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Tender

## **Integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System**

THE PIRBRIGHT INSTITUTE

F02: Contract notice

Notice identifier: 2023/S 000-020695

Procurement identifier (OCID): ocids-h6vhtk-03e31a

Published 18 July 2023, 4:05pm

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

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

THE PIRBRIGHT INSTITUTE

Pirbright

WOKING

GU240NF

#### **Contact**

Lester Demmer

#### **Email**

[procurement@pirbright.ac.uk](mailto:procurement@pirbright.ac.uk)

#### **Country**

United Kingdom

**Region code**

UKJ25 - West Surrey

**Companies House**

559784

**Internet address(es)**

Main address

<https://www.pirbright.ac.uk/>

**I.3) Communication**

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

<https://procurement@pirbright.ac.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://pirbrighttenders@pirbright.ac.uk/>

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

Other type

Institute

**I.5) Main activity**

Other activity

Animal Research

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## **Section II: Object**

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

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

Integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System

Reference number

FIN001-SYSTEMS2023

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

- 48000000 - Software package and information systems

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

Supplies

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

The Institute requires an integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System or integrated ERP System.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

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

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

- 48440000 - Financial analysis and accounting software package
- 48450000 - Time accounting or human resources software package
- 48490000 - Procurement software package

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

NUTS codes

- UKJ25 - West Surrey

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

The Institute requires an integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System or integrated ERP System.

The requirements are to be met by a reliable, single sign-on (active directory), on-site, integrated system and will include migration, transition, training, implementation and ongoing support and maintenance.

The Institute will seek a live system commencement date of 1st April 2025 for fully tested systems and processes.

The key areas for implementation of a new system include:

- Grants management capabilities including grant concept, grant proposal / application; grant submission; grant funding; grant management and grant close. The solution must be able to allocate a scientists salary cost across multiple projects and flow into / update in, the relevant project budgets.
- Financial management capabilities including full economic costing (overhead absorption); accounts payable; accounts receivable; fixed assets; general ledger; project ledger; sales ledger, purchase ledger, expenses planning; budgeting; forecasting; and cash management.
- Human resource management capabilities including recruitment; working terms and conditions; attendance and absence; information and records; transfers; employee relations; legal cases; occupational health; immigration visa's; housing; learning and development; job evaluation and grading; performance management, reward, and recognition; exit process; time and attendance; and employee self-service.
- Inventory capabilities.
- Procurement management capabilities including raising requisitions; processing purchase orders; punch-out to supplier websites; receipting goods and services; managing supplier returns; dangerous goods; identifying orders >£10k (quotes); identifying orders; stores; inventory; and specialised shipping.
- Self-service capabilities including the ability for end users to access items to action; personal data; team calendar; pay details; HR details; expenses; procurement; training;

and professional details.

- Chart of Accounts structure or alternate concept.
- Labour distribution capabilities including the ability to allocate end users (specifically scientist) across multiple projects.
- Workflow capabilities in Finance, HR, Payroll, Procurement, Grants, Self-service, COA, Reporting, Approvals and Project Module.
- Internal and external reporting capabilities across all areas of grants management; financial management; human resource management; payroll; procurement management, self-service, COA, reporting and project module.
- Approvals management across all areas of grants management; financial management; human resource management; inventory; procurement management, self-service, COA, reporting and project module.

All ITT Responses must be submitted to the Institute via email to [pirbrighttenders@pirbright.ac.uk](mailto:pirbrighttenders@pirbright.ac.uk).

See attached documentation.

#### **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**

Start date

2 January 2024

End date

31 December 2030

This contract is subject to renewal

Yes

Description of renewals

To extend one year + one year

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

As per the possible extension to the agreement

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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: No

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

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

Date

28 August 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

28 August 2023

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

This requirement has also been advertised on Contracts Finder

<https://www.contractsfinder.service.gov.uk/Notice/7d4db852-2cf2-44e0-8334-9f7e800f9c33>

The ITT package can be found on Contracts Finder or on request from [procurement@pirbright.ac.uk](mailto:procurement@pirbright.ac.uk)

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

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

The Pirbright Institute

Pirbright

Country

United Kingdom