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Tender

## **Debt Collection & Enforcement Services (DCES)**

Ministry of Justice

F02: Contract notice

Notice identifier: 2023/S 000-033013

Procurement identifier (OCID): ocds-h6vhtk-034824

Published 8 November 2023, 11:23am

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

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

Ministry of Justice

5 Wellington Place

Leeds

LS1 4AP

#### **Email**

[joanne.shakespeare@justice.gov.uk](mailto:joanne.shakespeare@justice.gov.uk)

#### **Telephone**

+44 02033343555

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.gov.uk](http://www.gov.uk)

**I.3) Communication**

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

<https://ministryofjusticecommercial.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ministryofjusticecommercial.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://ministryofjusticecommercial.bravosolution.co.uk>

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

Ministry or any other national or federal 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**

Debt Collection & Enforcement Services (DCES)

Reference number

itt\_8084

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

- 75231100 - Law-courts-related administrative services

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

Services

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

The Supplier will be required to provide national debt collection and enforcement services in relation to monies owed by means tested defendants who are in receipt of legal aid in respect of a case to be heard, or a case that has been heard and resulted in a conviction, in the Crown Court. The Services covers all Crown Courts in England and Wales.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 75242110 - Bailiff services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

The Services cover all Crown Courts in England and Wales.

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

This procurement is for the delivery of Crown Court Means Testing (CCMT) - Debt Collection and Enforcement Services (DCES) for the Legal Aid Agency (LAA). The Supplier will be required to provide national debt collection and enforcement services in relation to monies owed by means tested defendants who are in receipt of legal aid in respect of a case to be heard, or a case that has been heard and resulted in a conviction, in the Crown Court. The Services covers all Crown Courts in England and Wales. The Supplier will be responsible for the collection and enforcement of Legal Aid Contributions which requires case management, collection, enforcement and refund of monies where appropriate. The Supplier must keep individuals fully engaged throughout the lifetime of the debt.

LEGAL AID MEANS TEST REVIEW - Current estimates suggest that Crown Court Means Testing policy changes resulting from the Legal Aid Means Test Review consultation are likely to be implemented during the life of this Contract. The Authority reserves the right to change the requirements under this Contract, especially in respect of the thresholds and provisions for calculating the contributions as well as the forecasted volumes of work and administrative costs, to reflect the outcomes of the Legal Aid Means Test Review (MTR). The Supplier will be required to implement changes to its digital systems and processes in accordance with the outcomes of the Legal Aid Means Test Review (each such Change being an MTR Change). Further information is provided in the Invitation to Tender documentation.

This requirement is being competed under the Open Procedure. Please note that this is not a call for Expressions of Interest and potential suppliers are therefore required to submit their full tender in accordance with the instructions in the Invitation to Tender (ITT) Instructions for Bidders document.

The Cabinet Office has introduced mandatory requirements relating to data handling, security, and information assurance in Government contracts. Information, systems, equipment and processes must be protected and Government suppliers must provide an appropriate level of security. Please note that it is a mandatory requirement that suppliers must hold Cyber Essentials Plus certification.

The original contract duration will be 48 months with a potential to extend for a maximum of a further 24 months.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £14,000,000

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The original contract duration will be 48 months with a potential to extend for a maximum of a further 24 months.

The estimated value given above includes the optional renewal period.

**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

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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

Full details and selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

Details as stated in the procurement documents

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## **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: [2022/S 000-016767](#)

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

Date

19 December 2023

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

19 December 2023

Local time

12:00pm

Place

via Ministry of Justice eSourcing System

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

### 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

#### 1. REGISTRATION

The Ministry of Justice will be performing events through its e-Sourcing Portal. The eSourcing Portal is an online application that allows all potential suppliers to create and submit their responses to any Requests for Information, Requests for Quotes or Requests for Proposals via the internet rather than in paper form (where they have been invited to respond). The eSourcing Portal will also be used by the Ministry of Justice to run Reverse Auctions.

#### 2. TRANSPARENCY

HM Government requires that tender documentation issued by Government departments for contracts with a value exceeding £10,000 over the life of the contract are published online [<https://www.contractfinder.businesslink.gov.uk>] for the general public. The resulting contract shall also be published.

The Ministry of Justice may use its discretion to redact information to protect key commercial interests or on prescribed grounds. Therefore, bidders who wish information not to be published if successful should secure agreement with the Ministry of Justice prior to submission. Only documentation relating to awarded contracts will be published.

Key commercial interests would be trade secrets and commercial interests which would be prejudiced by publication, following the tests in section 43 of the Freedom of Information Act 2000. <http://www.justice.gov.uk/downloads/information-access-rights/foi/foi-s43-exemptions.pdf>

The prescribed grounds for redaction are:

- (a) national security
- (b) personal data
- (c) information protected by intellectual property law;
- (d) information which it is not in the public interest to disclose (following the tests under the Freedom of Information Act 2000)
- (e) third party confidential information
- (f) IT security; or
- (g) prevention of fraud

### 3. GOVERNMENT SECURITY CLASSIFICATION

From 2nd April 2014 the Government introduced its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The link below to the [Gov.uk](https://www.gov.uk/government/publications/government-security-classifications) website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

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

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

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom