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Tender

## **South Cambridgeshire District Council - Income Management System**

South Cambridgeshire District Council  
Cambridge City Council  
Huntingdonshire District Council

F02: Contract notice

Notice identifier: 2024/S 000-013417

Procurement identifier (OCID): ocids-h6vhtk-045513

Published 25 April 2024, 12:05pm

The closing date and time has been changed to:

**8 July 2024, 1:00pm**

See the [change notice](#).

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

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

South Cambridgeshire District Council

South Cambridgeshire Hall, Cambourne Business Park

Cambourne

CB23 6EA

#### **Contact**

Mr Sean Missin

#### **Email**

[sean.missin@scambs.gov.uk](mailto:sean.missin@scambs.gov.uk)

**Telephone**

+44 1954713378

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.scambs.gov.uk>

Buyer's address

<https://www.scambs.gov.uk>

**I.1) Name and addresses**

Cambridge City Council

The Guildhall, Peas Hill

Cambridge

CB2 3QJ

**Contact**

Jane Whiteman-Turl

**Email**

[jane.whiteman-turl@cambridge.gov.uk](mailto:jane.whiteman-turl@cambridge.gov.uk)

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.cambridge.gov.uk/>

**I.1) Name and addresses**

Huntingdonshire District Council

Pathfinder House, St Mary's Street

Huntingdon

PE29 3TN

**Contact**

Sarah Youthed

**Email**

[sarah.youthed@huntingdonshire.gov.uk](mailto:sarah.youthed@huntingdonshire.gov.uk)

**Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.huntingdonshire.gov.uk/>

**I.2) Information about joint procurement**

The contract involves joint procurement

The contract is awarded by a central purchasing body

### **I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=f0ca54ac-59fe-ee11-812a-005056b64545>

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/Advert/Index?advertId=f0ca54ac-59fe-ee11-812a-005056b64545>

### **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**

South Cambridgeshire District Council - Income Management System

Reference number

DN720414

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

- 72210000 - Programming services of packaged software products

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

Services

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

South Cambridgeshire District Council (SCDC) is leading on a joint procurement exercise for a new Income Management System with Cambridge City Council (CCC) and Huntingdonshire District Council (HDC).

The procurement scope includes the following elements to provide a new Income Management System:

Core Services – this includes managing all the income services from across all 3 Council's such as card payments, web services payments, integrated telephone payments (with our telephony provider – Content Guru) and integration with other systems within our authorities that are handling payment transactions (our main finance systems).

This contract is for an initial 5-year term with the option to extend every 2-years for a further 21-years at the discretion of the Buyer and Cluster Members. For more information please see: <https://procontract.due-north.com/Advert?advertId=f0ca54ac-59fe-ee11-812a-005056b64545&fromRfxSummary=True&rfxId=1ab8c9b8-5afe-ee11-812a-005056b64545>

The Councils will be undertaking a Find a Tender Service (FTS) open procedure compliant with the Public Contracts Regulations 2015. The estimated contract value for FTS is in the range of £13M to £22M over the entire contract term. Please note these figures are to comply with the 2015 Regulations and is not a guarantee of income for a supplier if a contract were to be awarded as a result of this procurement.

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

Value excluding VAT: £22,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**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

This contract is for an initial 5-year term with the option to extend every 2-years for a further 21-years at the discretion of the Buyer and Cluster Members.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

This contract is for an initial 5-year term with the option to extend every 2-years for a further 21-years at the discretion of the Buyer and Cluster Members.

**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**

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**

Originally published as:

Date

28 May 2024

Local time

1:00pm



Changed to:

Date

8 July 2024

Local time

1:00pm

See the [change notice](#).

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

English

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

Date

28 May 2024

Local time

2:00pm

Place

Via teams with project team. Staff/Consultancy only.

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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**

South Cambridgeshire District Council

South Cambridgeshire Hall, Cambourne Business Park

Cambourne

CB23 6EA

Email

[sean.missin@scambs.gov.uk](mailto:sean.missin@scambs.gov.uk)

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