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Tender

## **ITT for a Finance System for the Royal Academy of Music**

London Universities Purchasing Consortium

F02: Contract notice

Notice identifier: 2023/S 000-007467

Procurement identifier (OCID): ocids-h6vhtk-03b2e5

Published 15 March 2023, 8:24am

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

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

London Universities Purchasing Consortium

Shropshire House, 179 Tottenham Court Road, Fitzrovia

London

W1T 7NZ

#### **Contact**

Aitor Cisneros

#### **Email**

[a.cisneros@ensemblepurchasing.ac.uk](mailto:a.cisneros@ensemblepurchasing.ac.uk)

#### **Telephone**

+44 7470159757

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**National registration number**

N/A

**Internet address(es)**

Main address

<https://www.lupc.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/81165>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=64367&B=LUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=64367&B=LUPC)

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/app/rfq/rwlenrance\\_s.asp?PID=64367&B=LUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=64367&B=LUPC)

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

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## **Section II: Object**

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

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

ITT for a Finance System for the Royal Academy of Music

Reference number

EP188

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

- 48442000 - Financial systems software package

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

Supplies

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

The Academy requires a finance system to manage which needs to meet a range of requirements to support the financial management and reporting needs of the Academy.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

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

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

- 48442000 - Financial systems software package
- 48812000 - Financial information systems

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

NUTS codes

- UKI - London

Main site or place of performance

Royal Academy of Music

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

The Academy requires a finance system to manage which needs to meet a range of requirements to support the financial management and reporting needs of the Academy. Some high level requirements for a finance system at Academy include:

- **Financial management:** The system should provide tools for managing the Academy's financial resources, including budgeting, accounts payable and receivable, general ledger, and financial reporting.
- **Integration with other systems:** The finance system should integrate with other systems used by the Academy, such as I-Trent payroll and HR system, and Quercus student record systems, to ensure data consistency and reduce data entry.
- **Grant and contract management:** The system should provide tools for managing grants and contracts, including tracking expenses and revenue, invoicing, and compliance reporting.
- **Procurement management:** The system should support procurement processes, including purchasing, vendor management, and contract management.
- **Asset management:** The system should allow the Academy to track and manage its physical assets, including equipment, vehicles, and buildings.
- **Compliance:** The system should support compliance with financial regulations and standards, such as GAAP (Generally Accepted Accounting Principles) and FASB (Financial Accounting Standards Board) guidelines.
- **Reporting and analysis:** The system should provide reporting and analysis capabilities to support decision-making and strategic planning. This includes dashboards, ad-hoc reporting, and data visualisation.
- **Security and access control:** The system should provide robust security and access controls to protect financial data and ensure appropriate access to information by authorised personnel.
- **Scalability:** The system should be scalable to accommodate the financial needs of a growing Academy, including expansion into new programs, research, and other initiatives

The successful supplier is expected to be awarded a contract 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.2.6) Estimated value**

Value excluding VAT: £200,000

### **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

Estimated 5 year contract plus 5 year extension

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

Envisaged number of candidates: 5

### **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

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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**

Restricted 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

29 March 2023

Local time

5:00pm

#### **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**

Tender must be valid until: 31 March 2023

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

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

Royal Courts of Justice

London

Country

United Kingdom