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Tender

## **ID 3283845 DfE - Invest NI -Configuration of Microsoft 365 SharePoint as an Enterprise Content Management Solutions (ECM) Implementation Services, Add-ons and Support**

Invest NI

F02: Contract notice

Notice identifier: 2021/S 000-016674

Procurement identifier (OCID): ocds-h6vhtk-02c894

Published 15 July 2021, 7:14pm

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

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

Invest NI

Bedford Square, Bedford Street

BELFAST

BT2 7ES

#### **Contact**

SSDAdmn.CPDfinance-ni.gov.uk

#### **Email**

[SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

**I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

ID 3283845 DfE - Invest NI -Configuration of Microsoft 365 SharePoint as an Enterprise Content Management Solutions (ECM) Implementation Services, Add-ons and Support

Reference number

ID 3283845

#### **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**

Invest NI require the configuration of their existing Microsoft 365 as a core Enterprise Content Management solution to replace its current EDRMS Meridio and other legacy shared drives. The Contractor will be responsible for:

- Providing implementation services (design, supply, installation, implementation, migration, configuration and testing of the solution), add-ons (if applicable) and support that meet the requirements of Invest NI as detailed in this specification.
- Configuration and implementation of records management processes and workflows.
- Redesign of information architecture and security model.
- Ensuring the solution implemented is efficient, secure and effective to get the best use of the implemented technology.
- Ensuring data can be made accessible outside of UK and European Economic Area (EEA) in a secure manner in compliance with GDPR.
- Provision of detailed documentation to Invest NI describing the configuration of the solution.
- Providing industry expertise to Invest NI and keeping abreast of technology changes over the contract period.
- The provision of admin and super user training to enable effective management and usage of the solution; and
- The provision of maintenance and support for the solution throughout the life of the contract.

Tenderers should refer to the document entitled “ID 3283845 –Schedule 1 – Specification Schedule” for full details of Invest NI’s requirement.

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

Value excluding VAT: £994,632

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

This contract is divided into lots: No

## **II.2) Description**

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

- 72200000 - Software programming and consultancy services
- 72210000 - Programming services of packaged software products
- 72212000 - Programming services of application software
- 72212780 - System, storage and content management software development services
- 72212783 - Content management software development services
- 48000000 - Software package and information systems
- 48780000 - System, storage and content management software package
- 48783000 - Content management software package

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

NUTS codes

- UKN - Northern Ireland

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

Invest NI require the configuration of their existing Microsoft 365 as a core Enterprise Content Management solution to replace its current EDRMS Meridio and other legacy shared drives. The Contractor will be responsible for:

- Providing implementation services (design, supply, installation, implementation, migration, configuration and testing of the solution), add-ons (if applicable) and support that meet the requirements of Invest NI as detailed in this specification.
- Configuration and implementation of records management processes and workflows.
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- Ensuring the solution implemented is efficient, secure and effective to get the best use of the implemented technology.
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- Provision of detailed documentation to Invest NI describing the configuration of the solution.
- Providing industry expertise to Invest NI and keeping abreast of technology changes over the contract period.
- The provision of admin and super user training to enable effective management and usage of the solution; and
- The provision of maintenance and support for the solution throughout the life of the contract.

Tenderers

should refer to the document entitled “ID 3283845 –Schedule 1 – Specification Schedule” for full details of Invest NI’s requirement.

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

Quality criterion - Name: Qualitative Criteria / Weighting: 35

Cost criterion - Name: Cost / Weighting: 65

#### **II.2.6) Estimated value**

Value excluding VAT: £994,632

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

This contract will potentially be due to be re-procured after the initial contract period or following any extension periods.

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

Variants will be accepted: No

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

Options: Yes

Description of options

This contract will be for an initial period of 42 months . There will be an option to extend the contract for up to a further 4 periods as follows: 3 years + 3 years + 2 years + 1 year.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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

The estimated value of this contract is in the range of £995,000 to £3,000,000 (over the full 12 years 6 month period). Invest NI currently have in place business case approval for the initial contract period of 42 months.

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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**

Date

25 August 2021

Local time

3:00pm

#### **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**

Tender must be valid until: 23 December 2021

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

Date

25 August 2021

Local time

3:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This contract will be for an initial period of 42 months. There will be an option to extend for 4 further periods as follows: 3 years + 3 years + 2 years + 1 year. This procurement will be due to be re procured after the initial contract period and or following the uptake of extension options.

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

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

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015

United Kingdom

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.