National LGPS
Frameworks

Specification of Requirements

National LGPS Framework for Cost Transparency and Benchmarking Services Framework

NCCT43181

About this document

This document contains the standard **Specification of Requirements** for the Cost Transparency and Benchmarking Services Framework. It lists the services available through the framework. This is not an exhaustive list of services available but gives a general idea of what the Providers on the framework are able to do.

The document is a template. You will need to customise the **Specification of Requirements** to suit your organisation's specific needs.

To help you customise your specification you should review the **Provider Catalogues.** These show how each Provider has responded to the Specification of Requirements.

The Procurement Act 2023

The Procurement Act 2023 applies to the Cost Transparency and Benchmarking Services Framework, including all Call-Off contracts awarded under it.

When to use the Specification of Requirements

When calling-off from this framework, you should issue your **Specification of Requirements** as part of your documentation.

If you are running a **Further Competition**, this should be issued with your Invitation to Further Competition document. If you are making a **Direct Award**, you should issue the Specification with your Order Form.

Questions and support

If you have any questions about this document, please call us on 01603 306846 or email **nationalLGPSframeworks@norfolk.gov.uk**.

Specification of Requirements

Lot 1 - Investment Cost Data Collation and Reporting Services

Investment Cost Data Collation and Reporting Services primarily in support of the LGPS Code of Transparency including, but not limited to:

1.1 Provision of a solution that facilitates the requirements of managers under the LGPS Code of Transparency. As a minimum the solution must:

- 1.1.1 Accept all the standard templates associated with the LGPS Code of Transparency as updated from time to time (Cost Transparency Initiative (CTI) templates) plus Institutional Limited Partner Association (ILPA) templates which are frequently used in private markets.
- 1.1.2 collate client investment management cost data from that set out in 1.1.1 at a level of detail consistent with best practice on investment management cost transparency (e.g. guidance as issued from time to time by CIPFA, the LGPS Scheme Advisory Board, the IMA and other leading industry bodies);
- 1.1.3 provide secure loading, validation, storage and querying of cost reports received.

As a minimum this will include, but not be limited to:

- 1.1.4 Ensuring all expected manager templates have been received and actively pursue those which are missing e.g. automated reminders and alerts
- 1.1.5 ensuring templates have been submitted without amendment
- 1.1.6 checking all necessary fields are completed
- 1.1.7 checking numeric/date/text fields are appropriately formatted,
- 1.1.8 ensuring data is internally consistent (e.g. with regard to totals and summation)
- 1.1.9 sense-checking and credibility of data within expected ranges across selected time series
- 1.1.10 highlighting erroneous or inconsistent data for review by manager or contracting authority
- 1.1.11 proposals for resolution and correction of erroneous or inconsistent data

1.2 Provision of a dashboard for the client to view progress with the provision of templates and data. As a minimum this must, but not be limited to:

- 1.2.1 filter and sort by asset class, mandate or investment manager
- 1.2.2 provide an indication of data quality submitted by investment managers
- 1.2.3 tabulate data from different investment managers in Excel or Open Document Format (ODF), or suitable alternative format agreed with the client
- 1.2.4 offer annual (at a flexible 12-month period to be defined by the contracting authority at call-off) reporting of investment management cost outcomes in

Excel or ODF, or such alternative format agreed with the client

1.2.5 make provision for the transfer of historical data to any new provider in machine readable format

1.2.6 maintain all historical client data

1.2.7 include a help facility for clients and investment managers to deal with any questions arising from submission, reporting or validation

1.3 Provide the LGPS Scheme Advisory Board the level of data requisite to check compliance against the SAB's Code of Transparency, including but not limited to quarterly:

1.3.1 providing compliance data on the asset managers with LGPS clients i.e. the number of late templates against the expected templates as:

1.3.2 a cumulative total

1.3.3 by asset manager

1.3.4 by reporting period

1.3.5 by template type

1.3.6 The percentage of templates submitted which require validation at the point they were submitted and the percentage that still require amendment to pass validation, split by asset manager

(Please note that the Scheme Advisory Board does not require sight of the underlying cost data contained in the data uploaded by asset managers).

1.4 The Provider will be required to maintain compliance with the system environment, security and IT requirements set out below

Lot 2 - Investment Cost Data Analysis and Benchmarking Services

To provide the analysis of client investment management cost data from all relevant sources (including but not limited to the client, their custodian and their asset managers as required). As a minimum this would include:

2.1.1 Analysis at a level of detail consistent with best practice globally
2.1.2 providing year-on-year comparable investment management cost data, benchmarked across the LGPS and other relevant UK and global comparators by asset class, mandate or investment manager as required
2.1.3 the ability to tabulate data from different investment managers in Excel or ODF, or such alternative format agreed with the client
2.1.4 the ability to compare data from investment managers with a peer group or universe, showing how fees compare with that universe, universe data should be presented anonymously and available across different years
2.1.5 ensuring data is consistent (e.g. with regard to totals and summation)
2.1.6 sense-checking and credibility of data within expected ranges across selected time series
2.1.7 Correction and resolution of erroneous or inconsistent data
2.1.8 Resolution of missing manager data
2.1.9 attendance at meetings as required by clients

System Environment, Security, and IT requirements (Lot 1 only)

Providers for Lot 1 were asked to meet System Environment, Security and IT requirements. Their responses to this can be found in their Provider Catalogues.