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Tender

## **Accounts Payable Duplicate Payments & Audit Software System Procurement**

HAMPSHIRE COUNTY COUNCIL

F02: Contract notice

Notice identifier: 2023/S 000-017184

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

Published 16 June 2023, 12:36pm

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

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

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238UJ

#### **Email**

[Procurement.Support@hants.gov.uk](mailto:Procurement.Support@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

Tenders or requests to participate must be submitted electronically via

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

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

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

**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**

Accounts Payable Duplicate Payments & Audit Software System Procurement

Reference number

CR19403

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

- 72260000 - Software-related services

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

Services

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

The Accounts Payable Team process over 950,000 transactions every year on behalf of the Authority and other entities. The team currently use a software package to audit the finance system to discover duplicate payments and uses this information to prevent potentially fraudulent transactions and claw back payments made in error from suppliers. The Authority is looking to procure replacement COTS software licences, including support, maintenance and training. HCC is not looking for an outsourced duplicate payment and audit service - this activity is to be kept in-house.

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

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

Please refer to the ITT documents on our procurement portal

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

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

A duplicate and fraudulent payment auditing COTS software system is in scope of this contract. HCC is not looking for an outsourced duplicate payment and audit service - this activity is to be kept in-house.

HCC is looking to contract for a period of 3 years with optional extensions of 4 x 12 month periods up to a total contract term of 7 years.

The Authority requires a COTS solution which has a product lifecycle/road map that supports this contract term and must allow HCC the option to take up additional features/improvements during the contract term.

Support and maintenance of the system is in scope of this contract.

HCC wishes to procure 15 licences initially, but there needs to be scope to increase the number of licences to at least 20 if required during the contract term.

The current number of transactions is circa 950,000 per year, but the system must have the ability to increase to 1.5M 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.

The system must have the scope to process double the number of supplier records should HCC require this during the contract term.

HCC must have the ability to increase the number of entities where further onboarding takes place during the contract term.

The system and the HCC data held within it must be hosted in the UK or the EEA and must not be transferred or processed outside the UK or EEA.

The system must be implemented and be operational by the 30 November 2023.

#### **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: £490,000

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

Start date

21 August 2023

End date

20 August 2026

This contract is subject to renewal

Yes

Description of renewals

The contract will have options to extend on an annual basis for a four year period after the initial three year term.

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

Variants will be accepted: No

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

Options: No

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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

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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: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-014220](#)

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

Date

14 July 2023

Local time

2:00pm

#### **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: 3 (from the date stated for receipt of tender)

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

Date

14 July 2023

Local time

3:00pm

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## **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**

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom