

## Lancashire County Pension Fund

### Requirement to appoint tax agents and advisors for Lancashire County Pension Fund.

#### 1. Key requirements

1.1.1 To provide guidance and advice on the tax structure of the Fund's overseas investments, with reference to but not exclusively – Private equity, Infrastructure and Alternative allocations.

1.1.2 Perform a review of the Fund's existing portfolio and produce a risk profile to allow the fund to identify:

- Any investments which lead to overseas filing obligations.
- Knowledge of which investments need monitoring for ongoing tax leakage.
- A basis from which to establish a tax policy to manage compliance and tax cost.

1.1.3 To act as tax agents in overseas territories where local law requires agents to be in place before investments are made.

#### 2. Bids

All bids should include the following:

- a) a method statement to demonstrate how you would intend to draw on your resources to be able to meet your obligations under the contract and secure continuity of and continuous improvement in the services.
- b) how the contract will be implemented, delivered and managed.
- c) how you can provide value added services within the Price.
- d) details of proposed remuneration.(all figures to be quoted in Sterling exclusive of VAT).
- e) references for the team proposed for this role.

#### 3. Process

- a) Please approach the LCC officer responsible with any queries or requests for clarification regarding the services or the process.
- b) Suppliers are also asked to submit an example of their standard terms and conditions of contract.
- c) Submissions received after the deadline will not be considered.

- d) A submission can be considered to be received by LCC only once LCC has confirmed receipt of the submission to the supplier.
- e) LCC does not wish to receive any other information other than that requested by this document e.g. promotional material, brochures.
- f) LCC does not bind itself to accept the least expensive or any proposal.
- g) Should it be required, LCC reserves the right to conduct a 'clarification interview' with any organisation it receives a proposal from at a mutually convenient date and time.

#### 4. Confidentiality

This Request for Proposal must be treated as private and confidential. Tenderers must not release details of the Request for Proposal other than on an "In Confidence" basis to those who have a legitimate need to know or whom they need to consult for the purposes of preparing a tender.

5. Bids should be returned by 31 August 2011 by email to [Abigail.leech@lancashire.gov.uk](mailto:Abigail.leech@lancashire.gov.uk) copy to [richard.tomlinson@lancashire.gov.uk](mailto:richard.tomlinson@lancashire.gov.uk). All bids will be acknowledged.

#### 6. Award Criteria

Award Criteria	Weighting
Price	30%
Capacity and capability of the tenderer to provide the services	25%
Details of the tenderer's methods of working	1.1 20%
Experience of comparable service provision	25%