

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004152-2022>

Opportunity

## **Replacement of ERP System for Finance, HR, Payroll and Procurement**

City, University of London

F02: Contract notice

Notice reference: 2022/S 000-004152

Published: 14 February 2022, 2:15pm

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

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

City, University of London

Northampton Square

London

EC1V 0HB

#### **Email**

[david.burrows@city.ac.uk](mailto:david.burrows@city.ac.uk)

#### **Telephone**

+44 2070408022

#### **Country**

United Kingdom

## **NUTS code**

UKI31 - Camden and City of London

## **Internet address(es)**

Main address

[www.city.ac.uk](http://www.city.ac.uk)

## **I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Business-transaction-and-personal-business-software-package./5292E89B85>

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**

Education

---

## **Section II: Object**

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

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

Replacement of ERP System for Finance, HR, Payroll and Procurement

Reference number

21-1046

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

- 48400000 - Business transaction and personal business software package

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

Supplies

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

City, University of London (City) requires the supply, implementation and support of an ERP system to replace the existing ERP and associated systems used by Human Resources (HR), Payroll, Finance and Procurement across the university. City is seeking a SaaS solution that will enable improved visibility of strategic information across the university for HR, payroll, finance, and procurement whilst improved usability and control will support our staff, students and partners.

The future solution will support:

approximately 100 professional users for HR, Finance, Payroll and Procurement

approximately 2,200 staff

approximately 800 additional people on the payroll (e.g. visiting lecturers)

Contract value is expected to be approximately £8m over the first two years of the contract, with annual charges of £0.5m - £1m thereafter

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

Value excluding VAT: £17,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48440000 - Financial analysis and accounting software package
- 48450000 - Time accounting or human resources software package
- 48490000 - Procurement software package

- 72212440 - Financial analysis and accounting software development services
- 72212450 - Time accounting or human resources software development services
- 72261000 - Software support services
- 72262000 - Software development services
- 72263000 - Software implementation services
- 72265000 - Software configuration services
- 72266000 - Software consultancy services
- 72267000 - Software maintenance and repair services
- 72268000 - Software supply services
- 72416000 - Application service providers

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

NUTS codes

- UKI31 - Camden and City of London

Main site or place of performance

Camden and City of London

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

City, University of London is a leading international higher education institution committed to academic excellence, focused on business and the professions with two central London locations. Our main site located in the dynamic Knowledge Quarter, while our Business School is close to the City of London.

The future solution will support:

- approximately 100 professional users for HR, Finance, Payroll and Procurement;
- Approximately 50 professional users for procurement;
- Approximately 2,200 staff
- Approximately 800 additional staff on the payroll

We will be undertaking a competition to determine the most economically advantageous tender for the future solutions and a partner able to share best practices processes. It is anticipated that the contract term will be for 10 years.

### **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

No

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

Envisaged minimum number: 3

Maximum number: 8

### **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

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

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/5292E89B85>

## **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the procurement documentation

## **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

18 March 2022

Local time

12:00pm

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

12 April 2022

#### **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: 6 (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**

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Business-transaction-and-personal-business-software-package./5292E89B85>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/5292E89B85>

GO Reference: GO-2022214-PRO-19648464

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

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

City University

Northampton Square

London

EC1V 0HB

Email

[david.burrows@city.ac.uk](mailto:david.burrows@city.ac.uk)



Telephone

+44 2070408022

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

City, University of London will incorporate a mandatory Standstill period of 10 (ten) calendar days immediately following notification of intention to enter Preferred Bidder Stage (please see procurement documentation for further details about the Preferred Bidder Stage). Furthermore City will also incorporate a voluntary Standstill period following the notification of selection prior to the ITT stage, and a further voluntary Standstill period following notification of short-listing to presentation and demonstration, each of 7 (seven) calendar days.