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Tender

## **ID 2957624 DoF - NICS Library Service: Library Management System**

Department of Finance - NICS Library Service

F02: Contract notice

Notice identifier: 2021/S 000-000531

Procurement identifier (OCID): ocds-h6vhtk-028967

Published 11 January 2021, 5:32pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Department of Finance - NICS Library Service

Victoria Hall, 12 May Street

BELFAST

BT1 4NL

#### **Contact**

SSDadmin.cpdfinance-ni.gov.uk

#### **Email**

[SSDadmin.cpd@finance-ni.gov.uk](mailto:SSDadmin.cpd@finance-ni.gov.uk)

#### **Country**

United Kingdom

## **NUTS code**

UK - UNITED KINGDOM

## **Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

## **I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

ID 2957624 DoF - NICS Library Service: Library Management System

#### **II.1.2) Main CPV code**

- 72000000 - IT services: consulting, software development, Internet and support

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The NICS Library Service provides a library service to all staff in the Northern Ireland Civil Service and the students and staff of the College of Agriculture, Food and Rural Enterprise. The purpose of this project is to procure a new Library Management System to include a management backend, user search portal, the implementation of the system and the support and maintenance for the duration of the contract.

#### **II.1.5) Estimated total value**

Value excluding VAT: £255,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 48161000 - Library management system
- 48160000 - Library software package

#### **II.2.3) Place of performance**

NUTS codes

- UKN - NORTHERN IRELAND

#### **II.2.4) Description of the procurement**

The NICS Library Service provides a library service to all staff in the Northern Ireland Civil Service and the students and staff of the College of Agriculture, Food and Rural Enterprise. The purpose of this project is to procure a new Library Management System to include a management backend, user search portal, the implementation of the system and the support and maintenance for the duration of the contract.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £255,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

This contract is expected to have an initial period of 3 years, with the option to extend the duration by up to one

period of up to two years (3 + 2).

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Previous Experience - Tenderers must provide at least one detailed example of having successfully delivered a Contractor hosted Library Management System to an organisation with at least 4,000 registered users and at least 3 separate libraries within the last 5 years.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 February 2021

Local time

3:00pm

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 16 May 2021

**IV.2.7) Conditions for opening of tenders**

Date

15 February 2021

Local time

3:30pm

Place

Supplies and Services Division, Construction & Procurement. Delivery, 1st Floor West, Clare House, 303 Airport Road West, Belfast, BT3 9ED.

Information about authorised persons and opening procedure

Only CPD Procurement Staff with access to the project on eTendersNI.

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored (see Procurement Guidance Note 01/12 - Contract Management - Procedures and Principles). Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory Performance and this Contract may be terminated. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. Any contractor in receipt of a Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy. The Authority expressly reserves the rights: (I) not to award any contract as a result of the procurement process commenced by publication of this notice; (II) To make whatever changes it may see fit to the content and structure of the tendering Competition; (III) to award (a) contract(s) in respect of any part(s) of the [services] covered by this notice; and (IV) to award contract(s) in stages and in no circumstances will the Authority be liable for any costs incurred by candidates.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015.

Belfast

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.