

Committee: Cabinet

Date: 18th September 2023

Wards: ALL

Subject: Parking IT Systems – Civil Enforcement and Parking Permit Management

Lead officer: Dan Jones, Executive Director, Civic Pride and Climate

Lead member: Cllr Stephen Alambritis MBE, Cabinet Member for Transport

Contact officer: Rachel Dooley/Mark Lawton

Recommendations:

- A. That Cabinet delegates authority to the Executive Director of Environment, Civic Pride & Climate, in consultation with the Cabinet Member for Transport, for the award of the Parking IT Systems - Civil Enforcement and Parking Permit Management, to maximise contract mobilisation time.
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1. The report sets out the basis for this report and recommendations. The Gateway 1 report was signed off by Legal, Finance and Commercial Services and has been approved for commissioning by the Procurement Board on 28th July 2023.

2 DETAILS

2.1. The contracts for the current two independent systems are due to terminate at the beginning of July 2024. Both contracts have been extended to their maximum period via a Gateway 3 report. Parking Services is responsible for several parking functions all of which are delivered in-house. This project is crucial to the functioning of the service.

2.2. The aim is to procure a sole provider to deliver a single web-based solution to manage both the Civil Enforcement (the issuing and administration of traffic and parking Penalty Charge Notices) and parking permit management, under the ESPO Parking Management Solutions Framework ref: 509_23, Lot 4 Civil Enforcement Systems.

2.3. The ESPO 509_23 framework provides the quickest and simplest route, with the leading established suppliers in the market (as listed above in section 7). Lot 4: Civil Enforcement Systems covers comprehensive civil software and associated services to assist enforcement under the Traffic Management Act 2004 (TMA) and other similar legislation. Lot 4 is specifically designed to include the administration and processing of PCNs and the issuing and management of permits. It should be noted that the previous ESPO framework expire March 23 and the new framework (which only had 4 suppliers, only 2 of which could meet our requirements were published) did not go live until 12th May 2023 and then subsequently updated with the full list of suppliers (9 suppliers) in June 2023.

2.4. The new contract will be for a term of 9 years with a no-fault break clause from year 5.

2.5. The Civil Enforcement system will manage all aspects of on and off street PCN enforcement (which includes parking contraventions, bus lane contraventions and moving traffic contraventions). This includes the issuing of a PCN by hand by a patrolling Civil Enforcement Officer (CEO), and the issuing of PCNs by post for traffic offences and bus lane contraventions. The system will also allow the processing of PCNs through statutory timescales, whilst making provision for cases to be paid and settled, challenged, representations to be considered and appeals to the adjudicator and the progression and assignment of an unpaid charges to be registered with the Traffic Enforcement Centre at Northampton County Court and recovered where appropriate by Enforcement Agents.

2.6. The parking permit management system will have the ability to issue 'virtual' parking permits and ability to improve the online self-service functionality. Virtual permits are held electronically and are checked by Civil Enforcement Officers (CEOs) using their hand-held devices. Parking permits are issued borough wide allowing motorists to park in suitable bays, or access areas at restricted times, while updating enforcement software so those with valid permits do not receive PCNs.

3 ALTERNATIVE OPTIONS

3.1. The alternative options are as follows:

OPTIONS	ADVANTAGES	DISADVANTAGES
Pre-agree authority to be delegated to the Director and Lead Member	- Maximise the mobilisation period for implementation. This will result in an additional 5 weeks for mobilisation.	- none
Follow standard process for delegated authority.	- None	- lose an additional 5 weeks or more for mobilisation.

4 CONSULTATION UNDERTAKEN OR PROPOSED

4.1. None required.

5 TIMETABLE

5.1. The timetable is as follows:

Activity	Weekday	Start Date
Submit GW1 Report to Procurement Board	Wednesday	12/07/2023
Procurement Board	Tuesday	18/07/2023
Publish decision to Corporate Forward Plan (latest date)	Friday	13/10/2023
Submit report to Leaders Strategy Group	Wednesday	30/08/2023
LSG	Monday	04/09/2023
Submit report to Cabinet	Friday	08/09/2023
Cabinet	Monday	18/09/2023
Call in period	Tuesday	19/09/2023
Issue Contract Notice & procurement docs	Friday	29/09/2023
Clarifications received by	Friday	13/10/2023
Tender Submission Period	Friday	29/09/2023
Evaluation of Bids and Presentation (if required)	Friday	27/10/2023
Recommendation of Award Report	Friday	01/12/2023
Submit Award Report to Procurement Board	Wednesday	01/12/2023
Procurement Board	Tuesday	19/12/2023
Intention to award letters sent to Bidders	Wednesday	20/12/2023
Standstill Period	Wednesday	20/12/2023
Confirmation of Award letters sent to Bidders	Tuesday	02/01/2024
FTS Contract Award Notice/Contracts Finder Notice/Add to Contracts Register	Tuesday	02/01/2024
Mobilisation/handover Period Begins	Tuesday	02/01/2024
Service Starts	Monday	03/07/2024

