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Tender

Civil Parking Enforcement Back Office System

Sheffield City Council

F02: Contract notice

Notice identifier: 2025/S 000-002435

Procurement identifier (OCID): ocds-h6vhtk-04d5d9

Published 23 January 2025, 4:46pm

Section I: Contracting authority

I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

Contact

Lucy Matthews

Email

Lucy.Matthews@sheffield.gov.uk

Telephone

+44 1142053657

Country

United Kingdom

Region code

UKE32 - Sheffield

National registration number

(GB) 173 5488 38

Internet address(es)

Main address

<http://sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=89630&B=UK

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=89630&B=UK

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Civil Parking Enforcement Back Office System

II.1.2) Main CPV code

- 98351110 - Parking enforcement services

II.1.3) Type of contract

Services

II.1.4) Short description

This tender is for the Council to procure a new back office system for the current PCN enforcement and permits / ANPR exemptions, but options for additional enforcement areas could be considered. The main elements of the new system will need to be able to process / utilise the following activities: Issuing of parking, bus lane, CAZ and moving traffic Penalty Charge Notices, Issuing of different types of residential, visitor and business parking permits (virtual and physical), Geolocation for Civil Enforcement Officers Interactive letter writing software with policy rules built in Customer portals for self serve permit applications and PCNs (appeals, payments, evidence and advice), The ability to take charge payments via Sheffield City Council website.

II.1.5) Estimated total value

Value excluding VAT: £850,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63712400 - Parking services
- 72000000 - IT services: consulting, software development, Internet and support

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

This tender is for the Council to procure a new back office system for the current PCN enforcement and permits / ANPR exemptions, but options for additional enforcement areas could be considered. The main elements of the new system will need to be able to process / utilise the following activities: Issuing of parking, bus lane, CAZ and moving traffic Penalty Charge Notices Issuing of different types of residential, visitor and business parking permits (virtual and physical) Geolocation for Civil Enforcement Officers Interactive letter writing software with policy rules built in Customer portals for self serve permit applications and PCNs (appeals, payments, evidence and advice) The ability to take charge payments via Sheffield City Council website.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Quality criterion - Name: Social Value / Weighting: 15

Price - Weighting: 35

II.2.6) Estimated value

Value excluding VAT: £850,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

28 April 2025

End date

31 January 2031

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

24 February 2025

Local time

2:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

24 February 2025

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.2) Body responsible for mediation procedures

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.4) Service from which information about the review procedure may be obtained

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>