

**United Kingdom-Coventry: Financial consultancy services**  
**OJ S 69/2017 07/04/2017**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Coventry City Council  
Postal address: Earl Street  
Town: Coventry  
NUTS code: UK United Kingdom  
Postal code: CV1 5RR  
Country: United Kingdom  
Contact person: Sheree Wesson  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: <http://www.coventry.gov.uk>  
Address of the buyer profile: [www.csw-jets.co.uk](http://www.csw-jets.co.uk)

**I.1. Name and addresses**

Official name: Solihull Metropolitan Borough Council  
Town: Solihull  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.solihull.gov.uk](http://www.solihull.gov.uk)

**I.1. Name and addresses**

Official name: Warwickshire County Council  
Town: Warwick  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

**I.1. Name and addresses**

Official name: North Warwickshire Borough Council  
Town: Warwickshire  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.northwarks.gov.uk](http://www.northwarks.gov.uk)

**I.1. Name and addresses**

Official name: Nuneaton and Bedworth Borough Council

Town: Warwickshire

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.nuneatonandbedworth.gov.uk](http://www.nuneatonandbedworth.gov.uk)

**I.1. Name and addresses**

Official name: Stratford on Avon District Council

Town: Stratford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.stratford.gov.uk](http://www.stratford.gov.uk)

**I.1. Name and addresses**

Official name: Warwick District Council

Town: Warwick

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

**I.1. Name and addresses**

Official name: Rugby Borough Council

Town: Rugby

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.rugby.gov.uk](http://www.rugby.gov.uk)

**I.1. Name and addresses**

Official name: Bromsgrove District Council

Town: Bromsgrove

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

**I.1. Name and addresses**

Official name: Tamworth Borough Council

Town: Tamworth

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

**I.1. Name and addresses**

Official name: Cannock Chase District Council

Town: Cannock

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

**I.1. Name and addresses**

Official name: Wyre Forest District Council

Town: Kidderminster

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk)

**I.1. Name and addresses**

Official name: Lichfield District Council

Town: Lichfield

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

**I.1. Name and addresses**

Official name: Wychavon District Council

Town: Pershore

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.wychavon.gov.uk](http://www.wychavon.gov.uk)

**I.1. Name and addresses**

Official name: Malvern Hills District Council

Town: Malvern

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.malvern hills.gov.uk](http://www.malvern hills.gov.uk)

**I.1. Name and addresses**

Official name: Worcester City District Council

Town: Worcester

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.worcester.gov.uk](http://www.worcester.gov.uk)

**I.1. Name and addresses**

Official name: Newcastle Under Lyme Borough Council

Town: Stafford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

**I.1. Name and addresses**

Official name: Redditch Borough Council

Town: Redditch

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

**I.1. Name and addresses**

Official name: East Staffordshire Borough Council

Town: Burton Upon Trent

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk)

**I.1. Name and addresses**

Official name: South Staffordshire District Council

Town: Codsall

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.sstaffs.gov.uk](http://www.sstaffs.gov.uk)

**I.1. Name and addresses**

Official name: Staffordshire Moorlands District Council

Town: Biddulph

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.staffsmoorlands.gov.uk](http://www.staffsmoorlands.gov.uk)

**I.1. Name and addresses**

Official name: Stafford District Council

Town: Stafford

NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

**I.1. Name and addresses**

Official name: Telford and Wrekin Borough Council  
Town: Telford  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.telford.gov.uk](http://www.telford.gov.uk)

**I.1. Name and addresses**

Official name: Dudley Metropolitan Borough Council  
Town: Dudley  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.dudley.gov.uk](http://www.dudley.gov.uk)

**I.1. Name and addresses**

Official name: Birmingham city Council  
Town: Birmingham  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.birmingham.gov.uk](http://www.birmingham.gov.uk)

**I.1. Name and addresses**

Official name: Walsall Council  
Town: Walsall  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.walsall.gov.uk](http://www.walsall.gov.uk)

**I.1. Name and addresses**

Official name: Sandwell Council  
Town: Sandwell  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.sandwell.gov.uk](http://www.sandwell.gov.uk)

**I.1.**

**Name and addresses**

Official name: Wolverhampton City Council

Town: Wolverhampton

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)

**I.1. Name and addresses**

Official name: Staffordshire County Council

Town: Stafford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

**I.1. Name and addresses**

Official name: Worcestershire County Council

Town: Worcester

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.worcester.gov.uk](http://www.worcester.gov.uk)

**I.1. Name and addresses**

Official name: Shropshire Council

Town: Shropshire

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

**I.1. Name and addresses**

Official name: Herefordshire Council

Town: Hereford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

**I.1. Name and addresses**

Official name: Stoke on Trent Council

Town: Stoke on Trent

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.stoke.gov.uk](http://www.stoke.gov.uk)

**I.1. Name and addresses**

Official name: Central Bedfordshire County Council

Town: Bedford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.bedfordshire.gov.uk](http://www.bedfordshire.gov.uk)

**I.1. Name and addresses**

Official name: Buckinghamshire County Council

Town: Aylesbury

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.buckscc.gov.uk](http://www.buckscc.gov.uk)

