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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): ocids-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

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

I.3) Communication

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

<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

<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

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

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

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

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.

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.

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