

## Appendix 2

### Bailiff Services Project Plan and High Level Selection Criteria.

The procurement procedure to be followed is a restricted OJEU Process.

#### Project timetable (anticipated dates, these are subject to change)

Procurement Process	Date
Cabinet Decision authorising Procurement	17 <sup>th</sup> November 2016
OJEU Advert – Expressions of interest	6 <sup>th</sup> January 2017
Issue Pre-Qualification Questionnaire (PQQ)	6 <sup>th</sup> January 2017
PQQ deadline	10 <sup>th</sup> February 2017
Issue Invitation to Tender (ITT)	20 <sup>th</sup> March 2017
ITT deadline	21 <sup>st</sup> April 2017
Evaluate tenders	21 <sup>st</sup> April 2017
Contract award and Alcatel standstill period	8 <sup>th</sup> July 2017
Contract Mobilisation	1 <sup>st</sup> September 2017
Contract Start Date	1 <sup>st</sup> October 2017

The evaluation criteria will be between Quality and Price and is anticipated to be:

#### 80% Quality (including social value) / 20% Price

The Quality / Price split is due to the fact that the majority of fees paid to the contractors will be prescribed by legislation and paid for by the debtors. Whilst in some areas fees are not prescribed, those areas (mainly Housing Benefits, Commercial rents and warrants) make up only around 5%-10% of the total work therefore this allows Harrow to concentrate on quality as likely amounts paid on non-prescribed fees will be low.

We will be assessing (evaluation) tenderers by asking a series of questions and sub questions that will be scored under the following:

#### Criteria:

Criteria	Weighting
Quality  Series of method statement assessments including implementation, service delivery & track record and ability of the bailiffs to conduct their collections in an appropriate and reasonable way, taking into account the vulnerabilities of the debtors as identified by the Council.	70%
Social Value	10%
Commercial/Cost Effective Provision  Price will be evaluated by comparing all tenders' key charges to the authority and those charged to the customer. The company having the lowest charges will be allocated 100% in that area equivalent to 20% of the overall score.	20%