

**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT – PART I**



TCI5014
Enforcement Agent
Services Contract

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1. INTRODUCTION

This contract award report is in relation to execute a variation against existing Enforcement Agent Services Contract TC/15014 and is for Lot 1 and 2 only.

2. BACKGROUND

The existing Enforcement Agent Services Contract is due to expire on 31/3/2023 and has successfully run for 7 years which included 2 agreed extensions within the original contract and is classed as a concession contract and consists of the following:-

Lot 1 – Council Tax and Business Rates (including Business Improvement District Levies – BIDs)

As a local authority the Council raises Council Tax charges on domestic properties, Non Domestic Rates charges on commercial properties and BID levies on specific non domestic properties. It is essential that the charges raised are collected in a timely manner and in accordance with the relevant legislation to ensure the provision of our services to all residents of the city.

Lot 2 – Sundry and Housing Benefit overpayment debts, commercial rents

As a local authority the Council raises charges for many sundry items & services along with billing for commercial rent liabilities within its property portfolio. It is essential that charges that are raised are collected to ensure that we have the available funds to provide our services to all residents and visitors of the city

Lot 3 – Parking services

The Traffic Management Act (TMA) was introduced in 2004 to tackle congestion and disruption on the road network. Plymouth implemented the TMA on 30 Ma 2008. The TMA places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and those networks of surrounding authorities. The TMA gives authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of street works. The Council is responsible for the issue of Penalty Charge Notices (PCNs) and associated appeals and debt collection. The Traffic Management Act 2004 (with regards to parking) and the Transport Act 2000 (with regards to bus lane) provides the legislative framework for the civil enforcement by local authorities of contraventions of parking and bus lane restrictions. PCNs follow a series of predetermined stages and ultimately if the PCN remains unpaid, the Council has no option other than applying for a warrant to be allocated to an enforcement agent.

3. PROCUREMENT PROCESS

The Council wishes to ensure that any new arrangement in place is of suitable quality, enforcement agencies are an important part of the Council's 'workforce' to help ensure that a lawful, resilient and flexible service is delivered.

Following a procurement options appraisal, it was determined that the most suitable route to market to continue this requirement was via a contract variation for a maximum period of 24 months under regulation 43 (1) – subsection 9 of the Concession Contract Regulations 2016 which will maintain law enforcement and to provide adequate time to enable a full competitive tender exercise to be completed which the current expiry date does not allow. It should be noted that this contract variation does not negate the need to avoid a tender exercise. During this contract variation period, a new competitive tender exercise for these services will be undertaken, however, as this value will be in excess of the Government Procurement Agreement (GPA) threshold for services and so the procurement process will need to comply with the Concession Contracts Regulations 2016 and the Council's own governance processes on procurement and contracts.

All mandatory criteria associated with the above named regulation has been completed by the stakeholders to ensure compliant together with a discussion with PCCs Legal Department.

All fees and Terms and Conditions applicable to this contract remain unchanged.

This Contract Award Report is for **Lot 1 & 2 only**.

The suppliers for Lot 1 are: Ross & Roberts, CDER Group & Jacobs.

The suppliers for Lot 2 are: CDER Group & Jacobs.

4. PRE TENDER SELECTION CRITERIA AND EVALUATION – Not applicable.

5. TENDER EVALUATION CRITERIA – Not applicable

6. SUMMARY OF EVALUATION – Not applicable

7. FINANCIAL IMPLICATIONS


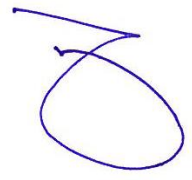
£913,126 for a maximum duration of 24 months.

8. RECOMMENDATIONS

It is recommended to award the variation against the existing contract for the approximate fees detailed at point 7 for a maximum period of 24 months.

9. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Paul Walshe		
Job Title:	Service Manager		
Additional Comments (Optional):			
Signature:		Date:	28 February 2023
Head of Service / Service Director			
[Signature provides authorisation to this award report and award of Contract]			
Name:	David Northey		
Job Title:	Section 151 Officer		
Additional Comments (Optional):	Approved		
Signature:		Date:	2 March 2023

