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Tender

## **Supply of a Finance Management System**

Worthing Homes Limited

F02: Contract notice

Notice identifier: 2022/S 000-017435

Procurement identifier (OCID): ocds-h6vhtk-034ac0

Published 27 June 2022, 9:30am

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

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

Worthing Homes Limited

Davison House, North Street

Worthing

BN11 1ER

#### **Contact**

Neville Brown

#### **Email**

[neville.brown@itica.com](mailto:neville.brown@itica.com)

#### **Telephone**

+44 7771810621

#### **Country**

United Kingdom

**NUTS code**

UKJ27 - West Sussex (South West)

**Internet address(es)**

Main address

[www.worthing-homes.org.uk](http://www.worthing-homes.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA20962](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA20962)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Supply of a Finance Management System

#### **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**

1. Supply and implementation of software covering all aspects of financial operations, including a P2P offer and Expense management
2. Provision of qualified project and technical resource to deliver the solution, including design and deployment, as well as support for data migration, testing and training
3. Support for process optimisation and supplying the required interfaces to Worthing Homes's other systems
4. Support and maintenance, including hosting of the service
5. Ongoing development of the software

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

Value excluding VAT: £600,000

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

This contract is divided into lots: No

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

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

- 72000000 - IT services: consulting, software development, Internet and support

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

NUTS codes

- UKJ27 - West Sussex (South West)

Main site or place of performance

Worthing, West Sussex

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

We wish to procure a Contract for the provision of a complete solution for our finance operations. The scope includes:

1. Supply and implementation of software covering all aspects of financial operations, for example;

- o Case management and workflow for approvals, queries, or issue resolution
- o Expenses management (workflows, approvals, payment)
- o Purchase to Pay with automated links to budgets, with GRN, invoice matching, and payment
- o A portal for suppliers to be registered, maintain up to date details, and access capabilities including raising queries, submitting invoices and automatic updates on payment status
- o Project Accounting for capital spend and other investments
- o Management accounts for report distribution
- o Making Tax Digital including the ability to manage partial exemptions
- o Chart of Accounts
- o Accounts Payable / Receivable
- o Cash management
- o General Ledger
- o Journals

- o Creditor Management

- o Bank Reconciliation

2. The successful providers will provide qualified project and technical resource to deliver the solution, including design and deployment, as well as support for data migration, testing and training.

3. Implementation includes support for process optimisation and supplying the required interfaces to our other systems, for example Civica's Cx Housing Management System and those supporting Property Development.

4. Support and maintenance will include:

- o Hosting of the system (we wish to move away from an 'on-premises' de-livery model).

- o Implementation of system upgrades, with testing and training environments

- o Ensuring continuity of access to the system, including robust and secure back-up arrangements.

- o Prompt resolution of system failures or any difficulties in the operation of the system that are due to the system.

- o Ensuring security of the system from data loss, malware, and virus at-tacks etc.

5. Ongoing development of the software to offer new capabilities as well as maintain alignment to regulation.

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

Quality criterion - Name: Functional Requirements / Weighting: 25

Quality criterion - Name: Non-Functional Requirements / Weighting: 15

Quality criterion - Name: Professional Services / Weighting: 10

Quality criterion - Name: Service and Support / Weighting: 10

Quality criterion - Name: Account Management / Weighting: 5

Quality criterion - Name: Demonstrations / Weighting: 15

Price - Weighting: 20

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

Value excluding VAT: £600,000

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

Start date

1 April 2023

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

Up to 5 (five) annual renewals

### **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

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

Ideally we wish to procure:

1. A 'Commercial off the Shelf' product
2. A solution with a single 'look and feel'
3. A system that is easy to use

4. A system with a modern underlying 'technical architecture' supporting digital services
5. Web services integration capabilities
6. Integration with Microsoft's Office365
7. Workflow capabilities to enable process development

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

Date

28 July 2022

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**

Tender must be valid until: 24 January 2023

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

Date

28 July 2022

Local time

12:00pm

Place

Davison House

Information about authorised persons and opening procedure

Andy Wyatt and Louise Laraway, Worthing Homes. Open electronic postbox and record details

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=226638](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=226638).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the

electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:226638)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>