



COTSWOLD DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET - 6 JULY 2020
Report Number	AGENDA ITEM (8)
Subject	COMMISSIONING OF CASHLESS PARKING PAYMENT SERVICES
Wards affected	All
Accountable member	Cllr. Mike Every - Deputy Leader and Cabinet Member for Finance Email: mike.every@cotswold.gov.uk
Accountable officer	Maria Wheatley - Parking Manager Tel: 01285 623228 Email: maria.wheatley@publicagroup.uk
Summary/Purpose	Delegation of contract award for the cashless parking payment services.
Annexes	None
Recommendation/s	That Cabinet agree to delegate authority to award the contract for the cashless parking payment services to the Deputy Leader and Cabinet Member for Finance.
Corporate priorities	Ensure that all services delivered by the council are delivered to the highest standard.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	N/A

1. BACKGROUND

The council has 14 charged for car parks within the District. It is possible to pay for parking via several methods. The current contract which provides the payment options accessible via phone call, text and on-line ends 30th September 2020. A procurement exercise is being completed to secure a new contract from 1st October 2020 for a period of 4 years.

2. MAIN POINTS

- 2.1.** A previous procurement was carried out for this service under a framework, but had to be abandoned; a direct award was made under the framework to the incumbent contractor for 6 months whilst procurement was re-started under an open tender method.
- 2.2.** The contract will continue to benefit from economies of scale being a shared contract across Cotswold District Council and Forest of Dean District Council. It was established from the previous submissions made that this is a highly competitive market with little difference in the costs but varying quality available. The submissions will be evaluated 70% for quality and 30% for price.
- 2.3.** The quality criteria include the assessment of the ability to meet our customers' needs, ease of use, and methods of contact and response times.
- 2.4.** Due to the limited time available between the conclusion of contract evaluation processes and the need to commence new contracts on 1st October, bringing a report to September Cabinet to seek agreement for contract award presents a risk that successful suppliers have insufficient time to mobilise and the Council therefore does not have services in place for 1st October.
- 2.5.** In order to minimise this risk, delegated authority is sought to award this contract so that award can be made as soon as evaluations are complete.

3. FINANCIAL IMPLICATIONS

- 3.1.** Contract costs are not yet known. The current contract is £7,600 per annum.

4. LEGAL IMPLICATIONS

- 4.1.** The procurement will require a contract to be put in place.

5. RISK ASSESSMENT

- 5.1.** Contract costs will not be known until evaluation of tenders are complete - if a report then has to be submitted to Cabinet in September it will only allow suppliers two weeks mobilisation which may be insufficient to ensure services are in place for 1st October.

6. EQUALITIES IMPACT

- 6.1.** None.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1.** None.

8. ALTERNATIVE OPTIONS

8.1. None.

9. BACKGROUND PAPERS

9.1. None.

(END)