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Tender

## **Provision of Debt Recovery and Sheriff Officer Services**

Scotland Excel

F02: Contract notice

Notice identifier: 2024/S 000-029087

Procurement identifier (OCID): ocds-h6vhtk-03fa62

Published 11 September 2024, 12:58pm

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

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

Scotland Excel

Renfrewshire House, Cotton Street

Paisley

PA1 1AR

#### **Email**

[oss@scotland-excel.org.uk](mailto:oss@scotland-excel.org.uk)

#### **Telephone**

+44 1414888230

#### **Country**

United Kingdom

#### **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.scotland-excel.org.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10383](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10383)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Debt Recovery and Sheriff Officer Services

Reference number

1023

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

- 79100000 - Legal services

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

Services

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

This Contract Notice is in relation to a renewal framework opportunity for Debt Recovery and Sheriff Officer Services.

The scope of the services covered under the framework will include, but not be limited to, debt collection services for council tax (including water and wastewater charges), non domestic rates, community charge, housing benefit overpayments, enforcement and diligence in relation to current and former tenant rent arrears, service of a variety of statutory notices, post decree services including the service of charge and the carrying out of evictions, service of sundry court documents e.g. summons and interlocutors, sales ledger debt collection, sales ledger diligence and penalty charge notices.

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

Value excluding VAT: £6,000,000

#### **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**

Provision of Sheriff Officer Services

Lot No

1

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

- 75242100 - Public-order services
- 75242110 - Bailiff services
- 75231000 - Judicial services
- 75231100 - Law-courts-related administrative services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations throughout the geographical boundaries of the participating Councils and Associate Members within Scotland.

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

This Lot is in relation to an opportunity for Sheriff Officer Services.

Tenderers will be able to bid for one, any, or all local authority areas, where applicable.

### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 20

Price - Weighting: 80

### **II.2.6) Estimated value**

Value excluding VAT: £3,000,000

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

Duration in months

48

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.2.13) 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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the Invitation to Tender contained on the PCS-Tender project relevant to this procurement and the other Procurement Documents for further information.

## **II.2) Description**

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

Provision of Debt Recovery Services

Lot No

2

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

- 75242110 - Bailiff services
- 75242100 - Public-order services
- 75231000 - Judicial services

- 75231100 - Law-courts-related administrative services
- 98351110 - Parking enforcement services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Various locations throughout the geographical boundaries of the participating Councils and Associate Members within Scotland.

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

This Lot is in relation to an opportunity for Debt Recovery Services.

Tenderers will be able to bid for one, any, or all local authority areas, where applicable.

### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 20

Price - Weighting: 80

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Tenderers must self-declare as part of the SPD (Scotland), qualification envelope, and as contained in the Technical Envelope that they will have the requested membership of The Society of Messengers-at-arms and Sheriff Officers (SMASO) and be able to evidence this when requested at any point throughout the tender process.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

1. SPD (Scotland) Questions 4B.5.1 and 4B.5.2 - Insurance Requirements
2. SPD (Scotland) Questions 4B.6 - Other Economic and Financial Requirements

In accordance with Regulation 59(12), as this proposed framework agreement is divided into lots, these economic and financial standing selection criteria apply separately in relation to each individual lot.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Minimum level(s) of standards possibly required

## ALL LOTS

- Employers (Compulsory) Liability Insurance – maintain a minimum of GBP 10 million in respect of each claim and without limit to the number of claims.
- Public Liability insurance – maintain a minimum indemnity level of GBP 5 million in respect of each claim and without limit to the number of claims.
- Professional Indemnity – maintain a minimum indemnity limit of GBP 1 million in respect of each claim, and without limit to the number of claims.
- Motor Vehicle insurance – statutory third-party motor vehicle cover.

For bidders who will sub contract parts of the business, the bidder should provide a letter signed by a person of appropriate authority confirming that the bidder has ongoing arrangements in place to ensure that subcontractors' vehicles are appropriately insured and maintained.

## OTHER ECONOMIC AND FINANCIAL REQUIREMENTS:

A search of the tenderer against Equifax's ScoreCheck and Protect must not result in a "Rating", "Warning" or "Caution" return which identifies financial risk, unless the tenderer confirms that it can provide any other document which Scotland Excel considers appropriate to prove to Scotland Excel (acting within its permitted discretion under the applicable public procurement rules) that the tenderer does/would not present an unmanageable risk should it be appointed on to the proposed Framework Agreement.

