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Tender

## **Financial Management System**

Derby City Council

F02: Contract notice

Notice identifier: 2021/S 000-016075

Procurement identifier (OCID): ocds-h6vhtk-02c63d

Published 9 July 2021, 1:03pm

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

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

Derby City Council

Corporation Street

Derby

DE12FS

#### **Contact**

Andrew Grover

#### **Email**

[procurement@derby.gov.uk](mailto:procurement@derby.gov.uk)

#### **Telephone**

+44 1332643270

## **Country**

United Kingdom

## **NUTS code**

UKF11 - Derby

## **Internet address(es)**

Main address

[www.derby.gov.uk](http://www.derby.gov.uk)

Buyer's address

[www.eastmidstenders.org](http://www.eastmidstenders.org)

## **I.3) Communication**

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

[www.eastmidstenders.org](http://www.eastmidstenders.org)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.eastmidstenders.org](http://www.eastmidstenders.org)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.eastmidstenders.org](http://www.eastmidstenders.org)

## **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**

Financial Management System

Reference number

TD1769 (DN553358)

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

- 48400000 - Business transaction and personal business software package

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

Supplies

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

Derby City Council (the Council) is undertaking this procurement (on behalf of the Council, Derby Homes Limited (the Council's Arm's Length Management Organisation), and schools within the Derby City Council's boundaries to establish a contract for a Financial Management System

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

Value excluding VAT: £3,320,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 72212400 - Business transaction and personal business software development services

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

NUTS codes

- UKF11 - Derby

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

Derby City Council (the Council) is undertaking this procurement (on behalf of the Council, Derby Homes Limited (the Council's Arm's Length Management Organization), and schools within the Derby City Council's boundaries to establish a contract for a Financial Management System which delivers the following functions: Budget setting and forecasting, Management Accounts and statement of accounts, Capital Accounting,

Procurement to Pay, Accounts Receivable and Recovery,

Cash Management, and Reporting

The procurement process adopted by the Council is a Competitive Procedure with Negotiation in accordance with Regulation 29 of the Public Contracts Regulations 2015. In brief, the process will be as follows.

Organisations can make an Expression of Interest (EOI) to become Bidders. All organisations that make an EOI will have access to and submit a response to the Invitation to Submit Initial Tender (ISIT) documents.

An examination will be made to establish the completeness of submitted ISIT Bids. The Council reserves the right to disqualify any Bid which is incomplete.

Complete ISIT Bids will initially be evaluated to ensure that all the stated essential qualifying criteria will be met.

All Bids which meet the essential qualifying criteria will be evaluated in full against the award criteria - this is explained in further detail on the following pages

A maximum of 4 shortlisted Bidders, those which scored highest for their ISIT Bids, will be invited to receive a final specification and Invitation to Submit Final Tenders (ISFT) with a period of negotiation, and submit a response

An examination will be made to establish the completeness of submitted Bids. The Council reserves the right to disqualify any Bid which is incomplete

Complete Bids will be evaluated in full against the award criteria

A standstill period will be followed after intention to award to the highest scoring Bid.

The initial contract period is 5 years; the contract is estimated to commence January 2022 and expire December 2026. There will be an option to extend the contract by a further period or periods of up to 5 years subject to satisfactory performance and business needs. The maximum contract period is 10 years.

There is a maximum budget of £1,500,000 for the costs associated with initial deployment of the solution, this includes: licenses; interfaces; implementation partner costs; data extraction and loading of data from the current solution; and £180,000 per annum for the first five years of the contract for operating costs including, but not limited to, the associated infrastructure to host the service (whether Council hosted or otherwise); support and maintenance; and any required upgrades.

Please note, suppliers wishing to express interest and obtain the documentation, must do so by 23:59 on 09/08/2021. It is recommended that you express an interest and obtain the documentation well before this time to allow sufficient time to prepare and submit a comprehensive response. The deadline for returns is 10:00 on 19/08/2021. Please visit the Council's e-tendering system <https://www.eastmidstenders.org> where you can express interest and obtain the documents. Please note we will only accept expressions of interest through the e-tendering system. Please search for TD1769.

### **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: £3,320,000

### **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 contract will be replaced on expiry i.e. a replacement notice would be published in an estimated 60 to 120 months time.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: Yes

#### Description of options

Software - 60 months initial, options to extend by up to an additional 60 months.

Implementation Services - (estimated) 15 months initial, options to extend by up to an additional 12 months.

#### **II.2.14) Additional information**

Conditions relating to environmental and social requirements of the contracting authority may be included in this contract. Please refer to the Procurement Documents

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## **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

Please refer to the procurement documents

#### **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.2.2) Contract performance conditions**

Conditions relating to environmental and social requirements of the contracting authority may be included in this contract. Please refer to 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

19 August 2021

Local time

10:00am

#### **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)



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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

### VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### VI.3) Additional information

This tender is being managed electronically. Please go to [www.sourcederbyshire.co.uk](http://www.sourcederbyshire.co.uk) and look for the contract advert under 'live contracts' section, select the relevant contract notice. Select the 'apply online' link in the bottom right hand corner of the contract notice. This will transfer you to the Council's e-tendering system at <https://www.eastmidtenders.org> where you can express interest and obtain the documents. To access the tender documentation and to be able to submit your response, you must first register your organisation on EastMids Tenders (unless you have done this previously).

Please note we will only accept expressions of interest/tender returns through the East Mids Tenders e-tendering system.

To register:

On the opportunities portal home page (<https://www.eastmidtenders.org>) there is an option to 'Register' link in the top right hand corner of the screen, click this to begin the registration process, which is step by step where you need to enter your details and your own company's details. Further information can be found in the user guide 'how to do business on the portal' which can be found in the 'Help' section at the top right of the homepage. Once you have received the 2 system generated emails confirming your user name and password you can search for new opportunities from the supplier home page.

To search:

On the opportunities portal home page (<https://www.eastmidtenders.org>), click on 'view opportunities'. On the 'Find Opportunities' page you can narrow your search. The 'Organisation' field allows the organisation you are searching on to be chosen. Click the

arrow to bring a drop down menu displaying the various organisations. Select 'Derby City Council', then click on the 'Update' button to return the results. This will then return all the opportunities that are applicable to Derby City Council. You can narrow the search further using the 'keyword' option. To view the further details of the opportunity, click the corresponding contract title and click on the login and register interest button and login to the East Mids tenders system to start the tender process. The East Mids tenders system is a very secure site and is simple to use. However, if this is the first time you will be using the system for submitting documents you should read the comprehensive Pro-contract reference guides which will provide the guidance required by clicking the 'Help' icon that is located on the home page on the top right of the East Mids tenders system.

Once you have registered your interest, the tender information will be moved to, and can be found on, the 'My Opportunities' page on the East Mids tenders page once you are logged in. You will be able to view and download the documents for completion, along with instructions on how to make a submission.

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

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

Derby City Council

The Council House, Corporation Street

Derby

DE1 2FS

Email

[procurement@derby.gov.uk](mailto:procurement@derby.gov.uk)

Telephone

+44 1332640768

Country

United Kingdom

Internet address

[www.derby.gov.uk](http://www.derby.gov.uk)

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar day standstill period following electronic notification to tenderers of the award decision. This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Si 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.