

23 March 2020

Agenda Item: 6

REPORT OF GROUP MANAGER - PROCUREMENT

TENDER FOR PROVISION OF ENFORCEMENT AGENTS AND SUNDRY DEBT COLLECTION SERVICES

Purpose of the Report

1. To inform the committee about the new Framework Agreement for the Provision of Enforcement Agents and Sundry Debt Collection Services.

Information

2. The Authority's current contract for Enforcement Agents has recently expired and to ensure continuation of service the Authority issued an invitation to tender on 12th September 2019.
3. 7 companies responded to the Pre Qualification Questionnaire and 5 bidders were shortlisted to receive the full Invitation to Tender
4. All 5 bidders responded and the tenders were evaluated by staff from the Central Processing Unit (CPU) with support from Corporate Procurement.
5. Tender evaluations are now complete and contracts have been awarded to 3 bidders
 - Bristow and Sutor – on previous framework
 - Marstons (Holdings) Ltd – on previous framework
 - Jacobs – new supplier
6. 2 of the awarded suppliers are suppliers the Authority has used previously and therefore are known to the Authority. Jacobs is a new supplier but thorough checks were done as part of the tender process about their working practices.
7. Bidders were evaluated on how they deal with vulnerable debtors and asked to provide detail on
 - How they identify vulnerable debtors
 - How staff are trained
 - How they handle cases
 - What work they do with the third sector to provide support for vulnerable debtors and towards training for their own staff
8. This contract will be made available to the local Authorities that share Penalty Charge Notice processing services with Nottinghamshire County Council via the Central Processing Unit. This includes all the district councils in Nottinghamshire and Derbyshire, Derbyshire County

Council and 5 of the District/borough Councils in Lincolnshire. Furthermore, it is possible that during the term of the agreement public authorities in the wider East Midlands region will also utilise the services of the appointed contractors pursuant to this procurement to pursue legitimate debts. The current partner Authorities that use the Central Processing Unit issue approximately 130,000 Penalty Charge Notices annually and it is estimated that this will generate approximately 12,000 warrants that will require recovery by the appointed contractors. These are estimates only and no guarantee has been given in respect of the amount of work which will be put through these procured arrangements.

Benefits

9. A compliant contract will be in place with enforcement officers that have been assessed against various criteria including how they deal with vulnerable debtors.

Other Options Considered

10. None

Reason/s for Recommendation/s

11. That further reports are brought to Committee if there are any changes to the contract.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

13. Fees are paid as a percentage of debt recovered which is fixed across all the suppliers.

RECOMMENDATION/S

14. That further reports be brought to Committee if any changes are made to the contract.

Kaj Ghattaora
Group Manager - Procurement

For any enquiries about this report please contact:

Lorraine Dennis

Category Manager, Chief Executives and Place

T: 0115 9772248

E: lorraine.dennis@nottscc.gov.uk

Constitutional Comments (EP 17/02/2020)

15. The Finance and Major Contracts Management Committee is the correct body to consider the content of this report.

Financial Comments – (KP 17/02/2020)

16. As noted in the report the costs of the service are contained within the overall CPU budget.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All