



National LGPS
Frameworks

By LGPS Funds, for LGPS Funds

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Invitation to Further Competition (LB Harrow) under the National LGPS Framework for Actuarial, Benefits and Governance Consultancy Services Primarily in Support of the Local Government Pension Scheme (NCCT40954)

Contact:	Iain Millar
Address:	Treasury and Pension Fund Manager Iain.Millar@Harrow.gov.uk
Reference:	Actuarial
Further Competition details:	LOT 1
Contract commencement date:	1 October 2017
Period of Contract:	72 months
Issue date:	7 July 2017
Closing date:	1 August 2017

Important legal notice

1. Any person who participates in this procurement exercise shall be deemed to accept the conditions set out below and the terms and conditions of contract appended to this document. These conditions constitute the entire agreement between the parties concerning the conduct of the exercise.
2. London Borough of Harrow (“the Council”) does not make any binding commitment to actual or potential suppliers (“Suppliers”) or to any other party about its conduct of this procurement exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice. No other obligation on the Council shall be implied into any contract which may arise between the Council and any Applicant governing the conduct of this exercise.
3. Suppliers shall not, in connection with this procurement exercise, place any reliance upon any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference stated on the front page of this document. Suppliers shall not place any reliance on any communication which is not in writing.
4. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of proposals. It does not purport to contain all of the information which Suppliers may require and Suppliers must satisfy themselves by their own investigations about the accuracy of such information. While the Council has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this Invitation are true and accurate in all material respects, the Council does not make any representation or warranty as to the accuracy or completeness of this Invitation, or the reasonableness of any assumptions on which this document may be based. The Council accepts no liability to Suppliers however arising and whether resulting from the use of the information provided, or any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Suppliers.
5. Any notice from any person in connection with this procurement exercise shall be sent to through email to the contact person listed on the first page in accordance with the relevant timescales.
6. In inviting potential Suppliers to participate, the Council is not making an offer to enter into any contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
7. The Council reserves the right at its sole discretion to change any aspect of, or to discontinue this procurement exercise at any point and if it does discontinue the exercise need not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
8. The Council will not under any circumstances be liable to pay Suppliers for any costs incurred as a result of their participating in this procurement exercise.
9. The Council may exclude from consideration any proposal which is not submitted in full compliance with the conditions and/or instructions contained within this Invitation and

shall be under no obligation to consider any extenuating circumstance which may have arisen. The Council's decision as to whether any response submitted complies with the instructions shall be final.

10. Suppliers may notify the Council of information they wish, acting reasonably, to designate as confidential and the reasons why. Suppliers shall not apply any blanket designation of confidentiality to their entire bid and the Council will not pay any regard to any such designation.
11. The Council is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may - notwithstanding any claim made by any Supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the Council's discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time, for example, during a quote process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Suppliers should note that no information is likely to be regarded as exempt forever.
12. The contents of this Invitation to Further Competition together with all other information, materials, specifications or other documents provided pursuant or in the course of this procurement process as a whole, or prepared by the Suppliers specifically for such purposes, shall be treated at all times as confidential by the Suppliers. Suppliers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Suppliers' company or group or use them for any purpose other than for the preparation and submission of a response to this Invitation or other requirement of the procurement process, nor shall Suppliers publicise the Council's name or the Invitation to Further Competition without the prior written consent of the Council.
13. The Suppliers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.
14. Suppliers must seek the approval of the Council before providing to third parties any information provided in confidence by the Council or its professional advisers or consultants and must maintain a register of all employees and third parties who have access to such information. If so requested by the Council, Suppliers must make such a register available for immediate inspection by the Council or its duly authorised representatives.
15. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council. For the avoidance of doubt, the Council's only obligation to Suppliers concerning debriefing shall be to provide the Suppliers with a written statement, as approved by the chair of the evaluation panel.

16. Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to this Invitation to Further Competition.
17. Suppliers should not, in connection with the proposed contract:
 - a. offer any inducement, fee or reward to any officer or member of the Council or of the commissioning organisations;
 - b. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or Bribery Act 2010; or
 - c. canvass any of the persons referred to in a) in connection with the response about any aspect of the proposed contract or for soliciting information in connection therewith.
18. If any Supplier or any employee of any Supplier or any third party acting on behalf of any Supplier commits an act detailed in clauses 16 to 17 inclusive or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Supplier in connection with this procurement exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
 - a. immediately exclude that Supplier's offer from consideration;
 - b. exclude that Supplier from future procurement exercises;
 - c. terminate any contract entered into with that Supplier; and
 - d. recover from that Supplier the reasonable costs of re-running this procurement exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
19. If any person approaches any Supplier seeking any bribe or making any offer to collude in respect of this procurement exercise, that Supplier is to contact the Council's Director of Legal and Governance Services immediately.
20. All intellectual property rights in this Invitation to Further Competition and all materials provided by the Council or its professional advisers, consultants or information provided in connection with this further competition are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a proposal and delivering any resulting contract.
21. All responses and submissions provided by any Supplier will form part of the contract should the Supplier be successful.
22. Any qualifications made by Suppliers in regard to the Invitation to Further Competition or documentation produced will not be accepted by the Council and the right is reserved to exclude any proposals with qualifications attached.
23. The Council will not accept any variation to the terms of this legal notice and in the event that any Supplier submits any response which seeks to vary the above conditions such purported variation shall be void, even if the Council considers the proposal.

24. In the absence of a formal document signed by the Council and the successful Supplier, and for as long as such absence persists, then the acceptance by or on behalf of the Council of the Supplier's written response shall itself constitute a binding agreement between the parties, the terms of which unless amended by agreement between the parties shall be the conditions of contract sent out with the Invitation to Further Competition and the prices and operational proposals set out by the Supplier in their response.

Supplier Information

Name of person or organisation bidding			
Trading as...			
<i>Person managing bid</i>		<i>Director/partner/trustee overseeing bid</i>	
Mr/Mrs/Ms/Other		Mr/Mrs/Ms/Other	
Name		Name	
Address		Address	
Post Code		Post Code	
Country		Country	
Phone		Phone	
Mobile		Mobile	
Email		Email	
<i>Registered office address</i>		<i>Supplier's registration numbers, as applicable</i>	
		Company registration no.	
		Charity registration no.	
		VAT registration no.	
		FCA registration no.	

SECTION 1 – BACKGROUND INFORMATION

The Local Government Pension Scheme (LGPS) is a national scheme administered on a local basis by the London Borough of Harrow, providing current and future benefits for over 18,000 scheme members.

The Fund is governed by the Superannuation Act 1972 and the Public Services Pensions Act 2013. The Fund is administered in accordance with the following secondary legislation:

- the LGPS Regulations 2013 (as amended)
- the LGPS (Transitional Provisions, Savings and Amendment) regulations 2014 (as amended)
- The Occupational and Personal Pension Scheme (Administration) Regulations 2008
- the LGPS (Management and Investment of Funds) Regulations 2009

As at 31 March 2017 there were 32 employer organisations in the Fund, [including the Borough Council], with 22 scheduled employers (including 17 academies) and 10 admitted employers. Membership numbers as at 31st March 2017 were:

Active members	5,644
Pensioner members	5,557
Deferred members	6,912
Total membership	18,113

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the fund in accordance with the LGPS Regulations 2013 and range from 5.5% to 12.5% of pensionable pay. Employer contributions are set based on triennial actuarial valuations. The last valuation was 31 March 2016, and employer contribution rates were set mainly ranging from 20.1% to 31.4% of pensionable pay. As part of this percentage, the majority of employers pay annualised cash sums in respect of the recovery of their pension deficit.

The value of the Fund at 31 March 2017 was £806.6m and the Fund is managed with regard to a strategic asset allocation benchmark. The actual allocation at any point in time reflects the decisions and views of the Fund's investment managers and the movement of financial markets.

