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Award

Insurance Broker tender

City College Norwich

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-083869

Procurement identifier (OCID): ocds-h6vhtk-05109f ([view related notices](#))

Published 17 December 2025, 1:44pm

Scope

Reference

Insurance Broker - IB2025

Description

Tender process to select a service provider for insurance brokerage

Contract 1. Insurance Broker Tender

Supplier

- [Alan Boswell Group](#)

Contract value

- £16,200 including VAT

Below the relevant threshold

Award decision date

9 December 2025

Earliest date the contract will be signed

31 January 2026

Contract dates (estimated)

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2031
- 5 years

Description of possible extension:

2 x 1 year extensions available

Main procurement category

Services

CPV classifications

- 66000000 - Financial and insurance services
-

Information about tenders

- 5 tenders received
 - 5 tenders assessed in the final stage:
 - 0 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
 - 1 supplier awarded contracts
 - 4 suppliers unsuccessful (details included for contracts over £5 million)
-

Procedure

Procedure type

Below threshold - open competition

Supplier

Alan Boswell Group

- Companies House: 02332930

Prospect House, Rouen Road

Norwich

NR1 1RE

United Kingdom

Telephone: 01603218000

Email: enquiries@alanboswell.com

Website: <https://www.alanboswell.com/>

Region: UKH15 - Norwich and East Norfolk

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. Insurance Broker Tender

Contracting authority

City College Norwich

- UK Register of Learning Providers (UKPRN number): 10004772

Ipswich Road

Norwich

NR2 2LJ

United Kingdom

Contact name: Shane Smith

Telephone: 01603773171

Email: ProcurementTeam@ccn.ac.uk

Website: <https://www.ccn.ac.uk/>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)