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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): ocds-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

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

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

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

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

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

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

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