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Planning

## **Civil Parking Enforcement and PCN Software Procurement**

Oxfordshire County Council  
Reading Borough Council

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-077556

Procurement identifier (OCID): ocds-h6vhtk-05e9e5

Published 27 November 2025, 10:28am

### **Scope**

### **Reference**

I-4064

### **Description**

Oxfordshire County Council & Reading Brough Council are looking to procure a new Civil Enforcement and Parking Charging Notices (PCN) commencing its operational services in September 2026, following a period of mobilisation.

The contract will be for a initial 5 year period with the option to extend for a up to a maximum of 3 years:

Lot 1a Oxfordshire County Council - Compliance Management

Lot 1b - Reading Borough Council - Compliance Management

Lot 1c - Combined bid for both Oxfordshire County Council & Reading Borough Council -

## Compliance Management

Lot 2a - Oxfordshire County Council PCN and Permit Software

Lot 2b - Reading Borough Council PCN and Permit Software

Lot 2c - Combined bid for both Oxfordshire County Council & Reading - PCN and Permit Software

Lot 3a - Oxfordshire County Council - Combined bid Compliance management and PCN/Permit software (see 3c)

Lot 3b - Reading Borough Council - Combined bid Compliance management and PCN/Permit software

Lot 3c - Combined bid Compliance Management and PCN/Permit software - Oxfordshire County Council & Reading Borough Council

Please be aware that there will be a joint procurement between Oxfordshire County Council and Reading Borough Council, but there will be 2 separate contracts

### **Total value (estimated)**

- £6,000,000 excluding VAT
- £7,200,000 including VAT

Above the relevant threshold

### **Main procurement category**

Services

### **Additional procurement category**

Goods

## **Contract locations**

- UKJ11 - Berkshire
- UKJ14 - Oxfordshire

## **Lot constraints**

Maximum number of lots a supplier can bid for: 3

Maximum number of lots a supplier can be awarded: 3

Description of how multiple lots may be awarded:

The Council will seek to award contracts to the bidder/s which is deemed the Most Advantageous solution to OCC and/or RBC via a arrangement under Lot 1 & Lots 2 or Lot 3 separately. The rationale for having to procure this contract is to seek potential harmonies with one contractor service both authorities in delivering operations for both Civil Enforcement and PCN Software

## **Not the same for all lots**

CPV classifications and contract dates are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1a. 1a OCC Civil Enforcement Compliance Management**

### **Description**

1a Provision of a full on-street and off-street parking civil enforcement activities to include:

- The provision civil enforcement officers, including uniforms, training and associated equipment, to deliver civil enforcement services for all of OCC & RBC on-street and off-street parking enforcement activities.
- Implementing and day to day monitoring of parking bay suspensions
- The supply of PCNs and PCN envelopes for OCC and RBC.
- Maintenance of OCC and RBC's Pay & Display machines including supplying the P&D ticket rolls. For Reading this will also including managing the supply and installation of new P&D machines.
- At OCC and RBC discretion, undertaking the administration of the processing of PCNs and some permit management activities.

At OCC and RBC discretion, the undertaking of enforcement operation of ANPR PCNs for Bus Lane, moving traffic, red route enforcement and road user charging schemes.

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Additional 3 year extension

### **CPV classifications**

- 98351110 - Parking enforcement services

### **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 1b. 1b Reading Borough Council - Compliance Management**

### **Description**

1b Provision of a full on-street and off-street parking civil enforcement activities to include:

- The provision civil enforcement officers, including uniforms, training and associated equipment, to deliver civil enforcement services for all of OCC & RBC on-street and off-street parking enforcement activities.
- Implementing and day to day monitoring of parking bay suspensions
- The supply of PCNs and PCN envelopes for OCC and RBC.
- Maintenance of OCC and RBC's Pay & Display machines including supplying the P&D ticket rolls. For Reading this will also including managing the supply and installation of new P&D machines.
- At OCC and RBC discretion, undertaking the administration of the processing of PCNs and some permit management activities.

At OCC and RBC discretion, the undertaking of enforcement operation of ANPR PCNs for Bus Lane, moving traffic, red route enforcement and road user charging schemes.

### **Contract dates (estimated)**

- 1 September 2026 to 31 August 2032
- Possible extension to 31 August 2033
- 7 years

Description of possible extension:

Additional 1 year extension

## **CPV classifications**

- 98351110 - Parking enforcement services

## **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 1c. 1c Combined bid for both Oxfordshire County Council & Reading Borough Council - Compliance Management**

### **Description**

1c Provision of a full on-street and off-street parking civil enforcement activities to include:

- The provision civil enforcement officers, including uniforms, training and associated equipment, to deliver civil enforcement services for all of OCC & RBC on-street and off-street parking enforcement activities.
- Implementing and day to day monitoring of parking bay suspensions
- The supply of PCNs and PCN envelopes for OCC and RBC.
- Maintenance of OCC and RBC's Pay & Display machines including supplying the P&D ticket rolls. For Reading this will also including managing the supply and installation of new P&D machines.
- At OCC and RBC discretion, undertaking the administration of the processing of PCNs and some permit management activities.

