

# **Invitation to Tender**

## **Legal Services Board**

### **Tender for the provision of pension governance services**

**Deadline for receipt of tenders: 23:59pm on 31 August 2023**

#### **Objective**

The Legal Services Board (LSB) is looking to appoint a suitably qualified provider of pension governance services. As a very small organisation, we do not have in-house pension expertise.

We are looking for a supplier who can work in partnership with the LSB to deliver pension governance and associated services to a high standard.

Our aim is to appoint a supplier to provide pension governance services to the LSB for an initial term of three years, from 1 November 2023 and 31 October 2026 with the potential for an extension.

The main contact at LSB for this procurement is Nicola Galiana (HR lead).

## Background

The Legal Services Board is the independent body responsible for overseeing the regulation of lawyers in England and Wales. In all our work, we seek to promote the eight regulatory objectives set out in the Legal Services Act 2007. We share our regulatory objectives with the 'approved regulators' of the legal profession, each of which have direct responsibility for the day-to-day regulation of the different types of lawyers.

As at 31 March 2023 we consist of 39 executive staff members (27 full-time and 12 part-time staff members) and 9 non-executive directors (office holders, who work part-time). Our office is currently located in central London with staff allowed to work flexibly anywhere geographically within the UK.

LSB employees are not civil servants but public servants. LSB colleagues do not have access to the Principal Civil Service Pension Scheme or any other defined benefit scheme.

The LSB has established a defined contribution group personal pension scheme into which the LSB makes fixed contributions of 10% based on a percentage of each employee's salary but has no other liabilities. This percentage is expected to increase in 2023/24. There is no pension contribution for non-executive directors.

Colleagues have access to the 'LSB Choices' scheme which – among other options, including childcare vouchers or purchase of additional annual leave - enables them to increase their pension contributions by up to 10%. National insurance savings made from choosing pension over salary is also added to the pension contribution.

Colleagues can also make salary sacrifice to increase pension contributions.

Our existing external pension provider is Scottish Widows and the LSB paid £28,845 in pension contributions for 39 colleagues for the month of June 2023, including those on parental leave.

The pension calculation and payment process sits outside of our external payroll contract.

**Specification of services required (this will form part of the Contract)**

- Annual Pension Governance report including: (a) Evaluation of pension scheme performance in the past year (to 30 June) and benchmarking to comparator performance in the pension market, and (b) Recommendation of external pension provider.
- Remuneration Committee (RNC) presentation in February annually.
- Meeting with the executive pension committee in January (CEO, Director of Enabling Services, Head of Finance and IT, and HR lead).
- Available to answer queries once the Pension Governance report has been prepared (approx.one/two hours needed).
- Annual Pensions presentation to all LSB colleagues (annually in March).
- Annual one-to-one sessions with LSB colleagues on request (annually in March).
- Review and update of LSB pensions booklet and admin forms periodically (approximately every two years).
- Participate in any internal or external audit of LSB pension arrangements as required.

**Contract term**

- Three year term from 1 November 2023 to 31 October 2026. We intend to appraise tenders in September award the contract in October.
- Two-year optional extension period from 1 November 2026 to 31 October 2028.

**Budget**

The LSB is a public body and so receives funding for each financial year to 31 March.

Pension Governance is an annual piece of work and the LSB would like Year 1 to be completed in financial year 2023/24 (to 31 March 2024).

There is a budget ceiling of £10,750 for Year 1 (2023/24) including VAT.

Bids above this for may still be considered but with the score for Price will be adjusted to reflect this.

Please can you provide a breakdown of annual cost proposal by:

- a) Pension Governance reporting
- b) Group presentations
- c) LSB Pension booklet update and Admin Form updates

One-to-one meetings with colleagues can be priced on a unit cost per one-to-one meeting.

## Timeline

<i>ITT Issued</i>	<i>24 July 2023</i>
<i>Deadline For Questions</i>	<i>14 August 2023</i>
<i>Deadline for Submissions</i>	<i>31 August 2023</i>
<i>Submission reviewed and scored</i>	<i>21 September 2023</i>
<i>Shortlisted supplier interviews</i>	<i>25 September – 6 October 2023</i>
<i>Decision Made on Appointment and Communication to Supplier</i>	<i>10 October 2023</i>
<i>Contract finalised</i>	<i>31 October 2023</i>
<i>Chosen Supplier Commences</i>	<i>1 November 2023</i>

## Tender evaluation

Tenders will be evaluated according to the following criteria:

Evaluation	Criteria	Weight
Qualitative	Method statement	60%
Commercial	Price	30%
Social value	EDI form	10%

A qualitative assessment will be made by reviewing the method statements provided by the tenderer and applying the scoring guide below:

Score	Acceptability	Description
0	Unacceptable	Information is omitted/ no details provided
1	Poor	Evaluator is not confident that the tenderer understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
2	Fair	The Evaluator has some reservations that the applicant understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
3	Satisfactory	The Evaluator is reasonably confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard.
4	Good	The Evaluator is confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard.
5	Excellent	The Evaluator is completely confident that the applicant will provide a comprehensive managed service to a very high standard.

## Submitting a tender

A tender is required which should include method statements, but not be limited to:

- A description of how you would work with us.
- A description of how you will meet the service specification requirements listed above. A fully costed proposal with fixed and variable costs, including VAT. Where possible this should be broken down into annual or one-off costs, including any set up fees.
- Completion of the Supplier form and EDI form

All tender submissions should be submitted **by 23.59pmon 31 August 2023** to [tenders@legalservicesboard.org.uk](mailto:tenders@legalservicesboard.org.uk) . Submissions submitted to other addresses or beyond this time will not be accepted.

Your tender is to remain open for acceptance for 60 calendar days from the date of submission.

No qualifications are to be made to your tender. Any tender queries are to be raised before tender submission.

The LSB does not bind itself to accept the lowest tender, or any tender and will not be liable for any costs incurred by the tenderer in preparation of their tender.

## Supplier Questionnaire

To be completed and returned with tender

Name of organisation	
Address for correspondence	
Contact name and position	
Telephone number	
Email address	
Website address	
Address of registered office	
Company Number	
Names and job titles of key points of contact for delivery of the service	
Name of Bank and contact details for bank (financial references may be sought)	
Please attach most recent audited accounts with an explanation of any significant changes since the last year end	
Please provide contact details for two reference organisations	



## **LSB - Supplier Equality and Diversity assessment form**

To be completed and returned with tender

This form will be used to assess your commitment to equality and diversity. Please answer the following questions, providing any necessary documentation.

### **1. Organisation size**

What is the total number of employees/contractors/partners in your organisation?

### **2. Equality and diversity policy**

Does your organisation have an equality and diversity policy, statement or strategy?

**YES / NO**

If YES, please provide a copy.

If NO, are you intending to implement something in the near future, and if so, when?

### **3. Bullying and harassment policy**

Does your organisation have a policy/procedure to handle issues relating to bullying and/or harassment?

**YES / NO**

If YES, please provide a copy.

If NO, are you intending to implement something in the near future, and if so, when?

### **4. Equality and diversity training**

Does your organisation provide equality and diversity training?

**YES, and it's mandatory / YES, and its optional / NO**

If YES, please provide an outline or description of the training, its regularity, and the percentage of your organisation that has completed the training.

If NO, are you intending to implement something in the near future, and if so, when?