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Tender

Provision of a Utilities Monitoring and Targeting Database

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-017790

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

Published 27 July 2021, 12:45pm

Section I: Contracting authority

I.1) Name and addresses

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

Email

stewartpa@northlan.gov.uk

Telephone

+44 1698403876

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

<http://www.northlanarkshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

Provision of a Utilities Monitoring and Targeting Database

Reference number

NLC-CPT-20-073

II.1.2) Main CPV code

- 72212610 - Database software development services

II.1.3) Type of contract

Services

II.1.4) Short description

North Lanarkshire Council (NLC) require to procure database software to store all utility invoices: from electricity, gas, water, biomass and oil suppliers. This database will hold utility invoices from NLC and Transform Schools NL.

This system will allow reports to be run highlighting property performance, benchmark property performance to set targets to contribute to net zero carbon emissions and for annual reporting to Scottish Government.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72212610 - Database software development services
- 48600000 - Database and operating software package

- 48610000 - Database systems
- 48611000 - Database software package
- 72212600 - Database and operating software development services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

II.2.4) Description of the procurement

North Lanarkshire Council are looking for the Supply of an Energy Management Bureau Service including Monitoring and Targeting (M&T) System, Bill Validation for multi-utilities at multiple sites and Online Portal for the entry of meter data for a three-year period with the option to extend the contract for a further 12 months at the end of the three-year period and an additional 12 months at the end of year four (3+1+1).

The Contractor will appoint a single point of contact to manage the contract in full.

The Contractor will be required to liaise with other North Lanarkshire Council contractors, where applicable, such as Utility Suppliers, Meter Operators and Facility Management Providers (FMP's). This will be in the form of both written and verbal communications.

The Contractor shall minimise disruptions to North Lanarkshire Council, its staff and any other interested party involved in the provision or use of the service. The Contractor shall in no way jeopardise the reputation of North Lanarkshire Council or their representatives, nor risk bringing them into disrepute.

The Contractor will also be required to deal with Utility Bill Validation and Processing, Billing Query System, Energy Management Software, Data Transfer and Database Setup, Online Energy Reporting, Profile Data Reports, Invoice Data Reports, Asset Reports, Self-Read Meter Reading Portal, Quality Data Checking, KPI Management and Reporting, Additional/Regular Energy Reporting Requirements, Half-hourly and Smartmeter/AMR Data Management, Provision of a Help Desk, Provision of Training, Maintenance of a Quality System, Calculation of Third-Party Electricity Charges, Ad-hoc Software Development and Population of Third-Party System with energy data and invoices. Further details regarding each point listed can be found within the Specification.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

The Council intends to include an additional 2 x 12 month extension period which can be utilised should circumstances arise that such an extension is required.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

ESPDS 4A.1 - If required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

ESPDS 4A.1 - Within the Qualification Envelope, bidders should confirm whether or not they are registered or enrolled on the relevant trade register and provide information relating to this i.e. company registration number, member number etc. Bidders not required to be registered or enrolled on the relevant trade register should detail why they are exempt. Bidders unable to meet the Councils minimum requirements may be assessed as a FAIL and be excluded from the Procurement

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Selection Criteria Section, question Section B, Part IV, Economic and Financial Standing, the following questions:

4B.4, 4B.4.1, 4B.5.1, 4B.5.2 and 4B.5.3.

Minimum level(s) of standards possibly required

4B.4 - Bidders will be required to state the value(s) for the following financial ratio: Acid Test ratio of 1.00 and above.

The acceptable range for Acid Test financial ratio is the bidders most recent financial year where fully audited accounts are available.

The Acid Test financial ratio will be calculated as follows: Liquid Assets (Cash and Cash Equivalents + Marketable Securities + Accounts Receivable) / Current Liabilities

4B.4.1 - If the relevant documentation is available electronically, please indicate.

4B.5.1 - Candidates must confirm they already have or commit to obtain prior to the commencement of the contract, the following levels of insurance cover:

1) Employer's (Compulsory) Liability Insurance: 10,000,000 GBP each and every claim

and in the annual aggregate.

<http://www.hse.gov.uk/pubns/hse40.pdf>

4B.5.2 – Candidates must confirm they already have or commit to obtain prior to the commencement of the contract, the following levels of insurance cover:

- 1) Public Liability Insurance: 5,000,000 GBP each and every claim and in the annual aggregate; and
- 2) Professional Indemnity Insurance: 2,000,000 GBP on an annual aggregate basis.

4B.5.3 - If the relevant documentation is available electronically, please indicate.

Candidates that are unable to meet all of the minimum level(s) of standards required for questions 4B.4, 4B.4.1, 4B.5.1, 4B.5.2 and 4B.5.3 in Section B, Part IV, Economic and Financial Standing of the ESPD, will be assessed as a FAIL and will be excluded from the competition, unless the following information is provided as part of their RTP:

- 1) an SPD submission from a Parent Company (or Ultimate Parent Company) who can meet all the above minimum requirements; and
- 2) a declaration that the Parent Company (or Ultimate Parent Company) is prepared to provide a Parent Company Guarantee (PCG) in the form determined by the Council to cover the duration of the proposed Contract, including the available extension period.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD (Scotland) 4C.1.2 - Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

SPD (Scotland) 4C.6 - Bidders will be required to confirm whether that they have all of the relevant certifications required for this Contract.

SPD (Scotland) 4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the Contract.

