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Contract

Invitation to tender to provide a salary sacrifice cycle to work scheme

Norfolk County Council

F03: Contract award notice

Notice identifier: 2024/S 000-036742

Procurement identifier (OCID): ocds-h6vhtk-049611

Published 13 November 2024, 2:33pm

Section I: Contracting authority

I.1) Name and addresses

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

Email

sourcingteam@norfolk.gov.uk

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.aspx/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

Invitation to tender to provide a salary sacrifice cycle to work scheme

Reference number

NCCT43001

II.1.2) Main CPV code

- 98300000 - Miscellaneous services

II.1.3) Type of contract

Services

II.1.4) Short description

Norfolk County Council has appointed a supplier to provide a salary sacrifice cycle to work

scheme to its employees, including eligible Norfolk schools employees. This scheme will support key Norfolk County Council (NCC) policies and strategies, including the Local Transport Plan (2022), Climate Strategy (2023) and Climate Policy (2024), which set out various commitments to supporting lower carbon travel and encouraging behaviour change that supports an increased use of sustainable modes of travel. This scheme will support those aims by assisting NCC employees in travelling sustainably to, from and for work. In addition, the scheme will assist NCC in helping to reduce congestion on the roads and improve the health and wellbeing of the workforce.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1

II.2) Description

II.2.2) Additional CPV code(s)

- 34430000 - Bicycles
- 79997000 - Business travel services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKH17 - Breckland and South Norfolk
- UKH16 - North and West Norfolk
- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norfolk

II.2.4) Description of the procurement

Norfolk County Council has appointed a supplier to provide a salary sacrifice cycle to work scheme to its employees, including eligible Norfolk schools employees. This scheme will support key Norfolk County Council (NCC) policies and strategies, including the Local Transport Plan (2022), Climate Strategy (2023) and Climate Policy (2024), which set out various commitments to supporting lower carbon travel and encouraging behaviour change that supports an increased use of sustainable modes of travel. This scheme will support those aims by assisting NCC employees in travelling sustainably to, from and for work. In addition, the scheme will assist NCC in helping to reduce congestion on the roads and improve the health and wellbeing of the workforce.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 100%

Price - Weighting: 0

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

II.2.14) Additional information

The scheme is at no cost to the Council. The value to the supplier is wholly dependent on take up by employees. The scheme will be available to employees totalling over 6000 people.

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: [2024/S 000-027466](#)

Section V. Award of contract

Contract No

NCCT43001

Title

Invitation to tender to provide a salary sacrifice cycle to work scheme

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

5 November 2024

V.2.2) Information about tenders

Number of tenders received: 5

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Blackhawk Network EMEA Ltd. with group affiliate Cyclescheme Ltd.

Hempstead

Country

United Kingdom

NUTS code

- UKG1 - Herefordshire, Worcestershire and Warwickshire

National registration number

01724108

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £1

Total value of the contract/lot: £1

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR2 1DH

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR2 1DG

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Public Contracts Regulations 2015 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to 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.