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**United Kingdom-Portsmouth: Banking services
2020/S 240-594951**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: Portsmouth City Council

National registration number: UKJ31

Postal address: Procurement Service, Floor 5 Core 3/4, Civic Office, Guildhall Square

Town: Portsmouth

NUTS code: UKJ31 Portsmouth

Postal code: PO1 2AL

Country: United Kingdom

Contact person: Procurement Service

E-mail: procurement@portsmouthcc.gov.uk

Telephone: +44 2392688235

Internet address(es):

Main address: <https://www.portsmouth.gov.uk/ext/business/business.aspx>

Address of the buyer profile: <https://www.portsmouth.gov.uk/ext/business/business.aspx>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://intendhost.co.uk/portsmouthcc/asp/home>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

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:

Direct Payments — Payroll and Managed Accounts Services Dynamic Purchasing System

II.1.2) Main CPV code

66110000 Banking services

II.1.3) Type of contract

Services

II.1.4) Short description:

Portsmouth City Council (the 'Council'), is inviting tenders from suitably qualified payroll and managed account service providers to provide these services to adult social care direct payment users.

The Council is seeking to set up a Dynamic Purchasing System (DPS) in order to provide direct payment users with a choice of assessed suppliers from which they can commission services from directly.

It is targeted that places on the DPS will be awarded from 2 February 2021 with services commencing from the 1 April 2021. The contract will run for an initial term of 4 years with the option to extend for additional periods up to 2 years on a rolling basis.

Based on current usage the value of contracts awarded via the DPS is expected to be in the range of GBP 17 500-GBP 25 000 per annum for payroll services, GBP 7 000-GBP 12 000 per annum for managed accounts services.

Application is via submission of tenders by 11 January 2021 at 12.00 via the Council's eSourcing solution InTend.

II.1.5) **Estimated total value**

Value excluding VAT: 220 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

66000000 Financial and insurance services

66172000 Financial transaction processing and clearing-house services

72250000 System and support services

72253000 Helpdesk and support services

72253200 Systems support services

II.2.3) **Place of performance**

NUTS code: UKJ31 Portsmouth

II.2.4) **Description of the procurement:**

Portsmouth City Council (the 'Council'), is inviting tenders from suitably qualified payroll and managed account service providers to provide these services to adult social care direct payment users.

The Care Act 2014 places a duty on local authorities to make Direct Payments available to everyone who is assessed as eligible for care and support. Direct Payments provide users with increased independence, choice and control by enabling people to commission their own care and support in order to meet their eligible needs, leaving as much choice as possible in their hands. The Council needs to ensure that suitable arrangements are

in place to support the take-up of Direct Payments and support direct payment employers so that they are able to meet their responsibilities and manage their direct payment successfully.

The draft specification for the service is included within document pack accessible via the Council's eSourcing solution InTend, however the key elements for delivery can be summarised as follows:

- to work collaboratively with the Authority's Adult Social Care Department to deliver additional aspects of Direct Payments support, and assist in raising awareness of and access to Direct Payments;
- to provide access to appropriate advice, information and support so that customers feel confident to undertake the complexities of using Direct Payments to meet their support needs in being a good employer;
- to provide a personalised service that actively reflects and promotes the empowerment of Direct Payments customers.

The Council understands that a number of clients do not take up Direct Payments because they do not want to do the payroll or are not capable of setting up and managing payments to personal assistants. By having these services available to them we anticipate that the use of Direct Payments will increase.

The Council is seeking to set up a Dynamic Purchasing System (DPS) for payroll services and for managed account services in order to provide Direct Payment users with a choice of assessed suppliers from which they can commission services directly from. Suppliers will be asked to indicate which services (one, or both) they are able to provide and upon successful submission will become an approved supplier for those services.

When the Council assesses an individual in need of a payroll or a managed account service it will provide the individual with the list of approved providers who can deliver that service. The list of suppliers will contain the services available for each supplier and the costs associated with the service they provide. Each service user will purchase services particular to their needs directly from the provider. It will not be mandatory for current Service Users contracted with the existing payroll or managed account providers to transfer to new providers or to use the DPS.

The initial DPS term will be for 4 years with the option to extend for additional periods of up to 2 years. The Council may extend beyond the initial term indefinitely subject to being satisfied that best value and customer satisfaction is being achieved. Suppliers may apply to join the DPS at any time throughout the life of the DPS. The Council will run the procurement procedure in accordance with the restricted procedure as detailed in the Public Contracts Regulations (2015) to the following timetable:

Call for competition published: 7 December 2020

Initial deadline for clarification questions: 23 December 2020

Initial deadline for DPS submissions: 14 January 2021 at 12.00

Initial evaluation complete: 27 January 2021

Notification to bidders and DPS award: 2 February 2021

Commencement of DPS: 1 April 2021.

Initial DPS applications are via completed submission by the deadline stated above using the Council's eSourcing system which will be used to administrate the procurement process. The system is accessible via the link below:

<https://in-tendhost.co.uk/portsmouthcc/asp/home>

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**

Value excluding VAT: 220 000.00 GBP

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

Duration in days: 48

This contract is subject to renewal: yes

Description of renewals:

The target date for award of places onto the DPS is 2 February 2021 and the DPS will commence on 1 April 2021. The DPS will operate for an initial term of 4 years with the option to extend for additional periods up to 2 years on a rolling basis.

Whilst there is an option to extend the DPS term on a rolling basis this option will be at the sole discretion of the Council.

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: yes

Description of options:

Payroll service:

Direct Payments users will have the option to purchase this service from suppliers on the framework to ensure that they comply with all their legal duties and obligations as an employer in the United Kingdom, including that which is required by HM Revenue and Customs and the UK Border Agency. The Direct Payment user/their representative will commission this service direct from the Payroll provider.

Managed accounts:

This service will be advertised to clients who would like to access Direct Payments however the responsibility of managing the Direct Payment is either too much or they may not themselves be capable of setting up and managing payments to personal assistants, other providers and HMRC. This service supports Direct Payment users by securely holding the Direct Payment funds allocated to them whilst also collecting any assessed client contributions from the client. The service will then verify and process all necessary payments to personal assistants, agencies and other providers ensuring compliance with the Direct Payment user's legal duties and obligations as an employer. The Direct Payment user/their representative will commission this service direct from the managed account provider.

Contract value, term and scope:

The per annum value of the DPS has been based on current usage so should be viewed only as an initial value and may be subject to significant increase or decrease. This value has been calculated in accordance with Regulation 6 (19) (b) of the Public Contract Regulations 2015. Over the course of the contract the Council may apply variations in terms of volume, variation of services and addition of further associated services in order to meet any changes in demand from Council services and end clients in accordance with Regulations 72 (1) (a) and (e) of the Public Contracts Regulations (2015). It is expected that usage will increase over the DPS term as more service users move to Direct Payments. Additionally, the DPS also has the option to extend on a rolling basis therefore the Council will not be constrained by the value range given in this notice.

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

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Open 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: no

IV.2) **Administrative information**

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

Date: 14/01/2021

Local time: 12:00

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

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

English

IV.2.7) **Conditions for opening of tenders**

Date: 14/01/2021

Local time: 12:00

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: yes

VI.3) **Additional information:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: The High Court of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

Internet address: <https://www.justice.gov.uk/>

VI.5) **Date of dispatch of this notice:**

04/12/2020