



CONTENTS

1.	PURPOSE.....	2
2.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	2
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT	2
4.	DEFINITIONS.....	2
5.	SCOPE OF REQUIREMENT.....	2
6.	THE REQUIREMENT.....	2
7.	KEY MILESTONES	3
8.	REPORTING	3
9.	VOLUMES.....	3
10.	CONTINUOUS IMPROVEMENT	3
11.	QUALITY.....	3
12.	PRICE	3
13.	STAFF AND CUSTOMER SERVICE.....	4
14.	SERVICE LEVELS AND PERFORMANCE	4
15.	SECURITY REQUIREMENTS.....	4
16.	INTELLECTUAL PROPERTY RIGHTS (IPR)	4
17.	PAYMENT.....	4
18.	LOCATION.....	5

OFFICIAL



1. PURPOSE

1.1 To undertake an actuarial assessment of the Audit Commission pension scheme liability as at 31 March 2017 in line with International Accounting Standards 19.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

2.1 The Department for Communities and Local Government is a Ministerial Department. Its purpose is to create great places to live and work, and to give more power to local people to shape what happens in their area.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

3.1 The Audit Commission was an independent public corporation that existed between 1 April 1983 and 31 March 2015. The liability following the closure of the Audit Commission Pension Scheme now rests with DCLG and an actuarial assessment of the ACPS is required as at 31 March 2017 so the liability can be included in the Department’s balance sheet.

4. DEFINITIONS

Expression or Acronym	Definition
ACPS	Means Audit Commission Pension Scheme
AC	Means Audit Commission
DCLG	Means Department for Communities and Local Government

5. SCOPE OF REQUIREMENT

5.1 An actuarial assessment of the ACPS liability as at 31 March 2017 is to be undertaken in line with International Accountings Standard 19. We would expect the successful provider to undertake an annual actuarial assessment of the ACPS liability as at 31 March each year. The contract will be awarded for an initial period of three years and the final actuarial assessment would be undertaken as at 31 March 2020. There is the potential to extend the agreement for a further 24 month period but this will be subject to internal DCLG funding and approval.

6. THE REQUIREMENT

6.1 The successful supplier will be expected to carry out an annual actuarial assessment in line with International Accounting Standards 19 and deliver a report in an appropriate format showing the outcome of the assessment.

6.2 The timing of the completion of the valuation report is critical in order to feed into the production of DCLG’s Annual Report and Accounts, of which a strict timetable is adhered to.



7. KEY MILESTONES

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Data and information (Intellectual Property rights) to be provided to successful provider.	Within 5 working days of financial year end
2	Valuation completed and actuarial report provided to DCLG	By working day 9 after the end of the financial year (31 st March each year)

8. REPORTING

8.1 We would need the first actuarial assessment by no later than Thursday 13 April 2017. For future years assessments we would need the actuarial assessment no later than working day 9 after the end of the financial year (31st March each year).

9. VOLUMES

9.1 One assessment and report is required for each financial year for the duration of the contract.

10. CONTINUOUS IMPROVEMENT

10.1 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

11. QUALITY

11.1 The successful provider must be affiliated to the Institute and Faculty of Actuaries (IFoA) the Designated Professional Body (DPB) for the purposes of Regulated Activities

12. PRICE

12.1 The pricing schedule should provide a fixed annual cost containing the expected number of days required to undertake this work, the costs per day, and the expected number of staff who will work on this project.

12.2 Prices are to be submitted via Appendix E excluding VAT.



13. STAFF AND CUSTOMER SERVICE

- 13.1 The Authority requires the Supplier to provide a sufficient level of resource throughout the duration of the Audit Commission Pension Scheme liability assessment Contract in order to consistently deliver a quality service to all Parties.
- 13.2 The Supplier’s staff assigned to the ACPS assessment Contract shall have the relevant qualifications and experience to deliver the Contract.
- 13.3 The Supplier shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

14. SERVICE LEVELS AND PERFORMANCE

- 14.1 The Authority will measure the quality of the Supplier’s delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery timescales	The actuarial assessment report no later than working day 9 after the end of the financial year (31st March each year).	100%

- 14.2 In instances of poor supplier performance the terms and conditions of CCS Terms and Conditions of Contract for Services shall apply.

15. SECURITY REQUIREMENTS

- 15.1 None.

16. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 16.1 The successful applicant will be given the right to access data and information required to satisfy the terms of the contract for the duration of the contract. The Intellectual Property Rights pertaining to the data provided to the successful applicant in order for them to complete the report shall remain with DCLG.

17. PAYMENT

- 17.1 Invoices for payment of the annual fee should be submitted to The Accounts Payable Team, Department for Communities & Local Government, as per instructions on the purchase order Hertfordshire, HP2 4XN. DCLG will provide a purchase order number.
- 17.2 Payment can only be made following satisfactory delivery of the report setting out the assessment of the ACPS liability.
- 17.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work (including number of days taken) completed and the associated costs.



18. LOCATION

- 18.1 The location of the Services will be carried out at the successful provider's office location.