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Tender

Leisure Facilities Back Office Professional Services and Systems Agreement (PSA)

High Peak Borough Council
Staffordshire Moorlands District Council

F02: Contract notice

Notice identifier: 2023/S 000-023301

Procurement identifier (OCID): ocds-h6vhtk-03d80a

Published 9 August 2023, 8:19pm

Section I: Contracting authority

I.1) Name and addresses

High Peak Borough Council

Town Hall

BUXTON

SK176EL

Email

procurement@highpeak.gov.uk

Telephone

+44 3451297777

Country

United Kingdom

Region code

UKF13 - South and West Derbyshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.highpeak.gov.uk

I.1) Name and addresses

Staffordshire Moorlands District Council

Stockwell Street

Leek

ST13 6HQ

Email

procurement@staffsmoorlands.gov.uk

Country

United Kingdom

Region code

UKG2 - Shropshire and Staffordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.staffsmoorlands.gov.uk

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Leisure Facilities Back Office Professional Services and Systems Agreement (PSA)

Reference number

PROC-5426_DN682040

II.1.2) Main CPV code

- 92000000 - Recreational, cultural and sporting services

II.1.3) Type of contract

Services

II.1.4) Short description

High Peak Borough Council and Staffordshire Moorlands District Council (the Councils) previously published a Prior Information Notice (PIN) on 20/06/23 ref: 017567-2023 to alert potential suppliers of a future procurement opportunity.

This Contract Notice is now published to start the procurement and selection of a main provider for the Councils Leisure facilities operational 'back office professional support and systems' contract.

The Councils are currently in outsourced concession contracts for the delivery of Leisure facilities operations, both are due to expire end of March 2024. Work is underway to establish a wholly owned Local Authority Trading Company (LATCo.) to manage their Leisure centres and deliver active health and wellness services for both Council areas, to be operational for April 2024.

The scope of the contract outputs include ICT systems to facilitate the business operations (inc Customer Apps / payments / website / Financial systems) and Professional services to support the management of the company (inc Finance, Communications, Human resources inc legislative compliance)

The invitation to tender is being managed through the Councils' electronic tendering portal PROCONTRACT project ref: DN682040

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
- 72000000 - IT services: consulting, software development, Internet and support
- 73000000 - Research and development services and related consultancy services

II.2.3) Place of performance

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire
- UKG2 - Shropshire and Staffordshire

Main site or place of performance

High Peak and Staffordshire Moorlands regions

II.2.4) Description of the procurement

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The Councils are currently in outsourced concession contracts for the delivery of Leisure facilities operations, both are due to expire end of March 2024. Work is underway to establish a wholly owned Local Authority Trading Company (LATCo.) to manage their Leisure centres and deliver active health and wellness services for both Council areas, to be operational for April 2024.

The Councils will be the Contracting Authorities at the point of award, however interested

participants must note that there will be a requirement to novate the contract arrangements to the subsidiary company when established and operational.

The specification outputs for the Contract will be for the provision of Leisure Facilities back office support through Professional services and IT based systems to facilitate the new company to manage and operate both Authorities Leisure facilities and wellness initiatives, additionally support and be reactive to the Councils' Leisure Transformation programmes across its portfolio.

The Councils will require a main contractor to provide the following outputs as part of their offer, items include but not limited to;

ICT Support (Leisure Centre specific electronic point of sale system, Office functions, website, All systems [including App, CRM, Digital Asset Management System]),

Payroll system, Finance, Customer Data, Communications:

- Finance Systems (Customer Payments, Purchase to Pay / Invoice payments, Invoices raised, VAT, Financial Information)
- Payroll (Monthly salary and wages, PAYE, Pensions, National Insurance, Other [inc annual leave, sickness, training records])
- Human Resources (Produce contract of employment, Record for starters/leavers, Annual leave records, Sickness records)

and;

- Direct Support, Accident Reporting, Legislative Updates, App KPI Management.

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

Duration in months

60

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 term is 36 months with further permitted extensions of 2 x 12 month periods upto 60 months.

Options for additional and higher level professional support will be included within the ITT, these will be determined by the Councils if they wish to appoint under this contract against those options.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As detailed in the procurement documents

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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: [2023/S 000-017567](#)

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

Date

8 September 2023

Local time

12:00pm

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

Duration in months: 12 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 September 2023

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 48 months

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

VI.3) Additional information

The Contracting Authorities will be High Peak Borough Council and Staffordshire Moorlands District Council at the time of award, however the contract will be subject to novation to the newly established Local Authority Trading Company (when established - subject to approval) ahead of operational start date 01 April 2024.

VI.4) Procedures for review

VI.4.1) Review body

High Court of Justice England and Wales

The Strand

London

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

High Peak Borough Council & Staffordshire Moorlands District Council

Buxton & Leek

Email

procurement@staffsmoorlands.gov.uk

Country

United Kingdom