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Tender

## **Fund Administration & Disbursement Services DPS**

The Minister for the Cabinet Office acting through Crown Commercial Service

F02: Contract notice

Notice identifier: 2022/S 000-033630

Procurement identifier (OCID): ocds-h6vhtk-031eea

Published 28 November 2022, 12:26pm

### **Section I: Contracting authority**

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

The Minister for the Cabinet Office acting through Crown Commercial Service

The Capital Building, Old Hall Street

Liverpool

L3 9PP

#### **Email**

[supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

#### **Telephone**

+44 3150103503

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://supplierregistration.cabinetoffice.gov.uk/dps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierregistration.cabinetoffice.gov.uk/dps>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Ministry or any other national or federal 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**

Fund Administration & Disbursement Services DPS

Reference number

RM6322

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

- 75100000 - Administration services

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

Services

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

Crown Commercial Service (CCS), as the Authority, are creating a Pan Government Collaborative Agreement for the provision of fund administration and disbursement services. This is to be utilised by Central Government Departments and all other UK Public Sector Bodies, including Local Authorities, Health, Police, Fire and Rescue, Education and Devolved Administrations.

This commercial agreement will be the recommended vehicle for all fund administration and disbursement services required by UK Central Government Departments.

We are building on our existing administration services for grants, offering the same services but to broadened fund types including loans, entitlement benefits, hybrid schemes and other not-easily defined funding types.

The agreement will be a Dynamic Purchasing System (DPS).

### **II.1.5) Estimated total value**

Value excluding VAT: £280,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48219300 - Administration software package
- 66190000 - Loan brokerage services
- 71248000 - Supervision of project and documentation
- 72224000 - Project management consultancy services
- 72591000 - Development of service level agreements

- 75112000 - Administrative services for business operations
- 75130000 - Supporting services for the government
- 75131000 - Government services
- 75310000 - Benefit services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79212000 - Auditing services
- 79212400 - Fraud audit services
- 79300000 - Market and economic research; polling and statistics
- 79311410 - Economic impact assessment
- 79314000 - Feasibility study
- 79315000 - Social research services
- 79320000 - Public-opinion polling services
- 79340000 - Advertising and marketing services
- 79341400 - Advertising campaign services
- 79342100 - Direct marketing services
- 79419000 - Evaluation consultancy services
- 98910000 - Services specific to international organisations and bodies

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

NUTS codes

- UK - United Kingdom

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

Crown Commercial Service (CCS) is introducing a procurement vehicle for fund administration and disbursement services. Following an extensive period of market engagement with customers and suppliers, CCS are introducing a commercial agreement offering various administration and disbursement services for various fund types. The commercial vehicle for this agreement will be a Dynamic Purchasing System (DPS).

### **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

96

This contract is subject to renewal

Yes

Description of renewals

Buyers may enter into a contract with a Supplier for a period of their determining which may exceed the RM6322 Fund Administration & Disbursement DPS Agreement, should this agreement be terminated at any time. The flexibility of the contracting period allows Buyers to determine appropriate contracting timelines required to enable the Supplier to meet Buyers needs.

#### **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

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## Section III. Legal, economic, financial and technical information

### III.1) Conditions for participation

#### III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Suppliers will be assessed on their response to the selection criteria in their request to participate for a place on the RM6322 –Fund Administration and Disbursement Services. The procurement bid pack and registration details can be accessed via the following URL address

<https://supplierregistration.cabinetoffice.gov.uk/dps>

and clicking on RM6322 Fund Administration and Disbursement Services

Please read the DPS Needs document first for a full overview of the procurement process and read the instructions carefully. To register for the RM6322 – Fund Administration and Disbursement Services DPS Agreement please select the 'Access as a Supplier' link which can be located at the URL address above. An example of how to register for the DPS platform can be found at the following YouTube generic guide

<https://www.youtube.com/watch?v=1gMaIEIqEyY&authuser=0>

Please note that to register you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering and who will be entering into a contract if invited to do so. The procurement will be managed electronically via CCS. The value provided in Section II.1.5) is only an estimate. We cannot guarantee to suppliers any business through this DPS Agreement. This procurement offering does not guarantee any minimum spend and there will be no form of exclusivity or volume guarantee under this DPS. As part of this contract notice the bid pack and the following documents can be accessed at the link provided below:

- 1) Contract notice authorised customer list;
- 2) Rights reserved for CCS DPS Agreement.
- 3) DPS Bid Pack
- 4) DPS Contract Notice Transparency Information for Crown Commercial Service Framework Agreement

As part of this contract notice the following documents can be accessed at <https://www.contractsfinder.service.gov.uk/Notice/bf567a74-fecc-436d-83fc-8347465e0dbf>.

**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**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **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: [2022/S 000-006225](#)

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

Date

27 November 2030

Local time

12:00am

#### **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)



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The value provided in Section II.1.5) is only an estimate. The Authority cannot guarantee to suppliers any business through this DPS Agreement. The Authority expressly reserves the right:

- (i) not to award any DPS Agreement as a result of the procurement process commenced by publication of this notice; and
- (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the customer be liable for any costs incurred by the suppliers.
- (iii) to make changes to the management charge applicable to this DPS in relation to both the percentage charged and the methodology used.

It is the Supplier's responsibility to take their own advice and consider whether TUPE is likely to apply in the particular circumstances of the contract and to act accordingly.

On 2.4.2014 Government introduced its Government Security Classifications (GSC) scheme which replaced Government Protective Marking Scheme (GPMS). A key aspect is the reduction in the number of security classifications used. All bidders should make themselves aware of the changes as it may impact on this requirement. The link below to [Gov.uk](https://www.gov.uk/government/publications/government-security-classifications) provides information on the GSC at:

<https://www.gov.uk/government/publications/government-security-classifications>.

Cyber Essentials is a mandatory requirement for central government contracts which involve handling personal information or providing certain ICT products/services.

Government is taking steps to reduce the levels of cyber security risk in its supply chain through the Cyber Essentials scheme. The scheme defines a set of controls which, when implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. To participate in this procurement, bidders must be able to demonstrate they comply with the technical requirements prescribed by Cyber Essentials, for services under and in connection with this procurement.

Some purchases under this DPS Agreement may have requirements that can be met under this DPS Agreement but the purchase of which may be exempt from the Regulations (as defined in READ FIRST RM6322- DPS Needs within the invitation to tender documentation). In such cases, Call-offs from this DPS will be unregulated purchases for the purposes of the Procurement Regulations, and the buyers may, at their discretion, modify the terms of the DPS and any Call-off Contracts to reflect that buyer's specific needs.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital, Old Hall Street

Liverpool

L3 9PP

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