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Tender

## **Framework Agreement for Hybrid Mail and Annual Billing**

Cannock Chase District Council  
Stafford Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-015468

Procurement identifier (OCID): ocds-h6vhtk-0459d9

Published 15 May 2024, 3:22pm

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

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

Cannock Chase District Council

Beecroft Road

Cannock

WS11 1BG

#### **Contact**

Laura Kendall

#### **Email**

[laura.kendall@staffordshire.gov.uk](mailto:laura.kendall@staffordshire.gov.uk)

#### **Telephone**

+44 1785854656

#### **Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com/Account/Login#>

**I.1) Name and addresses**

Stafford Borough Council

Riverway

Stafford

ST16 3AQ

**Contact**

Laura Kendall

**Email**

[laura.kendall@staffordshire.gov.uk](mailto:laura.kendall@staffordshire.gov.uk)

**Telephone**

+44 1785854656

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com/Account/Login#>

**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/Account/Login#>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login#>

**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 Hybrid Mail and Annual Billing

Reference number

IA3169

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

- 64216120 - Electronic mail services

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

Services

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

Cannock Chase District and Stafford Borough Councils are shire districts within the County of Staffordshire.

The Councils have shared a number of services since 2011, including Revenues and Benefits, Finance; ICT, Building Control, Legal Services and Human Resources. From April 2023, the two Councils now share a Chief Executive, Leadership Team and all services excluding those funded by the Housing Revenue Account.

The Councils operate a Hybrid Working Model, whereby most staff split their working time between home and office bases. Some remote work is undertaken by visiting officers from customers' homes or places of work.

Having trialled a Hybrid Mail solution within the shared Revenues and Benefits service, the Councils now seek a long-term provider of this service and so provides this opportunity for suitable providers to tender for either or both of the two Lots.

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

Value excluding VAT: £900,000

#### **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**

Hybrid Mail

Lot No

1

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

- 72412000 - Electronic mail service provider
- 79571000 - Mailing services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Staffordshire

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

Includes the provision of 'print-ready' output by the Council to the provider. Some merging of multiple documents to a single customer will be needed and some non-personalised enclosures will be required for some documents. All paper documents will be issued in envelopes marked "Private and Confidential - Addressee Only". Options to issue correspondence in alternative formats, such as email or SMS are also required.

The provider must be able to demonstrate compatibility with documents produced by the Civica Open Revenues processing software and Civica Workflow 360 system.

The provider shall provide appropriate cloud hosted software to operate and administer the Hybrid Mail Offsite Solution. Any software will need to be fully compatible with the Windows 10 operating system on both 32-bit and 64-bit devices; the software must also be compatible with the Office 365 suite.

Any web-enabled software will need to be fully compatible with Microsoft Edge

The solution shall provide a hierarchical structure for user accounts. The solution may be used by a number of different departments within the Councils, each with their own users and managers, as well as administrators for the solution as a whole. The user account structure must reflect this setup.

#### **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: £400,000

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

Start date

1 November 2024

End date

31 October 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

### **II.2) Description**

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

Annual Billing

Lot No

2

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

- 79800000 - Printing and related services

**II.2.3) Place of performance**

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Staffordshire

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

Includes the printing and distribution of the annual Council Tax Bills, Benefit Notifications and Discount Review letters on behalf of both Councils. Data will be provided partly as data files to be interpreted and partly in print-ready format. Merging of multiple documents to a single customer will be needed and some non-personalised enclosures will be required for some documents. All paper documents will be issued in envelopes marked "Private and Confidential - Addressee Only". No alternative, electronic distribution of annual bills is needed from the provider.

The Councils will provide a 4-year Framework Agreement for the printing and distribution of outgoing Annual Council Tax and Business Rates bills and accompanying literature, each March.

The Councils offer no guarantee of exclusivity to the selected providers and cannot guarantee a minimum number of documents that will require distribution. The Councils' continuing priority is to encourage communication by electronic means in order to reduce the amount of hard-copy post. Wherever possible the Councils require multiple documents, relating to the same customer, to be included in a single envelope.

The provider shall provide a method for secure transfer of mail data between the Councils and the provider. This method must include 256bit RSA encryption. This data will then be transformed by the provider into a physical mail item for delivery to a customer address.

The Councils will provide Council Tax bill data in a flat file produced from the Civica OpenRevenues system, mapping documentation will be provided.

**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: £280,000

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

Start date

1 November 2024

End date

31 October 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 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.1.8) 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

14 June 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

14 June 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.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**

Cannock Chase & Stafford Borough Council

Cannock/Stafford

Country

United Kingdom