Enclosed with this invitation is a copy of the draft Report and Accounts of the London Borough of Harrow Pension Fund 2016-17 and the current Investment Strategy Statement and the Funding Strategy Statement.

SECTION 2 – SPECIFICATION OF REQUIREMENT

The London Borough of Harrow wish to appoint a provider to provide services under Lot 1 - Actuarial Services

London Borough of Harrow Service Specification

The provider will be required to provide Actuarial Services to the Fund as set out in the framework tender documents.

Further specification:

[Include any further specification relevant to your specific requirements that isn't included in the standard framework specification].

SECTION 3 – BID MANAGEMENT

Proposals are requested for the supply of Actuarial Services under the National LGPS Framework reference NCCT40518. This contract will be awarded under the terms and conditions of the framework and no variations will be considered.

Proposals must be submitted on this Further Competition Document,

Please complete

- Section 5 (Supplier response)
- Section 6 (Pricing schedules)

Please answer every question. Where appropriate, to avoid repetition, you may refer to responses previously provided under the framework and presented in the Supplier Catalogue, and just provide supplementary detail or clarification as appropriate.

Receipt of the bid

- your response must be received no later than 17.00 (UK time) on 1 August 2017
- Your response must be submitted by email **[TBC e.g. electronic porta, email etc...]**
- The Council will not consider any late responses to this Invitation to Further Competition nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances the Council will notify all Suppliers of any change.
- The Council may at its sole discretion change any aspect of, or stop this procurement exercise at any point and if it stops the exercise not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.

Clarifications

Clarifications should be submitted to Iain Millar (Iain.Millar@Harrow.gov.uk) by no later than 14 July 2017.

Format and content of response

- Submissions must not be password protected
- Suppliers are to answer all questions.
- Suppliers' responses shall be clearly legible and in at least 11 point type, on a line spacing of at least 1.2 times the type size.
- Documents shall not include any embedded objects which, if printed, appear as icons, rather than in full.
- Proposals shall not contain any attachments or text other than that requested, and the Council will disregard any information contained therein.

- The answer to each question shall be self-contained. Responses such as 'see answer to question x' are not acceptable, nor are responses which refer to or assume knowledge of existing arrangements.
- Suppliers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
- Suppliers are reminded that their proposal should respond specifically to the Council's requirements. Generic responses which do not take account of the Council's requirements and circumstances are unlikely to achieve good marks.

Interview

- An interview will be required on **TBC** to support your Invitation to Further Competition response. The Council may use this opportunity to clarify aspects of your proposal and you will be provided with a set of clarification questions prior to the interview in order that you can develop a response.
- Suppliers will be asked to present the key aspects of their proposal as detailed in their written response and should use the interview to clarify queries about their proposed service.
- Any Supplier whose quality score before interviews are held is more than **XX%** below the minimum quality threshold required (**XX%** of the marks available for quality and service fit) will not be invited to an interview. Only those bidders who have the potential to be awarded a contract will be invited.
- Organisations will be required to make available key members of their delivery team who will be responsible for the provision of the contract, to demonstrate their understanding and approach as outlined in the Invitation to Further Competition

Selection process

Each response will be evaluated as defined in the framework agreement.

The overall weighting for each criterion is shown in the table below.

Criteria	Weighting
Quality	[Can be between 20 % and 40%]
Service Fit (This could be a presentation)	[Can be between 20 % and 40%]
Price: Value for Money	[Can be between 20 % and 40%]
Total	[The above must total 100%]

Providers will be scored on their responses to the Provider Questions in Section 5 in relation to the requirements of the specification.

Quality – X%

The weighting applied to each of the quality sub criteria is shown in the table below:

Quality	X%*
	x%
	x%
	x%
	x%

** Sub-criteria must add up to this amount*

Service Fit – X% (This could be a presentation or written questions. If you choose to hold moderation interviews please insert the areas of the presentation you would like covered and their appropriate weighting below. Alternatively please enter any questions and their weightings)

Service Fit	X%*
	x%
	x%
	x%
	x%

** Sub-criteria must add up to this amount*

Marking Scheme for Quality & Service Fit

All questions will be scored using the following descriptors. If the answer to any question receives a score of zero or 1 the supplier's entire proposal will be rejected.

