

Appendix F – Pretender Considerations

Ref.	Requirement	Response	
(i)	The nature of the service.	The provision of a billing, collection and enforcement service for Business Rates together with associated IT support, printing and customer service.	
(ii)	The estimated value.	£2.8M for the initial five year term and for up to a further three years.	
(iii)	The contract term.	Initial term of five years with an optional extension for up to a further three years at the authority's discretion.	
(iv)	The tender procedure to be adopted.	Competitive procedure with negotiation	
v)	The procurement timetable.	Indicative dates are:	
		Adverts placed	1st March 2018
		Expressions of interest returned	2 nd April 2018
		Shortlist drawn up in accordance with the Council's approved criteria	23 rd April 2018
		Invite to tender	25 th April 2018
		Deadline for tender submissions	20 th May 2018
		Panel evaluation and shortlist for interview	17 th June 2018
		Interviews and contract decision	17 th July 2018
		Report recommending Contract award circulated internally for comment	31 st July 2018
		Cabinet approval	11 th September 2018

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		[Cabinet call in period of 5 days (mandatory unless excluded by the Cabinet) OR minimum 10 calendar day standstill period – notification issued to all tenderers and additional debriefing of unsuccessful tenderers (contracts covered by the full EU Regulations only)]	22 nd September 2018
		Contract Mobilisation	2 nd January 2019
		Contract start date	1 st May 2019
(vi)	The evaluation criteria and process.	<p>1. At selection stage shortlists are to be drawn up in accordance with the Council's Contract Procurement and Management Guidelines by the use of a selection questionnaire to identify organisations meeting the Council's financial standing requirements, technical capacity and technical expertise.</p> <p>2. At tender evaluation stage, the panel will evaluate the tenders against the following criteria:</p> <ul style="list-style-type: none"> • 50% price (representing 49% for tender price and 1% for social value) and 50% quality with the qualitative measures being as follows: <p>Staffing Arrangements (including location, recruitment and selection and training and development) and profile over the contract term</p> <p>Core IT Systems and Applications, (including any relevant infrastructure, hardware, software, procedures and support)</p> <p>Billing, Collection and Enforcement</p>	

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		<p>Organisation and Processes to Maximise the Net Debit and Collection</p> <p>Performance Monitoring, Management Reporting and Statistical Information for Service Delivery</p> <p>Audit, Security and Governance Arrangements</p> <p>Year End and Printing</p> <p>Transition and Exit Arrangements</p> <p>Open Book Arrangements and Change Control</p> <p>Social Value</p> <p>Identification and management of risks (including business continuity planning and disaster recovery)</p>
(vii)	Any business risks associated with entering the contract.	The business risks associated with entering into the service contract in accordance with the recommendations set out within the main report are set out in Appendix H. Financial Services and Legal Services have been consulted concerning this contract and have identified the risks set out within that Appendix.
(viii)	The Council's Best Value duties.	The Council has a duty of Best Value under Section 3 of the Local Government Act 1999. By undertaking a competitive procurement of the service, it is anticipated that achievement of Best Value may be demonstrated.
(ix)	Consideration of Public Services (Social Value) Act 2012	Consideration has been given to the inclusion of Social Value for this procurement and to this extent, a weighting of 5% split between quality 4% and price 1% is proposed. This is lower than the Brent Council policy of 10% for contracts over £100,000 but as the service is anticipated to be delivered off site and outside of the Borough, the potential social value for Brent Council is lower than would be expected for a contract weighting of 10%.
(x)	Any staffing	See section 5.4 of the report.

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	implications, including TUPE and pensions.	
(xi)	The relevant financial, legal and other considerations.	See sections 5 and 6 of the report.