SPD (Scotland) 4D.1 - Full details of the selection criteria in regards to Quality Assurance is located within attachment VI.3 Additional Information - Part 4D1 & 2 contained within the PCS-T System.

SPD (Scotland) 4D.2 - Full details of the selection criteria in regards to Quality Assurance is located within attachment VI.3 Additional Information - Part 4D1 & 2 contained within the PCS-T System.

Minimum level(s) of standards possibly required

SPD (Scotland) 4C.1.2 - Bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the Contract which were similar in regards to scope, scale and duration.

Within the Qualification Envelope, the bidder should provide a minimum of two (2) examples fully inclusive of the name of the contractual arrangement, a brief description of the requirements, the duration of the contractual arrangement (including start and end dates (month/ year) and the overall value.

Bidders who fail to provide suitable examples may be assessed as a FAIL and be excluded from the Procurement.

SPD (Scotland) 4C.6 - Bidders will be required to confirm that they have all of the following relevant certifications:

(i) "Cyber Essentials Plus" or equivalent; and

(ii) ISO 27001 or equivalent.

Should a Bidder feel they have an equivalent qualification to that stated above, the Bidder should utilise the message area within PCS-T System to advise the equivalent qualification(s) they possess to which the Council will advise to all Bidders if the equivalent qualification is acceptable or not.

SPD (Scotland) 4C.10 - Bidders should confirm whether they intend to subcontract any

part of the Contract and if so, what proportion will be sub-contracted.

Bidders who fail to demonstrate the percentage of works to be sub-contracted may be assessed as a FAIL and be excluded from the Procurement.

SPD (Scotland) 4D.1 - Full details of the selection criteria in regards to Quality Assurance is located within attachment VI.3 Additional Information - Part 4D1 & 2 contained within the PCS-T System.

SPD (Scotland) 4D.2 - Full details of the selection criteria in regards to Quality Assurance is located within attachment VI.3 Additional Information - Part 4D1 & 2 contained within the PCS-T System.

SPD (Scotland) 4C.1.2, 4D.1 and 4D.2 will be assessed on a Pass /Fail basis.

SPD (Scotland) 4C.10 is for information only and will not be assessed however failure to complete may result in a fail being applied. Any sub-contractors identified may be required to provide a separate SPD (SCOTLAND).

Further information on the minimum requirements and full assessment criteria for Parts 4C and 4D of the SPD (Scotland) is located within attachment VI.3 Additional Information - Part 4D1 & 2 contained within the PCS-T System.

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

27 August 2021

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

27 August 2021

Local time

12:00pm

Place

Tenders received on or after the deadline of 12:00:00 for submission of Tenders will be considered late and not accepted

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

A Cyber Security Assessment (CSA) is required to be completed and returned via the Cyber Security Procurement Support Tool (CSPST) system before the Tender return deadline stated.

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The council reserves the right before moving from selection stage to award stage to request candidates produce supporting documentary evidence or certificates referenced in their SPD response. In any case, these must be provided prior to contract award.

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Tenderers 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.

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Bidders are encouraged to review and familiarise themselves with the ITT document located within the Supplier Attachment Area of the

PCST System prior to submitting a Tender.

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Bidders must complete the SPD (Scotland) within the Qualification Envelope of the PCST System as part of their submitted Tender.

Further to Section III of this contract notice, the following minimum criteria will also apply:

Part II – Information Concerning the Bidder

A: Information About the Bidder;

B: Information About Representatives of the Bidder;

C: Information About Reliance on the Capacities of Other Entities; and

D: Information Concerning Sub-contractors on Whose Capacity the Bidder Does Not Rely.

Minimum level(s) of standards required:

The information required in Part II of the SPD (Scotland) is for information only and therefore will not be assessed however the Councils

may choose not to select a Bidder that cannot provide basic company information.

Bidders must ensure that they submit appropriate SPD (Scotland) completed by other members of the group, if they are bidding as part of a group, others on whose capacity they rely, and known subcontractors on whose capacity they do not rely on, to satisfy any aspect of the SPD (Scotland).

Part III – Exclusion Grounds

Minimum level(s) of standards required:

Bidders will be assessed as a FAIL and will be excluded from the Procurement if they detail that they are in any of the situations referred to in regulation 7 to 13 assessed in accordance with regulation 58 of the Public Contracts (Scotland) Regulations 2015

Part VI – Concluding statements

Minimum level(s) of standards required:

Bidders unable to complete this part of the SPD (Scotland) may be excluded from the competition.

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All Tenderers should complete the Qualification, Technical and Commercial Envelopes within the PCS-T System as part of their Tender

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Late Tenders will not be considered under any circumstances

The Council will not provide additional notification to any Bidder of the rejection of a late Tender.

For the avoidance of any doubt, automated messages confirming receipt of a Tender should not be taken to imply acceptance of it by the

Council.

The complete Tender (complete with SPD (Scotland)) should be submitted in accordance with the instructions given with the Form of

Tender signed by an authorised representative i.e. company director or secretary (as registered within Companies House) or by a person

authorised by the Bidder to do so.

The Council reserves the right to exclude any unclear, erroneous, qualified and / or incomplete Tenders received.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19185. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:661211)

VI.4) Procedures for review

VI.4.1) Review body

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

hamilton@scotcourts.gov.uk

Telephone

+44 1698282957

Country

United Kingdom

