

United Kingdom-Edinburgh: Pension fund administration services

OJ S 103/2017 31/05/2017

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: The City of Edinburgh Council

Postal address: Waverley Court, 4 East Market Street

Town: Edinburgh

NUTS code: UKM25 Edinburgh

Postal code: EH8 8BG

Country: United Kingdom

E-mail: brian.mccreadie@edinburgh.gov.uk

Telephone: +44 1314693543

Internet address(es):Main address: <http://www.edinburgh.gov.uk>Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290**I.1. Name and addresses**

Official name: Falkirk Council

Postal address: Municipal Buildings, West Bridge Street

Town: Falkirk

NUTS code: UKM26 Falkirk

Postal code: FK1 5RS

Country: United Kingdom

E-mail: purchasing@falkirk.gov.uk

Telephone: +44 1324506566

Internet address(es):Main address: <http://www.falkirk.gov.uk>Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00184**I.1. Name and addresses**

Official name: Fife Council

Postal address: Fife House, North Street

Town: Glenrothes

NUTS code: UKM22 Clackmannanshire and Fife

Postal code: KY7 5LT

Country: United Kingdom

E-mail: enquiry.procurement@fife.gov.uk

Telephone: +44 3451550000

Internet address(es):Main address: <http://www.fifedirect.org.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.1. Name and addresses

Official name: Scottish Borders Council

Postal address: Council Headquarters

Town: Newtown St Boswells

NUTS code: UK United Kingdom

Postal code: TD6 0SA

Country: United Kingdom

E-mail: procurement@scotborders.gov.uk

Telephone: +44 1835824000

Fax: +44 1835825150

Internet address(es):

Main address: <http://www.scotborders.gov.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00394

I.1. Name and addresses

Official name: Shetland Islands Council

Postal address: 8 North Ness Business Park

Town: Lerwick

NUTS code: UKM66 Shetland Islands

Postal code: ZE1 0LZ

Country: United Kingdom

E-mail: contract.admin@shetland.gov.uk

Telephone: +44 1595744595

Fax: +44 1595744667

Internet address(es):

Main address: www.shetland.gov.uk

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00402

I.1. Name and addresses

Official name: Dundee City Council

Postal address: Dundee House, 50 North Lindsay Street

Town: Dundee

NUTS code: UKM21 Angus and Dundee City

Postal code: DD1 1NZ

Country: United Kingdom

E-mail: eprocurement@dundeecity.gov.uk

Telephone: +44 1382434000

Fax: +44 1382433045

Internet address(es):

Main address: www.dundeecity.gov.uk

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220

I.1. Name and addresses

Official name: Strathclyde Pension Fund

Postal address: c/o Glasgow City Council, 6th Floor, Capella Building, 60 York Street

Town: Glasgow
NUTS code: UKM34 Glasgow City
Postal code: G2 8JX
Country: United Kingdom
E-mail: linda.welsh@glasgow.gov.uk
Telephone: +44 1412875186

Internet address(es):

Main address: <http://www.spfo.org.uk/>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19122

I.1. Name and addresses

Official name: The Highland Council
Postal address: Council Headquarters, Glenurquhart Road
Town: Inverness
NUTS code: UKM62 Inverness & Nairn and Moray, Badenoch & Strathspey
Postal code: IV3 5BX
Country: United Kingdom
E-mail: Charlie.maccallum@highland.gcsx.gov.uk
Telephone: +44 1463702000

Internet address(es):

Main address: <http://www.highland.gov.uk/>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.2. Information about joint procurement

The contract involves joint procurement

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.publiccontractsscotland.gov.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.publiccontractsscotland.gov.uk

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: www.publiccontractsscotland.gov.uk

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Specification — Background / Introduction to Requirements.

II.1.2.

Main CPV code

66523100 Pension fund administration services

II.1.3. Type of contract

Services

II.1.4. Short description

In order to administer the Local Government Pension Scheme (LGPS) in Scotland, Lothian Pension Fund requires an integrated pension administration and payroll software system to provide benefit entitlement calculations and payments in compliance with relevant LGPS Regulations.

The Statement of Requirements document provides a detailed description, including technical requirements, of the proposed service.

II.1.5. Estimated total value

Value excluding VAT: 2 800 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description**II.2.2. Additional CPV code(s)**

66523100 Pension fund administration services, 48812000 Financial information systems, 66520000 Pension services, 66521000 Individual pension services

II.2.3. Place of performance

NUTS code: UKM Scotland

Main site or place of performance: Scotland.

