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Award

## **Administration and Resources for Department of Works and Pensions Initiatives**

Birmingham City Council

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

Notice identifier: 2025/S 000-085117

Procurement identifier (OCID): ocds-h6vhtk-052566 ([view related notices](#))

Published 19 December 2025, 4:40pm

### **Scope**

### **Reference**

P2334

### **Description**

For the provision of administration and resources for Department of Work and Pensions initiatives. Council terms and conditions will be used.

To provide the resource that is suitably skilled and experienced and available to deliver the services and provide support (including):

- Administration of Housing Benefit and Council Tax support – Assessing and awarding Housing Benefit and Council Tax support for new applications and change of circumstances in line with the DWP Regulations and Local Authority Procedures.
- Collection of overpaid Benefit – To recover Housing Benefit which has been overpaid and is recoverable, using the various methods available in line with the legislation.

- Administration of Discretionary awards – to assess applications for a discretionary Housing award in line with the H.B and Universal credit guidelines.

Resource to be called off by the Council as and when required

The providers staff will be trained and provided access to the Council's system, once NDAs are in place and security checks undertaken.

The providers I.T. system needs to be compatible with Citrix Client being employed on their devices

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## **Contract 1. Administration and Resources for Department of Works and Pensions Initiatives**

### **Supplier**

- [Capita Business Services Limited](#)

### **Contract value**

- £1,746,520 excluding VAT
- £2,095,824 including VAT

Above the relevant threshold

### **Award decision date**

19 December 2025

## **Date assessment summaries were sent to tenderers**

19 December 2025

## **Standstill period**

- End: 5 January 2026
- 8 working days

## **Earliest date the contract will be signed**

26 January 2026

## **Contract dates (estimated)**

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2030
- 4 years

Description of possible extension:

With the option to extend subject to satisfactory performance and funding availability.

## **Main procurement category**

Services

## **CPV classifications**

- 75310000 - Benefit services

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## Information about tenders

- 1 tender received
- 1 tender 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
- 0 suppliers unsuccessful (details included for contracts over £5 million)

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## Procedure

### Procedure type

Open procedure

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## Supplier

### Capita Business Services Limited

- Public Procurement Organisation Number: PGJV-4881-DTGT

65 Gresham Street

London

EC2V 7NQ

United Kingdom

Email: [judith.keech@capita.com](mailto:judith.keech@capita.com)

Region: UKI31 - Camden and City of London

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1. Administration and Resources for Department of Works and Pensions Initiatives

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## **Contracting authority**

### **Birmingham City Council**

- Public Procurement Organisation Number: PCJJ-4826-QMLZ

Council House, 1 Victoria Square

Birmingham

B1 1BB

United Kingdom

Contact name: Commercial and Procurement Services

Email: [etendering@birmingham.gov.uk](mailto:etendering@birmingham.gov.uk)

Website: <http://www.in-tendhost.co.uk/birminghamcc>

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government