Tenderers relying on the financial standing of a parent company who are unable to commit to obtaining a parent company guarantee may be assessed as a FAIL and will be excluded from the competition.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

1. SPD (Scotland) Question 4C.10 - Subcontracting
2. SPD (Scotland) Question 4D.1 - Quality Assurance Schemes
3. SPD (Scotland) Question 4D.1 - Health and Safety Procedures
4. SPD (Scotland) Question 4D.2 - Environmental Management Standards

In accordance with Regulation 59(12), as this proposed framework agreement is divided into lots, these technical and professional ability selection criteria apply separately in relation to each individual lot.

Minimum level(s) of standards possibly required

#### SPD (SCOTLAND) QUESTION 4C.10 - SUBCONTRACTING:

Tenderers will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contracts to be called-off under the proposed framework agreement.

If you intend to subcontract any share of the contract to third parties on whose capacity you do not rely to satisfy the selection criteria, you must secure that each subcontractor completes a separate SPD (Scotland) Response for all Parts of the SPD (Scotland) Qualification Envelope, except Part 4 (Selection criteria).

#### SPD (SCOTLAND) QUESTION 4D.1 - QUALITY ASSURANCE SCHEMES:

The tenderer must have the following:

The tenderer **MUST HOLD** a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

OR

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the tenderer has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

#### SPD (SCOTLAND) QUESTION 4D.1 - HEALTH AND SAFETY PROCEDURES:

The tenderer must have the following:

The tenderer **MUST HOLD** a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

#### SPD (SCOTLAND) QUESTION 4D.2 - ENVIRONMENTAL MANAGEMENT STANDARDS:

The tenderer must have the following:

The tenderer MUST HOLD a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

OR

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the tenderer's environmental emergency response procedures including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Scotland Excel will require the members of any tendering group of entities (including, but not limited to, consortium members, members of a group of economic operators and / or sub-contractors) to be jointly and severally liable for the performance of the contract (no matter the legal form taken by those entities in order to enter into the contract).

For full details of the conditions relevant to the proposed Framework, and contracts to be called-off there under (to the extent known or settled at this stage), please see the Procurement Documents (details of how to access these being set out in section "1.3 (Communication" of this Contract Notice).

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## **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 several operators

Envisaged maximum number of participants to the framework agreement: 4

#### **IV.1.6) Information about electronic auction**

An electronic auction will be used

Additional information about electronic auction

Details provided by Councils at Call-off, where required.

#### **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: [2023/S 000-026306](#)

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

Date

9 October 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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

9 October 2024

Local time

12:00pm

Place

Scotland Excel, Renfrewshire House, Cotton Street, Paisley, PA1 1AR on

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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## **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**

This Tender process is subject to the Law and Guidance applicable in Scotland relative to the award of public contracts including (without limitation) as set out in the Public Contracts (Scotland) Regulations 2015, most recently amended to reflect the European Union exit by the UK. Any prior version of the relevant Law and Guidance, or terminology related thereto, which appears in these Procurement Documents should therefore be

interpreted and applied as currently in force.

Scotland Excel is a central purchasing body procuring this framework on behalf of the following contracting authorities (and successor bodies):

- The 32 local authorities in Scotland,
- Tayside Contracts,
- Scotland Excel associate members: <https://home.scotland-excel.org.uk/about-us/our-members/>
- NHS,
- Scottish Prison Service (SPS) and all establishments owned and managed by the Scottish Ministers through the Scottish Prison Service,
- Police Scotland,
- Any Integration Authority, or other body, established pursuant to the Public Bodies (Joint Working) (Scotland) Act 2014.

The above is subject to each contracting authority entering into and maintaining a membership agreement or other access agreement with Scotland Excel.

Tenderers are advised that the envisaged maximum number of participants that might be appointed to this framework agreement set out in section IV.1.3 of this contract notice is purely indicative. Scotland Excel reserves the right to appoint more or less bidders than the envisaged maximum number to the proposed Framework Agreement.

Tenderers are advised that whether electronic ordering, invoicing and payment will be used or accepted is at the discretion of each Member Authority or Associate Member which will be settled by them during call off of a contract under this proposed Framework Agreement.

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26174. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

In accordance with section 25(3) of the Procurement Reform (Scotland) Act 2014 note that, Scotland Excel intends to include community benefit requirements. As part of your response within the Technical Envelope, bidders will be requested to commit to delivery of community benefits in accordance with the methodology outlined in the tender documents.

(SC Ref:764096)

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

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

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446) (as amended) may bring proceedings in the Sheriff Court or the Court of Session.