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Planning

## **Finance Accounting System**

Royal Berkshire Fire Authority

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-025252

Procurement identifier (OCID): ocds-h6vhtk-03f76f

Published 29 August 2023, 10:21am

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

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

Royal Berkshire Fire Authority

Newsham Court

Reading

RG31 7SD

#### **Contact**

Shuvham Bhandari

#### **Email**

[bhandaris@rbfrs.co.uk](mailto:bhandaris@rbfrs.co.uk)

#### **Telephone**

+44 11899384739

#### **Country**

United Kingdom

**Region code**

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

**National registration number**

VAT gb 642 4620 56

**Internet address(es)**

Main address

<http://www.rbfrs.co.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/71935>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=72343&B=BLUELIGHT](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=72343&B=BLUELIGHT)

Additional information can be obtained from the above-mentioned address

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

Regional or local Agency/Office

**I.5) Main activity**

General public services

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**Section II: Object**

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

**II.1.1) Title**

## Finance Accounting System

Reference number

1359

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

- 48444000 - Accounting system

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

Supplies

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

This procurement seeks to implement a one transparent, integrated, intuitive accounting system for account payable invoice processing, raising customer invoices, making supplier BACS payments, cash management, General Ledger Journals, AP/AR Journals, raising, authorising and converting requisitions into purchase order, chat of accounts and reporting, credit control/debt chasing, budget management. The system is also used to record customer and supplier data as they are set up on the system to make and receive payments.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 48440000 - Financial analysis and accounting software package
- 48441000 - Financial analysis software package
- 48442000 - Financial systems software package
- 48443000 - Accounting software package
- 48451000 - Enterprise resource planning software package
- 72212442 - Financial systems software development services
- 72212451 - Enterprise resource planning software development services
- 79210000 - Accounting and auditing services

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Berkshire

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

Royal Berkshire Fire and Rescue Service requires an accounting system to facilitate following tasks: account payable invoice processing, raising customer invoices, making supplier BACS payments, cash management, General Ledger Journals, AP/AR Journals, raising, authorising and converting requisitions into purchase order, chat of accounts and reporting, credit control/debt chasing, budget management. The system is also used to record customer and supplier data as they are set up on the system to make and receive payments.

The following areas are being considered as part of the project. There will be a phased approach and not all the areas will necessarily form part of the final scope.

- Account Payable
- Account Receivable
- BACS
- Cash Management
- Database Manager
- Fixed Assets
- General Ledger
- Inventory Control
- Making Tax Digital
- Sales Order Entry
- Sales Order Processing

- Paperless
- Purchase Order Processing
- Purchase Requisitions
- Report Write
- Data Import
- Budget forecasting and modelling tools

This Prior Information Notice is to inform the market that all RBFRA/RBFRS are planning to undertake a procurement process to implement a solution that will meet the aims of the project as per the Problem Statement attached.

The Authority has also attached a draft specification and feedback questionnaire for you to provide your suggestions and input to help us refine our requirement. Could you please complete and submit the questionnaire and any feedback you have on the specification by 6th October 2023.

The Authority plans to hold a supplier engagement event to present a more detailed overview of our project aim and objectives and to seek industry expertise and feedback.

The event is scheduled to take place on 18th, 19th, 21st and 22nd September 2023 starting at 10 am with supplier presentation for 15 minutes followed by a Q&A session.

Full details of the event and all associated communications shall be managed using the messaging service in the BlueLight Portal and any interested suppliers are encouraged to register on to the Portal to ensure that they are notified of any updates. Bookings of individual sessions are handled through Microsoft 365 - Bookings. The link to book individual session for market engagement day can be accessed here:

https:

[//outlook.office365.com/owa/calendar/MarketEngagementforAccountingSystem@rbfrs.co.uk/bookings/](https://outlook.office365.com/owa/calendar/MarketEngagementforAccountingSystem@rbfrs.co.uk/bookings/)

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

30 November 2024

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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: Yes