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Tender

CFM0095 - Review of Council Tax Discounts

Fife Council

F02: Contract notice

Notice identifier: 2023/S 000-017024

Procurement identifier (OCID): ocds-h6vhtk-0372a9

Published 15 June 2023, 12:54pm

Section I: Contracting authority

I.1) Name and addresses

Fife Council

Fife House, North Street Glenrothes

Glenrothes

KY7 5LT

Contact

Wendy Wylie

Email

wendy.wylie@fife.gov.uk

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

<http://www.fife.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

www.publiccontractsscotland.gov.uk

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

CFM0095 - Review of Council Tax Discounts

Reference number

CFM0095

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Fife Council is looking to appoint an experienced and qualified Contractor capable of meeting the needs of the Council in relation to providing a fully managed service to review entitlement to Council Tax Single Person Discounts (SPD). Any additional Council discounts and exemptions may also be within scope of this agreement.

II.1.5) Estimated total value

Value excluding VAT: £230,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

II.2.4) Description of the procurement

Fife Council is looking to appoint an experienced and qualified Contractor capable of meeting the needs of the Council in relation to providing a fully managed service to review Council discounts and exemptions. Primarily the focus is on the entitlement to Council Tax Single Person Discounts (SPD), however a broader range of Council tax discounts and exemptions may be within scope.

The Contractor will be responsible for carrying out an initial bulk review and subsequently monthly rolling reviews of approximately 48,000 Fife residents who are currently claiming SPD from Council Tax to determine if the council taxpayer is still eligible for this discount.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Possible extension of up to a total period of 24 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Fife Council may require additional purchases under this contract which have not been specifically detailed in the "specification" however any additional purchases will be in full accordance with the requirements of Regulation 72 of the Public Contract (Scotland)

Regulations 2015

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 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

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-027790](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

12 July 2023

Local time

10:00am

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

English

IV.2.7) Conditions for opening of tenders

Date

12 July 2023

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=735279.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits (Not Scored)

Tenderers should outline within their tender response any Community Benefits they would offer under the terms of this Contract such as:

Community Engagement

Support to community groups within Fife etc.

Please note that only those community benefits that relate to the subject matter of the

Contract will be taken into account. This will not be scored as part of the evaluation process.

(SC Ref:735279)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=735279

VI.4) Procedures for review

VI.4.1) Review body

Kirkcaldy Sheriff Court

Whytescauseway

Kirkcaldy

KY1 1XQ

Email

Kirkcaldy@scotcourts.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the courts:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session