5.2 As per the timetable above, the mobilisation/handover period begins on 02/01/2024, which would provide an additional 5 weeks to complete the mobilisation. Without the pre-delegated authority, the mobilisation would not be able to commence until 07/02/24.

5.3 Six months implementation time would be considered a minimum period for testing and implementing IT systems. Therefore, the pre-delegated authority will allow for this time.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1. The Steering Group (with representatives from all relevant areas) and Project team have already been established. Fortnightly meetings are currently held which will be expected to reduce to monthly as the project develops. The MAP documentation is completed accordingly.

- 6.2. A capital budget of £658k which sits within the Business Systems Team has been secured for this project. Specifically, the Capital Budget covers the re-procurement of the PCN Solution and Permit Solution which Cashless Parking is part of under the current contract.
- 6.3. Indicative supplier costs show that capital spend is expected to be between approximately around £90k - £200k.
- 6.4. The Business Systems Team (BST) has responsibility for the annual support and maintenance budget for the Parking systems. The BST annual revenue budget for the Permit system is currently £42,140; and PCN system - £87,599. For 2022/23, these costs increased, and the shortfall was made up by Parking Services from an underspend on other expenditure. In 2022/23 this was resolved via a virement from Parking Services of £7,800.
- 6.5. There is likely to be a further need for an increase to the annual revenue budget for this, as the soft market testing highlighted a significant increase in revenue costs over the life of the proposed new contract.
- 6.6. The indicative costs from the eight suppliers on the ESPO framework show that ongoing revenue costs for the proposed 9 years contract period, could range between approximately £1.7mil - £6.5mil depending on the various suppliers therefore further increasing the revenue shortfall. Indicative costs have been sought from supplier pricing schedules on the ESPO framework. However, until the Procurement takes place and bidders provide their proposed costings it is not known exactly how much future revenue costs will be. Please see Appendix 1. below for comparison of potential new suppliers and indicative revenue shortfall over the contract period and annually.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. The ESPO framework 509_23 is live and provides a compliant route to market for the Council in accordance with the Council's Sourcing Strategy as detailed in CSO12.2 and CSO18.2.1.
- 7.2. The framework provides for further competition the most appropriate supplier and the Council will need to comply with the requirements set down in the framework and record its compliance with the requirements contained therein.
- 7.3. Post-contract award this Call-off Contract will need to be noted on the Council's Contract Register and the usual contract award notice needs to be published on Contracts Finder (in compliance with CSO 20.3 and 20.4).

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. None

9 CRIME AND DISORDER IMPLICATIONS

- 9.1. None

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1. None

**11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE
PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

11.1 Appendix 1. Indicative Supplier Costs

12 BACKGROUND PAPERS

12.1. None

Appendix 1. Indicative Supplier Costs

SUPPLIER	1	2	3	4	5	6	7	8	9
BST current annual revenue budget for Parking systems	£129,739	£129,739	£129,739	£129,739	£129,739	£129,739	£129,739	£129,739	N/A
BST budget for 9 years	£1,167,651	£1,167,651	£1,167,651	£1,167,651	£1,167,651	£1,167,651	£1,167,651	£1,167,651	N/A
Supplier indicative revenue costs for full 9 years	£1,650,000	£2,759,777	£2,979,540	£3,115,147	£3,402,000	£4,253,400	£5,699,974	£6,439,650	N/A
Revenue budget shortfall for full 9 years	£482,349	£1,592,126	£1,811,889	£1,947,496	£2,234,349	£3,085,749	£4,532,323	£5,271,999	N/A
Average revenue budget shortfall per annum (over the 9 years)	£53,594	£176,903	£201,321	£216,388	£248,261	£342,861	£503,591	£585,778	N/A