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Tender

## **Provision of Stewardship Advisory Services Primarily in Support of the Local Government Pension Scheme (LGPS)**

Norfolk County Council (As Administering Authority for Norfolk Pension Fund

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

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

East Sussex County Council (as Administering Authority of the East Sussex Pension Fund)

Wirral Council (as Administering Authority of the Merseyside Pension Fund)

South Yorkshire Pension Authority

West Sussex County Council(as Administering Authority for West Sussex Pension Fund)

City of Bradford Metropolitan District Council (as Administering Authority of the West Yorkshire Pension Fund)

F02: Contract notice

Notice identifier: 2021/S 000-031400

Procurement identifier (OCID): ocids-h6vhtk-02c146

Published 16 December 2021, 1:10pm

## **Section I: Contracting authority**

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

Norfolk County Council (As Administering Authority for Norfolk Pension Fund

Martineau Lane

NORWICH

NR1 2DH

**Contact**

Julie Ward

**Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@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](http://www.norfolk.gov.uk)

Buyer's address

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

**I.1) Name and addresses**

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

Droylsden

M43 6SF

**Email**

[mail@gmpf.org.uk](mailto:mail@gmpf.org.uk)

**Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

[www.gmpf.org.uk](http://www.gmpf.org.uk)

**I.1) Name and addresses**

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

Wolverhampton

WFV1 1SH

**Email**

[pensionfundenquiries@wolverhampton.gov.uk](mailto:pensionfundenquiries@wolverhampton.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKG39 - Wolverhampton

**Internet address(es)**

Main address

[www.wmpfonline.com/pensionsportal](http://www.wmpfonline.com/pensionsportal)

**I.1) Name and addresses**

East Sussex County Council (as Administering Authority of the East Sussex Pension Fund)

Lewes

BN7 1UE

**Email**

[pensions@eastsussex.gov.uk](mailto:pensions@eastsussex.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKJ22 - East Sussex CC

**Internet address(es)**

Main address

[www.eastsussexpensionfund.org](http://www.eastsussexpensionfund.org)

**I.1) Name and addresses**

Wirral Council (as Administering Authority of the Merseyside Pension Fund)

Liverpool

LS2 9SH

**Email**

[mpfadmin@wirral.gov.uk](mailto:mpfadmin@wirral.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD72 - Liverpool

**Internet address(es)**

Main address

<http://www.mpfmembers.org.uk>

**I.1) Name and addresses**

South Yorkshire Pension Authority

Barnsley

S70 2RD

**Email**

[customerservices@sypa.org.uk](mailto:customerservices@sypa.org.uk)

**Country**

United Kingdom

**NUTS code**

UKE3 - South Yorkshire

**Internet address(es)**

Main address

[www.sypensions.org.uk](http://www.sypensions.org.uk)

**I.1) Name and addresses**

West Sussex County Council(as Administering Authority for West Sussex Pension Fund)

Chichester

PO19 1RG

**Email**

[investments@westsussex.gov.uk](mailto:investments@westsussex.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKJ2 - Surrey, East and West Sussex

**Internet address(es)**

Main address

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

**I.1) Name and addresses**

City of Bradford Metropolitan District Council (as Administering Authority of the West Yorkshire Pension Fund)

Bradford

PO19 1RG

**Email**

[pensions@wypf.org.uk](mailto:pensions@wypf.org.uk)

**Country**

United Kingdom

**NUTS code**

UKE - Yorkshire and the Humber

**Internet address(es)**

Main address

<https://www.wypf.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.aspx/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.aspx/Home>

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

Regional or local authority

### **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Provision of Stewardship Advisory Services Primarily in Support of the Local Government Pension Scheme (LGPS)

Reference number

NCCT42176

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

- 66520000 - Pension services

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

## Services

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

Norfolk County Council (as Administering Authority for Norfolk Pension Fund), on its own behalf and on behalf of City of Bradford Metropolitan District Council (as Administering Authority of the West Yorkshire Pension Fund), East Sussex County Council (as Administering Authority of East Sussex Pension Fund), South Yorkshire Pensions Authority, Tameside Metropolitan Borough Council (as Administering Authority of the Greater Manchester Pension Fund), Wirral Council (as Administering Authority of the Merseyside Pension Fund), West Sussex County Council (as Administering Authority of West Sussex Pension Fund) and Wolverhampton City Council (as Administering Authority of the West Midlands Pension Fund) wish to let a multi-provider framework agreement for the provision of Stewardship Advisory Services primarily in support of the Local Government Pension Scheme (LGPS).

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 4

## **II.2) Description**

### **II.2.1) Title**

Voting Services

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 66520000 - Pension services

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

NUTS codes

- UK - United Kingdom



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

Voting services including but not limited to:

### Coverage and Policy

- Ability to provide global voting coverage
- Formalisation of a voting policy informed by client beliefs leading to an agreed voting template. Assisting in the formulation of agreed voting templates in line with client requirements
- Providing support on voting and voting related engagement issues
- Benchmarking fund manager voting intentions relative to the client's voting policy
- Supporting clients with stewardship-related compliance e.g. UNPRI, UK Stewardship Code etc.

### Execution

- Delivery of voting execution and voting related engagement in line with client policies
- Advising on best practice in voting policy and execution
- Ability to align voting with engagement activities
- Ability to allow individual funds to vote differently to Pool

### Reporting

- Identifying evolving voting themes which may impact upon client policies and reputation
- Key analysis and reporting of trends in voting behaviour and activity and post-vote reporting
- Supporting clients with internal and external communication with regards to stewardship policies
- Ability to meet bespoke reporting requirements

## **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.2.14) Additional information**

There is no guarantee of business. Contracts awarded under the framework may have a maximum total duration of 7 years. No contract awarded from the framework will be permitted to extend beyond 31 March 2033.