DESCRIPTOR	MARK AWARDED
Applicant fails to provide a response or Applicant provides a response of such a poor standard as to provide no confidence that the Applicant meets the requirements.	0
Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows many or all of the issues listed at mark 2.	1
<p>A response with some clear strengths but giving some concern, because some of the following apply:</p> <ul style="list-style-type: none"> • The question is only answered in part; and/or • The approach described appears to only partially meet the requirement; and/or • The approach described appears not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, outcome, ease of use or other relevant characteristics; and/or • The approach does not reflect accepted good practice; and/or • The response is insufficiently specific; and/or • The supporting documents (where requested) are of insufficient quality, depth or relevance. 	2
An acceptable response, with some degree of weakness but where the weakness does not cause fundamental concerns and is outweighed by the strengths.	3
<p>A good response where the strengths clearly outweigh any minor weakness(es), and the majority of aspects below apply:</p> <ul style="list-style-type: none"> • All aspects of the question are fully answered; • The approach described fully meets the requirement; • The approach reflects accepted good practice; • The response is tailored to the requirement and, where relevant, to specific circumstances; • The approach offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics; and • The supporting documents (where requested) are of good quality, relevant and of sufficient depth. 	4
An excellent response with all relevant bullet points from a mark of 4 applying.	5

Price – X%

Each pricing element will be evaluated separately. Marks are awarded using the following steps:

- Eliminate any bid which is found to be too low to be credible (after making enquires described in sub-paragraph 9.11a of the CIPFA Code of Practice) or too high to be acceptable (considerably higher than the norm).
- Calculate the mean (arithmetic average) for prices submitted
- Half of the points available for the pricing element will be given to the mean (i.e. 2 of 4)
- For prices below the mean, add 2% of the total points (e.g. 0.08 of 4) for each 1% of the tender price below the mean.
- For prices above the mean, deduct 2% of the total price points (e.g. 0.08 of 4) for each 1% of the price above the mean.

SECTION 4 – PROCUREMENT TIMETABLE

PROCUREMENT TIMETABLE

The procurement is intended to follow the time-line below:

1	Further Competition Issued	7 July 2017
2	Deadline for Clarification questions	14 July 2017
3	Issue responses to clarifications	21 July 2017
3	Deadline for Further Competition responses	1 August 2017
4	Evaluation	Date
5	Presentation to Officers	Date [Optional]
6	Agreement by Pension Fund Committee	18 September 2017
7	Issue intention to award letter	20 September 2017
8	Standstill Period	Date [Typically 10 days]
9	Contract Award	1 October 2017

SECTION 5 – PROVIDER QUESTIONS

Quality – X%

Service Fit – X%

SECTION 6 – PRICING SCHEDULE (You do not have to use the pricing questions set below. However these are the exercises the ceiling prices are based on)

