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Contract

## **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

F03: Contract award notice

Notice identifier: 2023/S 000-030895

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

Published 19 October 2023, 1:47pm

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

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

Staffordshire County Council

Tipping Street

STAFFORD

ST162DH

#### **Email**

[michelle.davies@staffordshire.gov.uk](mailto: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/Account/Login>

**I.1) Name and addresses**

Cannock Chase District Council

Cannock

**Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

Stafford

**Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

South Staffordshire

**Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

Burton upon Trent

**Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

Lichfield

**Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

Newcastle-under-Lyme

#### **Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

Leek

#### **Email**

[michelle.davies@staffordshire.gov.uk](mailto: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

Tamworth

**Email**

[michelle.davies@staffordshire.gov.uk](mailto: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.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **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.1.6) 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**

Open tender

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

Quality criterion - Name: Quality / Weighting: 20

Price - Weighting: 80

### **II.2.11) Information about options**

Options: No

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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

#### **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 000-026776](#)

#### **IV.2.9) Information about termination of call for competition in the form of a prior information notice**

The contracting authority will not award any further contracts based on the above prior information notice

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

A contract/lot is awarded: No

### **V.1) Information on non-award**

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

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## **Section VI. Complementary information**

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

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

Staffordshire County Council

Stafford

Country

United Kingdom