

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/028121-2023>

Contract

## **CFM0095 - Review of Council Tax Discounts**

Fife Council

F03: Contract award notice

Notice identifier: 2023/S 000-028121

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

Published 25 September 2023, 8:40am

### **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](mailto: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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187)

**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 appointing 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.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £239,600

### **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.2.11) 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

#### **II.2.14) Additional information**

Fife Council is adding an additional service to the requirement which has increased the estimated annual spend

---

## **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: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-017024](#)

---

## **Section V. Award of contract**

### **Contract No**

CFM0095

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

15 September 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Datatank

Gothic House, Barker Gate

Nottingham

NG1 1JU

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £239,600

---

## **Section VI. Complementary information**

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

As part of the tendering process the Council requested Tenderers to advise of any additional services that they could offer the Council. The Council has opted to include an additional service which has increased the overall estimated cost of the agreement.

(SC Ref:745458)

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

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

Kirkcaldy Sheriff Court

Whytescauseway

Kirkcaldy

KY1 1XQ

Email

[Kirkcaldy@scotcourts.gov.uk](mailto: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