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Tender

## **Provision of Electronic Document and Records Management (EDRM) System**

Tai Tarian Ltd

F02: Contract notice

Notice identifier: 2021/S 000-018043

Procurement identifier (OCID): ocds-h6vhtk-02cde9

Published 29 July 2021, 10:34am

The closing date and time has been changed to:

**8 October 2021, 12:00pm**

See the [change notice](#).

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

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

Tai Tarian Ltd

Ty Gwyn, Brunel Way, Baglan Energy Park

Neath

SA11 2FP

#### **Email**

[procurement@taitarian.co.uk](mailto:procurement@taitarian.co.uk)

#### **Telephone**

+44 1639505890

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.taitarian.co.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA1087](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA1087)

**I.3) Communication**

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

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.sell2wales.gov.wales](http://www.sell2wales.gov.wales)

**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**

Provision of Electronic Document and Records Management (EDRM) System

Reference number

927

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

- 48311100 - Document management system

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

Supplies

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

As part of its transformation plan, Tai Tarian is seeking to issue a Contract for the provision of a full and comprehensive Electronic Document and Records Management (EDRM) System.

Tai Tarian owns and manages approximately 9000 homes throughout the Neath Port Talbot region and employs approximately 550 staff. There are multiple documents relevant to every property, tenancy and employee that need to be stored and maintained in accordance with internal and statutory data storage regulations.

The system must be suitable for all areas of the business and integrate with our existing core business systems (QL Housing, QL Finance and Jane HR) and be able to integrate with alternative systems should these change in the future. Additionally, the system must integrate with Microsoft products including MS 365. The solution must allow for easy storage and retrieval of documents, including the ability to store and access documents via mobile devices from any location.

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

This contract is divided into lots: No

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

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

- 72512000 - Document management services
- 79996100 - Records management
- 48311000 - Document management software package

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

NUTS codes

- UKL17 - Bridgend and Neath Port Talbot

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

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The system must be suitable for all areas of the business and integrate with our existing core business systems (QL Housing, QL Finance and Jane HR) and be able to integrate with alternative systems should these change in the future. Additionally, the system must integrate with Microsoft products including MS 365. The solution must allow for easy storage and retrieval of documents, including the ability to store and access documents via mobile devices from any location.

#### **Scope**

Replacement of current EDRMS and migration of documents from the existing system to the new system. Cleansing of the data during the migration to ensure compliance with data retention rules (e.g. documents that should not be retained should be deleted). Importing of additional documents held electronically in other areas including on shared and personal network drives.

### **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

The Contract will be awarded for a period of 5 years, with an option to extend for a further 5 x 1 year periods.

#### **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

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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

#### **III.2) Conditions related to the contract**

##### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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: Yes

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

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

Originally published as:

Date

28 September 2021

Local time

12:00pm

Changed to:

Date

8 October 2021

Local time

12:00pm

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: 4 (from the date stated for receipt of tender)

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

Date

28 September 2021

Local time

1:00pm

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### **Section VI. Complementary information**

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

This is a recurrent procurement: No

#### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=112795](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=112795).

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.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/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.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Tai Tarian is committed to contributing to the social, economic and environmental well-

being of the wider community. Consequently Community Benefits clauses will be a mandatory contract clause. Therefore, as a minimum requirement, Tenderers will have to agree that community benefits will become part of the contract, if a Tenderer does not agree to this, then the Tenderer will be rejected.

This means, as part of their tender response, Tenderers are asked to set out how they will deliver 'community benefits' through the contract by completing the 'Menu of Options' which will form their Community Benefits Plan, attached as Appendix 3.

Tai Tarian will be adopting the "core approach" as part of this procurement process. This means the Community Benefits Plan will be evaluated and scored as part of the tender process. However, contractual clauses will set out the specific targets for delivery, to be agreed within 60 days of commencement of the contract.

(WA Ref:112795)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom