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Planning

Accounts Payable Duplicate Payments & Audit Software System Procurement

HAMPSHIRE COUNTY COUNCIL

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-014220

Procurement identifier (OCID): ocds-h6vhtk-03cd8f

Published 18 May 2023, 3:46pm

Section I: Contracting authority

I.1) Name and addresses

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238ZB

Contact

Emma Tyler

Email

emma.tyler2@hants.gov.uk

Country

United Kingdom

Region code

UKJ3 - Hampshire and Isle of Wight

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/hampshire.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/hampshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Accounts Payable Duplicate Payments & Audit Software System Procurement

Reference number

CR19403

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

Hampshire County Council is preparing to run a procurement for an Accounts Payable Duplicate Payments & Audit Software System. This Prior Information Notice is to alert the market that this requirement will be published shortly.

HCC anticipates the procurement timetable to be as follows:

Publication of ITT June 2023

Evaluation and Moderation August 2023

Award of contract September 2023

This is an estimated timetable and subject to change.

The HCC Finance team require a Commercial Off the Shelf (COTS) product which will not require significant development or customisation by the client or the supplier to meet the requirements.

II.1.5) Estimated total value

Value excluding VAT: £490,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72268000 - Software supply services
- 72500000 - Computer-related services

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

II.2.4) Description of the procurement

Hampshire County Council is planning to run a procurement for an Accounts Payable Duplicate Payments and Audit Software System to replace their current system.

The HCC Finance team require a Commercial Off the Shelf (COTS) product which will not require significant development or customisation by the client or the supplier to meet the requirements.

The Hampshire County Council Accounts Payable Team process over 950,000 transactions every year on behalf of the Authority and other entities. The team currently use a service that provides software to audit the finance system to discover duplicate payments. This information is used to prevent potentially fraudulent transactions and error from suppliers. The Authority is looking to procure a replacement system which includes software licences for 15 users, support, maintenance and training.

The Authority requires the new system to check whether VAT has been charged correctly and a system that can perform an audit of transactions undertaken by the HCC Finance System.

The system should:

- Be fully supported and maintained by the application provider between 8am and 5pm, Monday to Friday.
- Have an agreed SLA to underpin the provision of the service.
- The current number of transactions is circa 950,000 per year, but the system must have the ability to increase to 1.25M transactions per year and also have the ability to cater for

double the current volume of transactions should HCC require this during the contract term.

- HCC currently processes 60,000 supplier records to ascertain if there is missing or incorrect data in the Master Supplier File. The system must have the scope to process double the number of supplier records should HCC require this during the contract term.
- have the ability to increase the number of entities where further onboarding takes place during the contract term. HCC currently provides services to 5 entities.
- Be able to provide Standard Report Templates
- have the ability to enable HCC to customise its own reports.
- Provide a configurable Dashboard.
- Allow Data Capture category headings to be defined and amended by HCC.
- Provide reports in a range of formats including Excel and PDF;
- Provide Trend analysis reports across all services.
- Identify potential duplicate payments on all invoice document types on a daily basis
- Check for spikes and sequencing
- The system must have the ability to facilitate Role Based Access
- Integrate with SAP ERP via flat CSV or XML file format
- Provide training for users of the system together with documentation and a level of support and guidance throughout the contract term
- Have the ability to check for common fraud indicators such as invalid email addresses, invalid VAT registration and invalid bank account details

If you are interested in this requirement, please register for the Hampshire County Council's Tendering Portal In-Tend <https://www.in-tendhost.co.uk/hampshire.aspx/home> - registration is free.

Once registered on In Tend you will be able to access a copy of the Cloud Security Questionnaire which will be included as part of the published ITT. This document is for information only at this stage. Acceptance of these cloud security requirements will be mandatory as part of the ITT exercise.

If you have any questions regarding this PIN notice, please send correspondence via In-Tend.

Logging into In-Tend (once registered)

- to view this opportunity please click on "Tenders" then "Current" and then scroll down to the project.
- select "View Details" on the relevant opportunity
- click the "Express Interest" tab

When the tender updates and documents are issued, if you have registered an interest, you will be notified by In-Tend.

II.3) Estimated date of publication of contract notice

26 June 2023

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No