporary/Ad-hoc general Pensions Administration support including but not limited to:
 - o Pensioner payroll services
 - o Benefit Calculations and Member Processing
 - o Interim staffing support e.g. Pensions Manager
 - o Employer led LGPS consolidation
 - o member transfer exercises

o production of member savings statements

Please note that there is no guarantee of work.

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

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) Description

II.2.1) Title

Specialist Pensions Communications and Engagement Services

Lot No

2

II.2.2) Additional CPV code(s)

- 66523000 - Pension fund consultancy services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Provide specialist support to design, develop and deliver effective LGPS multi-channel communications and engagement strategies, including but not limited to;

- Successful targeted member education and engagement programmes
- Brand development and advice
- Measuring the effectiveness and success of engagement, service delivery, user experience and outcomes
- Content advice and delivery including use of appropriate language (e.g. Plain English) and compliance with accessibility requirements and standards.

Please note that there is no guarantee of work.

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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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-022446](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

31 January 2022

Local time

2:00pm

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

IV.2.7) Conditions for opening of tenders

Date

31 January 2022

Local time

2:05pm

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

Nplaw

Norwich

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Council has voluntarily decided to incorporate a standstill period at the point when information on the proposed award of the contract is communicated to tenderers. The standstill period, which will be for a minimum of ten calendar days, provides time for unsuccessful tenders to challenge the award decision before the Contract is entered into. Aggrieved parties who have been harmed or are at risk of harm by any breach of the Council's obligations may take action in the High Court (England, Wales and Northern Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.