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Contract

## **Administration of the Civil Service Pension Scheme (CSPS) and Royal Mail Statutory Pension Scheme (RMSPS) administration services**

The Cabinet Office

F03: Contract award notice

Notice identifier: 2023/S 000-036996

Procurement identifier (OCID): ocids-h6vhtk-030020

Published 15 December 2023, 3:25pm

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

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

The Cabinet Office

1 Horseguards Road

London

SW1A 2HQ

#### **Email**

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

#### **Telephone**

+44 3450103503

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

<https://crowncommercialservice.bravosolution.co.uk>

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

National or federal Agency/Office

**I.5) Main activity**

Other activity

Central Government

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**Section II: Object****II.1) Scope of the procurement****II.1.1) Title**

Administration of the Civil Service Pension Scheme (CSPS) and Royal Mail Statutory Pension Scheme (RMSPS) administration services

Reference number

2022/S 000-003500

**II.1.2) Main CPV code**

- 75320000 - Government employee pension schemes

**II.1.3) Type of contract**

Services

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

This Award Notice relates solely to Lot 1: Procurement for the provision of pension administration for the Civil Service Pension Scheme

The CSPS Pension Scheme is managed by the Authority. The current contract expires on 31/12/2023.

The CSPS is the 3rd largest UK occupational pension scheme with approximately 1.6 million members and 300+ employers.

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

This contract is divided into lots: Yes

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

Value excluding VAT: £262,000,000

### **II.2) Description**

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

Procurement for the provision of pension administration for the Civil Service Pension Scheme

Lot No

1

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

- 66520000 - Pension services
- 75100000 - Administration services

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

NUTS codes

- UK - United Kingdom

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

The Authority required the provision of administration services for the CSPS, which included the Principal Civil Service Pension Scheme, the Civil Service and Others Pension Scheme, the Civil Service Compensation Scheme and the Civil Service Injury Benefits Schemes. The CSPS is the 3rd largest UK occupational pension scheme with approximately 1.6 million members and 300+ employers. The pension administration services required include the following:

Finance, accounting and taxation services

administration services

employer-related services including:

the collection of data and contributions and maintaining accurate and clean data

communications, including digital

the provision of a portal

maintenance of a comprehensive database of members records which complies with relevant legislation and regulatory requirements

Provision of calculations and information for annual resource accounts remuneration reports

member-related services, including:

the provision of a member portal and self service capability

the accurate and timely calculation of pension awards

provision of options and benefits calculations resulting from McCloud judgment

member communications (including digital communications, managing and operating a helpline and website, issuing annual benefits and pension saving statements, life time allowance statements, annual pension increase communications, scheme newsletters and leaflets)

liaison with any scheme medical advisor that may be appointed by the Authority.

pension payroll services (bulk and individual payroll services) and pensioner existence checking

services related to the Civil Service Compensation Scheme and the Civil Service Injury Benefit Scheme

reporting, including management information and provision of data, information and scheme returns to regulators and other bodies as needed

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 75

Price - Weighting: 25

#### **II.2.11) Information about options**

Options: Yes

Description of options

Price was not the only award criterion and all criteria was stated only in the procurement documents

#### **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 total value provided is based on a transitional term of 2 years, then an initial operational term of 7 years and a possible extension option of up to 3 years.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **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 000-030889](#)

#### **IV.2.9) Information about termination of call for competition in the form of a prior information notice**

The contracting authority will not award any further contracts based on the above prior information notice

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## **Section V. Award of contract**

### **Lot No**

1

### **Title**

Provision of pension administration for the Civil Service Pension Scheme

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

17 November 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received by electronic means: 2

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

**V.2.3) Name and address of the contractor**

Capita Pension Solutions Limited

65 Gresham Street

London

EC2V 7NQ

Country

United Kingdom

NUTS code

- UK - United Kingdom

National registration number

02260524

The contractor is an SME

No

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

Total value of the contract/lot: £239,000,000

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## Section VI. Complementary information

### VI.3) Additional information

As part of this contract award notice the following can be accessed at:

<https://www.contractsfinder.service.gov.uk/Notice/f91f69a7-6120-4918-8220-2757e7e51ded>

On 02/04/2014, 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 were required to make themselves aware of the changes as it may impact this requirement. This link 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 provide 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 were required to demonstrate they comply with the technical requirements prescribed by Cyber Essentials, for services under and in connection with this procurement.

### VI.4) Procedures for review

#### VI.4.1) Review body

The Cabinet Office

1 Horseguards Road

London

SW1A 2HQ

Email

[procurementassuranceandgovernance@crownccommercial.gov.uk](mailto:procurementassuranceandgovernance@crownccommercial.gov.uk)

Telephone

+44 3450103503



Country

United Kingdom

Internet address

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

#### **VI.4.2) Body responsible for mediation procedures**

Royal Courts of Justice

London

Telephone

+44 2079477882

Country

United Kingdom

Internet address

<http://www.justice.gov.uk>

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

Precise information on deadline(s) for review procedures

Any appeals should be promptly brought to the attention of the Authority by emailing the named contact in Section I.1 above referencing "Pension Administrator Procurement" - For the Attention of the Procurement Manager and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015. Any appeals must be brought within the time-scale specified by the applicable law, including, without limitation, the Public Contract Regulations 2015. In accordance with such Regulations, the Authority will also incorporate a minimum 10 calendar day standstill period from the date information on the award of contract is communicated to tenderers.