Illustrative Role Definitions – All Lots

	Notes (typical experience, qualifications)
Director / Partner	Extensive relevant experience, nationally or internationally renowned as an expert. Extensive experience of leading or directing major complex, business critical projects, bringing genuine strategic insight. Typically we would expect a person in this category to have a minimum of 10 years relevant experience
Managing Consultant	Substantial relevant experience and in a consultancy / training role. Previous experience of at least 5 major projects. Typically we would expect a person in this category to have a minimum of 10 years relevant experience
Principal Consultant	Substantial relevant experience and in a consultancy / training role. Previous experience of at least 3 major projects. Typically we would expect a person in this category to have a minimum of 8 years relevant experience
Senior Actuary	Fully qualified actuary and Member of the Institute and Faculty of Actuaries (IFoA) with 5 years relevant experience,
Qualified Actuary	Fully qualified actuary and Member of the Institute and Faculty of Actuaries (IFoA)
Senior Consultant	Substantial relevant experience including working with a range of high quality and relevant projects; familiar with the issues / problems facing public sector organisations. Typically we would expect a person in this category to have a minimum of 5 years relevant experience
Consultant	Notable relevant experience and in depth knowledge. Able to support work in process and organisational design and lead workshops and events. Typically we would expect a person in this category to have a minimum of 3 years relevant experience
Junior Consultant	Demonstrable relevant experience; evidence of client facing experience and support services. Typically we would expect a person in this category to have a minimum of 2 years relevant experience
Programme Manager	Extensive relevant experience, nationally or internationally renowned as an expert. Extensive experience of leading or directing major complex, business critical projects, bringing genuine strategic insight. Typically we would expect a person in this category to have a minimum of 10 years relevant experience
Project Manager	Substantial relevant experience and in a project manager role. Previous experience of at least 5 major projects. Typically we would expect a person in this category to have a minimum of 10 years relevant experience
Trainee Actuary	Qualified to degree level and undertaking their Actuarial training.
Professional Staff	Non actuarial support staff
Project Support Officer	Experience in project management, planning or support, with responsibilities for tasks and projects within the portfolio, and with some budget responsibility.
Other (Applicant defined)	

Other (Applicant defined)	
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Please provide your schedule of best prices for the Council. Please complete all sections of the pricing schedule.

Hourly and Day Rates

Maximum Hourly and Day Rates shall be inclusive of travel and related expenses (including overnight accommodation costs) to the Base Location.

Day Rates are based on Working Day consisting of eight (8) hours (excluding breaks).

For information purposes only please provide your pricing structures applicable to this Further Competition for the following:

	Maximum Hourly Rate (inclusive of any expenses) £	Maximum Daily Rate (inclusive of any expenses) £
Director / Partner		
Senior Actuary		
Qualified Actuary		
Trainee Actuary		
Professional staff, Non Actuarial support staff User defined: User defined:		

Using the prices set out above please set out your pricing proposal with supporting notes for providing the following services and activities:

		Notes	Indicative Price
1	Actuarial advice about outsourcing or new admission bodies		
2	Data quality and cleansing support		
3	Employer covenant review		

Valuation and Asset Liability Modelling

Please provide your prices and supporting information for Actuarial Valuation and Asset Liability studies.

	Actuarial valuation, to include as a minimum:	Total Maximum Price	Supporting notes
	<ul style="list-style-type: none"> ◆ Actuary's report ◆ Rates and adjustment certificates ◆ Surplus certification for the Awarding Authority and each of the scheduled admission and resolution bodies ◆ 2 x one day meetings, one of which is for presentation of results to trustee committee ◆ Responding to internal / external audit queries ◆ Pre-valuation meeting – to discuss valuation approach ◆ Pre-valuation discussion document on data issues, methodology and assumptions 		

1.1 Activity Pricing

Please provide your maximum unit prices for the following requirements:

		Unit price	Breakdown of calculation	Weighting
a	Preparation of opening funding position (allocated assets and liabilities) for new employer together with employer's contribution rate on open or closed basis.	£		x%
b	Preparation of opening funding position (assets and liabilities allocated) plus open and closed employer contribution rate and calculation of bond amount for new transferred admission body in format suitable for inclusion in procurement information for a contract letting authority	£		
c	Cessation Valuation for transferee admission body (ongoing basis)	£		
d	Cessation Valuation for Community Admission Body (minimum risk basis)	£		
e	Calculation of Bond amount for single employer	£		
f	Response to standard auditors letter re IAS19/FRS17 reporting for an employer or group of employers	£		
	TOTAL	£		x%

1.2 Pricing Exercises

Using the pricing detail you have provided above, please show how your prices would apply to the following exercises. Pricing should be inclusive of any ongoing costs that your organisation incurs in maintaining regulatory and professional standards and requirements appropriate to producing statutory valuations for Local Government Pension Schemes.

