

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/022292-2021>

Planning

DDaT21335 E-Catalogue Solution

UK SHARED BUSINESS SERVICES LIMITED

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-022292

Procurement identifier (OCID): ocds-h6vhtk-02de83

Published 8 September 2021, 3:03pm

Section I: Contracting authority

I.1) Name and addresses

UK SHARED BUSINESS SERVICES LIMITED

Polaris House

SWINDON

SN21FL

Email

ddatprocurement@uksbs.co.uk

Country

United Kingdom

NUTS code

UKK14 - Swindon

Internet address(es)

Main address

<https://www.ukpbs.co.uk/pages/default.aspx>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Public Procurement

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

DDaT21335 E-Catalogue Solution

Reference number

DDaT21335

II.1.2) Main CPV code

- 48451000 - Enterprise resource planning software package

II.1.3) Type of contract

Supplies

II.1.4) Short description

Background

UK SBS currently uses a Catalogue Content Management Software solution which has been in place for several years.

The current Contract is due to expire in April 2023 and we therefore wish to understand what the market can offer in the form of a standard self-service user eCatalogue platform and what features are available with customisation. All information gained from the Pre-Market Engagement sessions will help to ensure we have a fit for purpose specification when we formally approach the market later this year.

UK SBS currently runs roughly £10M per annum through its eMarketplace, however there are internal strategies underway to increase the Catalogue offerings which will increase the per annum spend to around £15M - £20M.

Main Objectives / Minimum System Requirements

The main requirements of any potential solution will be:

- To allow our roughly 9,700 users easy searchable access to the agreed and Contracted Supplier Catalogues (The intention of this system is that it will only be available to pre-selected / Contracted Suppliers)

- Image, description, unit of measure and categorisations of all catalogue items loaded, including manufacture part codes.
- Functionality to allow for delivery charges or dry ice charges to be added
- Ability to select multiple items from multiple suppliers and checkout in one order, with the final order then being split into individual Supplier Purchase Orders
- Ability for order acknowledgements
- Varying Supplier membership packages which range from free to chargeable and fully managed.
- 'Punch-Out' functionality to Supplier websites (where agreed)
- Interfacing with Oracle and other ERP solutions
- Ability for e-invoicing
- Ability to monitor/report on which agreements catalogue items/suppliers are awarded onto in the system
- Ability to report on spend and create custom reports that can be run by the UK SBS teams
- Ability to show promotions from Suppliers (where pre-agreed with UK SBS)
- Ability to conduct bulk order quote request with set Suppliers
- Single and two factor authentications sign-on options
- Meet all relevant Cyber Essentials and UK GDPR legislation
- Be IS27001 accredited
- Meet all current and future accessibility legislation

Budget (Indicative)

The current indicative budget for any solution is £140,000.00 per annum (to include all licensing and standard running costs).

Pre-Market Engagement Day

To ensure that UK SBS has a clear understanding of the current solutions available in the market that could meet our needs, we would like to invite prospective bidders to attend a pre-market engagement webinar session currently scheduled for the first week in October (further information to follow on the agreed/final date) via a Zoom meeting.

The purpose of this meeting will be for UK SBS to provide a clearer understanding to potential bidders of our requirements of any new system and to gain a full understanding of what the market has to offer in terms of system capabilities and customisable functionality. Where possible, UK SBS is looking to steer away from a heavily customised system and have a more 'off the shelf' solution which meets our needs.

During the session we will be looking for Supplier participation, engagement, and questioning, to ensure that we have thought about all the practical elements that would need to be included in any future tender specification.

Registering for the Pre-Market Engagement Day

If you would like to attend the pre-market engagement day, please register your interest by emailing DDaTprocurement@uksbs.co.uk by no later than 12:00PM on Wednesday 29th September detailing your organisation's name and representatives of who will be attending on the day.

When emailing please ensure you include the reference "DDaT21335 - Supplier Day" in the Subject line.

Once registration request has been received you will be provided with the zoom code and invite for attending the day.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK14 - Swindon

II.2.4) Description of the procurement

Background

UK SBS currently uses a Catalogue Content Management Software solution which has

been in place for several years.

The current Contract is due to expire in April 2023 and we therefore wish to understand what the market can offer in the form of a standard self-service user eCatalogue platform and what features are available with customisation. All information gained from the Pre-Market Engagement sessions will help to ensure we have a fit for purpose specification when we formally approach the market later this year.

UK SBS currently runs roughly £10M per annum through its eMarketplace, however there are internal strategies underway to increase the Catalogue offerings which will increase the per annum spend to around £15M - £20M.

Main Objectives / Minimum System Requirements

The main requirements of any potential solution will be:

- To allow our roughly 9,700 users easy searchable access to the agreed and Contracted Supplier Catalogues (The intention of this system is that it will only be available to pre-selected / Contracted Suppliers)
- Image, description, unit of measure and categorisations of all catalogue items loaded, including manufacture part codes.
- Functionality to allow for delivery charges or dry ice charges to be added
- Ability to select multiple items from multiple suppliers and checkout in one order, with the final order then being split into individual Supplier Purchase Orders
- Ability for order acknowledgements
- Varying Supplier membership packages which range from free to chargeable and fully managed.
- 'Punch-Out' functionality to Supplier websites (where agreed)
- Interfacing with Oracle and other ERP solutions
- Ability for e-invoicing
- Ability to monitor/report on which agreements catalogue items/suppliers are awarded onto in the system
- Ability to report on spend and create custom reports that can be run by the UK SBS teams

- Ability to show promotions from Suppliers (where pre-agreed with UK SBS)
- Ability to conduct bulk order quote request with set Suppliers
- Single and two factor authentications sign-on options
- Meet all relevant Cyber Essentials and UK GDPR legislation
- Be IS27001 accredited
- Meet all current and future accessibility legislation

Budget (Indicative)

The current indicative budget for any solution is £140,000.00 per annum (to include all licensing and standard running costs).

Pre-Market Engagement Day

To ensure that UK SBS has a clear understanding of the current solutions available in the market that could meet our needs, we would like to invite prospective bidders to attend a pre-market engagement webinar session currently scheduled for the first week in October (further information to follow on the agreed/final date) via a Zoom meeting.

The purpose of this meeting will be for UK SBS to provide a clearer understanding to potential bidders of our requirements of any new system and to gain a full understanding of what the market has to offer in terms of system capabilities and customisable functionality. Where possible, UK SBS is looking to steer away from a heavily customised system and have a more 'off the shelf' solution which meets our needs.

During the session we will be looking for Supplier participation, engagement, and questioning, to ensure that we have thought about all the practical elements that would need to be included in any future tender specification.

Agenda (Indicative)

- a) Welcome & Introductions (UK SBS)
- b) Purpose & Project Overview (UK SBS)
- c) High-level Requirements (UK SBS)
- d) Market Products & Capabilities (Supplier Perspective)

- o System Capabilities (Supplier Perspective)
- o Licensing models (Supplier Perspective)
- o Pricing models (Supplier Perspective)
- o Support models (Supplier Perspective)
- e) Q&A (All)
- f) Next Steps (UK SBS)
- g) AOB (All)

Registering for the Pre-Market Engagement Day

If you would like to attend the pre-market engagement day, please register your interest by emailing DDaTprocurement@uksbs.co.uk by no later than 12:00PM on Wednesday 29th September detailing your organisation's name and representatives of who will be attending on the day.

When emailing please ensure you include the reference "DDaT21335 - Supplier Day" in the Subject line.

Once registration request has been received you will be provided with the zoom code and invite for attending the day.

II.3) Estimated date of publication of contract notice

30 April 2022

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