II.2.4. Description of the procurement

The City of Edinburgh Council (The Council) is the administering authority of the Local Government Pension Scheme (LGPS) in Scotland for the Lothian area. Lothian Pension Fund (LPF), which is not a separate legal entity from the Council, carries out the specialist activities of investing the assets (approximately GBP 6bn) and administering the benefits of three funds — Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund — on behalf of over 100 contributing employers and over 80,000 members. Where stated 'LPF' this refers to all the three funds.

In order to administer the Local Government Pension Scheme (LGPS) in Scotland, LPF requires an integrated pension administration and payroll software system to provide benefit entitlement calculations and payments in compliance with relevant LGPS Regulations.

The proposed contract is primarily intended for use by The City of Edinburgh Council, in its role as administering authority of the Local Government Pensions Scheme (LGPS) in Scotland for the Lothian region. However, bidders should note that The City of Edinburgh Council took the decision to offer all other Scottish LGPS's the opportunity to make use of the proposed service at some point in the future when their current arrangements expire.

The following other LGPS pension funds have indicated that they may wish to enter into an agreement with the successful supplier when their current arrangements end:

- Falkirk Council Pension Fund
- Fife Council Pension Fund
- Highlands Pension Fund
- Scottish Borders Council Pension Fund
- Shetland Islands Council Pension Fund

— Strathclyde Pension Fund

— Tayside Pension Fund

Bidders should note that, although the LGPS's named above have indicated an interest in possibly entering into similar agreements with the successful Contractor for delivery of the service when their current arrangements expire, they are under no obligation to do so.

Similarly, in the event that, for any reason, the Contractor does not wish to participate in such an arrangement, they will retain a 'Right of Refusal' to enter into any such contract with any other Scottish LGPS.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 168

This contract is subject to renewal: yes

Description of renewals:

The original contract will be for a duration of 10 years, with options to extend for two further periods of 2 year each, giving a total maximum contract duration of 14 years.

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged minimum number: 6
Objective criteria for choosing the limited number of candidates :

Objective criteria for choosing the limited number of candidates is as described in the ESPD and the Instruction Documents.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.3.

Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2016/S 132-237503](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 26/06/2017 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 07/07/2017

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31/05/2018

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

Those bidders invited to stage 2 may wish to note that when submitting their price proposals they will be required to identify and include specific details of Lothian Pension Fund (LPF) 'in house' staff resources (by job role and hours involved for each) which they anticipate LPF will require in order to conduct all necessary User Acceptance Testing (UAT) of their proposed system solution. These UAT staff resourcing costs will be included as part of the bidders overall pricing proposal when evaluating the pricing schedules submitted by bidders. Any prospective bidders who may have concerns regarding the Councils proposed approach to this procurement exercise are advised to submit clear and comprehensive details of their concerns in writing to the Council via the Question and Answer facility within 30 days of publication.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=497399.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

This service is unlikely to be sub-contracted.

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

Lothian Pension Fund is very conscious of its 'fiduciary duty' obligation to act in the best financial interests of its employer and member stakeholders. Therefore, in order to ensure that the inclusion of Community Benefits requirements in LPF procurements would not undermine the fund's duty in this regard, the matter was referred for independent formal legal advice / opinion.

The legal advice received confirms that, while there has been a shift towards the inclusion of community benefit clauses as part of the wider sustainable procurement drive in Scotland, contracting authorities are not under any obligation to include such a requirement in their procurement. In addition, they concluded that, whilst inclusion of a community benefit clause can be used to benefit the local taxpayer by ensuring best value, its inclusion in an LPF procurement exercise could arguably compromise the fund's fiduciary duty to act in the best financial interests of scheme employers and scheme members. Therefore, despite Council's general policy on Community Benefits, in light of opinion provided and having duly considered the circumstances of this particular procurement it has been decided that it will not be included in this case.

(SC Ref:497399)

Download the ESPD document here: http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=497399

VI.4. Procedures for review

VI.4.1. Review body

Official name: The City of Edinburgh Council
Postal address: Waverley Court, 4 East Market Street
Town: Edinburgh
Postal code: EH8 8BG
Country: United Kingdom
Telephone: +44 1314693543
Internet address: <http://www.edinburgh.gov.uk>

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If

proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.

VI.5. Date of dispatch of this notice

26/05/2017