

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/024077-2023>

Tender

## **Online payments and cashless catering**

Renfrewshire Council

F02: Contract notice

Notice identifier: 2023/S 000-024077

Procurement identifier (OCID): ocds-h6vhtk-03f06a

Published 16 August 2023, 4:08pm

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Contact**

Gillian Gordon

#### **Email**

[gillian.gordon@renfrewshire.gov.uk](mailto:gillian.gordon@renfrewshire.gov.uk)

#### **Telephone**

+44 3003000300

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.renfrewshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

**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**

Online payments and cashless catering

Reference number

RC-CPU-23-008

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

- 72222300 - Information technology services

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

Services

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

Renfrewshire Council seeks a Service Provider to deliver a single integrated online school payment and cashless catering system (including school fund management). The requirements (as detailed in the Procurement documents) have been broken down into different sections however there must be an overall single integrated solution.

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

Value excluding VAT: £1,400,000

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

This contract is divided into lots: No

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

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

- 72212110 - Point of sale (POS) software development services
- 48812000 - Financial information systems
- 79211100 - Bookkeeping services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire area

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

Renfrewshire Council seeks a Service Provider to deliver a single integrated online school payment and cashless catering system (including school fund management). The requirements have been broken down into different sections however there must be an overall single integrated solution delivered. Further information can be located within procurement documents in Public Contract Scotland Tender Portal.

The Contract is for 10 years with the right to Contract Review at 5 years with the right to exercise a Break Clause and terminate after Contract Review as detailed in section 4 of the Invitation to tender (ITT) document contained within Public Contract Scotland Tender Portal. It is anticipated that the contract will be awarded week commencing the 18th December 2023 and the Start Date will be confirmed in the Letter of Acceptance.

The Council contract for online payments and cashless catering with ParentPay Limited expires on the 25th of April 2024 for continuity of services, the Council has agreed an interim contract with ParentPay Limited to allow for a mobilisation of a new solution to expire on the 25th October 2025 and therefore it is critical that any Service Solution offered by a Tenderer must go live on or before this date.

Following evaluation, where there is a change of Service Provider, it is anticipated that the Contract will commence on the 8th January 2024, the exact date to be confirmed in the Letter of Acceptance, and the Service will be live by no later than the 25th October 2025. Where the incumbent Service Provider, ParentPay Limited is successful limited mobilisation would be anticipated by the Council. The Contract will be for a period of 10 years and will expire on the 7th of January 2034 however the Contract will be reviewed at 5 years with the right to exercise a Break Clause and terminate after Contract Review as detailed in section 4 of the ITT.

### **II.2.5) Award criteria**

Quality criterion - Name: Methodology and approach for online payments / Weighting: 16

Quality criterion - Name: Methodology and approach for cashless catering / Weighting: 12

Quality criterion - Name: Methodology and approach for school fund management /  
Weighting: 12

Quality criterion - Name: Implementation / Weighting: 10

Quality criterion - Name: Technical & Security / Weighting: 20

Quality criterion - Name: Sustainability / Weighting: 2

Quality criterion - Name: Community benefits / Weighting: 3

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 20

#### **II.2.6) Estimated value**

Value excluding VAT: £1,400,000

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

The Contract is for 10 years with the right to Contract Review at 5 years with the right to exercise a Break Clause and terminate after Contract Review as detailed in section 4 of the Invitation to Tender document in the Public Contract Scotland Tender Portal.

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

Variants will be accepted: No

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

Options: Yes

Description of options

In accordance with Regulation 72(1)( a) , The Council reserves the right to add additional sites and schools during the Period of Contract based on the Pricing Schedule costs for siting, relocating etc as reflected in the Procurement Documents. The Council also reserves the right under regulation 72(1)(b) to allow for other services and supplies related to these Requirements, and for which as this is a single integrated solution it would not be appropriate to source elsewhere.

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the ITT in PCS-Tender project relevant to this procurement and the other Procurement Documents for further information.

