Professional Services Provider (PSP)

# Expression of Interest (EOI)

EOI Overview

**Provision of Investment Services for the Official Solicitor and the Public Trustee**

**Background**

This requirement is for the provision of Investment Services to the Official Solicitor to the Senior Courts (the Official Solicitor) and to the Public Trustee.

The Official Solicitor and Public Trustee acts as executor or administrator of estates and as the appointed trustee of settlements. Each of their respective cases is unique in terms of its beneficiaries and the way in which the case must be managed.

The Trustee Act 2000 sets out standards and requirements for trustees in dealing with trust investments. These duties are owed to the individual beneficiaries for whom they act as trustee, executor or administrator. It is therefore a legal responsibility of the Official Solicitor and of the Public Trustee as Trustees to ensure that investment advice is obtained.

**Key Requirements**

* The provision of investment advice on a discretionary (as opposed to an advisory) basis. Discretionary investment services refer to the provider making investment decisions on behalf of the client, within an agreed mandate, without prior approval for each transaction.
* The investment provider must accept all funds that are referred to them (without reference to the value of the fund or otherwise).
* The provider or providers can demonstrate experience of dealing with trustees, executors and administrators and be an authorised person or authorised persons under the Financial Services and Markets Act 2000 and any re-enactment thereof.

**Evaluation Criteria**

The EOI submissions will be assessed based on the following criteria:

* Experience and expertise in providing investment services to trustees, executors, and administrators.
* The provider’s capability to offer discretionary investment services that align with the legal responsibilities of the Official Solicitor and Public Trustee.
* Capacity to comply with the Trustee Act 2000, Financial Services and Markets Act 2000, and other relevant legal obligations.

Following the review of EOIs, shortlisted providers will be invited to participate in the Invitation to Tender (ITT Process).

**Required Experience & Qualifications**

Suppliers are encouraged to highlight their qualifications and experience in providing investment services in the context of trusteeship. This includes:

* Demonstrated experience in managing trust investments for trustees, executors, and administrators.
* Compliance with the Trustee Act 2000 and Financial Services Markets Act 2000.
* Past examples or case studies where you have successfully acted in a fiduciary capacity or provided similar services.

**Pricing Information:**

At this stage, pricing or fee structure is not required. However, it is recommended that suppliers outline any preliminary costing considerations or pricing methodologies that may be relevant when later submitting the ITT.

Timetable

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| --- | --- |
| Task | Date |
| Expression of Interest Due | 4th October 2024 |
| Issue of ITT | 10th December 2024 |
| ITT Return | 17th January 2025 |
| Notification of Award | 3rd April 2025 |
| Contract Start | 4th October 2025 |

*Please note, these timescales may be subject to change.*

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Read our privacy policy here: <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>

Supplier EOI Form

|  |  |
| --- | --- |
| Company and Contact Information | |
| Please state your company name | Please enter your response here |
| Please state your contact name | Please enter your response here |
| Please state your email address | Please enter your response here |
| Please confirm you are happy for the MoJ to contact you following the submission of this EOI via your provided email address | Please select from the dropdown list |
| Expression of Interest | |
| Please confirm you wish to express your interest for the above-mentioned tender opportunity.  *Please note this EOI is purely for information only and does not automatically enrol suppliers to a future tender opportunity.*  *All suppliers awarded to Lot 8 of the CCS Framework MCF3 shall be invited to tender.* | Please select from the dropdown list |
| Experience and Qualifications | |
| Please provide details of your experience in providing discretionary investment services for trustees, executors, or administrators | Please enter your response here |
| Please confirm your compliance with the Trustee Act 2000 and the Financial Services Markets Act 2000  If Yes, please briefly outline your compliance measures or past experience with these legal frameworks: Please provide any relevant examples or case studies of similar services you have delivered | Please enter your response here |
| Barriers to Participation | |
| Please confirm what barriers (if any) would prevent you from being interested in tendering for this requirement  *For example, timescales, mobilisation, costing etc.* | Please enter your response here |
| Further engagement  *Following this, the MoJ may consider additional market engagement activities with interested parties. Please therefore confirm whether you wish to be contacted for further market engagement.*  *Agreeing to further engagement will not affect your chances of winning this contract.* | |
| Do you agree to allow the MoJ to contact you for further market engagement? | Please select from the dropdown list |