At OCC and RBC discretion, the undertaking of enforcement operation of ANPR PCNs for Bus Lane, moving traffic, red route enforcement and road user charging schemes.

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Additional 3 year extension

### **CPV classifications**

- 98351110 - Parking enforcement services

### **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 2a. Lot 2a - Oxfordshire County Council PCN and Permit Software**

### **Description**

2a The provision of a parking management back-office IT System and suitable software and hardware to support the parking management service to include:

- The supply and maintenance of a suitable cloud-based software service for OCC and RBC's PCN and parking permit activities
- The supply of the hand-held devices (including printers), supporting software and associated maintenance for these devices, software, and any other relevant hardware used by OCC & RBC's internal and external staff in the delivery of the parking service. The hand-held devices and any other physical assets will be the property of OCC & RBC.

- The supply of additional services, at OCC & RBC's discretion, to include the administration of processing PCNs and services relating to permit management activities.
- The supply of print and post services

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Additional 3 year extension

### **CPV classifications**

- 48100000 - Industry specific software package
- 64110000 - Postal services

### **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 2b. Lot 2b - Reading Borough Council PCN and Permit Software**

### **Description**

2b The provision of a parking management back-office IT System and suitable software and hardware to support the parking management service to include:

- The supply and maintenance of a suitable cloud-based software service for OCC and RBC's PCN and parking permit activities
- The supply of the hand-held devices (including printers), supporting software and associated maintenance for these devices, software, and any other relevant hardware used by OCC & RBC's internal and external staff in the delivery of the parking service. The hand-held devices and any other physical assets will be the property of OCC & RBC.
- The supply of additional services, at OCC & RBC's discretion, to include the administration of processing PCNs and services relating to permit management activities.
- The supply of print and post services

### **Contract dates (estimated)**

- 1 September 2026 to 31 August 2032
- Possible extension to 31 August 2033
- 7 years

Description of possible extension:

Additional 1 year extension

### **CPV classifications**

- 48100000 - Industry specific software package
- 64110000 - Postal services

**Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 2c. Lot 2c - Combined bid for both Oxfordshire County Council & Reading - PCN and Permit Software**

### **Description**

2c The provision of a parking management back-office IT System and suitable software and hardware to support the parking management service to include:

- The supply and maintenance of a suitable cloud-based software service for OCC and RBC's PCN and parking permit activities
- The supply of the hand-held devices (including printers), supporting software and associated maintenance for these devices, software, and any other relevant hardware used by OCC & RBC's internal and external staff in the delivery of the parking service. The hand-held devices and any other physical assets will be the property of OCC & RBC.
- The supply of additional services, at OCC & RBC's discretion, to include the administration of processing PCNs and services relating to permit management activities.
- The supply of print and post services

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Additional 3 year extension

## **CPV classifications**

- 48100000 - Industry specific software package
- 64110000 - Postal services

## **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 3a. Lot 3a - Oxfordshire County Council - Combined bid Compliance management and PCN/Permit software**

### **Description**

3a The provision of both Lot 1a and Lot 2a services by either a single organisation, or by two organisations as part of a joint bid or consortium, where a combined bid allows for the provision of additional value and benefit to Oxfordshire County Council and Reading Borough Council.

Regardless of the Lot(s) awarded, separate contracts will be for compliance management and PCN and Permit software.

Please note that there this is a joint procurement between OCC and RBC but there will be separate contracts for each authority.

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Additional 3 year extension

### **CPV classifications**

- 48100000 - Industry specific software package
- 64110000 - Postal services
- 98351110 - Parking enforcement services

### **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 3b. Lot 3b - Reading Borough Council - Combined bid Compliance management and PCN/Permit software**

### **Description**

3b The provision of both Lot 1b and Lot 2b services by either a single organisation, or by two organisations as part of a joint bid or consortium, where a combined bid allows for the provision of additional value and benefit to Oxfordshire County Council and Reading Borough Council.

Regardless of the Lot(s) awarded, separate contracts will be for compliance management and PCN and Permit software.

Please note that there this is a joint procurement between OCC and RBC but there will be separate contracts for each authority.

