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Tender

## **GCC001 - Provision of Reporting Accountant: Housing Benefit (Subsidy) Assurance Process (HBAP)**

Gloucester City Council

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

Notice identifier: 2025/S 000-081083

Procurement identifier (OCID): ocds-h6vhtk-05f1d7

Published 9 December 2025, 2:33pm

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### **Scope**

### **Reference**

GCC001 Procontract DN800024

### **Description**

The Housing Benefit Assurance Process (HBAP) is the testing and reporting requirements to be followed by Reporting Accountants undertaking engagement work for a local authority's claim for Housing Benefit subsidy from the Department of Work and Pensions (DWP). The DWP reporting framework instruction requires local authorities to appoint a Reporting Accountant, by the 1 March prior to the commencement of the financial year for which this procedure will apply.

Gloucester City Council seeks to appoint a Reporting Accountant for the HBAP FYE 2026, FYE 2027, and FYE 2028.

### **Total value (estimated)**

- £160,000 excluding VAT
- £192,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 April 2026 to 30 March 2029
- 2 years, 11 months, 30 days

### **Main procurement category**

Services

### **CPV classifications**

- 66000000 - Financial and insurance services

### **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England

- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

7 January 2026, 12:00pm

### **Tender submission deadline**

16 January 2026, 12:00pm

### **Submission address and any special instructions**

Pro-Contract Tender Opportunities

<https://procontract.due-north.com/Login>

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Section Section Weighting

Quality 50%

Financial 40%

Social Value 10%

Total 100%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

<https://procontract.due-north.com/Login>

The RFQ is published on Procontract - DN800024

Pro-Contract Tender Opportunities

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## Contracting authority

### Gloucester City Council

- Public Procurement Organisation Number: PPNG-4413-GZXP

North Warehouse

Gloucester

GL1 2FB

United Kingdom

Contact name: John Bessant

Telephone: +447789798976

Email: [procurement@gloucester.gov.uk](mailto:procurement@gloucester.gov.uk)

Region: UKK13 - Gloucestershire

Organisation type: Public authority - sub-central government