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Tender

Department of Finance – CGTP - Business Transformation Partner (BTP)

Department of Finance

F02: Contract notice

Notice identifier: 2021/S 000-021099

Procurement identifier (OCID): ocds-h6vhtk-02d9db

Published 26 August 2021, 8:24am

Section I: Contracting authority

I.1) Name and addresses

Department of Finance

44-58 May Street

BELFAST

BT1 4NN

Email

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.2) Information about joint procurement

The contract is awarded by a central purchasing body

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>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Department of Finance – CGTP - Business Transformation Partner (BTP)

Reference number

ID 3511909

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

The Central Government Transformation Programme (CGTP) within the Department of Finance (DoF) is focused on transforming the future delivery of Finance, HR and Payroll end-to-end services for all existing Central Government customers in Northern Ireland. CGTP has a requirement to appoint a Business Transformation Partner (BTP) to provide advice and support in the delivery of the programme. The Programme needs an external partner who has experience and insights from successfully delivering programmes of a similar scale and complexity as CGTP. The BTP will be working in partnership with the CGTP to define the integrated TOM, including business outcomes, process definitions, organisation and service design/impacts and to advise on the transformation approach and change management, and will support in the Tech-Enablement phase once the technology solution has been selected. The initial contract period will be for 6 years with the option to extend for a further period of up to 1 year. Further details on the services required are provided in the Specification Schedule.

II.1.5) Estimated total value

Value excluding VAT: £10,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72212211 - Platform interconnectivity software development services
- 72212200 - Networking, Internet and intranet software development services
- 72212400 - Business transaction and personal business software development services
- 72212451 - Enterprise resource planning software development services

- 72212482 - Business intelligence software development services
- 72212900 - Miscellaneous software development services and computer systems
- 72220000 - Systems and technical consultancy services
- 72221000 - Business analysis consultancy services
- 72224000 - Project management consultancy services
- 72224100 - System implementation planning services
- 72227000 - Software integration consultancy services
- 72228000 - Hardware integration consultancy services
- 72222300 - Information technology services
- 72500000 - Computer-related services
- 72266000 - Software consultancy services
- 79631000 - Personnel and payroll services
- 79211110 - Payroll management services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79412000 - Financial management consultancy services
- 79414000 - Human resources management consultancy services
- 79990000 - Miscellaneous business-related services
- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The Central Government Transformation Programme (CGTP) within the Department of

Finance (DoF) is focused on transforming the future delivery of Finance, HR and Payroll end-to-end services for all existing Central Government customers in Northern Ireland. CGTP has a requirement to appoint a Business Transformation Partner (BTP) to provide advice and support in the delivery of the programme. The Programme needs an external partner who has experience and insights from successfully delivering programmes of a similar scale and complexity as CGTP. The BTP will be working in partnership with the CGTP to define the integrated TOM, including business outcomes, process definitions, organisation and service design/impacts and to advise on the transformation approach and change management, and will support in the Tech-Enablement phase once the technology solution has been selected. The initial contract period will be for 6 years with the option to extend for a further period of up to 1 year. Further details on the services required are provided in the Specification Schedule.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £10,000,000

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

Duration in months

72

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 will be for 6 years with the option to extend for a further period of up to 1 year. The estimated contract value indicated in II.1.5 and II.2.6 represents the potential value of spend under this contract which is estimated to be in the range of £7.8

million to £10 million GBP exclusive of VAT. Given the nature of the Programme and the length of the assignment, the Contractor should be aware that there may be changes that could potentially impact on the requirements of this assignment and the provision of Additional Services as covered by the Common Procurement Vocabulary (CPV) codes as noted in the Contract Notice for this Competition that may be requested. This includes but is not limited to:-

- Changes in Legislation/policy affecting Programme scope;

- Changes in Technology; and
- Changes in timescale due to external factors e.g. COVID. There is no guarantee of the volume of work required during the lifetime of the contract and funding for any Additional Services are subject to further approvals. Please note the pricing strategy applied and the setting of cost and profit margins are commercial decisions for economic operators when submitting a

bid for this competition.

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

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored (see [https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0112-contractmanagement\[1\]principlesand-procedures](https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0112-contractmanagement[1]principlesand-procedures)).

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 grounds for termination of the contract at the Contractor's expense. In lieu of termination they may be issued with a Notice of Written Warning or a Notice of Unsatisfactory Performance. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. Any contractor in receipt of multiple Notice of Written Warning or Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also 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.

Section III. Legal, economic, financial and technical information

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The successful Contractor's performance will be managed as per the specification and conditions of 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.2.1) Previous publication concerning this procedure

Notice number: [2019/S 104-252407](#)

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

Date

29 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: 28 December 2021

IV.2.7) Conditions for opening of tenders

Date

29 September 2021

Local time

3:30pm

Information about authorised persons and opening procedure

Only CPD Procurement staff with access to the project on eTendersNI.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored (see <https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0112-contract-management-principles-and-procedures>).

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 grounds for termination of the contract at the Contractors expense. In lieu of termination they may be issued with a Notice of Written Warning or a Notice of Unsatisfactory Performance. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. Any contractor in receipt of multiple Notice of Written Warning or Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also 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. The value of spend under this contract is estimated to be in the range of £7.8-£10 million. There is no guarantee of the volume of work required during the lifetime of the contract. Given the nature of the Programme and the length of the assignment, the Contractor should be

aware that there may be changes that could potentially impact on the requirements of this assignment and the provision of Additional Services as covered by the Common Procurement Vocabulary. (CPV) codes as noted in the Contract Notice for this Competition that may be requested. This includes but is not limited to:-

- Changes in Legislation/policy affecting Programme scope;
- Changes in Technology; and
- Changes in timescale due to external factors e.g. COVID..

Please note that throughout the lifetime of the Programme the CGTP branding and associated marketing may be subject to change. Any re-branding will continue to focus on transforming the future delivery of Finance and HR & Payroll end-to-end services for all existing Central Government customers in NI.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any such bodies with responsibility for appeal/mediation procedures.

Belfast

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

The UK does not have any such bodies with responsibility for appeal/mediation procedures.

Belfast

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 (as amended). 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.