

# North Lanarkshire Council Report

## Finance and Resources Committee

approval  noting

Ref EK/PD

Date 18/09/19

## Contract Award for the Provision of Debt Recovery and Diligence Services for Local Taxation

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### Executive Summary

This report seeks approval from Committee to award to Walker Love Sheriff Officers the contract for the provision of debt recovery and diligence services.

### Recommendations

It is recommended that Committee:

1. Consider the contents of this report and accompanying appendices, and
2. Approve the award of the contract to Walker Love for an initial period of three years from 1 October 2019 to 30 September 2022 with the option to extend for a further year.

### The Plan for North Lanarkshire

Priority Improve North Lanarkshire's resource base

Ambition statement (21) Continue to identify and access opportunities to leverage additional resources to support our ambitions

## **1. Background**

- 1.1 The Authority requires to contract with a firm of Sheriff Officers to enforce collection of arrears of local taxes (Council Tax and Non Domestic Rates) where payers have failed to pay direct to the Council.
- 1.2 Only Sheriff Officers are permitted to carry out necessary diligence to recover local taxation arrears therefore the Council is required to contract with Sheriff Officers for this service. The current supplier is Walker Love Sheriff Officers.

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## **2. Report**

- 2.1 The procurement was discharged as an EU Regulated tendering procedure and the contract notice was published in the Official Journal of European Union (OJEU) and on Public Contracts Scotland portal.
- 2.2 Tenders were received from three suppliers and were evaluated on the basis of most economically advantageous tender. The ITT set out the information required to enable the Council to assess Tenderers in terms of their capability to undertake the contract and the cost of the provision of this service. A price / quality ratio of 25% price and 75% quality was applied.
- 2.3 Walker Love achieved the highest tender score of 99.94%. The score evaluation is attached in appendix 1.
- 2.4 The cost to the Council for provision of the service is nil. The cost of the service will be met from the recovery of fees by the provider.

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## **3. Equality and Diversity**

- 3.1 **Fairer Scotland Duty**  
No Impact.
- 3.2 **Equality Impact Assessment**  
No Impact.

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## **4. Implications**

- 4.1 **Financial Impact**  
There are no additional financial implications as the successful tenderer submitted a 0% commission rate which is the rate applied in the current contract.
- 4.2 **HR/Policy/Legislative Impact**  
No implications.
- 4.3 **Environmental Impact**  
No impact.
- 4.4 **Risk Impact**  
No impact.

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## **5. Measures of success**

5.1 The contractor's performance will be proactively and continually monitored for the duration of the contract.

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**6. Supporting documents**

6.1 N/A

A handwritten signature in black ink, appearing to read "Elaine Kemp". The signature is written in a cursive, flowing style.

**Elaine Kemp**  
**Head of Financial Solutions**

## APPENDIX 1

<u>TENDERER</u>	<u>WEIGHTED PRICE SCORE</u>	<u>PRICE RANK</u>
George Walker T/A Walker Love	25.00%	1
Scott & Co	0.00%	3
Stirling Park	25.00%	1
<b>Quality Weight</b>		
<u>TENDERER</u>	<u>QUALITY SCORE</u>	<u>QUALITY RANK</u>
George Walker T/A Walker Love	74.94%	1
Scott & Co	73.56%	3
Stirling Park	73.67%	2
<u>TENDERER</u>	<u>FINAL TENDER SCORE</u>	
George Walker T/A Walker Love	99.94%	
Stirling Park	98.67%	
Scott & Co	73.56%	

### Summary of Procurement Process

Contract Title	Provision of Debt Recovery and Diligence Services for Local Taxation
Contract period adopted by the Council	1-10-19 until 30-09-2022 (with option to extend for additional year)
Contract Value	£0
Governing UK Regulation	The Public Contracts (Scotland) Regulations 2015
Contract Award procedure adopted by Council	Open Tender
Number of Tenders Received	3
Number of suppliers recommended for contract award.	1
Basis of contract award	Most Economically Advantageous Tender
Evaluation criteria and weightings	Price 25%, Quality 75%
Evaluation Team	Officers from Revenues Team,