

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/000905-2021>

Tender

## **University of St Andrews: Finance and Procurement - Software and Implementation Services**

University of St Andrews

F02: Contract notice

Notice identifier: 2021/S 000-000905

Procurement identifier (OCID): ocds-h6vhtk-028adf

Published 15 January 2021, 5:00pm

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

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

University of St Andrews

Walter Bower House, Eden Campus

Guardbridge

KY16 0US

#### **Contact**

Adrian Wood

#### **Email**

[procurement@st-andrews.ac.uk](mailto:procurement@st-andrews.ac.uk)

#### **Telephone**

+44 1334462523

#### **Country**

United Kingdom

**NUTS code**

UKM72 - Clackmannanshire and Fife

**Internet address(es)**

Main address

<http://www.st-andrews.ac.uk/procurement/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00111](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00111)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://in-tendhost.co.uk/universityofstandrews>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofstandrews>

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

<https://in-tendhost.co.uk/universityofstandrews>

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

Body governed by public law

**I.5) Main activity**

Education

---

## **Section II: Object**

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

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

University of St Andrews: Finance and Procurement - Software and Implementation Services

Reference number

FIN/150121/AG/SL

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

- 72263000 - Software implementation services

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

Services

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

Finance and Procurement software and implementation services for the University of St Andrews.

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

This contract is divided into lots: No

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

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

- 48440000 - Financial analysis and accounting software package

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

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

UK-St Andrews

## II.2.4) Description of the procurement

Supply, installation, configuration, testing, training, support and maintenance of (replacement) Financial and Procurement Management Systems for the University of St Andrews.

Overview of the Contract Requirement:

The University of St Andrews is seeking to implement a solution to improve the way we perform our financial and procurement management functions across the University. The objectives of the project are as follows:

- To replace and enhance our current operational financial management methods.
- To replace and enhance our current procurement management methods.
- To replace and enhance our financial planning and analysis methods.
- To replace and enhance our pre-award & post-award research management methods.
- To replace and enhance our staff expenses management methods.
- To create business efficiencies through implementation of organisational changes to processes, systems, controls and roles.

To satisfy the project objectives the University of St Andrews is seeking to procure and implement a modern and highly functional software system(s). The solution(s) offered may be on-premise or SaaS based solutions. Although the University has a SaaS first policy, offerings will be considered against their life cycle cost, functional, support, ease of use and ease of implementation capabilities.

If the offering is SaaS based a suitable cloud storage service must also be offered.

These systems are predicted to be in service for a period of around 10 years. Therefore, a suitable support and maintenance package must also be offered.

The implementation of new systems to satisfy these objectives is seen as a complicated task. Therefore, the University of St Andrews is also seeking appropriate implementation service consultancy to lead the configuration and implementation of the new system(s).

The proposed solution should provide functionality in and/or facilitate the following area:

- Strategic financial planning and forecasting (I&E, Balance Sheet & cashflow, scenario planning & modelling)

- Budget management (virements, additional budget workflow)
- Budget monitoring at all levels (university / school & unit / individual budget holder)
- Accounts Receivable (tuition fee income generation is out-with scope)
- Debt management
- Non-invoiced income (e.g. cash sales, online e-sales, grants & donations)
- Supplier contract and procurement management
- Purchasing (PO / non-PO / Corporate Cards)
- Staff expenses
- Accounts Payable (suppliers, students & visitors)
- Inventory Management
- Capital Project Management
- Pre-award research grant application & costing management
- Post-award research grant management
- Endowment & donation management
- Other funded project management
- Key reconciliations including bank reconciliations
- Accounting adjustments (journals, recurring journals, accruals, prepayments etc)
- Statutory account preparation (Financial Statements, HESA, TrAC, HEBCI, ONS, US GAAP etc)
- Tax return preparation (VAT, Corporation tax, Intrastat, EC Sales list if required etc)
- Service desk

The solution will be required to integrate with multiple specialist operational systems. Further details are available in the SPD Document.

And will be required to facilitate payments & receipts in multiple currencies in /from global jurisdictions.

In the future the University may be interested in extending scope of supply during a future project to include:

Human Resource Management functions.

The University may also explore future opportunities for shared service provision. In such instances this system would be required to provide support.

Contract Award

A single or two supply contracts may be awarded that covers software supply, software & system support, software maintenance & updates and implementation services.

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

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

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

TBC

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

Please see SPD.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Please see description of requirement.

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

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

#### **II.2.14) Additional information**

All tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted

---

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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please see SPD Document.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **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**

Restricted 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

17 February 2021

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

22 April 2021

#### **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: 3 (from the date stated for receipt of tender)

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

All tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted

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=639845](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=639845).

(SC Ref:639845)

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

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

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone

+44 1382229961

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The University of St Andrews will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract being communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be requested from The University of St Andrews.

If an appeal regarding the award of contract has not been successfully resolved The Public Contracts (Scotland) Regulations 2012 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session.

The anticipated review body in such cases would be:

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone: +44 1382 229 961

Anyone bringing court proceedings against the University of St Andrews must inform the University of St Andrews in advance of the alleged breach and its intention to bring proceedings. Any such action must be brought within 15 days of the date on which a decision is sent to them or published to challenge that decision.

Proceedings seeking an ineffectiveness order must be brought within 30 days of the publication of the contract award notice in the OJEU, or 30 days from the date of a decision letter to all tenderers concerned, and any candidates concerned, containing a summary of the reason for the recipient being unsuccessful, otherwise 6 months from the date of entering into the contract or concluding the framework agreement.

Where a contract has not been entered into the Court may, by interim order, suspend the procurement procedure. The court may also set aside a decision or actions taken by the University or order it to amend and document; and/or award damages. However, by express requirement the court may decide not to grant an interim order when the negative consequences of such an order are likely to outweigh the benefits, having regard to a number of considerations.

If the contract has been entered into the Court may, depending on the nature of the breach: make an ineffectiveness order; impose a financial penalty; shorten the duration of the contract; make any other order considered appropriate to address the consequences of ineffectiveness or shortening the duration or the contract; award damages.