## Section III. Legal, economic, financial and technical information

### III.1) Conditions for participation

#### III.1.2) Economic and financial standing

List and brief description of selection criteria

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

- \* Employers liability - statutory minimum 5 million GBP, each and every claim
- \* Public and products liability - minimum 1 million GBP, each and every claim and in the aggregate but in the aggregate for products
- \* Professional indemnity - minimum 1 million GBP in the aggregate
- \* please also submit evidence of statutory third party motor vehicle insurance by way of a valid MV certificate in the company name, OR where there is no company fleet and employees use their own vehicles instead, a letter signed by a person of appropriate authority confirming that the provider has ongoing arrangements in place to ensure that employees' vehicles are appropriately insured and maintained for business purposes.

Please note tenderers are required to have minimum Dun and Bradstreet failure score of 20

Minimum level(s) of standards possibly required

The Council will use Dun and Bradstreet (D&B) to assist in its determination of the organisations financial status and risk. It is recommended that Tenderers review their own D&B Failure Score in advance of submitting their Tender Submission. If, following this review, Tenderers consider that the D&B Failure Score does not reflect their current financial status, the Tenderer should attach a document to this section giving a detailed explanation, together with any relevant supporting independent evidence. The Council will review any such information as part of the evaluation of Tenderer's financial status. Where the Tenderer is under no obligation to publish accounts and therefore does not have a D&B Failure Score or equivalent rating, they must provide their audited financial accounts for the previous 2 years as part of their Tender Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract or contracts of this size. Where a consortium bid is received, the D&B Failure Score of each consortium member shall be assessed. Where the Tenderer is a subsidiary of a group but is applying as a separate legal entity and fails to meet the minimum financial

turnover requirements or minimum D&B Failure Score (or equivalent) as a company, in order to progress to stage two of the evaluation they must provide as part of their tender submission, written confirmation from an authorised signatory of the parent company, that either a parent company guarantee will be provided within two weeks of request. The parent company must meet the minimum financial requirements as assessed by the Council. The parent company guarantee will be in the form provided in the Procurement Documents.

Tenderers will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract. Sub-Contractors will also be required to complete an SPD as detailed in Public Contract Scotland Tender Portal.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Tenderers will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in the Procurement Document and SPD (Scotland).

---

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

Date

19 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**

Tender must be valid until: 29 July 2024

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

Date

19 September 2023

Local time

12:30pm

Information about authorised persons and opening procedure

The tender documents will be opened in accordance with the procedures under the Council Standing Orders Relating to Contracts

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: As detailed in the Procurement documents

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

1. The Council currently has an integrated online school payment and cashless catering system provided by ParentPay Limited.

The current contract for this service will expire on 24th April 2024, however the Council is looking to award an interim contract that will expire on the 25th of October 2025 to allow sufficient time to fully implement a new solution in all Council premises and before the expiry of the interim contract. Information can be found in the Procurement Documents.

2. A cost of change is anticipated where the Council's Online Payment and Cashless Catering Service moves to a new Service Provider. The Council have calculated a cost-to-change figure of 93,320.40 (GBP) which is made up of the various components listed in the Pricing Schedule document, part of the Procurement Documents. This cost-to-change figure will be added to the total cost of each Tender Submission provided by any Tenderer who is not the incumbent Service Provider. This cost-to-change value will be added to the Tenderer Submission Pricing and used for commercial evaluation. Information can be found in the Procurement Documents.

### 3. Hosted and On-premise Solution

Pricing Offered for a Software as a Service (SaaS) system may be differently priced than an On Premises system and Solution, which may result in additional configuration costs for the Council, examples include: additional software; hardware, additional server space costs. The Council reserves the right to add any additional costs which it identifies will be required to configure and operate the particular Solution and System. The Council will clarify the proposed additional costs with the Tenderer providing the system or solution and this cost will be added to the Pricing Schedule value and used for the purpose of evaluation of Tender Submissions.

### 4. Review

There will be a Contract Review in Financial Year 5. This Contract Review will be in addition to performance and monitoring meetings against agreed Performance Indicators and any Quarterly or annual meetings required by the Council. The Council reserves the right to exercise a Break Clause where the outcome of the Contract Review is not satisfactory to the Council. Further information can be found in the Procurement Documents.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24479. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits are included in this requirement and further details can be found in the Procurement Documents on Public Contract Scotland Tender Portal

(SC Ref:735699)

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

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

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom

##### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446,

as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.