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Tender

Provision of a Legal Case Management System

HAMPSHIRE COUNTY COUNCIL

F02: Contract notice

Notice identifier: 2021/S 000-025322

Procurement identifier (OCID): ocids-h6vhtk-02de13

Published 11 October 2021, 10:47am

Section I: Contracting authority

I.1) Name and addresses

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238ZB

Contact

Emma Tyler

Email

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Telephone

+44 3707791340

Country

United Kingdom

NUTS code

UKJ36 - Central Hampshire

Internet address(es)

Main address

<https://www.hants.gov.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/hampshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/hampshire.aspx/Home>

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

Provision of a Legal Case Management System

Reference number

LG18288

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

The Hampshire County Council Legal Team with to procure a Legal Case Management system. They require a proven, intuitive product which already has wide market adoption and is cloud-hosted. It will be a Commercial Off the Shelf (COTS) Cloud Hosted application that has been designed with the user in mind, and which will not require significant development or customisation by the client or the supplier to meet the requirements.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72000000 - IT services: consulting, software development, Internet and support

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

II.2.4) Description of the procurement

HCC is undertaking a procurement for a Legal Case Management System (LCMS) to replace their current system.

The Hampshire County Council Legal team require a proven, intuitive product which already has wide market adoption and is cloud-hosted. It will be a Commercial Off the

Shelf (COTS) Cloud Hosted application that has been designed with the user in mind, and which will not require significant development or customisation by the client or the supplier to meet the requirements.

The system should be:

- Cloud-hosted and fully supported and maintained by the application provider
- Accessible via a browser providing secure log-in to authorised users from within and outside of HCC's environment.
- Able to carry out automated and semi-automated tasks to enable efficient service delivery and help with business process optimisation
- Able to provide reporting

In addition to these general requirements, the high-level requirements for the system are listed and described below.

Requirements

HCC Legal Services require a proven, intuitive product in the form of a reliable cloud based Legal Case Management System.

Any potential solution should provide a legal bundling system, interface with Exchange online, allow for potential Legal Team Alternative Business Structure (ABS) project requirements, including identification of ABS cases to system users and a time recording element.

The solution will be a secure cloud hosted Legal Case Management System that includes the following:

- Document Management including storage
- Court Document Bundling
- Time Recording reported against each case
- Case Management of existing cases
- Ability to raise new cases
- Deal with internal and Alternative Business Structure Cases

- Integrate with Office 365

The system is expected to be used by 130 users across HCC

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £600,000

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

Start date

10 January 2022

This contract is subject to renewal

Yes

Description of renewals

The initial contract period will be 4 years with the option to extend on a 1+1+1 basis up to a total of 7 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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: [2021/S 000-022180](#)

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

Date

10 November 2021

Local time

2:00pm

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

11 November 2021

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The High Court of England and Wales

Strand, City of Westminster

London

Country

United Kingdom