## **II.2) Description**

### **II.2.1) Title**

Engagement Services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 66520000 - Pension services

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

NUTS codes

- UK - United Kingdom

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

Engagement Services including but not limited to:

Coverage and Policy

- Assisting the client to engage with investee entities across the portfolio as defined by the client
- Identifying and prioritising fund engagement activities by issue and company
- Identifying key engagement risks within client portfolios
- Identifying the optimal engagement strategy in line with the client's investment portfolio
- Identifying opportunities for clients to collaborate to secure more cost-efficient and effective engagement outcomes
- Analysing the effectiveness of active ownership policies
- Ability to provide a service tailored to different geographies and the ability to engage with companies worldwide decided on by ESG criteria
- Identifying industry developments which may impact upon client policies and reputation

Execution

- Undertaking engagement activity on behalf of clients
- Supporting the integration of engagement best practice into investment processes and decision-making
- Supporting the client in their engagement with policymakers and regulators with regard to active ownership
- Co-ordination of Collaborative initiative and Shareholder resolutions
- Ability to align engagement activities with voting
- Supporting the Scheme with defining objectives of engagements at manager or issuer level,

and what plans there are for escalation should these fail

#### Reporting

- Provision of regular monitoring reports and analysis of engagement activities undertaken
- Analysing the effectiveness of engagement activity
- Supporting clients with stewardship-related compliance e.g. UNPRI, UK Stewardship Code etc.
- Supporting clients with internal and external communication with regards to engagement policies
- Ability to meet bespoke reporting requirements

#### Training

- Provision of ongoing training for clients in relation to engagement

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

There is no guarantee of business. Contracts awarded under the framework may have a maximum total duration of 7 years. No contract awarded from the framework will be permitted to extend beyond 31 March 2033.

## **II.2) Description**

### **II.2.1) Title**

Voting and Engagement Services

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 66520000 - Pension services

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

NUTS codes

- UK - United Kingdom

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

Voting and Engagement services including, but not limited to:

- Ability to provide full global voting coverage
- Formalisation of a voting policy informed by client beliefs leading to an agreed voting template. Assisting in the formulation of agreed voting templates in line with client requirements
- Delivery of voting execution and voting related engagement in line with client policies
- Providing support on voting and voting related engagement issues
- Identifying evolving voting themes which may impact upon client policies and reputation
- Advising on best practice in voting policy and execution

- Key analysis and reporting of trends in voting behaviour and activity and post-vote reporting
- Benchmarking fund manager voting intentions relative to the client's voting policy
- Supporting clients with stewardship-related compliance e.g. UNPRI, UK Stewardship Code etc.
- Supporting clients with internal and external communication with regards to stewardship policies
- Ability to meet bespoke reporting requirements
- Ability to align voting and engagement activities
- Ability to allow individual funds to vote differently to Pool
- Assisting the client to engage with investee entities across the portfolio as defined by the client
- Identifying and prioritising fund engagement activities by issue and company
- Identifying key engagement risks within client portfolios
- Identifying the optimal engagement strategy in line with the client's investment portfolio
- Identifying opportunities for clients to collaborate to secure more cost-efficient and effective engagement outcomes
- Undertaking engagement activity on behalf of clients.
- Supporting the integration of engagement best practice into investment processes and decision-making
- Supporting the client in their engagement with policymakers and regulators with regard to active ownership
- Provision of ongoing training for clients in relation to engagement
- Provision of regular monitoring reports and analysis of engagement activities undertaken
- Analysing the effectiveness of engagement activity
- Identifying key stewardship risks within client portfolios

- Analysing the effectiveness of active ownership policies
- Co-ordination of Collaborative initiative and Shareholder resolutions
- Ability to provide a service tailored to different geographies and the ability to engage with companies worldwide decided on by ESG criteria
- Identifying industry developments which may impact upon client policies and reputation
- Supporting the Scheme with defining objectives of engagements at manager or at issuer level, and what plans there are for escalation should these fail.

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

There is no guarantee of business. Contracts awarded under the framework may have a maximum total duration of 7 years. No contract awarded from the framework will be permitted to extend beyond 31 March 2033.

## **II.2) Description**

### **II.2.1) Title**

Stewardship Reporting and Projects

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 66520000 - Pension services

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

NUTS codes

- UK - United Kingdom

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

Discrete pieces of specialist, stewardship-related project work including, but not limited to:

- Advice on preparing stewardship due diligence tools for specific asset classes e.g. real estate, forestry etc.
- Advice on contentious issues related to Responsible Investment
- Reviewing and helping develop stewardship policies and partnerships
- Integrating responsible investment policies into investment decision-making
- Supporting clients in their stewardship-related interactions with stakeholders
- Supporting the analysis and reporting of stewardship-related data
- Provision of research at sectoral, regional, asset class and/or investment level of environmental, social, governance and other stewardship matters in relation to current or prospective client investments
- Advice and reporting including gap-analysis in line with relevant regulatory standards and recognised external frameworks e.g. UNPRI, TCFD, UK Stewardship code, Paris Alignment, SDG alignment
- Analysing the effectiveness of active ownership policies and engagement activity



- Identifying industry developments which may impact upon client policies and reputation
- Supporting the Scheme with defining engagement beliefs and priorities
- Supporting the integration of stewardship best practice into investment processes and decision-making (in respect of both internal and external management)

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

There is no guarantee of business. Contracts awarded under the framework may have a maximum total duration of 7 years. No contract awarded from the framework will be permitted to extend beyond 31 March 2033.

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## **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

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-014803](#)

#### **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

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## **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**

Norfolk County Council

Norwich

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Council has 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.