

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 8 June 2022**

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**Subject: Provision of Online Payment Systems and Cashless Catering Systems****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Provision of Online Payment Systems and Cashless Catering Systems

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the Contract for Online payment systems and cashless catering systems to ParentPay Ltd, Number 3, Siskin Drive, Coventry.
  - b) Note that the contract shall be for a period of 2 years with the option of a 2 x 12 month extension at a value of £32,500 ex VAT over 2 years and £65,000 ex VAT should the contract be extended. The estimated commencement date of the contract is 1 July 2022.

**3. Background**

- 3.1** The projects aim is to continue to maximise the use of online school payment systems for parents allowing full home to bank transactions for all types of payments. This requirement will allow the Council to benefit from new emerging technologies
- 3.2** The system will continue to promote the following, improved work practices within the school environment. The system will bring all the finance and school payments into one area. The system offers payment plans option to assist families to budget for any upcoming school trips or events. Support non-cash payment options within the Covid environment.
- 3.3** The overall Revenue budget for Online payment systems and cashless catering system for a period of 4 years was approved at the Educational Services Committee on 1 December 2021.

- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 5 April 2022.

#### **4. Main Issues**

The Procurement route to market compared two framework agreements (FA). When carrying out the market analysis, the Scottish Procurement Alliance (SPA) Framework had a number of Lots listed however, unfortunately this FA could not offer the solution required under their electrical payment lot. The Scotland Excel (SXL) framework agreement for Online School Payment, offered a lot for Online School Payments with contractors who could deliver the required solution. Following market analysis it was agreed with the service area that a mini competition would be conducted utilising the framework technical and commercial criteria.

- 4.1** A mini competition was issued on 6 April 2022 to all 4 contractors named on the framework lot who could meet the Council's requirements, with 3 contractors expressing an interest and with 2 contractors submitting a response by the tender deadline of 29 April 2022.

The 2 tender submissions were evaluated by representatives from Education, Learning and Attainment and Corporate Procurement Unit against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity.

- 4.2** 2 tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	CRB Cunninghams	ParentPay Ltd
<b>Quality (70%)</b>			
Quality	<b>(30%)</b>	15%	22.5%
Service	<b>(25%)</b>	12%	18.75%
Social Benefits	<b>(5%)</b>	2.5%	5%
Sustainability	<b>(5%)</b>	3.75%	3.75%
Fair Work	<b>(5%)</b>	2.5%	3.75%
<b>Quality Sub-Total %:</b>	<b>(70%)</b>	<b>51.775%</b>	<b>76.77%</b>
<b>Price (30%)</b>			

Price	(100%)	£8,811	£15,831.90
[Price Sub Total %	(30%)	30%	16%
Total Score	100%	81.77%	92.77%

**4.3** It is recommended that the contract is awarded to Parent Pay, of Siskin Drive, Coventry who has provided the most economically advantageous tender. The contract shall be for a period of 2 years with the option of 2 x 12 months extensions and at a value of £32,500 ex VAT over 4 years and £65,000 ex VAT should the contract be extended.

**4.4** ParentPay Ltd has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Further, ParentPay Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of 1 members of staff from within the West Dunbartonshire geographical area
- Deliver 1 quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment;
- Providing hours of volunteers to support a local community project;
- Donation of £ to support a local community project

The social benefits will be discussed at the implementation meeting with ParentPay Ltd and actions to take these forward will be agreed.

## **5. People Implications**

There are no people implications.

## **6. Financial and Procurement Implications**

Financial costs in respect of this will be met from the approved General Revenue budget of Education, Learning and Attainment.

**6.1** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Education, Learning and Attainment officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

## **7. Risk Analysis**

**7.1** ParentPay Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

**7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

## **8. Equalities Impact Assessment (EIA)**

An equalities screening was undertaken for this report to determine if there is an equalities impact. It identified a range of positive impacts for equality groups

## **9. Consultation**

Education, Learning and Attainment, Finance Services and Legal Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

The Online Payment Systems and Cashless Catering Systems will contribute to the delivery of the Council's strategic priorities:

- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 25 May 2022

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### **Person to Contact:**

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**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** All

