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Tender

## **HCC - 05/21 - The Provision of 2021 Council Tax Review Framework**

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-011576

Procurement identifier (OCID): ocids-h6vhtk-02b4aa

Published 25 May 2021, 11:15am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Hertfordshire County Council

Pegs Lane

Hertford

SG13 8DE

#### **Contact**

Strategic Procurement Group

#### **Email**

[zoe.upson@hertfordshire.gov.uk](mailto:zoe.upson@hertfordshire.gov.uk)

#### **Telephone**

+44 01707292463

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

Additional information can be obtained from the above-mentioned address

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**

HCC - 05/21 - The Provision of 2021 Council Tax Review Framework

Reference number

HCC2112783

#### **II.1.2) Main CPV code**

- 66000000 - Financial and insurance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Hertfordshire County Council is currently out to procurement for the Provision of 2021 Council Tax Review Framework. Further information in regards to this opportunity can be found in II.2.4 and VI.3 below. Organisations wishing to take part in this project are invited to "express interest" which will give access to the full procurement documents in the e-tendering system. Please see VI.3 below for further information. To be considered as a Bidder you must complete and submit a Bid by the deadline of 12:00 Noon on 25.06.2021. Any questions relating to this procurement must be made via the correspondence area in the e-Tendering system, in accordance with the procurement documents and can be addressed to the main contact as shown in the details above. Please allow sufficient time to make your return as late returns will not be permitted by the system.

#### **II.1.5) Estimated total value**

Value excluding VAT: £500,000

#### **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**

Empty Homes

Lot No

2

## **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

## **II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

## **II.2.4) Description of the procurement**

For the empty homes discounts if residents are found to be incorrectly claiming a discount on an empty property, by living in a property which they have formerly said is 'empty and unfurnished' or 'uninhabitable', then this discount may be removed. Properties incorrectly classified as long term empty reduce the new homes bonus grant that can be claimed by local authorities. Hertfordshire County Council will lead on the procurement of these services and manage the Framework on behalf of: • North Herts District Council • Three Rivers District Council • Broxbourne Borough Council • East Herts District Council • St. Albans City and District Council • Hertsmeire Borough Council • Stevenage Borough Council • Welwyn Hatfield Borough Council • Dacorum Borough Council • Watford Borough Council • Oxfordshire County Council • Cherwell District Council The Framework Agreement Period is for two (2) years with the option to extend for up to two (2) further years The estimated total value of all of the Contracts is stated in II.1.5 and II.2.6 of this notice and is for initial term inclusive of the approximate value for extension. Please Note: the Council intends to award the Framework to a maximum of 4 providers per Lot

## **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: £500,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Council will review its options towards the end of the Framework Agreement period

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for up to two (2) further years

### **II.2.13) Information about European Union Funds**

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

## **II.2) Description**

### **II.2.1) Title**

Single Persons

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

#### **II.2.4) Description of the procurement**

For the single person discount, if claimants are found to be incorrectly claiming a discount on council tax by stating that they are a single person and should receive the 25% discount when they should not, then this discount should be removed. Claimants can re-apply for any discount post review and the District Council will require monitoring of all re-applications. Hertfordshire County Council will lead on the procurement of these services and manage the Framework on behalf of: • North Herts District Council • Three Rivers District Council • Broxbourne Borough Council • East Herts District Council • St. Albans City and District Council • Hertsmere Borough Council • Stevenage Borough Council • Welwyn Hatfield Borough Council • Dacorum Borough Council • Watford Borough Council • Oxfordshire County Council • Cherwell District Council The Framework Agreement period is for two (2) years with the option to extend for a up to a further two (2) years The estimated total value of all of the Contracts is stated in II.1.5 and II.2.6 of this notice and is for initial term inclusive of the approximate value for extension. Please Note: the Council intends to award the Framework to a maximum of 4 providers per Lot

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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 several operators

Envisaged maximum number of participants to the framework agreement: 8

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The framework does not exceed four (4) years it is for a core period of two (2) years with the option to extend for up to two (2) further years

#### **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

25 June 2021

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

25 June 2021

Local time

12:00pm

Place

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Please note Hertfordshire County Council has worked closely with its districts and partners to create a joint procurement portal called supply Hertfordshire. This portal provides an e-Tendering system which is run by In-Tend. To access this procurement opportunity please visit [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. Any clarifications regarding this opportunity must be raised through Correspondence area in the eTendering system. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.co.uk](mailto:support@in-tend.co.uk) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:00. The Council reserves the right at any time to cease the procurement process and not award a Framework Agreement or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Framework Agreement.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

High Court Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a Contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or

order the Contract ineffective.

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

High Court Royal Courts of Justice

The Strand

Hertford

WC2A 2LL

Country

United Kingdom