

Approval to use the Eastern Shires Purchasing Organisation (ESPO) Framework 509 to carry out a further competition for the provision of a new Parking and Civil Enforcement System.

Date: 22<sup>nd</sup> June 2022

Report of: Parking Manager, Communities Housing and Environment

Report to: Chief Officer Elections & Regulatory

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

### **What is this report about?**

#### **Including how it contributes to the city's and council's ambitions**

- This report is seeking approval to carry out a further competitive tender exercise under Lot 4 of the Eastern Shires Purchasing Organisation (ESPO) Framework 509 for the provision of a new Parking and Civil Enforcement System.
- The contract awarded as a result of this procurement exercise will contribute to the city's and council's ambitions by:
  - Promoting a Sustainable Infrastructure – improving air quality, reducing pollution and noise by deterring illegal parking and tackling traffic congestion.

#### **Recommendations**

- a) The Chief Officer Elections & Regulatory is recommended to approval the use of ESPO Framework 509 to enable the Council to carry out a further competition under Lot 4 the Framework for the provision of a new Parking and Civil Enforcement System.
- b) The proposed new contract term will be for an initial period of 5 years with options to extend for a further 3x 12 month periods.

#### **Why is the proposal being put forward?**

1. The Council's contract for its current Parking and Bus Lane Enforcement and Permit Management IT System expires on 30<sup>th</sup> June 2023. There are no further options to extend the contract.
2. Legislation in relation to the enforcement of traffic regulations is complex, and therefore requires specialist software to manage the process. When a ticket is issued the details regarding time, location, type of offence etc. need to be recorded including notes, photographs and GPS details. A paper ticket is produced for issuing to the vehicle and the details sent in real time to a database. The database then manages the recovery process, including tracing the owner, recording appeals, processing payments, issuing follow up notices and processing payments. It is electronically linked to DVLA, the Councils

automated payment system, the Traffic Enforcement Court, the Traffic Penalty Tribunal and the bailiff contractors meaning that the various processes can be automated. The camera systems, including bus lane cameras, the CCTV vehicle and the fixed camera system at Leeds Bradford airport are also integrated into this database.

3. The permit system is less complicated but provides the technical support for the administration of about 25,000 permits and season tickets under various schemes and ensures that this is done within GDPR regulations. There are benefits with links to the enforcement database, for example it alerts the enforcement officer if they are issuing a penalty to a vehicle that has a valid permit.
4. The procurement of any new system needs to be modular and able to incorporate additional functions as the service develops. The responsibility for the enforcement of moving traffic offences will fall to the Council shortly, and any new system procured will need to be able to accommodate the necessary changes, as well as incorporating the mobile software solutions used by Parking Enforcement.

#### **What impact will this proposal have?**

5. No wards will be affected by this proposal.

#### **What consultation and engagement has taken place?**

**Wards Affected: N/A**

Have ward members been consulted?  Yes  No

6. Consultation has taken place with key stakeholders across the Council and with the Council's Integrated Digital Service who support the proposed procurement action.

#### **What are the resource implications?**

7. Resource implications are unknown at this time and will depend on the outcome of the procurement exercise.

#### **What are the legal implications?**

8. The estimated value of the contract is likely to be in the region of £60k per annum, £480k over the full term of the contract if all extensions are taken. Approval to carry out a procurement exercise at this value is a Significant Operational Decision and is not eligible for call-in. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
9. As the proposed estimated value is above the relevant threshold set out in the Public Contracts Regulations 2015, the proposal to carry out a further competition under Lot 4 of ESPO Framework 509 is both a legal and viable method to undertake a competitive procurement.
10. In making their decision the Chief Officer Elections & Regulatory should be satisfied that the use of the proposed procurement route to select the provider will represent value for money.

#### **What are the key risks and how are they being managed?**

11. There is a potential risk to the disruption of service provision if the result of the procurement exercise necessitates a migration to a new service provider, however provisions for this will

be managed between the council and the successful tender by drawing up a detailed implementation plan at the point of contract award.

12. Any other risks which are highlighted during the term of the contract will be managed and mitigated through regular account management/supplier review meetings.

### **Does this proposal support the council's 3 Key Pillars?**

Inclusive Growth       Health and Wellbeing       Climate Emergency

13. This proposal relates to the provision of a software system, its impact on climate change initiatives is mainly through the support it gives those services using it.
14. Effective management of the parking enforcement team will also increase revenue to the Council and assist in the climate emergency by deterring illegal parking and tackling traffic congestion.

### **Options, timescales and measuring success**

#### **a) What other options were considered ?**

15. The council has considered carrying out an open tender in accordance with the Public Contract Regulations 2015, however the decision to utilise the existing ESPO Framework 509 and carry out a further competition against Lot 4 of the Framework was determined to be the most appropriate and expedient route to procure the services required.

#### **b) How will success be measured**

16. Success will be measured by the Council's ability to continue to administer and issue parking penalties and permits efficiently and in line with legal requirements.

#### **c) What is the timetable for implementation?**

17. Implementation for the provision of the new Parking and Civil Enforcement System will commence immediately after contract award to ensure it is fully operational before expiry of the current contract.
18. The initial contract term will be for a period of 5 years with options to extend for a further 3x 12 month periods.

### **Background documents**

19. None.