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Tender

CPH141 Cash Counter Payment Service to Residents Across Derbyshire

Derbyshire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-029449

Procurement identifier (OCID): ocds-h6vhtk-05128e ([view related notices](#))

Published 3 June 2025, 11:45am

Scope

Reference

CPH141

Description

Derbyshire County Council is seeking a single Provider to deliver a physical Cash Counter Payment Service for Derbyshire residents (excluding Derby City Residents) to cash a voucher, in person, on presentation at the Provider's premises across the county of Derbyshire and, surrounding borders, to support the delivery of the Derbyshire Discretionary Fund and other Council authorised payment initiatives.

The Council requires the Provider to issue to the Council vouchers/voucher codes which can then be given to residents who can cash the voucher at the Provider's premises. In addition, the Council may instruct the Provider to issues vouchers to residents either by text, email or letter as specified by the Council. These vouchers are also cashed at the Provider's premises.

The delivery model must be for a Cash Counter Payment Service to exchange vouchers

issued by the Council or the provider for cash in accordance with the Derbyshire Discretionary Fund award policy and other funds the government and Councils authorised payment initiatives.

Total value (estimated)

- £37,755,568 excluding VAT
- £37,906,681 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 31 March 2034
- 8 years

Description of possible extension:

Option to extend for up to a further 6 years, to be taken as 6 x 12 Month or 3 x 24 Month periods at the Councils sole discretion. The total contract term will be up to a maximum period of 8 years (please see the Councils Tender documentation for further detail).

Options

The right to additional purchases while the contract is valid.

The Council may require to add additional funding and initiatives to this service for the Provider to administer, where new requirements are identified by the UK Government and or the Council throughout the duration of the contract.

In response to future increases / changes to volumes and payments to Derbyshire residents the Council may require to add additional funding.

Whilst the current delivery model is a voucher award cash scheme, the Council may require other payment schemes should there be changes to the Derbyshire Discretionary Fund policy, or other funds the government or Council administers. These could be supermarket vouchers or other alternative payment schemes.

Main procurement category

Services

CPV classifications

- 66110000 - Banking services

Contract locations

- UKF1 - Derbyshire and Nottinghamshire

Participation

Legal and financial capacity conditions of participation

See Tender documentation

Technical ability conditions of participation

See Tender documentation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

23 June 2025, 3:00pm

Submission type

Tenders

Tender submission deadline

4 July 2025, 11:00am

Submission address and any special instructions

<https://www.eastmidstenders.org/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

15 September 2025

Recurring procurement

Publication date of next tender notice (estimated): 20 February 2033

Award criteria

Name	Type	Weighting
Quality	Quality	80%
Price	Price	20%

Other information

Payment terms

Please see tender documentation

Description of risks to contract performance

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residents the Council may require to add additional funding.

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Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Competative Flexible Procedure, to include:

- a single submission stage
- a three-stage evaluation process
- and the option to negotiate with the successful Provider to confirm financial commitments or other terms contained in the final tender by finalising the terms of the contract.

Justification for not publishing a preliminary market engagement notice

Preliminary market testing was undertaken in 2024 under the project reference CPH124.

Documents

Associated tender documents

<https://procontract.due-north.com/Advert?advertId=ab2cd0dc-5632-f011-8136-005056b64545>

Contracting authority

Derbyshire County Council

- Public Procurement Organisation Number: PWZQ-2162-JJQL

County Hall

Matlock

DE4 3AG

United Kingdom

Email: Countyprocurementcompliance.team@derbyshire.gov.uk

Region: UKF13 - South and West Derbyshire

Organisation type: Public authority - sub-central government