Exercise 1 (valuation and asset liability modelling)

Please show how your pricing model for valuation and asset liability modelling would apply to the following model Funds A and B by completing exercises 1a and 1b below.

Model Fund A: fund details

Active employers		100
	Comprising:	
	Transferee Admission Bodies	10
	Community Admission Bodies	10
	Designating Bodies	40
	Administering Authority	1
	Scheduled Bodies	39
Inactive employers		50
Total assets as at 31 March 2015		£2bn
Total Liabilities at 31 March 2015 (on-going basis)		£2.5bn
With the above:		
	30 of the designating bodies are pooled (individually tracked underlying positions)	
	3 of the scheduled bodies from a second pool (individually tracked funding positions)	
Total employer record codes		150
<u>Events since last valuation</u>	10 New employers (5 TABs, 1 CAB, 4 Academy Schools) - opening funding positions calculated at date of transfer	
	5 employers ceased (1 CAB, 4 TABs) - termination valuations carried out at date of cessation	
	12 bulk transfers have occurred between employers of the fund (detailed calculations undertaken at time of each exercise)	
	2 bulk transfers in have been settled with external funds (detailed calculations undertaken at time of transfer settlement)	
	2 bulk transfer out have been settled with external funds (detailed calculations undertaken at time of transfer settlement)	

Exercise 1.2a - Model Fund A pricing exercise

Actuarial Valuation	Supporting notes	Role	Number of Hours	Hourly Rate £	Price £
Total price (weighting x%)					£

Model Fund 1.2b: fund details

Active employers		40
Comprising:	Transferee Admission Bodies	10
	Community Admission Bodies	5
	Designating Bodies	10
	Administering Authority	1
	Scheduled Bodies	12
Inactive employers		10
Total assets as at 31 March 2015		£600m
Total Liabilities at 31 March 2015 (on-going basis)		£800m
Total employer record codes		50
<u>Events since last valuation</u>	5 New employers (2 TABs, 3 Academy Schools) - opening funding positions to be calculated as part of valuation process	
	3 employers ceased (2 TABs, 1 CAB) - termination valuations carried out at date of cessation	
	5 bulk transfers have occurred between employers of the fund (detailed calculations to be undertaken as part of the valuation)	

	1 bulk transfers in has been settled with an external funds (detailed calculations undertaken at time of transfer settlement)
	1 bulk transfer out has been settled with external funds (detailed calculations undertaken at time of transfer settlement)

Exercise 1.2b - Model Fund B pricing exercise

Actuarial Valuation	Supporting notes	Role	Number of Hours	Hourly Rate £	Price £
Total price (weighting x%)					£

1.2a – Actuarial Valuation Total Price	£	x%
1.2b – Actuarial Valuation Total Price	£	x%

Exercise G1.3 (Financial Reporting exercise)

Please show how your pricing structure would apply in the following three financial reporting scenarios (1.3a, 1.3b and 1.3c). Please include relevant supporting information for your calculations

Exercise 1.3a

<p>Reporting Date 31 March 80 Reports (Ten employers reporting for first time. All single reports)</p>	<p>Detailed Breakdown of price calculation</p>
<p>Comprising: 70 Reports Single employer record code (Including the ten referred to above)</p>	
<p>5 Reports Five single employer codes</p>	
<p>5 Reports Ten employer record codes. 5 codes have transferred to that employer during the period at separate transfer dates.</p>	
<p>In addition: Ten of the employers also require the incorporation of unfunded liabilities in the reporting (single employer record code) Two of the employers (single employer record code) are reporting for the 1st time but will require comparatives at the previous balance sheet date.</p>	
<p>Total Price (weighting x%)</p>	<p>£</p>

Exercise 1.3b

Reporting Date 31 March	Detailed Breakdown of price calculation
40 Reports (Two employers reporting for first time)	
Comprising 30 Reports Single employer record code	
5 Reports Two employer record codes	
3 Reports Five employer record codes	
2 Reports Ten employer record codes	
In addition: <ul style="list-style-type: none"> ◆ Ten of the employers also require the incorporation of unfunded liabilities in the reporting (single employer record code) ◆ Two of the employers (single employer record code) are reporting for the 1st time but will require comparatives at the previous balance sheet date. 	
Total Price (Weighting x%)	£

