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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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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

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## **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

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## **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

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## **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