**I.1. Name and addresses**

Official name: Dorset County Council

Town: Dorset

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.dorsetcc.gov.uk](http://www.dorsetcc.gov.uk)

**I.1. Name and addresses**

Official name: Essex County Council

Town: Chelmsford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.essex.gov.uk](http://www.essex.gov.uk)

**I.1. Name and addresses**

Official name: Hampshire County Council

Town: Portsmouth

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.hants.gov.uk](http://www.hants.gov.uk)

**I.1. Name and addresses**

Official name: Hertfordshire County Council

Town: Hertford

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.hertsdirect.org](http://www.hertsdirect.org)

**I.1. Name and addresses**

Official name: Kent County Council

Town: Kent

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.kent.gov.uk](http://www.kent.gov.uk)

**I.1. Name and addresses**

Official name: Luton Borough Council

Town: Luton

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.luton.gov.uk](http://www.luton.gov.uk)

**I.1. Name and addresses**

Official name: Milton Keynes Council

Town: Milton Keynes

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

**I.1. Name and addresses**

Official name: Northamptonshire County Council

Town: Northampton

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

**I.1. Name and addresses**

Official name: Northampton Borough Council

Town: Northampton

NUTS code: UK United Kingdom

Country: United Kingdom

E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)

**Internet address(es):**

Main address: [www.northampton.gov.uk](http://www.northampton.gov.uk)

**I.1. Name and addresses**

Official name: Oxfordshire County Council

Town: Oxford

NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.oxford.gov.uk](http://www.oxford.gov.uk)

**I.1. Name and addresses**

Official name: Portsmouth City Council  
Town: Portsmouth  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**I.1. Name and addresses**

Official name: Southamptonshire County Council  
Town: Southampton  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.southamptonshire.gov.uk](http://www.southamptonshire.gov.uk)

**I.1. Name and addresses**

Official name: Suffolk County Council  
Town: Suffolk  
NUTS code: UK United Kingdom  
Country: United Kingdom  
E-mail: [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk)  
**Internet address(es):**  
Main address: [www.suffolk.gov.uk](http://www.suffolk.gov.uk)

**I.2. Information about joint procurement**

The contract involves joint procurement  
In the case of joint procurement involving different countries, state applicable national procurement law:  
United Kingdom.

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.csw-jets.co.uk](http://www.csw-jets.co.uk)  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Regional or local authority

**I.5. Main activity**

General public services

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**Section II: Object**

## **II.1. Scope of the procurement**

### **II.1.1. Title**

COV — Business Rates Identification Service.  
Reference number: 00004465

### **II.1.2. Main CPV code**

66171000 Financial consultancy services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

The Council wishes to appoint a contractor to help it ensure that its business rates database is up to date and accurate, both in terms of the inclusion of relevant businesses and hereditaments and the appropriate rateable values are recorded for existing liabilities.

### **II.1.5. Estimated total value**

Value excluding VAT: 100 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

79400000 Business and management consultancy and related services, 79212100 Financial auditing services

### **II.2.3. Place of performance**

NUTS code: UK United Kingdom  
Main site or place of performance: Coventry.

### **II.2.4. Description of the procurement**

The Council is conducting an open procedure to identify a consultant to help it ensure their business rates database is up to date. There is no guarantee of value or volume of work and will be a commission to the consultant based on them identifying additional business rates income.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

Value excluding VAT: 100 000,00 GBP

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 08/05/2017 End: 07/05/2019

This contract is subject to renewal: yes

Description of renewals:

This framework will have the option of an extension period of up to a further 24 months. It is envisaged that this framework will be renewed either after the initial contract period or following any extension period.

### **II.2.10.**

**Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

Up to 24 month extensions. Maximum 4 year framework in total.

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

II.2.6 — This is a framework agreement therefore the Council does not guarantee any volume or value of work. However, over a potential 4 year contract the Council estimates that its spend could be between £50,000 and £500,000.

**Section III: Legal, economic, financial and technical information**

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**III.1. Conditions for participation****III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

**Section IV: Procedure**

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**IV.1. Description****IV.1.1. Type of procedure**

Open procedure

**IV.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement  
Framework agreement with a single operator

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**IV.2. Administrative information****IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 08/05/2017 Local time: 16:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates****IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 08/05/2017 Local time: 16:10

Place:

Coventry.

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

February 2019 or February 2021 depending on whether extensions are maximised or not.

#### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

#### **VI.3. Additional information**

Coventry City Council will be using its e-tendering system (CSW-JETS) for the administration of this procurement process. Providers must register with the system to be able to express an interest and download documents. The web address for CSW-JETS is [www.csw-jets.co.uk](http://www.csw-jets.co.uk) Registration and use of CSW-JETS is free. All correspondence or clarifications relating to this procurement must be via the CSWJETS correspondence function. If you are having trouble registering with CSW-JETS please email us at [procurement.services@coventry.gov.uk](mailto:procurement.services@coventry.gov.uk) Providers must register on CSW-JETS and express an interest in this project in order to download tender documents and be able to correspond with us about this procurement.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Coventry City Council

Town: Coventry

Country: United Kingdom

#### **VI.5. Date of dispatch of this notice**

05/04/2017