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Tender

## **Procurement of Enterprise Resource Planning (ERP) Solution**

Hull City Council

F01: Prior information notice

Call for competition

Notice identifier: 2022/S 000-004945

Procurement identifier (OCID): ocds-h6vhtk-0319ed

Published 22 February 2022, 12:09pm

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

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

Hull City Council

The Guildhall, Alfred Gelder Street

Hull

HU1 2AA

#### **Contact**

Paul Robinson (PROCUREMENT)

#### **Email**

[paul.robinson2@hullcc.gov.uk](mailto:paul.robinson2@hullcc.gov.uk)

#### **Telephone**

+44 1482612769

**Country**

United Kingdom

**NUTS code**

UKE11 - Kingston upon Hull, City of

**National registration number**

168524345

**Internet address(es)**

Main address

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

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104102>

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

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://uk.eu-supply.com/login.asp?B=YORTENDER>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://uk.eu-supply.com/login.asp?B=YORTENDER>

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

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://uk.eu-supply.com/login.asp?B=YORTENDER>

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

Regional or local authority

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

General public services

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## **Section II: Object**

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

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

Procurement of Enterprise Resource Planning (ERP) Solution

Reference number

ERP 22-23

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

- 48451000 - Enterprise resource planning software package

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

Supplies

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

The Authority is looking to procure an Enterprise Resource Planning (ERP) solution. The current ERP is used by staff and managers across all areas of the Authority to pay invoices, raise debts, procure supplies, and manage staff. In addition, there are over 40 links with other internal and external systems which involve inbound and outbound data including benefits payments, foster carer payments and Housing rents.

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

Value excluding VAT: £6,000,000

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

This contract is divided into lots: No

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

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

- 72212451 - Enterprise resource planning software development services

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

NUTS codes

- UKE11 - Kingston upon Hull, City of

Main site or place of performance

Kingston Upon Hull

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

The Authority is looking to procure an Enterprise Resource Planning (ERP) solution. The current ERP is used by staff and managers across all areas of the Authority to pay invoices, raise debts, procure supplies, and manage staff. In addition, there are over 40 links with other internal and external systems which involve inbound and outbound data including benefits payments, foster carer payments and Housing rents. The ERP solution will need to facilitate the complex data flows to maintain business continuity. Services that required are Finance (Accounts Payable, Accounts Receivable, General Ledger, Cash Management and Budgeting), Payroll, Human Resources, eProcurement and Contracts, Recruitment and Training and Development. In addition to the system implementation and ongoing support, it will be necessary for the Supplier to help the Authority review, change and embed new working practices and processes that take full advantage of the new opportunities that a new modern system will provide. e.g., automated workflows, access via mobile devices or chat-bots for HR advice etc.

System functionality will include, but is not limited to:

- Disaster recovery process
- User Access controls
- GDPR compliant
- Locally configurable
- Software as a Service (SaaS)
- Managed Service
- Support/ticket process
- Regular upgrades
- Statutory upgrades
- Security patching

- Future Developments
- Project management
- Technical implementation/Config
- Testing
- Data migration
- Process Change and redesign
- Change and adoption management
- System user guides
- Documentation
- Stationery (cheques, statements, invoices, POs, payslips etc)
- General Ledger (GL),
- Creditors (AP),
- Debtors Management (AR)
- Sundry Debt Invoicing
- Enterprise Cash Receipting
- Cash Management (CM)
- Revenue budget monitoring
- Capital budget monitoring
- Grant & Ringfenced (HRA/DSG etc) Budget monitoring
- Forecasting
- Forecast / scenario (including payroll) modelling
- Multi legal Entities (HCC, HCAL, KWL)

- Self-service reporting
- Project Budgeting/Costing and people management
- Fixed Asset Register
- Asset Management accounting
- Mobile access/apps
- Capital / Ringfenced (HRA/DSG) financial capability
- Pay modelling aligned with Organisation Structures in HR/payroll
- Budget setting/modelling
- Chart of Accounts review
- Automated bank reconciliations (income & expenditure)
- Process re-engineering
- RO/RA completion
- Review of current excel/manual systems onto the new system
- Performance planning
- Talent management
- Payroll
- 3rd party deductions
- BACS Bureau 3rd part payments (academies x XX)
- Pensions
- Online learning platform
- Learning and development
- Appraisals/Performance Management

- Employee Relations
- Document Management personal files
- Manager/employee Self Service
- Recruitment & Onboarding
- Joiners, leavers and movers
- Time and attendance
- Expenses
- Catalogue Inventory
- Contract Management
- Sourcing/Quotes
- Supplier performance
- Self-service requisition's
- PO approval workflow
- Procurement policy management/enforcement
- 3-way matching and reconciliation to AP
- e-procurement
- Business Analytics
- Statutory reporting
- Standard monthly reports
- Year End processes
- Trend analysis
- Dynamic graphical dashboards



- Financial planning and modelling (what if)

#### **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: £6,000,000

#### **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

The Authority, at its discretion, may implement two additional extension periods of 24 months. Maximum contract length therefore could be  $120 + 24 + 24 = 168$  months i.e. 14 years.

#### **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**

This is a staged procurement process. Organisations responding to the Call for Competition will be invited to submit a Supplier Selection Questionnaire (SSQ). Thereafter, a maximum of 6 suppliers will be invited to submit a tender (ITT Stage). The Authority may then either select a preferred bidder or alternatively enter into negotiation with one or more Suppliers who have submitted an ITT.

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## **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

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## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **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 expressions of interest**

Date

31 March 2022

Local time

12:00pm

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

English

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## **Section VI. Complementary information**

### **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**

The Authority is looking for expressions of interest from Suppliers who currently provide an Enterprise Resource Planning (ERP) solution(s) similar to that required by the Authority and that is provided to Local Authorities of a similar size and scale to this Authority. The Authority will not consider Suppliers who are looking to develop a solution that is not already demonstrably in use with another Local Authority.

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

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

The Monitoring Officer

Hull City Council, The Guildhall, Alfred Gelder Street,,

Hull

HU1 1AA

Telephone

+44 1482300300

Country

United Kingdom

Internet address

[www.hull.gov.uk](http://www.hull.gov.uk)

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

Precise information on deadline(s) for review procedures

The deadline to respond to this Call For Competition PIN is 31st March 2022. Suppliers will be initially invited to complete a Supplier Selection Questionnaire which will be accessible via the YORtender e-procurement portal in due course.

