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Contract

Genealogy Services

West Northamptonshire Council

F03: Contract award notice

Notice identifier: 2025/S 000-050369

Procurement identifier (OCID): ocds-h6vhtk-04d5f1

Published 21 August 2025, 8:47am

Section I: Contracting authority

I.1) Name and addresses

West Northamptonshire Council

Angel Street

Northampton

NN11ED

Contact

Sarah Deyes

Email

sarah.deyes@westnorthants.gov.uk

Telephone

+44 3001267000

Country

United Kingdom

Region code

UKF24 - West Northamptonshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.westnorthants.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

Genealogy Services

II.1.2) Main CPV code

- 98370000 - Funeral and related services

II.1.3) Type of contract

Services

II.1.4) Short description

West Northamptonshire Council wishes to appoint one concessionaire for the provision of National and International genealogy services for the purpose of locating next of kin in

order that the Council can comply with its statutory obligations under the Act. A single concessionaire model has been chosen to ensure the development of a strong working relationship with the Authority and to ensure a consistent and compassionate approach for all families in sourcing next of kin. This procurement is being conducted in accordance with the Concession Contracts Regulations 2016. It is an income contract with no cost to the Council and is below the relevant procurement threshold. While the Council has decided to advertise on a voluntary basis, this does not represent a commitment to follow the official procurement procedure but will preserve the principles of fairness, transparency and act in a proportionate manner. Full details relating to the Services are provided in the tender documents.

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: £300,000

II.2) Description

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services
- 98910000 - Services specific to international organisations and bodies

II.2.3) Place of performance

NUTS codes

- UKF24 - West Northamptonshire

II.2.4) Description of the procurement

The Council has a statutory duty under Section 46 of the Public Health (Control of Disease) Act 1984 to arrange a funeral for any person resident, temporarily resident, or in transit who dies within the district where no third party is willing or able to make the arrangements for burial or cremation. Referrals to the Council requesting assistance for Public Health Funerals, are, predominantly, received from Her Majesty's Coroners Service. However, referrals may come from Residential Homes, Hospitals and Hospices where the General Practitioner (GP) may have, medically, signed the person as 'Deceased' and issued a Medical Death Certificate. As part of this process the council is required to take all such reasonable steps to locate parties that are willing or able to conduct the funeral of the deceased. On the Council receiving the case, an initial search will be undertaken on Council systems to determine if the next of kin can be identified.

Where no next of kin is immediately identified the case will be referred to a genealogist company to commence a search for family members who need to be notified of the death and provided the opportunity to take over the funeral arrangements. The Council receives approximately 20 referrals for deceased individuals per annum for which no next of kin is known. If the next of kin are not found or are unwilling or unable to undertake the necessary funeral arrangements for the deceased, the Council will arrange a funeral as per the statutory duty. West Northamptonshire Council wishes to appoint one concessionaire for the provision of National and International genealogy services for the purpose of locating next of kin in order that the Council can comply with its statutory obligations under the Act. A single concessionaire model has been chosen to ensure the development of a strong working relationship with the Authority and to ensure a consistent and compassionate approach for all families in sourcing next of kin. This procurement is being conducted in accordance with the Concession Contracts Regulations 2016. It is an income contract with no cost to the Council and is below the relevant procurement threshold. While the Council has decided to advertise on a voluntary basis, this does not represent a commitment to follow the official procurement procedure but will preserve the principles of fairness, transparency and act in a proportionate manner. Full details relating to the Services are provided in the tender documents. Variant bids not offered. The contract start date is anticipated to be 1st May 2025 for an initial period of 36 months with the preferred Potential Supplier, with an option to extend for two further 12-month periods making 60 months in total. Such extension will be at the Authority's discretion, after discussion with the contractor. If your organisation wishes to participate in this process, you need to register with In-Tend Portal. You will be unable to take part if you do not register. Please use the link below and follow the instructions on the website: <https://in-tendhost.co.uk/wnc.aspx/Home>. Tenders must be returned via the Portal. The tender return date is midday on Friday 21st February 2025. Tenders received after this time and date will not be accepted. No Tender submissions will be considered without completing the tender documents in full including attachments and returning them in alignment with the instructions within the tender documents.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

II.2.11) Information about options

Options: No

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: [2025/S 000-002479](#)

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

15 July 2025

V.2.2) Information about tenders

Number of tenders received: 3

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

V.2.3) Name and address of the contractor

Estate Research Limited

Wigan

Country

United Kingdom

NUTS code

- UKD4 - Lancashire

Companies House

08765186

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: £300,000

Total value of the contract/lot: £13,000

Section VI. Complementary information

VI.3) Additional information

This is a concession contract and the value of the contract is an income and not a cost.

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

London

Country

United Kingdom