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Tender

Space Management Solution

LEEDS TRINITY UNIVERSITY

F02: Contract notice

Notice identifier: 2024/S 000-008039

Procurement identifier (OCID): ocds-h6vhtk-044826

Published 13 March 2024, 1:59pm

Section I: Contracting authority

I.1) Name and addresses

LEEDS TRINITY UNIVERSITY

Brownberrie Lane, Horsforth

LEEDS

LS185HD

Contact

Lyndsay Glasper

Email

l.glasper@leedstrinity.ac.uk

Telephone

+44 1132837100

Country

United Kingdom

Region code

UKE42 - Leeds

Companies House

06305220

Internet address(es)

Main address

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

Buyer's address

<https://neupc.delta-esourcing.com/>

I.3) Communication

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

<https://neupc.delta-esourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://neupc.delta-esourcing.com/>

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

Space Management Solution

Reference number

ITS084LTU

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Leeds Trinity University is opening a new site in City and looking for a space management solution which will enable better use of space management. Phase one of this project will focus on delivering a solution for City for September 2024 but the later phases are to focus on integrating with existing solutions and implementing the solution for Horsforth campus. Enhanced space utilisation is to be achieved for phase 1 non-teaching spaces.

This procurement seeks to appoint a partner to provide a new centralised space management solution, which can integrate seamlessly with existing timetabling, outlook exchange, space booking and building management solutions, and provide a facility for staff and students to book study rooms, meeting rooms and desks.

Instructions and accessing the SQ documents:

The procurement will be conducted exclusively via the university's e-tendering website, where all documentation can be found and downloaded:

<https://neupc.delta-esourcing.com/members/leeds-trinity-university/>

Accessing an Opportunity via the university's e-tendering website:

Once you have created a supplier profile, to respond to an opportunity, click 'Response Manager' or 'View Invites and Responses'. You will then be presented with a list of all opportunities your organisation has previously worked on and will be given the option of

viewing current invites or entering the access code to begin responding to a new opportunity.

Notes:

Project: ITS084LTU Space Management Solution

Access Code: BSN9EA25PM

II.1.5) Estimated total value

Value excluding VAT: £700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE42 - Leeds

II.2.4) Description of the procurement

Leeds Trinity University is opening a new site in City and looking for a space management solution which will enable better use of space management. Phase one of this project will focus on delivering a solution for City for September 2024 but the later phases are to focus on integrating with existing solutions and implementing the solution for Horsforth campus. Enhanced space utilisation is to be achieved for phase 1 non-teaching spaces.

This procurement seeks to appoint a partner to provide a new centralised space management solution, which can integrate seamlessly with existing timetabling, outlook exchange, space booking and building management solutions, and provide a facility for staff and students to book study rooms, meeting rooms and desks.

The procurement seeks to:

- Deliver an integrated and intelligent space management system that offers the most efficient and effective use of LTU's physical spaces with a great end-user experience.
- Deliver a space management solution which can integrate with LTU's timetabling solution (currently Tribal SITS) and other space management systems where possible,

such as Rendezvous, Legend, BMS.

- Work with occupancy sensors and associated technologies to collect data for reporting and analytics purposes to help LTU make base most efficient use of its spaces
- Find a solution which will improve the efficiency of existing processes while integrating where necessary to manage spaces, initially in the City Centre Campus followed by our Horsforth campus.
- Provide a system which integrates with display units (outside of meeting rooms for example) providing real-time information about availability of that space (NB: the provision of display units is not part of this procurement).
- Secure supplier resource in the event that the University's implementation team lacks capacity or capability to deploy the system in the timescales required.

The successful supplier will be appointed on an initial contract term of 5 years, with the option to extend for 2 further periods of 12 months, subject to ongoing requirement and supplier performance.

It is expected that the top 4 suppliers from this SQ will be invited to the tender stage of the procurement. The University reserves the right to take more or less suppliers than 4, and this determination will be based on the evaluation of compliant SQ responses.

Instructions and accessing the SQ documents:

The procurement will be conducted exclusively via the university's e-tendering website, where all documentation can be found and downloaded:

<https://neupc.delta-esourcing.com/members/leeds-trinity-university/>

Accessing an Opportunity via the university's e-tendering website:

Once you have created a supplier profile, to respond to an opportunity, click 'Response Manager' or 'View Invites and Responses'. You will then be presented with a list of all opportunities your organisation has previously worked on and will be given the option of viewing current invites or entering the access code to begin responding to a new opportunity.

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Project: ITS084LTU Space Management Solution

Access Code: BSN9EA25PM

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: £700,000

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

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

1. The intended duration of the agreement is five years.
2. Following the initial term, the university reserves the right to further extend the agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

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: Yes

IV.2) Administrative information

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

Date

15 April 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

26 April 2024

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

Duration in months: 3 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

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

Leeds Trinity University

Leeds

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Country

United Kingdom