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Tender

## **Modernising Back Office Finance, HROD & Payroll, and Procurement (P2P) Systems**

Manchester City Council

F02: Contract notice

Notice identifier: 2023/S 000-012338

Procurement identifier (OCID): ocids-h6vhtk-03c53c

Published 28 April 2023, 3:42pm

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

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

Manchester City Council

Manchester

M60 2LA

#### **Contact**

Mr Michael Halsall

#### **Email**

[michael.halsall@star-procurement.gov.uk](mailto:michael.halsall@star-procurement.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**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**

Modernising Back Office Finance, HROD & Payroll, and Procurement (P2P) Systems

Reference number

DN666748

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

- 48000000 - Software package and information systems

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

Supplies

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

Manchester City Council requires a new Finance, HROD&T (Human Resources, Organisational Development and Transformation) system, including Payroll, and Purchase to Pay functionality. The new system will be critical in underpinning the council's continued transformation and the delivery of city's strategic vision. Through the system, the council aims for a wholesale channel shift for our employees and managers whereby they self-serve for the majority of functions and transactions. This will in turn enable staff to focus on higher value adding activities, improving efficiency and user experience, and ultimately, the services to Manchester residents.

The successful supplier must be able to provide a cloud-based Software as a Service (SaaS) product. MCC is willing to consider both Integrated ERP systems and combined bids for fully integrated "Best of Breed" (BoB) systems to deliver the requirements outlined, following the key principle of adopting the technology and not adapting for localised requirements.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKD3 - Greater Manchester

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

This procurement uses the competitive procedure with negotiation process. This is summarised as follows:

1. An initial Request to Participate stage (i.e. the current stage). This is a shortlisting stage comprising a Standard Questionnaire (SQ) and Additional Qualifying Questions. The returned documents will be evaluated, and a shortlist identified comprising up to 6 (six) of the top scoring Applicants based on the scored selection criteria who have passed the pass / fail criteria and sections of the RtP will be invited to submit initial tenders.
2. The shortlisted Applicants will be pulled through to an online supporting evidence questionnaire on the Chest, the North West's Local Authority Procurement Portal where they will upload certificates and evidence to support their SQ responses.
3. Once the evidence has been checked and validated the shortlisted Applicants will then receive an Invitation to Submit Initial Tenders (ITT) making them ("Bidders"). A draft of the ITT documentation has been issued at this RtP stage, this is for information only and is subject to change.
4. Following evaluation of Initial Tenders, we reserve the right to award the contract at this stage. Therefore, we expect Bidders to submit their most competitive offers in their Initial Tenders.
5. If we do not exercise our discretion to award as in D above, the top scoring 3 (three) Bidders will be invited to negotiate their Initial Tenders.
6. The purpose of the negotiation meetings will be to allow the Council and each applicant to discuss and comment on the relevant Initial Tender and explore ways to improve the Initial Tender, to align the Bidder's offer more closely to the Council's requirements for the project as set out in ITT Instructions document. The Council currently anticipates a mixture of quality/functionality, financial, social value, and legal aspects.
7. We reserve the right to hold a different number of meetings with each bidder so as to reflect the levels of progress made and negotiations with each bidder. In determining the number of meetings with each bidder, we will ensure fairness and equal treatment of bidders.
8. We reserve the right to further refine and reduce the number of bidders for negotiations throughout, and on multiple occasions. In doing so, we will inform all remaining bidders of

the intention to conclude the current negotiation round and invite Further Tenders. Further tenders will be evaluated and will be subject to negotiations. These rounds of tenders and negotiations may continue until we decide to conclude negotiations.

9. When we decide to conclude negotiations, we will inform all remaining bidders of the official closure of negotiations and call for submission of Final Tenders.

10. Following evaluation of Final Tenders, we will make an award decision.

The services required include:

- A Cloud/SaaS Platform covering Finance, HR, Payroll and Procurement Purchase to Pay (P2P) (henceforth known as the 'Cloud Platform').
- Engaging with a supplier and/or an implementation partner to implement the Cloud Platform covering Finance, HR, Payroll & Procurement (Purchase to Pay).
- Management of Data Migration and archiving.
- The provision of Support, Training and Change Management.

The procurement documentation provides further details of the requirements and how to respond. Please note the council places strong importance on the delivery of social value and becoming carbon net-zero, which is reflected in the scoring criteria.

The estimated total value of this procurement is between £3,000,000 and £5,000,000

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

Cost criterion - Name: Pricing / Weighting: 20

Cost criterion - Name: Quality - Technical / Weighting: 50

Cost criterion - Name: Social Value / Weighting: 20

Cost criterion - Name: Carbon Neutral and Environmental / Weighting: 10

## **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

The term of the Contract will be for an initial implementation period followed by a period of 5 years post implementation.

There will be an option to extend for a period or multiple periods of up to 5 years in total.

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

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

Information contained within Tender pack

**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**

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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

30 May 2023

Local time

11:00am

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

English



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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Manchester City Council

Manchester

M60 2LA ·

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

High Court of England and Wales Royal Courts of Justice

London

WC1A 2LL

Country

United Kingdom