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Tender

# WFD Systems Development

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

F02: Contract notice

Notice identifier: 2024/S 000-005368

Procurement identifier (OCID): ocds-h6vhtk-043b1a

Published 19 February 2024, 12:25pm

# Section I: Contracting authority

## I.1) Name and addresses

THE WESTMINSTER FOUNDATION FOR DEMOCRACY LIMITED

Clive House,70 Petty France

LONDON

SW1H9EX

**Contact**

Systems Transformation Team

**Email**

procurement@wfd.org

**Country**

United Kingdom

**Region code**

UKI32 - Westminster

**Companies House**

02693163

**Internet address(es)**

Main address

www.wfd.org

## I.3) Communication

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

https://www.wfd.org/vacancy-supplier/invitation-tender-systems-development

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

Other activity

Democracy support

# Section II: Object

## II.1) Scope of the procurement

### II.1.1) Title

WFD Systems Development

Reference number

WFD_Ops_Systems Development

### 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

WFD is seeking a technology service provider that can partner with WFD to manage a systems transformation and design and deliver the improvements or new solutions required.

The key features of the transformation programme and target architecture will be:

• A new data strategy and single data warehouse;

• Robust requirements-gathering framework;

• Standardised application development;

• Effective change management processes;

• Redeveloped application(s) for managing new opportunities, programmes during implementation, and monitoring risks, activities, outputs, and outcomes associated across the portfolio;

• Designing and delivering a single reporting tool; and

• Developing a new contact/stakeholder management application.

Please read through the Invitation to Tender document on WFD's website for further

details on how to apply.

**II.1.5) Estimated total value**

Value excluding VAT: £50,000

**II.1.6) Information about lots**

This contract is divided into lots: No

## II.2) Description

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

- 72220000 - Systems and technical consultancy services

- 72230000 - Custom software development services

- 72260000 - Software-related services

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

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

Following a recent systems architecture review, WFD has decided to initiate a transformation programme to transition its current cloud-based corporate systems architecture powered by the Microsoft 365 platform and other external systems to a target architecture that ensures applications are able to efficiently integrate, adapt with the organisation, and provide the level of organisational reporting required at all levels. WFD is seeking a technology service provider that can partner with WFD to manage this transformation and design and deliver the improvements or new solutions required.

The key features of the transformation programme and target architecture will be:

• A new data strategy and single data warehouse;

• Robust requirements-gathering framework;

• Standardised application development;

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• Redeveloped application(s) for managing new opportunities, programmes during implementation, and monitoring risks, activities, outputs, and outcomes associated across the portfolio;

• Designing and delivering a single reporting tool; and

• Developing a new contact/stakeholder management application.

We are expecting the new target architecture to be built on the Microsoft 365 platform, including but not limited to leveraging M365 capabilities available through:

• Microsoft Power Platform, in particular PowerApps, PowerBI and Power Automate

• Azure App service

• Python

• SharePoint

• Outlook

• Dynamics Business Central

• Jet Reports

The transformation programme will adopt an incremental and agile approach and be delivered between April 2024 to September 2025.

The selected supplier will project manage each change project as part of the transformation programme, supporting/validating requirements gathering and performing all design, development, testing, and deployment tasks. A copy of the Systems Architecture Review, referenced in the 'Objective' section will be made available.

It is anticipated that the winning provider will also need to take on the ongoing maintenance and support of Microsoft Dynamics Business Central, with an initial 12 month term.

Internal change management activities will be led by nominated WFD staff, with the support of the supplier.

Please read through the Invitation to Tender document on WFD's website for further details on how to apply.

**II.2.5) Award criteria**

Cost criterion - Name: Quality of Bid document / Weighting: 15

Cost criterion - Name: Service offer and fit to specification / Weighting: 30

Cost criterion - Name: Value for money / Weighting: 30

Cost criterion - Name: Professional profile, social value, track record and experience, and references / Weighting: 25

## II.2.6) Estimated value

Value excluding VAT: £50,000

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

Start date

15 April 2024

End date

30 September 2025

This contract is subject to renewal

No

## II.2.10) Information about variants

Variants will be accepted: Yes

## II.2.11) Information about options

Options: No

# 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

Following a recent systems architecture review, WFD has decided to initiate a transformation programme to transition its current cloud-based corporate systems architecture powered by the Microsoft 365 platform and other external systems to a target architecture that ensures applications are able to efficiently integrate, adapt with the organisation, and provide the level of organisational reporting required at all levels. WFD is seeking a technology service provider that can partner with WFD to manage this transformation and design and deliver the improvements or new solutions required.

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Please read through the Invitation to Tender document on WFD's website for further details on how to apply.

**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

Open procedure

### IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

## IV.2) Administrative information

### IV.2.2) Time limit for receipt of tenders or requests to participate

Date

6 March 2024

Local time

11:59pm

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

English

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

Date

7 March 2024

Local time

12:01pm

# Section VI. Complementary information

## VI.1) Information about recurrence

This is a recurrent procurement: No

## VI.4) Procedures for review

### VI.4.1) Review body

Westminster Foundation for Democracy London

London

Country

United Kingdom