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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](mailto: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](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](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

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## **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

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## **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

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## **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>