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Tender

## **Provision & Implementation of a SaaS Finance Management System**

Newport City Council

F02: Contract notice

Notice identifier: 2021/S 000-009981

Procurement identifier (OCID): ocds-h6vhtk-02ae6e

Published 7 May 2021, 2:25pm

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

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

Newport City Council

Civic Centre

Newport

NP20 4UR

#### **Email**

[procurement@newport.gov.uk](mailto:procurement@newport.gov.uk)

#### **Telephone**

+44 1633656656

#### **Country**

United Kingdom

## **NUTS code**

UKL21 - Monmouthshire and Newport

## **Internet address(es)**

Main address

[www.newport.gov.uk](http://www.newport.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0273](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0273)

## **I.3) Communication**

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.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**

Provision & Implementation of a SaaS Finance Management System

Reference number

NCC-2021-005

#### **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**

Newport City Council's current main financial (accounting) system is Oracle Financials R12 EBS which was implemented in 1996 and last upgraded in April 2013. The system consists of the following modules:

- General Ledger,
- Accounts Payables,
- Purchasing & iProcurement
- Discoverer Plus, a transactional reporting tool.

The Council also has the following standalone financial systems:

- Accounts Receivables,
- Asset Management
- Collaborative Planning Budget Management and Modelling (BMS).

The Council wishes to replace the aforementioned Oracle and standalone systems with a

fully integrated SaaS financial management system that goes 'Live' no later than the end of October 2022.

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

Value excluding VAT: £3,300,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 72263000 - Software implementation services
- 72210000 - Programming services of packaged software products
- 72267100 - Maintenance of information technology software

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

NUTS codes

- UKL21 - Monmouthshire and Newport

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

Newport City Council wishes to procure a fully integrated SaaS financial management system as a single administration module with a consistent look and feel where the successful contractor will host and maintain the servers, databases, and the code that makes up the application; patch upgrade and maintain the system; and provide cloned environments for test and training purposes.

The SaaS financial management system must as a minimum have:

- fully integrated modules with full drill to details within and across modules
- self-service processes for users via multiple devices and portals for external customers to improve efficiency and increase automation
- intuitive and configurable dashboards, enquiries and reporting functionality to encourage

and enhance user engagement

and it must also be able:

- to reduce/remove bespoke programming and reliance on IT
- to automate processes/functionality, improving efficiency and reducing manual requirements
- to meet HMRCs Making Tax Digital requirements
- provide archiving functionality without reliance on IT
- provide real time reporting for all data sources, for all data types and for all data levels plus drills to transactional data (across and between modules)
- provide flexible, user driven Management reporting to meet in house and external government requirements i.e. RO's , RA's
- have integrated document scanning linked to automated functionalities

It is essential that the system has the following financial management modules and functionality as a minimum:

- General Ledger
- Full interactive and reportable Budgeting, planning, forecasting and monitoring module (BMFP) with extensive cohesive reporting capabilities and online analysis provided against multiple hierarchical structures
- Purchasing including a link to external marketplaces and the ability to provide a complete Procure to Pay Solution
- Accounts Payable e-invoicing and integrated invoice scanning for automated invoice processing and match to PO
- Accounts Receivables including Debt Management and Debt Recovery
- Payments & Bank Reconciliation
- Asset Management
- Supplier portal

- Transactional reporting tools
- OCR scanning solution

### **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: £3,300,000

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

Duration in months

132

This contract is subject to renewal

Yes

Description of renewals

The subscription contract has an extension of up to 3 years as from October 2029 being extended on an annual basis subject to review. The duration stated in 11.2.7 includes the 3 year extension period.

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

Maximum number: 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

### **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

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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: Yes

### **IV.2) Administrative information**

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

Date

14 June 2021

Local time

4:00pm

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

30 June 2021

#### **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: 6 (from the date stated for receipt of tender)



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Tor register your company on the etenderwales portal (this is only required once)

- Browse to the eSourcing Portal: [www.etenderwales.bravosolution.co.uk](http://www.etenderwales.bravosolution.co.uk)
- Click the “Suppliers register here” link
- Agree to the terms and conditions and click “continue”
- Enter your correct business and user details
- Note the username you chose and click “Save” when complete
- You will shortly receive an email with your unique password (please keep this secure)

#### **2. Express an Interest in the Project**

- Login to the portal with the username/password
- Click the “PQQs Open to All Suppliers” link. (These are Pre-Qualification Questionnaires open to any registered supplier)
- Click on the relevant PQQ (pqq\_33106) available from 12th May 2021 to access the content.
- Click the “Express Interest” button in the “Actions” box on the page.
- This will move the PQQ into your “My PQQs” page. (This is a secure area reserved for your projects only)
- Click on the PQQ code to access the content

#### **3. Responding to the tender**

- You can now choose to “Create Response” or “Decline to Respond” (please give a reason if declining)

- You can now use the 'Messages' function to communicate with the buyer and seek any clarification
- Note the deadline for completion, then follow the onscreen instructions to complete the PQQ.
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:

- email: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

- Phone: 0800 368 4850

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

[https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=110229](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=110229)

(WA Ref:110229)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom