



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and date of Committee	EXECUTIVE – 15 JANUARY 2025
Subject	APPROVAL TO AWARD CONTRACT FOR PARKING ICT SYSTEM
Wards affected	All
Accountable member	Councillor Tim Sumner, Executive Member for Leisure and Major Projects Email: tim.sumner@westoxon.gov.uk
Accountable officer	Jon Dearing, Interim Executive Director Email: democratic.services@westoxon.gov.uk
Report author	Maria Wheatley, Parking Manager Email: democratic.services@westoxon.gov.uk
Summary/Purpose	To agree the contract award for the Parking ICT system.
Annexes	Annex A – Equality Impact Assessment Exempt Annex B – Contract Award (exempt for reasons of commercial sensitivity)
Recommendation(s)	That Executive resolves to: I. Approve the recommendation by officers to award the contract for the Parking ICT system to the preferred contractor as outlined in the Exempt Annex B. The period of the contract is 4 years plus I.
Corporate priorities	<ul style="list-style-type: none">• Putting Residents First• A Good Quality of Life for All• Working Together for West Oxfordshire
Key Decision	YES
Exempt	YES- Annex B only
Consultees/ Consultation	N/A

1. EXECUTIVE SUMMARY

- 1.1 The Parking Team manage parking services across Cotswold, Forest of Dean and West Oxfordshire District Councils. This enables common functions such as the Central Parking ICT System to be shared allowing for economies of scale.
- 1.2 The system enables enforcement and regulates permits. The system controls penalty charge notices from issue or recovery or cancellation. This is a complex legal process regulated by law. The system also allows for virtual permits to be created and managed by the customers. This system is essential for the parking team to function and monitor parking.

2. BACKGROUND

- 2.1 The current contract is with Chipside Ltd which started on 1st April 2020 and expires 31st March 2025. The annual base fee is shared equally between the three councils. There are transactional costs, which relate to third party costs such as banking and other transactional costs which are attributed to each council depending on usage. The usage is related to the number of penalty charge notices and number of permits.

3. THE PROCUREMENT PROCESS

- 3.1 The procurement process was carried out under the ESPO framework 509 lot 4. All nine providers under this framework were invited to take part in a mini tender. The specifications for this procurement included the need for separate contracts for each council, keeping the ability to manage three councils under the same system but with the ability to separate out if necessary, during the life of the contract. This enables the councils to be flexible in the future.
- 3.2 The submissions have been evaluated 60% for price and 40% for quality. The quality criteria included the ability for customers to self-serve whenever possible but also make contract by other methods such as telephone and mail ensuring accessibility for all.
- 3.3 Officers evaluated the bids, the outcome being that the preferred contractor for recommendation is the incumbent provider Chipside Ltd (Appendix B).
- 3.4 The contract includes a no-fault termination clause with a notice period of 3 months.

4. ALTERNATIVE OPTIONS

- 4.1 There is an option to award a contract for a different length of time, however a 4 years plus 1, contract gives stability to both the contractor and the councils. The contract will be written with the flexibility to allow for fluctuations in the future needs of the service, such as the need to connect with the National Parking Platform.

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications to appoint this supplier will not affect the existing budget as the value is the same as the existing contract.

6. LEGAL IMPLICATIONS

- 6.1 The requirements have been processed through the procurement process in accordance with the Councils Procurement and Contract Management Strategy and The Public Contracts Regulations 2015.
- 6.2 A contract will be put in place between the council and the supplier.

7. RISK ASSESSMENT

- 7.1 Failure to award the contract will mean the Council will be unable to enforce any of the car parks nor issue any permits, when the current contract ends 31st March 2025.

8. EQUALITIES IMPACT

- 8.1 The recommendation will not have an effect on different service users; there are provisions for customers without computers to access the services by other means such as telephone or mail.
- 8.2 Officers have undertaken an Equality Impact Assessment which can be found at Annex A

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1 There are no known implications for climate or ecological emergencies as this system is to provide virtual permits that negate the need for paper and the system is externally hosted.

10. BACKGROUND PAPERS

- 10.1 None

(END)