

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/081202-2025>

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 000-081202

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

Published 9 December 2025, 4:41pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

The Procontract ref was corrected - it is now DN800091

### **Scope**

### **Reference**

GCC001 Procontract DN800091

## **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)

---

## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

---

## **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

---

## **Award criteria**

Section Section Weighting

Quality 50%

Financial 40%

Social Value 10%

Total 100%

---

## **Procedure**

### **Procedure type**

Below threshold - open competition

---

## Documents

### Associated tender documents

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

The RFQ is published on Procontract - DN800091

Pro-Contract Tender Opportunities

---

## 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