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Planning

Procurement, implementation and support of Procure to Pay (P2P) Software - Prior Information Notice (PIN) for Supplier pre-Engagement Event

M H S Homes Ltd

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-024132

Procurement identifier (OCID): ocds-h6vhtk-03f08b

Published 17 August 2023, 10:46am

Section I: Contracting authority

I.1) Name and addresses

M H S Homes Ltd

Leviathan Way

CHATHAM

ME44LL

Contact

Kari Barratt

Email

procurement@mhs.org.uk

Telephone

+44 1634354138

Country

United Kingdom

Region code

UKJ41 - Medway

Companies House

10704997

Internet address(es)

Main address

www.mhs.org.uk

Buyer's address

www.mhs.org.uk

I.3) Communication

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

<https://mhshomes.esourcingportal.com/index.cfm>

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

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Procurement, implementation and support of Procure to Pay (P2P) Software - Prior Information Notice (PIN) for Supplier pre-Engagement Event

Reference number

EOIMHS158

II.1.2) Main CPV code

- 48442000 - Financial systems software package

II.1.3) Type of contract

Supplies

II.1.4) Short description

This Prior Information Notice is to advise all interested parties of our planned supplier pre-market engagement event for a computerised Procurement to Pay (P2P) solution. We now welcome registrations of interest to be part of these sessions.

The sessions are intended to assist mhs homes with its understanding of system availability and capabilities, and to help inform specification and tender documentation ahead of a planned tender process.

Please register your interest by completing the registration form and returning by Tuesday 29th August @ 12pm, please see further details within the full description of this notice

II.1.5) Estimated total value

Value excluding VAT: £408,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48300000 - Document creation, drawing, imaging, scheduling and productivity software package

- 48900000 - Miscellaneous software package and computer systems

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

mhs homes

Leviathan Way

Chatham

Kent

ME4 4LL

United Kingdom

II.2.4) Description of the procurement

This Prior Information Notice is to advise all interested parties of our planned supplier pre-market engagement event for a computerised Procurement to Pay (P2P) solution. We now welcome registrations of interest to be part of these sessions.

The sessions are intended to assist mhs homes with its understanding of system availability and capabilities, and to help inform specification and tender documentation ahead of a planned tender process.

mhs homes is a non profit organisation that provides affordable homes to people who need them most.

As Medway's largest housing association and Kent's largest independent landlord, we offer homes for general needs, private rent and shared ownership.

Medway Housing Society was formed in 1990 when we acquired the entire housing stock of the then Rochester - Upon - Medway City Council. We were the only large-scale voluntary transfer to take place that was not registered with the then Housing Corporation. 8,567 properties and 122 staff transferred from the Council to the Society on 29 July 1990.

mhs community charity, was set up in 1999 to deliver community based initiatives in

Medway.

The charity created two Foyers to provide accommodation, access to education, training and employment for disadvantaged young people aged 16 to 25.

In 2011 we launched a new registered provider subsidiary, Heart of Medway Housing Association.

We became one of the first non-registered organisations to create a registered provider subsidiary within a group. Heart of Medway has charitable status and was registered with the Tenant Services Authority (TSA) to deliver the organisation's future development programme.

Supplier Pre-market Engagement

It is intended that the event will be held over two days on 5th and 6th September 2023. Each supplier involved will be invited to present a high level overview of their P2P software and will be asked to include in the presentation the following two high level scenarios:

- How an order is raised and authorised for an overhead/asset items, how the order is receipted and how an invoice is received and processed against the order, including any additional authorisation process that may be required (e.g. if the invoice value does not match the order value)
- How an invoice/credit note is processed that does not have a pre raised order to match against e.g. utility bill or development invoices including how these are coded and authorised.

A brief explanation of how the system will integrate with other business systems used by mhs (e.g. core finance system, repairs ordering and asset management systems) is also requested

Each supplier will have approximately 45 minutes available for the presentation, therefore suppliers are asked to ensure the presentations are focused. Our preference is for on site, in person presentations where possible but where this is not possible presentation via Teams will be acceptable. We would ask that a maximum of two representatives from each supplier attend these sessions.

Session Details

Session 1: Tuesday 5th September 2023, 9am to 5pm (45 minute time slots to be allocated)

Session 2: Wednesday 6th September 2023, 9am to 5pm (45 minute time slots to be allocated)

Please register your interest by completing the registration form and returning by Tuesday 29th August @ 12pm.

Once your interest has been registered, we will contact you to confirm a time slot for one of the sessions, a final Agenda and share a Microsoft Teams link if attending virtually. Please note that we are unlikely to be able to accommodate all suppliers who register an interest to participate in the sessions.

mhs homes is committed to ensuring fairness, openness and transparency, and to following the Public Contract Regulations 2015 and related regulations. This Prior Information Notice (PIN) is however, issued solely for the purpose of conducting supplier pre-market engagement. Interested parties will not be prejudiced or advantaged by any response or lack thereof to the PIN or attendance (virtual or in person) to the supplier pre-market engagement event and a response to this PIN, or the event, does not guarantee any invitation to participate in any future procurement.

This PIN does not constitute a call for competition to procure any services, supplies or works for mhs homes. mhs homes is not liable for any costs, fees, or expenses incurred by any party in replying to the PIN or attending the supplier pre-market engagement event sessions.

II.2.14) Additional information

Please register on the mhs tending portal Curtis Fitch

https://mhshomes.esourcingportal.com/current_opportunities.cfm

via this link you can view the notice and register.

Enter your company details and accept the terms & conditions, view the related document and access the link for the registering form.

You will receive an email with your allocated slot after the notice closes.

Thank you in advance for your interest,

II.3) Estimated date of publication of contract notice

31 January 2024

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: Yes

Section VI. Complementary information

VI.3) Additional information

Please complete the registering information form after registering on the Curtis Fitch portal. https://mhshomes.esourcingportal.com/current_opportunities.cfm