

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004841-2024>

Tender

Framework Agreement for the provision of a Council Tax Single Person Discount Review Service

Staffordshire County Council
Cannock Chase District Council
Stafford Borough Council
South Staffordshire District Council
East Staffordshire Borough Council
Lichfield District Council
Newcastle-under-Lyme Borough Council
Staffordshire Moorlands District Council
Tamworth Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-004841

Procurement identifier (OCID): ocds-h6vhtk-0439dc

Published 13 February 2024, 4:15pm

Section I: Contracting authority

I.1) Name and addresses

Staffordshire County Council

Tipping Street

STAFFORD

ST162DH

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.staffordshire.gov.uk/Homepage.aspx>

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Cannock Chase District Council

28 Beecroft Road

Cannock

WS11 1BG

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Stafford Borough Council

Riverside, Civic Centre

Stafford

ST16 3AQ

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

South Staffordshire District Council

Wolverhampton Road, Codsall

South Staffordshire

WV8 1PX

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

East Staffordshire Borough Council

The Town Hall, King Edward Place

Burton upon Trent

DE14 2EB

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Lichfield District Council

District Council House, Frog Lane

Lichfield

WS13 6YU

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Newcastle-under-Lyme Borough Council

Castle House, Barracks Road

Newcastle-under-Lyme

ST5 1BL

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.newcastle-staffs.gov.uk/>

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Staffordshire Moorlands District Council

Moorlands House, Stockwell Street

Leek, Staffordshire

ST13 6HQ

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.1) Name and addresses

Tamworth Borough Council

Marmion House, Lichfield Street

Tamworth

B79 7BZ

Email

michelle.davies@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://supplierlive.proactisp2p.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com>

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

Framework Agreement for the provision of a Council Tax Single Person Discount Review Service

Reference number

IA3294

II.1.2) Main CPV code

- 66171000 - Financial consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Each District and Borough Council within Staffordshire will conduct reviews of all Council Tax reductions which are relevant to the occupancy of a property and those residents.

The Councils require the Contractor to perform a data-matching exercise, investigate any mismatches, update the Councils' systems with the results of the investigations and deal with any subsequent Council Tax payer contact. Access will be provided to relevant systems, files and information held by the Council and the Contractor will be expected to update the Councils' records throughout the project.

Data Match Stage

- Each Council will have varying requirements, therefore specific instructions shall be provided when ordering from the framework. A Council will endeavour to give every assistance in providing information that is reasonably requested but accepts no liability for failure to do so.
- The data will be supplied in the NFI or similar format and the Contractor is expected to work with this format, unless there are exceptional circumstances agreed between the parties.
- Each Council will provide the data to the Contractor using secure means such as Secure File Transfer Protocol

- If requested, to do so by a Council, the Contractor will return information regarding mismatches in the format that it has provided as part of the bid and any proposed changes to the methodology must be approved by the Council prior to making any changes.

Review and Cancellation Stage

The Contractor will be required to provide this service in line with the method statement that it has provided as part of its bid and any proposed changes to the methodology must be approved by the Council prior to making any changes.

II.1.5) Estimated total value

Value excluding VAT: £320,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79212100 - Financial auditing services
- 79412000 - Financial management consultancy services

II.2.3) Place of performance

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

The districts and boroughs of Staffordshire

II.2.4) Description of the procurement

Suppliers should set up a profile on Proactis by completing their company details first. Then registering their interest to this specific tender opportunity by searching under reference IA3294.

Any questions regarding this opportunity should go through the 'message function'.

Please do not contact the Buyer direct.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20

Price - Weighting: 80

II.2.6) Estimated value

Value excluding VAT: £320,000

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

Start date

10 June 2024

End date

9 June 2028

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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

3 April 2024

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

3 April 2024

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

Staffordshire County Council

Stafford

Country

United Kingdom