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Tender

Pensions Administration Software

Scottish Public Pensions Agency

F02: Contract notice

Notice identifier: 2022/S 000-000884

Procurement identifier (OCID): ocds-h6vhtk-030a0c

Published 12 January 2022, 2:24pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Public Pensions Agency

7 Tweedside Park, Tweedbank

Galashiels

TD1 3TE

Contact

Tom Wilson

Email

tom.wilson3@gov.scot

Telephone

+44 7737844637

Country

United Kingdom

NUTS code

UKM91 - Scottish Borders

Internet address(es)

Main address

<http://www.sppa.gov.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00385

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Pensions Administration Software

Reference number

SPPA/08-27/06-22

II.1.2) Main CPV code

- 66520000 - Pension services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Public Pensions Agency (SPPA) administers pensions on behalf of the Scottish Government for the employees of the National Health Service in Scotland, for Teachers, the Police and for Firefighters. SPPA directly supports over 600,000 pension scheme members.

The provision of Pensions and Payroll services is required together with associated support and maintenance beyond March 2026 and associated services if required. SPPA requirements are for cloud based platforms under a Software as a Service agreement with an initial contract term of five years with an option of a further two plus two year extensions.

II.1.5) Estimated total value

Value excluding VAT: £10,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UKM91 - Scottish Borders

Main site or place of performance

Galashiels

II.2.4) Description of the procurement

The provision of Pension and Payroll Administration services, together with associated support and maintenance and support services as required. The requirements are for a cloud based service under software as a service. SPPA administers pensions for employees of the National Health Service in Scotland, for Teachers, the Police and Firefighters.

The contract will include but not be limited to the provision, management and support for the following key components and services : implementation of and migration to Pension and Payroll Administration platforms (applications and infrastructure) to support the ongoing obligations of SPPA in the administration of the schemes, for which it is responsible for.

Support and maintenance for the above, encompassing applications, data, software and hardware ; system administration and operating systems ; all databases ; and contingency, continuity and back up recovery and deployment of major / minor software and operating system upgrades.

The solutions should be scaled to accommodate the schemes which SPPA administer (approximately 600,000 members) as well as potentially other schemes which SPPA may take on responsibility for.

Community Benefits / social considerations are included in this requirement, a summary of the community benefits should be provided.

II.2.5) Award criteria

Quality criterion - Name: Functional / Non-Functional / Weighting: 35

Quality criterion - Name: Methodology / Exercise / Weighting: 35

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £10,000,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Two x Two Year Extensions

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Question 4B.1.2

The financial information is reviewed to ascertain if the potential tenderer's financial standing is sufficient to allow it to be able to deliver the contract requirements. Due to the value and assessed risk with this procurement, tenderers' will be required to demonstrate a minimum average turnover of 5 Million GBP per annum over the last two years for which

accounts/financial statements are required.

If the minimum average turnover is not available due to suppliers' status or length of time trading, suppliers should submit a banker's reference or alternative information to demonstrate their financial capability.

If financial information is not provided, SPPA reserves the right to request alternative information that may assist us in managing any residual risk or to remove the tenderer from the tender process.

SPD Question 4B.3

Where turnover information is not available for the time period requested, the bidder is required to state the date which they were set up or started trading.

SPD Question 4B.4

Tenderers will be required to state the value for the liquidity ratio. The liquidity ratio should be equal to or no greater than 0.8.

SPD 4B.5.1

It is a requirement of this contract that tenderers hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below :

Employers' (Compulsory) Liability Insurance in accordance with any legal obligation for the time being in force = GBP 5,000,000

Public Liability Insurance = GBP 2,000,000 for any one incident and unlimited in total

Professional Indemnity Insurance = GBP 2,000,000 for any one incident and unlimited in total.

Please add details of any other relevant insurance policies you may have, along with the level of cover held.

Minimum level(s) of standards possibly required

Minimum average turnover GBP 5 Million per annum.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 4C.1.2 - Tenderers will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Contract Notice or the relevant section of the site notice.

Tenderers are required to provide 3 recent case studies detailing their experience over the last 3 years of providing pensions administration systems and relevant add-ons.

Case studies should (where possible) also include client name/telephone/ e-mail address information, dates and contract values. SPPA will have discretion to choose from the list, and thereafter obtain at least two references from the tenderers' client base.

Tenderers must demonstrate they have relevant experience of delivering a pensions administration system similar to our requirements.

III.1.4 Question 4D.1

Tenderers should evidence that they have Quality Management Procedures in place.

OR

- a) A documented policy regarding quality management.
- b) A documented process for ensuring that quality management is effective in reducing / preventing incidents of sub-standard delivery.
- c) Training arrangements are in place to ensure that the workforce has sufficient skills and understanding to discharge their responsibilities.

Minimum level(s) of standards possibly required

3 case studies demonstrating relevant experience.

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

4 April 2022

Local time

12:00pm

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

Duration in months: 9 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

4 April 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=674043.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

For this contract there is a minimum requirement to create 2 apprenticeship positions. Measures to retain and further develop the apprentices beyond the term of the apprenticeship shall be put in place.

(SC Ref:674043)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Ettrick Terrace

Selkirk

TD7 4LE

Country

United Kingdom