

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 25 November 2021

Subject: Contract Authorisation Report –Payment Processing Services

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 Payment Processing Services.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Conclude on behalf of West Dunbartonshire Council (the Council) the award of the contract for Payment Processing Services to AllPay Limited;
 - b) Note the contract will be placed by West Dunbartonshire Council (the Council) / the Council; and
 - a) Note that the contract shall be for a period of two years with the option of a two year extension and at an estimated value of £106,666.67 ex VAT over two years and £213,333.34 ex VAT over four years. The total value of the contract is dependent on the number of transactions. The estimated commencement date of the contract is the 01 April 2022.

3. Background

- 3.1** West Dunbartonshire Council and West Dunbartonshire Leisure Trust have a requirement to provide payment processing services to transfer funds paid by citizens at retail and other outlets offering payment card gateways electronically to designated bank accounts in order for citizens to pay bills, rents and invoices.
- 3.2** This requirement will allow West Dunbartonshire Council citizens and West Dunbartonshire Leisure trust users to pay bills, invoices and rent in a manner which suits their needs.
- 3.3** The procurement of this specific contract was approved by Corporate Services Committee on 8 September 2021.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations. A Contract Strategy document was approved on 06 September 2021.

4. Main Issues

- 4.1** The Corporate Procurement Unit carried out an exercise of identifying a suitable Framework Agreement and concluded the Crown Commercial

Services G-Cloud framework agreement would be able to fulfil the Council's requirement and offer the best value to the Council

4.2 It is recommended that the Contract is awarded to AllPay Limited of Hereford who were the sole compliant Supplier who provided the required service on the G-Cloud Framework.

4.3 The sole tender submission was evaluated on a 100% Price criteria which was based on The G-Cloud Framework. The prices below are the prices offered to West Dunbartonshire based on our current usage rates. West Dunbartonshire Council and West Dunbartonshire Leisure Trust will be charged the rates detailed in the table below per transaction. The Supplier met the Council's Criteria and proposed the following rates: :

	AllPay Limited
Price 100%	Paypoint Transactions: 47.74p; and Post Office Transactions: 47.58p

4.4 It is recommended that the contract is awarded to Allpay Limited of Hereford, who has provided the most economically advantageous tender. The contract shall be for an initial period of two years with the option of a two years extension and at an estimated value of £106,666.67 ex VAT over two years and £213,333.34 ex VAT should the contract over four years, however the final value is dependent on the number of transactions.

4.5 AllPay Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 per hour] and promotes Fair Working Practices across their organisation. Further, AllPay Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of money to a community group or charity that supports health and wellbeing within the community;
- Supporting environmental educational projects in schools such as tree or woodland planting or educational packs;
- Facilitate quarterly work experience opportunities covering a range of work based skills; and
- Deliver quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment.

The social benefits will be discussed at the implementation meeting with AllPay Limited actions to take these forward will be agreed.

5. Financial and Procurement Implications

5.1 The value of this service provision following this procurement process results in an annual cost of £53,333 which is the same as the budget held for this service.

5.2 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Finance officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

6. Risk Analysis

6.1 The risk of not carrying out this procurement would be that the Council would have to source a potentially more expensive payment method to allow our Citizens to make payments to the Council.

6.2 AllPay Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

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

7. Equalities Impact Assessment

7.1 An equalities impact assessment screening was undertaken by the Waste Services Team to identify if there Equalities Impact. The result was that there was no Equalities Impact.

8. Consultation

8.1 Finance Services and Legal Services have been consulted on the contents of this report.

9. Strategic Assessment

9.1 The Payment Processing Services 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: 3 November 2021

Person to Contact: Daniel Cullen
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Appendices: None

Background Papers: Contract Strategy
Corporate Services Committee Report (8 September 2021)

Wards Affected: All