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Tender

Framework Agreement for the provision of a Council Tax Discount and Reduction 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: 2023/S 000-026776

Procurement identifier (OCID): ocds-h6vhtk-03fba2

Published 11 September 2023, 11:02am

Section I: Contracting authority

I.1) Name and addresses

Staffordshire County Council

Tipping Street

STAFFORD

ST162DH

Contact

Michelle Davies

Email

michelle.davies@staffordshire.gov.uk

Telephone

+44 1785277116

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

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

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

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

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

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

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

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, Staffordshire

B79 7BZ

Email

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework Agreement for the provision of a Council Tax Discount and Reduction Review Service

Reference number

IA2960

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.

This will typically include;

- All single person discounts
- All other Council Tax discounts, which are dependant upon numbers or categories of occupiers.
- All empty properties, including long term voids, which do not attract a reduction, or which attract premium charges.
- All Local Council Tax Reduction (LCTR) cases, in so far as the residents occupying the household will be reviewed. Income, capital, etc will not be reviewed as a part of this project.

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.

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

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 IA2960.

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

11 December 2023

End date

10 December 2027

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

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

11 October 2023

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

11 October 2023

Local time

1:00pm

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