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Contract

Housing Benefit Subsidy Service

London Borough of Haringey

F03: Contract award notice

Notice identifier: 2025/S 000-048088

Procurement identifier (OCID): ocds-h6vhtk-058644

Published 12 August 2025, 2:54pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Haringey

7th Floor Alexandra House, 10 Station Road, Wood Green

London

N227TR

Email

HPCS@haringey.gov.uk

Country

United Kingdom

Region code

UKI43 - Haringey and Islington

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

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

Housing Benefit Subsidy Service

II.1.2) Main CPV code

- 66171000 - Financial consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The primary objective of this service is to maximise the amount of Housing Benefit payments the Council receives from the Department for Work and Pensions. This requires a detailed interrogation of the various subsidy reports, high-level reconciliations, and the review of individual benefits cases. Numerous subsidy reports and services are provided by Northgate Information Systems (NIS), and the process requires knowledge of the reports available, along with the understanding of how often and when they should be run. Once produced, the reports need to be interpreted, reviewed and reconciled in order to maximise the subsidy for the Council.

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: £60,000

II.2) Description

II.2.2) Additional CPV code(s)

- 66171000 - Financial consultancy services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

To provide service which demonstrates the below

a) Subsidy Maximisation

- Guidance on the processes which need to be run to enable the claim to be submitted.
- Guidance upon the work required following the production of the reports produced (i.e. where intervention is required by assessment staff).
- Reconciliation of I-World subsidy reports.
- Investigation and resolution of I-World subsidy discrepancies.
- Reconciliation of I-World posting reports to feeder systems and the General Ledger.
- Reconciliation of cancelled and out of date cheques to ensure they are reflected correctly within the final claim.
- Ensure the correct allocation of manual adjustments to the appropriate cells within the final claim form.
- Variance analysis to previous year's audited claim and investigation of major variances.
- Sampling of values within subsidy to identify any anomalies.

- Assist with the audit and resolve any queries which may arise with a view to protecting the Authorities subsidy position.
- Working with the service to improve quality going forward
- Assistance with Finance Service to ensure required subsidy related and other government returns are accurately submitted in a timely manner
- Assistance with compilation of reporting data to Senior Managers and members

b) Audit Testing

- Performing initial testing and 40+ and any other further testing for the Final Grant Claim, for sample re-performance by the designated External Auditors
- Management of and co-ordination with audit staff - internal and external
- Provision of in-year data analysis and statistical information around benefit entitlements, payments, overpayments, recoveries and quality issues (errors), as relevant, to inform management decisions and action around Service performance improvements.
- In year service-related audit testing, housekeeping reporting/ management and correction work
- Facilitation of internal auditors in managing planned audits

c) Subsidy Financial Services:

- Weekly reviewing of audit trails
- Weekly review of Sub030 subsidy report & completion of reconciliation
- Weekly update from Sub030 Report of cell values for overpayments
- Weekly review of subsidy risk cells
- Annual compilation of 1st advance claim, for review & sign off
- Annual compilation of 2nd advance claim, for review & sign off
- Annual compilation of pre-audit year-end final claim for review and sign off
- Assist annually in the audit process of the final claim, including initial and subsequent testing for audit re performance as required

- Weekly reconciliation of reports for Rent rebates
- Weekly recording and monitor of all Benefits BACs payments
- Assisting annually in the Closing of Accounts process in reviewing the level of bad debt provision for HB, against the debt reported on the relevant IWORLD reports
- Provision of HB data for CIPFA Housing or benchmarking returns, as and when required
- Assistance with reasonable provision of other subsidy related reporting not listed here.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

A three quote exercise was conducted as required by the councils contract standing orders

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

8 August 2025

V.2.2) Information about tenders

Number of tenders received: 1

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

V.2.3) Name and address of the contractor

Claire Maunders

6 Gilmore Crescent, Ashford

Surrey

TW15 2DB

Email

clairemaunders@btinternet.com

Country

United Kingdom

NUTS code

- UK - United Kingdom

Claire Maunders

PLVW-9748-XQXT

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: £60,000

Total value of the contract/lot: £60,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

London Borough of Haringey

Alexander House, Station Road Wood Green

London

N227TY

Country

United Kingdom