

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/005257-2021>

Tender

## **Performance Management and Portfolio, Project and Programme Management Software**

Denbighshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-005257

Procurement identifier (OCID): ocids-h6vhtk-029bfa

Published 16 March 2021, 9:16am

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

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

Denbighshire County Council

Wynnstay Road

Ruthin

LL15 1YN

#### **Email**

[procurement@denbighshire.gov.uk](mailto:procurement@denbighshire.gov.uk)

#### **Telephone**

+44 1824712194

#### **Country**

United Kingdom

#### **NUTS code**

UKL13 - Conwy and Denbighshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0280](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0280)

**I.3) Communication**

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

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

**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**

Performance Management and Portfolio, Project and Programme Management Software

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

- 72000000 - IT services: consulting, software development, Internet and support

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

Services

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

Denbighshire County Council requires a single solution which can manage performance and projects within a single portal that also facilitates reporting and monitoring of both.

This software package is required to ensure accurate target setting and the consistent recording of achievements to enable monitoring as well as provide visibility of the collective impact across the authority.

The comprehensive software package (Performance and Project) is intended to create a more accurate and transparent mechanism for reporting to Council Members and to the general public which will demonstrate the impact of activities and outcomes, assurance for audit purposes and effectiveness of project management.

The aim is to have a fully configured and functional system by 23 August 2021

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

Value excluding VAT: £150,000

#### **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

- UKL13 - Conwy and Denbighshire

Main site or place of performance

Denbighshire County Council

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

Denbighshire County Council requires a single solution which can manage performance and projects within a single portal that also facilitates reporting and monitoring of both.

This software package is required to ensure accurate target setting and the consistent recording of achievements to enable monitoring as well as provide visibility of the collective impact across the authority.

The comprehensive software package (Performance and Project) is intended to create a more accurate and transparent mechanism for reporting to Council Members and to the general public which will demonstrate the impact of activities and outcomes, assurance for audit purposes and effectiveness of project management.

The aim is to have a fully configured and functional system by 23 August 2021

All requirements relating to this procurement exercise can be found with the PROACTIS Source to Contract Portal

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

Quality criterion - Name: Product, Support and Maintenance / Weighting: 6

Quality criterion - Name: Implementation / Weighting: 6

Quality criterion - Name: Product Features Portfolio, Programme and Project Management / Weighting: 24

Quality criterion - Name: Product Features Performance Management / Weighting: 24

Price - Weighting: 40

### **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

This contract will be for a period of 60 months with an option to extend for a further 24 months.

A decision on the renewal / extension will be made before the end of the initial 60 month term.

#### **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.1.3) 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**

Details can be found within the procurement documentation

---

## **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

15 April 2021

Local time

12:00pm

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

English, Welsh

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 15 July 2021

#### **IV.2.7) Conditions for opening of tenders**

Date

15 April 2021

Local time

1:00pm

Place

Electronically via PROACTIS

Information about authorised persons and opening procedure

Electronically via PROACTIS

---

## **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**

Instructions

1. Log in to PROACTIS at <https://supplierlive.proactisp2p.com>
2. If you are already registered on the Proactis portal please Login and start at Step 14 of these instructions if not go to STEP 3
3. Click the “Sign Up” button at the bottom of the window
4. Enter your correct Organisation Name, address and Primary Contact Details. You will need to create the Organisation ID and User  
  
Name. If you have a generic email address for your organisation e.g. [tenders@xxx.co.uk](mailto:tenders@xxx.co.uk) then please use this as the primary contact email  
  
address.
5. Please make a note of the Organisation ID and User Name, then click “Register”
6. You will receive an email asking you to “Click here to activate your account”. This takes you to Enter Organisation Details.

7. Please enter the information requested, click the ">" on the screen and follow the instructions ensuring that you enter all applicable

details.

8. In the Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice.

Please ensure that the selected codes are relevant to your business to ensure that you get notification of opportunities that are of interest.

9. In the Buyers screen please select Denbighshire County Council (you may register with other organisations if you wish)

10. In the Primary Contact Details screen please ensure that all information is complete. (Please see note 4 above)

11. Accept the Terms and Conditions and then click ">". This takes you to the Welcome window.

12. In the Finish screen please enter a new password and note all your Login details for future reference.

13. Now click "Complete Registration" and you will enter the Supplier Network page.

14. On the centre of the screen click "Opportunities". This will take you to the list of current opportunities available to you.

15. Click the ">" that relates to this notice, this will take you into the PQQ or Tender Request and click "Register Interest". Note there may be several opportunities that appear on this screen, please ensure that you select the correct one.

16. In the "Your Opportunities" screen please note the closing time and date for completion of the relevant project. Please review the

"Items" tab (Tender stage only) and the Documents tab (PQQ and Tender stages) as there will be information relating to the project held

here. The Documents are accessed by clicking the down arrow underneath the General tab. Please ensure that you download all documents to your PC as you will be required to complete and upload some of them as part of your submission. There are instructions on how to complete your submission in the Guidance for Bidders document.

17. You can now either create your response", or "Decline" this opportunity



Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Details of Community Benefits can be found within the procurement documentation

(WA Ref:108996)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom