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Contract

CFM0095 - Review of Council Tax Discounts

Fife Council

F03: Contract award notice

Notice identifier: 2023/S 000-028121

Procurement identifier (OCID): ocds-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

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.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

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