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Tender

Debt Recovery Services

Sheffield City Council

F01: Prior information notice

Call for competition

Notice identifier: 2023/S 000-034842

Procurement identifier (OCID): ocids-h6vhtk-041cbd

Published 24 November 2023, 3:20pm

Section I: Contracting authority

I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

Contact

Tim Dent

Email

tim.dent@sheffield.gov.uk

Telephone

+44 01142053646

Country

United Kingdom

Region code

UKE32 - Sheffield

National registration number

(GB) 173 5488 38

Internet address(es)

Main address

<https://www.sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

I.3) Communication

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

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=74246&B=UK

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=74246&B=UK

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

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

Debt Recovery Services

Reference number

80111

II.1.2) Main CPV code

- 79940000 - Collection agency services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council has an ongoing requirement for the services of Debt Collection Agencies (DCA), High Court Enforcement Officers (HCEO), Enforcement Agents (EA), Tracing and Process Serving Facilities. This suite of services provides Debt collection, Enforcement services, High Court enforcement and Tracing services to ICAM (Income Collection and Management Team) who manage the collection of sundry debt (including housing benefits overpayments) and Parking Fines for the Council. The contract is also currently used by Income Management Team and Financial Inclusion within the Housing Service for collection of outstanding rent debt. The process serving element of the contract is used by the Council's Legal department.

II.1.5) Estimated total value

Value excluding VAT: £1,113,000

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

Debt Recovery Services

Lot No

1

II.2.2) Additional CPV code(s)

- 75230000 - Justice services
- 75240000 - Public security, law and order services
- 79100000 - Legal services
- 79700000 - Investigation and security services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

II.2.4) Description of the procurement

The Council has an ongoing requirement for the services of Debt Collection Agencies (DCA), High Court Enforcement Officers (HCEO), Enforcement Agents (EA), Tracing and Process Serving Facilities. This suite of services provides Debt collection, Enforcement services, High Court enforcement and Tracing services to ICAM (Income Collection and Management Team) who manage the collection of sundry debt (including housing benefits overpayments) and Parking Fines for the Council. The contract is also currently used by Income Management Team and Financial Inclusion within the Housing Service for collection of outstanding rent debt. The process serving element of the contract is used by the Council's Legal department.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 65

Price - Weighting: 35

II.2.6) Estimated value

Value excluding VAT: £1,113,000

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

Start date

16 March 2024

End date

15 March 2028

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

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.2.2) Time limit for receipt of expressions of interest

Date

26 January 2024

Local time

4:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.2) Body responsible for mediation procedures

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

VI.4.4) Service from which information about the review procedure may be obtained

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>