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Tender

NELCSU-Consulting Resource Management System

NHS Commissioning Board (on behalf of NEL CSU)

F02: Contract notice

Notice identifier: 2021/S 000-015771

Procurement identifier (OCID): ocds-h6vhtk-02c50d

Published 7 July 2021, 7:20pm

Section I: Contracting authority

I.1) Name and addresses

NHS Commissioning Board (on behalf of NEL CSU)

Clifton House, 75-77 Worship Street

London

EC2A 2DU

Contact

Taofeeq Ladega

Email

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Telephone

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Country

United Kingdom

NUTS code

UKI - London

Internet address(es)

Main address

www.nelcsu.nhs.uk

Buyer's address

www.nelcsu.nhs.uk

I.3) Communication

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

<https://procontract.due-north.com/Advert?advertId=efca5756-d3dd-eb11-810d-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?advertId=efca5756-d3dd-eb11-810d-005056b64545>

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

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

NELCSU-Consulting Resource Management System

Reference number

PRJ-1041

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

NHS Commissioning Board (on behalf of NEL CSU) (NEL hereafter referred to as "the Authority") is seeking to commission a software system capable of managing the allocation of consultant staff time to individual projects which are being delivered to our clients in exchange for a fee.

The Authority wishes to receive responses to the ITT from suitably qualified and experienced Providers with the necessary capacity and capability (or a demonstrable ability to provide the necessary capacity and capability within the requisite timescale, which is notified to Potential Bidders in the ITT) to provide the range of Services as set out in the ITT Document in a safe and effective manner subject to any conditions specified in the Contract or any tender documents issued in connection with the Procurement.

The successful bidder will be expected to manage a safe and effective transfer from the existing contract to the new Contract, ensuring that there is no deterioration in performance following transfer (where required).

The total value of the contract over the three years is a

£371,000 inclusive of VAT and the contract duration will be three years: one year with the option to renew for year two and year three (at the discretion of the Authority)

The contract will commence on 31 October 2021

II.1.5) Estimated total value

Value excluding VAT: £309,167

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

II.2.4) Description of the procurement

NHC currently employs around 120 consultant staff, although this number will increase. At the start of the contract we intend to buy sufficient licences for 150 users. We are considering extending the system to a related department when the contract begins which would increase the initial number of users to around 270. There is a strong possibility that the number of system users will increase over the period of the contract. In the price section we have asked for bidders to indicate the price for increasing the number of users up to 380 users.

In a year the NHC has up to 400 projects of which around 70 are live or in the pipeline at any given time. The primary need is for a system that:

- Maintains a record of the projects that are currently live or in pipeline
- Maintains a record of the staff, their skills and availability
- Shows the resource requirements of each project and how staff have been allocated
- Shows the income that each project is likely to earn
- Highlights projects that running behind or ahead of their planned resource consumption
- At the end of the project the system indicates the amount that should be charged to the client.

Most projects are sold on a time and materials basis, so the value of the project quoted and the final amount charged are dependent upon the time that consultants record against each project. However some projects (and occasionally part of a contract) can be sold on a fixed price and the system will need to be flexible enough to cope with this.

It is common for projects to be extended with the extension recorded as a new project but "linked" to the parent in such a way that it is easy to consolidate information to see the whole project. Another common occurrence is for some projects to be created as sub-projects of a larger "call-off" contract.

The system should be able to produce a range of management reports showing:

- The availability of consultants currently and into the future
- The resource requirements of projects both met and un-met
- The performance of individual projects comparing planned resources with actual
- Timesheet information about each individual

The CSU operates a financial year from April to March. The system should be able to report on activity within the financial year and by calendar month.

The CSU operates a number of reporting systems for the whole organisation which NHC must contribute data to such as an income database (that feeds the ledger) and a workforce system. This system will need to be able to mirror many of the fields in these systems to ease the transfer of information across.

This system will replace one currently commissioned from CMAP, where the three-year contract is coming to an end. As the contract ends mid-way through a financial year it is vital that there is no disruption to normal business. We would expect the bidder to indicate how legacy data from CMAP can be migrated into the new system.

For the purposes of this tender, NEL will be referred to as the Authority (on behalf of NHS England who is the formal legal entity for NEL as a hosted body).

This ITT Guidance document relates to the Authority's procurement of Consulting Resource Management System via the NHS Terms and Conditions for the Provision of Services ("the Procurement") and should be read in tandem with the accompanying schedules forming the ITT as a whole - see section 3.4 below.

NEL CSU is a branch of NHS England. Legislation currently planned to go through Parliament this year will reorganise much of the NHS in April 2022. CSUs are not directly affected by the (draft) legislation, however there remains a possibility that CSUs will be restructured as a

consequence of changes elsewhere in the system.

Because of this uncertainty the contract length will be for a maximum of three years: one year with the option to renew for year two and year three (at the discretion of the Authority). It is envisaged that all services within the scope of the new contract will have commenced operation by 31 October 2021.

The Contract is expected to commence on 31 October 2021, with the deadline for delivery the service 30 October 2024.

Bidders are requested to review the contents of the ITT guidance document carefully, register their organisation, and express their interest in the ITT via the e-tendering portal (ProContract). ITT documentation can be accessed following initial registration and expression of interest via the e-tendering portal:

<https://proContract.due-north.com/register>

Any reference to "the e-tendering portal" should be considered reflective of the above web address.

The ITT has been issued through the e-tendering portal. All Bidders wishing to participate must complete and submit Bids that comply with the requirements set out in the ITT document. Bidders are required to complete the Bid Response Document (ITT Document 9) and upload it and any attachments as indicated, onto the e-tendering portal before the deadline for submission of bids specified in the ITT document.

The advertisement on Procontract Portal can be accessed by
(<https://procontract.due-north.com/Advert?advertId=efca5756-d3dd-eb11-810d-005056b64545>)

The deadline for the submission of the ITT is Tuesday 06 August 2021 at 12:00

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: £309,167

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Three years: one year with the option to renew for year two and year three (at the discretion of the Authority).

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

Date

6 August 2021

Local time

12:00pm

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)

IV.2.7) Conditions for opening of tenders

Date

6 August 2021

Local time

1:00pm

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

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Waterloo, London

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