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Tender

Debt Recovery Services

Sheffield City Council

F01: Prior information notice

Call for competition

Notice identifier: 2023/S 000-009608

Procurement identifier (OCID): ocds-h6vhtk-03b817

Published 3 April 2023, 10:24am

Section I: Contracting authority

I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

Contact

Tim Dent

Email

tim.dent@sheffield.gov.uk

Telephone

+44 01142053646

Country

United Kingdom

Region code

UKE32 - Sheffield

National registration number

(GB) 173 5488 38

Internet address(es)

Main address

<https://www.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=60405&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=60405&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

Debt Recovery Services

II.1.2) Main CPV code

- 75242000 - Public law and order services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council requires a continuation of the services going forward with the proposed new Debt Enforcement Framework covering four lots:

- Lot 1: Debit Collection Agency (DCA)
- Lot 2: Enforcement Agents (EA)
- Lot 3: Tracing and Process Serving
- Lot 4: High Court Enforcement (HCE)

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Debt Recovery Services

Lot No

1

II.2.2) Additional CPV code(s)

- 75230000 - Justice services
- 75231100 - Law-courts-related administrative services
- 79714100 - Tracing system services
- 79714110 - Absconder-tracing services
- 79940000 - Collection agency services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

The Council requires a continuation of the services going forward with the proposed new Debt Enforcement Framework covering four lots:

- Lot 1: Debit Collection Agency (DCA)
- Lot 2: Enforcement Agents (EA)
- Lot 3: Tracing and Process Serving
- Lot 4: High Court Enforcement (HCE)

Lot 1 of the Tender will relate to the utilisation of external Debt Collection Agencies (DCA's) to work with the Council to collect Sundry Debt Arrears, Housing Benefit overpayments, Former Tenant Rent arrears and Social Care fees.

Lot 2 of the Tender relates to actions taken by Enforcement Agents in relation to Parking Debts, Business Improvement District Debts, Local Taxation Debts and • All other debts and activities where Enforcement Agents can be utilised.

Lot 3 of the Tender relates to a wide range of Tracing activities including but not limited to Tracing Activity to locate/trace debtors and identify their address, providing information to confirm financial circumstances (e.g. employment details, assets, ability to pay etc), Process serving official notices.

Lot 4 of the Tender relates to actions taken by High Court Enforcement Agents in relation to Collection of High Court Enforcement debts, All other debts and activities where High

Court Enforcement Action can be utilised will also be covered under this contract (e.g. removals from properties and sites etc).

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £180,000

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

Start date

9 September 2023

End date

8 September 2025

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

Restricted 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 several operators

Envisaged maximum number of participants to the framework agreement: 8

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 expressions of interest

Date

5 May 2023

Local time

4:00pm

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

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

S1 2HH

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>