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Tender

## **Legal Case Management System**

Cumbria County Council

F02: Contract notice

Notice identifier: 2021/S 000-009174

Procurement identifier (OCID): ocds-h6vhtk-02ab47

Published 28 April 2021, 4:18pm

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

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

Cumbria County Council

Cumbria House, 107 - 117 Botchergate

Carlisle

CA1 1RD

#### **Contact**

Mrs Hayley Samson

#### **Email**

[hayley.samson@cumbria.gov.uk](mailto:hayley.samson@cumbria.gov.uk)

#### **Telephone**

+44 1228226417

#### **Country**

United Kingdom

**NUTS code**

UKD1 - Cumbria

**Internet address(es)**

Main address

<http://www.cumbria.gov.uk/>

Buyer's address

<http://www.cumbria.gov.uk/>

**I.3) Communication**

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

<https://www.the-chest.org.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.the-chest.org.uk>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Legal Case Management System

Reference number

DN540665

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

- 48000000 - Software package and information systems

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

Supplies

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

Cumbria County Council is inviting tenders from suitably qualified suppliers to provide a Legal Services document management, file management and time recording software system. To ensure that Legal Services can continue to discharge its statutory function with HMCTS, serving the organisation and the communities in Cumbria, it is critical that it can continue to practice with a case management system and provide an efficient and effective service

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

Value excluding VAT: £175,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKD1 - Cumbria

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

Cumbria County Council is inviting tenders from suitably qualified suppliers to provide a Legal Services document management, file management and time recording software system. To ensure that Legal Services can continue to discharge its statutory function with HMCTS, serving the organisation and the communities in Cumbria, it is critical that it can continue to practice with a case management system and provide an efficient and effective service.

The purpose of the software system will be to provide a comprehensive, cost effective and reliable solution. The product should be able to work on multiple devices, user friendly, adaptable to local government requirements, easily configurable and compliant to GDPR standards. In addition, integration with HMCTS online systems is now deemed essential especially in terms of operating remotely because of the pandemic, and the emergence of new remote ways of working. Now is the time to identify a new system that enables new ways of working, that not only improves our service but also enhances it whilst maintaining our access to historical live cases with a new system that is not only fit for purpose but has built in efficiencies.

The Council proposes to enter into the Contract for a maximum period of two years with a possible extension of three 12 months (2+1+1+1) with the successful Tenderer

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

Quality criterion - Name: Quality / Weighting: 65

Price - Weighting: 35

#### **II.2.6) Estimated value**

Value excluding VAT: £175,000

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

Duration in months

60

This contract is subject to renewal

No

#### **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

### **II.2.14) Additional information**

Suppliers wishing to express an interest and obtain access to the tender documents should go to [www.the-chest.org.uk](http://www.the-chest.org.uk) and click on current opportunities from the navigation area on the left of the screen. On the next screen enter the contract Reference (DN540665) in the box labelled 'contains' then click search. Click on the Blue link for the contract title to view the opportunity. To express an interest you will need to login. If you are not already registered on the [www.the-chest.org.uk](http://www.the-chest.org.uk) you will need to return to the home page and click on Register. Register FREE link in the navigation area on the left of the screen. Registration is free of charge and your username and password will be emailed to you.

Cumbria County Council is fully supportive of all aspects of diversity including ethnicity, race, religion, age, disability and sexual orientation. In this respect Cumbria County Council welcomes expressions of interest from ethnic minority, disabled and other diverse business communities and the voluntary sector. Economic operators are therefore required to fully comply with all statutory obligations/applicable legislation and there will be a requirement to participate in the Authority's supplier audits on all aspects of diversity.

The Contracting Authority expressly reserves the right:

(i) not to award any contract as a result of the procurement process commenced by publication of this notice; and

(ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates.

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## **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

1 June 2021

Local time

10:00am

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

English

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

Date

1 June 2021

Local time

10:00am

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## **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**

High Court of England

London

Country

United Kingdom