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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): ocds-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](mailto: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](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](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

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## **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

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## **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

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## **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>