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Tender

Energy Management Back-Office Support Services Contract

West Sussex County Council

F02: Contract notice

Notice identifier: 2023/S 000-001042

Procurement identifier (OCID): ocds-h6vhtk-03971e

Published 13 January 2023, 9:46am

Section I: Contracting authority

I.1) Name and addresses

West Sussex County Council

County Hall, West Street

CHICHESTER

PO191RQ

Contact

Rachel Ayres

Email

rachel.ayres@westsussex.gov.uk

Telephone

+44 3302225702

Country

United Kingdom

Region code

UKJ27 - West Sussex (South West)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.westsussex.gov.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

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/sesharedservices.aspx/Home>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Energy Management Back-Office Support Services Contract

II.1.2) Main CPV code

- 71314200 - Energy-management services

II.1.3) Type of contract

Services

II.1.4) Short description

This Invitation to Tender (ITT) is issued by WSCC to seek and identify suitably qualified and interested organisations from the private, public and third (voluntary, community and charitable) sector for the provision of Energy Management Back-office Support (the Services).

For the purposes of this Procurement, the term Services is used to describe the entire range of the Services required. The disciplines within that range required for this Procurement are as follows:

- Invoice validation
- Supplier/query management
- Management of TEAM Sigma database
- Processing of EDI files into TEAM Sigma
- Processing of manual invoice entry into TEAM Sigma
- Provision of a support desk for WSCC SLA schools
- Preparation of Accountlink files
- Monthly performance reporting

- Monthly/quarterly management meetings (these can be electronic via MS Teams)

Please refer to Document 02 - The Specification for full details of the requirement.

II.1.5) Estimated total value

Value excluding VAT: £380,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71314000 - Energy and related services

II.2.3) Place of performance

NUTS codes

- UKJ2 - Surrey, East and West Sussex

II.2.4) Description of the procurement

For the purposes of this Procurement, the term Services is used to describe the entire range of the Services required. The disciplines within that range required for this Procurement are as follows:

- Invoice validation
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- Management of TEAM Sigma database
- Processing of EDI files into TEAM Sigma
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- Monthly performance reporting
- Monthly/quarterly management meetings (these can be electronic via MS Teams)

Please refer to Document 02 - The Specification for full details of the requirement.

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

60

This contract is subject to renewal

Yes

Description of renewals

It is anticipated that the Contract will be awarded for an initial period of 3 years from the Commencement Date, with an option to extend on the same terms and conditions at WSCC's discretion by up to 24 months (2) years in aggregate taking the maximum term of the contract to 5 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

23 February 2023

Local time

5:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

24 February 2023

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

High Court

London

Country

United Kingdom