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Planning

Leisure Facilities Back Office Professional Services & Systems

High Peak Borough Council
Staffordshire Moorlands District Council

F01: Prior information notice
Reducing time limits for receipt of tenders
Notice identifier: 2023/S 000-017567
Procurement identifier (OCID): ocds-h6vhtk-03d80a
Published 20 June 2023, 4:36pm

Section I: Contracting authority

I.1) Name and addresses

High Peak Borough Council

Town Hall

BUXTON

SK176EL

Contact

Elaine Hallworth

Email

procurement@highpeak.gov.uk

Telephone

+44 3451297777

Country

United Kingdom

Region code

UKF13 - South and West Derbyshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.highpeak.gov.uk

I.1) Name and addresses

Staffordshire Moorlands District Council

Moorlands House Stockwell Street

Leek

ST13 6HQ

Contact

Elaine Hallworth

Email

procurement@staffsmoorlands.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.staffsmoorlands.gov.uk

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

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

Leisure Facilities Back Office Professional Services & Systems

Reference number

PROC-5426

II.1.2) Main CPV code

- 92000000 - Recreational, cultural and sporting services

II.1.3) Type of contract

Services

II.1.4) Short description

High Peak Borough Council and Staffordshire Moorlands District Council (the Councils) have published this Prior Information Notice (PIN) to alert potential suppliers of a future procurement opportunity.

The Contract Notice will be published in the next couple of months to start the procurement and selection of a main provider for the Councils Leisure facilities operational 'back office professional support and systems' contract.

The Councils are currently in outsourced concession contracts for the delivery of Leisure facilities operations, both are due to expire end of March 2024. Work is underway to establish a wholly owned Local Authority Trading Company (LATCo.) to manage their Leisure centres and deliver active health and wellness services for both Council areas, to be operational for April 2024.

The Councils will be the Contracting Authorities at the point of award, however interested participants must note that there will be a requirement to novate the contract arrangements to the subsidiary company when established and operational.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems
- 92000000 - Recreational, cultural and sporting services

II.2.3) Place of performance

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire
- UKG2 - Shropshire and Staffordshire

II.2.4) Description of the procurement

This PIN has been issued ahead of the contract notice to enable the Councils to prepare the required detailed information for publication of the ITT. The procedure will be an open competition with reduced timescales of 15 days for submission of bids, in accordance with PCR15 regulation 48.

The future contract will be for multiple requirements across a range of professional service disciplines and systems, to support the operation of the new company, including but not limited to:

- ICT Support (Leisure Centre specific electronic point of sale system, Office functions, website, All systems [including App, CRM, Digital Asset Management System]),

Payroll system, Finance, Customer Data, Communications

- Finance Systems (Customer Payments, Purchase to Pay / Invoice payments, Invoices raised, VAT, Financial Information)

- Payroll (Monthly salary and wages, PAYE, Pensions, National Insurance, Other [inc annual leave, sickness, training records])

- Human Resources (Produce contract of employment, Record for starters/leavers, Annual leave records, Sickness records)

- Health and Safety (Integrated Management System, Meetings/ CPD, Audit, Statutory Compliance, Training, Best Practice) and;

- Direct Support, Accident Reporting, Legislative Updates, App KPI Management.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Initial term 36 months, option to extend for a further 2 x 12 month periods

II.2.14) Additional information

The procurement procedure will be an OPEN procedure in accordance with Public Contract Regulations 2015.

Expressions of interest are requested from providers that can meet the requirements outline in this notice and should be emailed to procurement@highpeak.gov.uk prior to the Contract Notice publication.

II.3) Estimated date of publication of contract notice

31 July 2023

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.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

VI.3) Additional information

Expressions of Interest to be emailed to:

procurement@highpeak.gov.uk

Registration on ProActis Procontract is recommended to access future ITT documents when published.

<https://procontract.due-north.com>

VI.4) Procedures for review

VI.4.1) Review body

High Peak Borough Council

Town Hall

Buxton

SK17 6EL

Email

procurement@highpeak.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Alcatel period (10 standstill) will apply at the point of NOITA prior to formal award of contract