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Tender

SBC1025 Provision of contract for the provision of an accessible financial advice service across Stevenage including specialist housing support

Stevenage Borough Council

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

Notice identifier: 2025/S 000-066766

Procurement identifier (OCID): ocds-h6vhtk-054e3d ([view related notices](#))

Published 20 October 2025, 2:47pm

Scope

Reference

CCD 01611

Description

Stevenage Borough Council are currently seeking tenders for the provision of an accessible financial advice service including specialist housing support. The Council requires the provision of a free, tailored and confidential financial information and advice service within Stevenage. This information and advice must be impartial and accessible to all Stevenage residents irrespective of race, gender, age, sexual orientation, religion/belief, disability or socio-economic factors. The service must result in added social value to the residents and town of Stevenage through increased uptake of benefits and other awards, increased wellbeing and life chances for residents, and a reduction in hardship. It must also add value to the work of the voluntary and public sector in tackling issues of social exclusion for residents living across the town. The contract will also cover the requirement for specialist support and advice through a Court Desk Worker and

Welfare Benefits Officer. The contract period is for an initial term of 3 years, the Council shall be entitled at its absolute discretion to extend the contract period for a further 2 years. The tender documents can be accessed from the 'My Tenders' area of the Supply Hertfordshire website <https://intendhost.co.uk/supplyhertfordshire.aspx/Home> and selecting the 'View Details' button of this project. Please note the deadline for returns and allow sufficient time to make your return as late returns will not be permitted. Any questions relating to this tender should be made via correspondence on the website and can be addressed to the main contact as shown in the details above.

Total value (estimated)

- £805,000 excluding VAT
- £966,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

The option to extend up to a further 2 years

Main procurement category

Services

CPV classifications

- 66171000 - Financial consultancy services
- 75123000 - Administrative housing services
- 79412000 - Financial management consultancy services

Contract locations

- UKH23 - Hertfordshire

Submission

Enquiry deadline

7 November 2025, 12:00pm

Tender submission deadline

21 November 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

16 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 November 2030

Award criteria

Name	Description	Type
Simple description	Quality weighting - 90% Value Weighting- 10%	Social Price

Weighting description

Quality weighting - 90%

Social Value Weighting- 10%

Other information

Description of risks to contract performance

Known Risk - Local Government Re-Organisation

The Council may be subject to reorganisation under legislation introduced in relation to

Local Government Reorganisation. In those circumstances there may be instances where repetitious or duplicated agreements become difficult or burdensome to continue with. In those circumstances, the contract that tenderers enter into will be subject to a provision that will allow the Council to terminate or curtail the contract if it would be prudent to do

so. For more information see Devolution and Local Government Reorganisation - <https://eu-west-1.protection.sophos.com/d=stevenage.gov.uk&u=aHR0cHM6Ly93d3cuc3RldmVuYWdlLmdvdi51ay9hYm91dC10aGUtY291bmNpbC9kZXZvbHV0aW9uLWFuZC1sb2NhbC1nb3Zlcm5tZW50LXJlb3JnYW5pc2F0aW9u&p=m&i=Njc1YWRIZjc1NDE2OGQwYTc0ODNIMjRk&t=RzILTVBrZGk5Mm9SWmN6QTB0ZDhXWjVCK293aDFKcUFxOHFzZXNONFJsWT0=&h=e1610d3031634f34af91e9ff0aeea9e7&s=AVNPUEhUT0NFTkNSWVBUSVbz12zF51qb-8BVQFZmXv1FF1Jq6YJF89IUaYUtpnWtCQ>

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/supplyhertfordshire/asp/Home>

All documents are available from the portal as per the web address above

Contracting authority

Stevenage Borough Council

- Public Procurement Organisation Number: PHLV-8626-LHWZ

Daneshill House, Danestrete

Stevenage

SG1 1HN

United Kingdom

Email: procurement@stevenage.gov.uk

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

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government