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Tender

## **DoF - NICS Digital Asset Management System (DAMS)**

The Department of Finance Northern Ireland

F02: Contract notice

Notice identifier: 2021/S 000-019221

Procurement identifier (OCID): ocids-h6vhtk-02d284

Published 9 August 2021, 2:55pm

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

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

The Department of Finance Northern Ireland

Goodwood House, 52 May Street

BELFAST

BT1 4RA

#### **Contact**

ssdadmin.cpdfinance-ni.gov.uk

#### **Email**

[ssdadmin.cpd@finance-ni.gov.uk](mailto:ssdadmin.cpd@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

**I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

Tenders or requests to participate must be submitted to the above-mentioned address

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://etendersni.gov.uk/epps>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

DoF - NICS Digital Asset Management System (DAMS)

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

- 48000000 - Software package and information systems

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

Supplies

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

Provision of a Digital Asset management System with multiple tenancies for NICS Departments and Agencies

#### **II.1.5) Estimated total value**

Value excluding VAT: £7,000,000

#### **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

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

NUTS codes

- UKN0 - Northern Ireland

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

Provision of a Digital Asset management System with multiple tenancies for NICS Departments and Agencies

### **II.2.5) Award criteria**

Quality criterion - Name: Qualitative Criteria / Weighting: 40

Cost criterion - Name: Quantitative Criterion / Weighting: 60

### **II.2.6) Estimated value**

Value excluding VAT: £7,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The initial contract period is for 48 months. There are two options to extend of 24 months each

### **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**

To provision a single DAM solution that will improve the Client's ability to securely store, share, organise, delete and retrieve digital assets in a central location for the NICS. To support compliance in meeting their governance and legislative obligations, specifically those under UK General Data Protection Regulation (GDPR), Data Protection Act 2018 (DPA), NICS Records Management Policy and copyright amongst others.

Flexibility/Scalability: To establish a single, flexible and scalable solution with an external DAMS Supplier to meet the different needs of business areas across the NICS while maintaining effective performance following increase in usage and growing or changing user demands. Usage will fluctuate over the course of the contract. Future Development and Enhancement: To provide a solution that will enable the inclusion of advanced DAM capabilities across the NICS estate in the future as new DAM and record management capabilities become available.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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**

Date

10 September 2021

Local time

3:00pm

#### **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**

Tender must be valid until: 9 December 2021

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

Date

10 September 2021

Local time

3:30pm

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The Contracting Authority does not bind itself to accept the lowest or any tender. Economic Operators remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Economic Operator in connection with taking part in this procurement process, regardless of whether such costs arise as a consequence, directly or indirectly, of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and an Economic Operator shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority. Economic Operators should note that all dates, time periods and figures, in relation to values and volumes specified in this notice and the procurement documents are approximate. only and the Contracting Authority reserves the right to change any or all of them. The figure indicated in II.1.5. represents an estimated contract value £7m and may increase during the life of the contract to accommodate. changes in processing penalty charge notifications, continuous improvements and advancements in technology.. Any increases/modifications will be managed in accordance with the relevant public procurement regulations.. The pricing strategy applied and the setting of cost/profit margins are a commercial decision for Economic. Operators when submitting a bid for this competition. In addition, neither CPD nor the Contracting Authority can. provide any guarantee as to the level of business under this contract. The successful contractor's performance. on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious. matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory. levels of contract performance they will be given a specified time to improve. If, after the specified time, they. still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management. in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within. the specified period, it may be regarded as an act of grave professional misconduct and they may be issued. with a Notice of Unsatisfactory

Performance and the contract may be terminated. The issue of a Notice of Unsatisfactory Performance will result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of twelve months from the date of issue of the Notice..

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

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

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended

United Kingdom

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.