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Tender

Electoral Management System (EMS) and Associated Requirements for The Royal Borough of Windsor & Maidenhead

The Royal Borough of Windsor and Maidenhead Council

F02: Contract notice

Notice identifier: 2021/S 000-017500

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

Published 23 July 2021, 2:00pm

The closing date and time has been changed to:

8 September 2021, 1:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

The Royal Borough of Windsor and Maidenhead Council

Town Hall, St Ives Road

MAIDENHEAD

SL61RF

Email

procurement@rbwm.gov.uk

Country

United Kingdom

NUTS code

UKJ11 - Berkshire

Internet address(es)

Main address

<https://www.rbwm.gov.uk/>

Buyer's address

<https://public.bravosolution.co.uk/web/login.html>

I.3) Communication

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

<https://public.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://public.bravosolution.co.uk/web/login.html>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Electoral Management System (EMS) and Associated Requirements for The Royal Borough of Windsor & Maidenhead

II.1.2) Main CPV code

- 48100000 - Industry specific software package

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Authority requires an Electoral Management System (EMS) and associated requirements / modules which provide the following functionality (see Annex A for the Authority's full requirements) -

- The EMS must have the functionality to setup and manage the election process and deliver each stage according to the statutory timetable which needs to be embedded in the main EMS system;
- The EMS must have the functionality to manage the verification of postal votes returned at the time of an election;
- The EMS must have functionality to facilitate the data-mining and data-matching of locally held data sets to identify new electors and to verify the identities of new applicants;
- The EMS must be able to provide and facilitate the management of an election staff self-portal
- The EMS must have the ability to provide an electronic annual canvass response functionality whereby residents can make their household returns by telephone, web / online or SMS;
- The EMS must have the ability to facilitate and acknowledge postal canvass returns as well as the electronic canvass response channels;
- The EMS must be able to provide a digital personal canvass solution via tablet software

(but it is also desirable to also be able to do this by phone) for in person visits made by canvassers;

- A web-based version (or equivalent) of the EMS available for use by the Authority's Customer Service Centre;
- Online polling station staff training;
- It is desirable that the EMS is able to provide and facilitate the management of a candidate self-service portal

The EMS must be on premise and will be hosted on RBWM's locally-held servers and accessible via on premise software. The Authority intends to move the EMS to a hosted solution in the future when possible, practical and affordable to do so.

II.1.5) Estimated total value

Value excluding VAT: £216,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48219300 - Administration software package
- 75130000 - Supporting services for the government

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

Main site or place of performance

The Royal Borough of Windsor & Maidenhead

II.2.4) Description of the procurement

See description under II.1.4. Short description

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: £216,000

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

This contract may be extended for three (3) possible twelve (12) month extensions at the sole discretion of the Authority

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

How to Express an Interest in This Tender

Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal <https://public.bravosolution.co.uk/web/login.html> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure).

For further guidance on how to register on The Public Sector Procurement Portal hosted by Bravo Solution you can watch the video available via the following link - http://www.screencast.com/t/o6NHgMNjnf?_ncp=1502113290076.897-1 Please note that despite the Bravo Advantage 16 branding the instructions and guidance in the video are

correct and apply to the Public Sector Procurement Portal.

Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box.

Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk on 0800 069 8630 or email help@bravosolution.co.uk

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

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

Originally published as:

Date

1 September 2021

Local time

1:00pm

Changed to:

Date

8 September 2021

Local time

1:00pm

See the [change notice](#).

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

1 September 2021

Local time

1:30pm

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

The Royal Borough of Windsor & Maidenhead

Maidenhead

Country

United Kingdom