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Tender

City Finances Support Service

The Mayor and Commonalty and Citizens of the City of London

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-066355

Procurement identifier (OCID): ocds-h6vhtk-05cef3

Published 17 October 2025, 2:23pm

Scope

Description

The City invites Quotations for the provision of the City Finances Support Service (CFSS).

The City Finances Support Service is comprised of the core elements of a Direct Payments (Self-Managed Account with PA Recruitment/Management and Payroll Support and a Managed Account for Agency/Provider and Managed Bank Account) support service and in addition, a Pre-Paid Cards Service.

The Pre-Paid Card Service will be delivered and contract managed alongside the suite of Direct Payments Support services listed above. Service users accessing and using the pre-paid cards service may not necessarily be utilising direct payments to facilitate and support their care needs. The service users of the CFSS will be Adults, the Parents/Guardians of children in receipt of direct payments or utilising a pre-paid card.

The Corporation welcomes the services listed above to be delivered by providers in full or via a partnership, third party or sub-contractual arrangement. The lead provider will be responsible for the effectively contract manage any sub-contract arrangements as required and will need to set out this arrangement as part of their quotation response.

Total value (estimated)

- £90,000 excluding VAT
- £108,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- 3 years

Main procurement category

Services

CPV classifications

- 85300000 - Social work and related services
- 85310000 - Social work services
- 66151000 - Financial market operational services

Submission

Enquiry deadline

27 October 2025, 11:59pm

Tender submission deadline

14 November 2025, 11:59pm

Submission address and any special instructions

<https://cityoflondon.ukp.app.jaggaer.com/>

Tenders may be submitted electronically

Yes

Award criteria

Bidders are required to submit a supplier questionnaire (SQ) response which has an initial first stage pass/fail evaluation criterion. Quotations that pass SQ Question 1 will then have to evidence their response to SQ Question 1 as outlined in SQ Question 2. Following the completion of the SQ evaluation questions, providers whose quotations have passed will then progress to have their quotations evaluated on a technical and commercial basis. Feedback will be offered to unsuccessful bidders.

The scoring/evaluation will be weighted as set out below:

Evaluation Criteria Weighting (%)

Technical Score Weight 80%

Commercial Score Weight 20%

The maximum achievable weighted score is 100.00; please note that percentages used in the evaluation are always rounded to 2 decimal places.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

- Public Procurement Organisation Number: PYQD-1693-MYXR

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City of London

EC2P 2EJ

United Kingdom

Telephone: 020 7606 3030

Email: CityProc.Operations@cityoflondon.gov.uk

Website: <https://www.cityoflondon.gov.uk>

Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government