

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/014432-2021>

Tender

Digital Workplace and EDM Solution

Southway Housing Trust

F02: Contract notice

Notice identifier: 2021/S 000-014432

Procurement identifier (OCID): ocds-h6vhtk-02bfd3

Published 24 June 2021, 4:15pm

Section I: Contracting authority

I.1) Name and addresses

Southway Housing Trust

Southern Gate, 729 Princess Road

Didsbury

M20 2LT

Contact

Email or Phone

Email

chris.shaw@shawc.co.uk

Telephone

+44 07722067596

Country

United Kingdom

NUTS code

UKD33 - Manchester

Internet address(es)

Main address

<https://www.southwayhousing.co.uk/>

Buyer's address

<https://www.shawc.co.uk>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Didsbury:-IT-services:-consulting%2C-software-development%2C-Internet-and-support./C2DSD223FK>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Digital Workplace and EDM Solution

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

This procurement is focussed on extending the use of Microsoft 365 to implement a “Digital Workplace” environment that capitalises on 365 functionality to develop a more efficient working environment through a centralised platform for information, communication, and collaboration. Southway has identified key areas of focus to be (i) and effective Intranet that is the hub of working activities, (ii) effective document management.

II.1.5) Estimated total value

Value excluding VAT: £1

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD33 - Manchester

Main site or place of performance

Manchester

II.2.4) Description of the procurement

The core objectives for Microsoft 365 have been identified as needing to replace three existing projects that were already under review prior to considering Microsoft 365. The first two of these projects will create the framework for delivering future efficiencies which Southway see as their Digital Workplace, and will result in an effective Intranet and Document Management platform. In short, these initial objectives are:

?Objective 1 - Intranet replacement.

?Objective 2 - Document Management – General business needs.

The third requirement is an existing business efficiency project that merges well into the 365 project utilising the 365 framework to deliver more effective financial management processes across the business.

?Objective 3 – Invoice Automation – Finance Process Enhancement.

Such environments could be described as many things by suppliers and customers; however, for the purpose of this tender, we will refer to Southway's desired environment as "Digital Workplace".

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Annual renewals for up to 5 years.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Educational and professional qualifications required:

?the supplier's proposed project managers must be certified in an internationally recognised project management methodology e.g. PRINCE2, Agile.

?your organisation must be ISO9001:2015 certified or have an equivalent quality management system.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Finance Checks and Insurance Levels as detailed below:

Minimum level(s) of standards possibly required

FINANCE CHECKS

The minimum level of economic and financial standing and / or the minimum financial threshold will be assessed by Southway by performing a Dun & Bradstreet check, an 'Overall Business Risk' score of 'Moderate', 'Low Moderate', or 'Low' will be classed as a pass; a score of 'Moderate-High' or 'High' will be classed as a failure.

INSURANCE LEVELS

Must self-certify that you have or will obtain before the contract commences the following insurance levels:

?Employer's (Compulsory) Liability Insurance = £10 million.

?Public Liability Insurance = £10 million.

?Professional Indemnity Insurance = £10 million

III.1.3) Technical and professional ability

List and brief description of selection criteria

There are a number of technical pass / fail requirements detailed in the SSQ and these are detailed below:

Minimum level(s) of standards possibly required

Microsoft Gold Partner

Microsoft SharePoint Services Gold Partner

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: No

IV.2) Administrative information

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

Date

30 July 2021

Local time

5:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

2 August 2021

Local time

9:00am

Place

Virtually

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Didsbury:-IT-services:-consulting%2C-software-development%2C-Internet-and-support./C2DSD223FK>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/C2DSD223FK>

GO Reference: GO-2021624-PRO-18452380

VI.4) Procedures for review

VI.4.1) Review body

Southway Housing Trust

Southern Gate, 729 Princess Road

Didsbury

M20 2LT

Country

United Kingdom