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Planning

## **Legal Case Management System Procurement**

HAMPSHIRE COUNTY COUNCIL

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-022180

Procurement identifier (OCID): ocds-h6vhtk-02de13

Published 7 September 2021, 4:29pm

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

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

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238UJ

#### **Contact**

Emma Tyler

#### **Email**

[emma.tyler2@hants.gov.uk](mailto:emma.tyler2@hants.gov.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKJ3 - Hampshire and Isle of Wight

## **Internet address(es)**

Main address

<https://www.hants.gov.uk/>

Buyer's address

<https://in-tendhost.co.uk/hampshire.aspx/Home>

## **I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Legal Case Management System Procurement

Reference number

LG18288

#### **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**

Hampshire County Council is preparing to run a procurement for a Legal Case Management System (LCMS) to replace their current system. This Prior Information Notice is to alert the market that this requirement will be published shortly.

HCC anticipates the procurement timetable to be as follows:

Publication of ITT October 2021

Evaluation and Moderation November 2021

Award of contract Late Early December 2021

This is an estimated timetable and subject to change.

The Hampshire County Council Legal team require a proven, intuitive product which already has wide market adoption and is cloud-hosted. It will be a Commercial Off the Shelf (COTS) Cloud Hosted application that has been designed with the user in mind, and which will not require significant development or customisation by the client or the supplier to meet the requirements.

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

Value excluding VAT: £600,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48311000 - Document management software package
- 72268000 - Software supply services
- 72500000 - Computer-related services

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

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

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

Hampshire County Council is preparing to run a procurement for a Legal Case Management System (LCMS) to replace their current system.

The Hampshire County Council Legal team require a proven, intuitive product which already has wide market adoption and is cloud-hosted. It will be a Commercial Off the Shelf (COTS) Cloud Hosted application that has been designed with the user in mind, and which will not require significant development or customisation by the client or the supplier to meet the requirements.

The system should be:

- Cloud-hosted and fully supported and maintained by the application provider
- Accessible via a browser providing secure log-in to authorised users from within and outside of HCC's environment.
- Able to carry out automated and semi-automated tasks to enable efficient service delivery and help with business process optimisation
- Able to provide reporting

In addition to these general requirements, the high-level requirements for the system are listed and described below.

#### **Requirements**

HCC Legal Services require a proven, intuitive product in the form of a reliable cloud based Legal Case Management System.

Any potential solution should provide a legal bundling system, interface with Exchange online, allow for potential Legal Team Alternative Business Structure (ABS) project requirements, including identification of ABS cases to system users and a time recording element.

The solution will be a secure cloud hosted Legal Case Management System that includes the following:

- Document Management including storage
- Court Document Bundling
- Time Recording reported against each case
- Case Management of existing cases
- Ability to raise new cases
- Deal with internal and Alternative Business Structure Cases
- Integrate with Office 365

The system is expected to be used by 130 users across HCC.

If you are interested in this requirement, please register with Hampshire County Council's Tendering Portal In-tend <https://in-tendhost.co.uk/hampshire.aspx/home> - registration is free.

Once registered on In Tend you will be able to access a copy of the Cloud Security Questionnaire which will be included as part of the published ITT. This document is for information only at this stage. Acceptance of these cloud security requirements will be mandatory as part of the ITT exercise.

If you have any questions with regard to this PIN notice, please send correspondence via In Tend.

Logging into In-Tend (once registered)

- To view this opportunity please click on "Tenders" then "Current" and then scroll down to the project
- Selecting "View Details" on the relevant opportunity
- Clicking the "Express Interest" tab

When the tender updates and documents are issued, if you have registered an interest, you will be notified by In-Tend.

### **II.3) Estimated date of publication of contract notice**

11 October 2021

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No