Exercise G1.3c

<p>Reporting Date 31 July</p> <p>8 Reports</p> <p>In addition four of the employers also require the incorporation of unfunded liabilities in the reporting (single employer record code)</p>	<p>Breakdown of price calculation</p>
<p>Total Price (weighting (x%))</p>	<p>£</p>

Exercise	Price	Weighting
<p>Financial Reporting - Exercise 1.3a Total price</p>	<p>£</p>	<p>x%</p>
<p>Financial Reporting – Exercise 1.3b Total price</p>	<p>£</p>	<p>x%</p>
<p>Financial Reporting – Exercise 1.3c Total price</p>	<p>£</p>	<p>x%</p>

Annex A

1. Format and content of response (You may wish to vary the section depending on how you wish suppliers to submit their further competition)

- 1) Providers shall provide 2 paper copies and one electronic copy (on a USB memory stick or CD-ROM) of their response, in Microsoft Word compatible with Microsoft Office 2003 set to 'read only' or submitted in PDF form**
- 2) Electronic submissions must not be password protected and electronic media must not be encrypted.
- 3) Applicants are to answer all questions.
- 4) Tenders are to be submitted on plain white A4 paper. Applicants' responses shall be clearly legible and in at least 11 point type, on a line spacing of at least 1.2 times the type size.
- 5) Documents shall not include any embedded objects which appear in the printed copy as icons, rather than in full.
- 6) Proposals shall not contain any attachments or text other than that requested, and [the Council] will disregard any information contained therein.
- 7) The answer to each question shall be self-contained (except where reference is made to the 'supplier catalogue'). Responses such as 'see answer to question x' are not acceptable, nor are responses which refer to or assume knowledge of existing arrangements.
- 8) Providers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
- 9) Providers are reminded that their proposal should respond specifically to [the Council's] requirements. Generic responses which do not take account of [the Council's] requirements and circumstances are unlikely to achieve good marks.

Annex B

2. Submission of tender documents (You may wish to vary the section depending on how you wish suppliers to submit their further competition)

1. The completed tender documents must be delivered in a **plain, opaque, sealed parcel** addressed to:

Address 1
Address 2
Address 3
Address 4
Address 5
2. The parcel **must** be clearly marked:

TENDER: [YOUR REFERENCE] Actuarial, Benefits and Governance Consultancy Services
3. The parcel **must not** bear any name or other distinguishing mark (including any mark made by a franking machine) identifying or indicating the identity of the sender, Applicant or consortium.
4. The parcel **must not** be accompanied by any delivery slip or similar document affixed to or delivered with the parcel by any courier company, indicating the identity of the sender, Applicant or consortium.
5. The parcel **must** be sealed in such a way that the officers opening it for **[the Council]** can satisfy themselves to their reasonable satisfaction that the contents have not been read or tampered with after dispatch.
6. If you deliver your completed proposal by hand, please deliver it between **[opening times]**. Deliver the completed proposal to the **[reception desk] [at Address]** and request a receipt.
7. Do not deliver the proposal to members of the Procurement Team or the individual department

[The Council] must safeguard the confidentiality and integrity of tenders submitted until the official opening. Accordingly, **[the Council]** will interpret the above requirements strictly and reject any tender which does not comply.

The parcel must be received no later than [time] on the submission date. **[The Council]** will not consider any late responses to this Invitation nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances **[the Council]** will notify all Providers of any change.

**ITT FOR [YOUR REFERENCE] – Actuarial, Benefits and Governance
Consultancy Services for [Letting Authority]**

To be received no later than [time] on [date]

ADDRESS 1

ADDRESS 2

ADDRESS 3

ADDRESS 4

ADDRESS 5