### **Contract dates (estimated)**

- 1 September 2026 to 31 August 2032

- Possible extension to 31 August 2033
- 7 years

Description of possible extension:

Additional 1 year extension

### **CPV classifications**

- 48100000 - Industry specific software package
- 64110000 - Postal services
- 98351110 - Parking enforcement services

### **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Lot 3c. Lot 3c - Combined bid Compliance Management and PCN/Permit software - Oxfordshire County Council & Reading Borough Council**

### **Description**

3c The provision of both Lot 1c and Lot 2c services by either a single organisation, or by two organisations as part of a joint bid or consortium, where a combined bid allows for the provision of additional value and benefit to Oxfordshire County Council and Reading Borough Council.

Regardless of the Lot(s) awarded, separate contracts will be for compliance management and PCN and Permit software.

Please note that there this is a joint procurement between OCC and RBC but there will be

separate contracts for each authority.

### **Contract dates (estimated)**

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2034
- 8 years

Description of possible extension:

Additional 3 year extension

### **CPV classifications**

- 48100000 - Industry specific software package
- 64110000 - Postal services
- 98351110 - Parking enforcement services

### **Same for all lots**

Contract locations are shown in the Scope section, because they are the same for all lots.

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## **Participation**

### **Particular suitability**

**Lot 1a. 1a OCC Civil Enforcement Compliance Management**

**Lot 1b. 1b Reading Borough Council - Compliance Management**

**Lot 1c. 1c Combined bid for both Oxfordshire County Council & Reading Borough Council - Compliance Management**

**Lot 2a. Lot 2a - Oxfordshire County Council PCN and Permit Software**

**Lot 2b. Lot 2b - Reading Borough Council PCN and Permit Software**

**Lot 2c. Lot 2c - Combined bid for both Oxfordshire County Council & Reading - PCN and Permit Software**

**Lot 3a. Lot 3a - Oxfordshire County Council - Combined bid Compliance management and PCN/Permit software**

**Lot 3b. Lot 3b - Reading Borough Council - Combined bid Compliance management and PCN/Permit software**

**Lot 3c. Lot 3c - Combined bid Compliance Management and PCN/Permit software - Oxfordshire County Council & Reading Borough Council**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Publication date of tender notice (estimated)**

1 December 2025

### **Submission type**

Tenders

### **Tender submission deadline**

8 January 2026, 11:59pm

## **Submission address and any special instructions**

Tenderers must submit responses via the Council's e-tendering portal called Proactis which is hosted on the South East Business platform - <https://sebp.due-north.com/>

The reference for this submission is DN771091. To access the ITT documentation, Tenderers must be registered on the Proactis portal. All correspondence related to this opportunity must be sent via the messaging facility that Proactis provide

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

15 June 2026

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Competitive flexible procedure description**

Stage 1 - Invitation to Participate.

Tender notice issued, which includes a Procurement Specific Questionnaire (PSQ).

Interested bidders will be requested to complete the PSQ, which includes questions relating to prospective bidders technical ability to perform the contract. This will be submitted via Proactis to OCC.

#### Stage 2 - Invitation to Tender (initial stage)

Following the assessment of the above the authority will assess these responses against specific evaluation criteria and will identify up to 4 highest scoring suppliers to be invited to participate in Stage 2, Invitation to Tender.

A letter issued via the Proactis tendering portal, inviting those suitable suppliers who have been shortlisted to tender and inform of the Bidders Day arrangements, due the week commencing 10th February 2026 (subject to change)

It is anticipated that Tenders will be due to be submitted for all Lots by week commencing 26th February 2026 (subject to change)

Following the evaluation of initial tenders and if the Council does not award on the basis of initial tenders, the Council will exercise the option to invite bidders for a Dialogue stage.

#### Stage 3 - Dialogue

Should the Council wish to exercise the option of dialogue phase, a letter issued via Proactis, will describe how the dialogue will be conducted, including the location/date of and relevant meetings

A letter will issued to all those participating dialogue to confirm that the dialogue stage has been completed.

#### Stage 4 - Invitation to submit final tenders

Stage 4 will commence with a issuing of a letter inviting suppliers that have participated in the Dialogue stage to submit their final tenders. Final tenders will be required to be submitted in accordance with the timetable and the relevant instructions in the Invitation to Participate.

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## Contracting authorities

### Oxfordshire County Council

- Public Procurement Organisation Number: PZNW-8281-MHNM

County Hall, New Rd

Oxford

OX1 1ND

United Kingdom

Contact name: Verity Roberts

Email: [Verity.Roberts@oxfordshire.gov.uk](mailto:Verity.Roberts@oxfordshire.gov.uk)

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government

### Reading Borough Council

- Public Procurement Organisation Number: PWBJ-9435-VXQQ

Bridge Street

Reading

RG1 2LU

United Kingdom

Contact name: Phil Grant

Email: [Phil.Grant@reading.gov.uk](mailto:Phil.Grant@reading.gov.uk)

Website: <https://www.reading.gov.uk/>

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government

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## Contact organisation

Contact Oxfordshire County Council for any enquiries.