

Administration and Management Costs – Benchmarking Review

Proposal for assistance – Instructions for Bidders

Introduction

The Firefighters' Pensions (England) Scheme Advisory Board (SAB) is established under the Public Service Pensions Act 2013.

The purpose of the Board is to be both reactive and proactive to carry out the following functions:

- provide advice in response to a request from the Secretary of State on the desirability of making changes to this scheme and any connected scheme.
- provide advice to scheme managers and local pension boards in relation to the effective and efficient administration and management of this scheme and any connected scheme.

More information about the board can be found on the [board website](#).

In support of the Board's work plan for 2018/2019 it is seeking to undertake a review of administration and management costs per member of the scheme.

The board is inviting proposals from interested parties to assist in this review

The work

The successful organisation will be required to:

- Liaise directly with all the relevant stakeholders or their representatives
- Undertake a benchmarking review of the cost and effectiveness of scheme administration
- Produce a comprehensive report which should include:
 - A comprehensive summary of the findings
 - A breakdown of the findings into subject groupings
 - Recommendations for next steps

Budget

The Board is working within a fixed budget set by the Home Office with a wide and varied work plan to complete. Bidders should be aware that the value of bids will be an important element in the selection of the successful organisation.

Proposals

Proposals from interested firms should consist of the following elements with each element restricted to no more than 1 side of A4. Further information may be provided as annexes however standard marketing material should not be included. Proposals should be returned no later than 15 June 2018 to Clair.Alcock@local.gov.uk

Elements required

1. **Introduction** - set out the approach you would take to the work and your objectives, in particular how you would seek to work with the Board and manage confidentiality issues, and any conflict of interest arising.
2. **Liaison with scheme stakeholders** – state the methods you would use to ensure a wide range of scheme stakeholders are involved in the development of the findings of this work.
3. **Your pitch** - set out what sets you apart from other firms who may bid for this work in particular your experience, knowledge and expertise of the Firefighters Pension Schemes and Fire Authorities. Please set out the nature and extent of your current involvement with the scheme.
4. **Fee structure** - state the cost of the work either as a fixed fee or as a daily rate. If the latter specify the number of days included in your bid.
5. **Expertise of team** - set out the names, job titles and experience of members of your firm who would be involved in delivering this work. Also specify a named lead member for the team who would be responsible for the co-ordination and delivery of the work.
6. **Input from the Board** - set out the input you will require from the Board secretariat and advisors and state if that input will be in the form of face to face meetings or written material.
7. **Conflict of Interest** - How you would address any conflict of interest you have now or if appointed may have in the future

Timescale

It is expected that the Board will make a decision to appoint an organisation in July and the successful firm would be required to have finished the review in time for the 5 December 2018 board meeting

Board secretariat May 2018