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Tender

## **Re Procurement of Legal & Democratic Services Case Management System CH212296**

London Borough of Ealing

F02: Contract notice

Notice identifier: 2021/S 000-026114

Procurement identifier (OCID): ocds-h6vhtk-02ed6f

Published 19 October 2021, 12:39pm

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

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

London Borough of Ealing

Ealing Council, Perceval House, 14/16 Uxbridge Road

Ealing

W5 2HL

#### **Contact**

Justin Morley

#### **Email**

[jmorley@ealing.gov.uk](mailto:jmorley@ealing.gov.uk)

#### **Telephone**

+44 2088258000

#### **Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<http://londontenders.org>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://londontenders.org>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

Re Procurement of Legal & Democratic Services Case Management System CH212296

Reference number

DN576701

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

- 79130000 - Legal documentation and certification services

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

Services

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

Ealing Council ('the Council') is a principal Council and a corporate body established by the Local Government Act 1972. Legal and Democratic Services consists of a team of lawyers, support staff and other officers within the Council responsible for providing a range of internal services including legal advice and support to the Council with regards to all its functions. Legal and Democratic services consist of more than 50 but less than 75 staff and who will be day to day users of the case management system. As a department within the Council we are bound by the Council policies and procedures set out in Part G and which the case management system will be required to meet.

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

Value excluding VAT: £355,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKI - London

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

Ealing Council ('the Council') is a principal Council and a corporate body established by the Local Government Act 1972. Legal and Democratic Services consists of a team of lawyers, support staff and other officers within the Council responsible for providing a range of internal services including legal advice and support to the Council with regards to all its functions. Legal and Democratic services consist of more than 50 but less than 75 staff and who will be day to day users of the case management system. As a department within the Council we are bound by the Council policies and procedures set out in Part G and which the case management system will be required to meet. The contract is for the mobilisation and ongoing delivery of a comprehensive legal and democratic services case management system ('the case management system') inclusive of document bundling capabilities. The case management system is intended to provide an end to end workflow system to enable a LEXCEL accredited legal services to work efficiently in providing legal services to the Council. The case management system will be a tool within

which fee earners are able to time record to support a recharge billing system for the Council. The case management system shall provide a range of reporting tools to facilitate data analysis of service productivity as well as financial information for auditing purposes. The functional and technical specification required is set out in the tender specification contained within the tender pack. Contract Term is for the duration of 5 years.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £355,000

**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: No

**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**

This tender is via Ealing Councils e-procurement system (ProContract). All of the information and documentation relating to this tender will be stored online in ProContract. All expressions of interest/requests for information/tender submissions are to be made via ProContract. To do this you will need to register at the web address below and then express an interest in this opportunity. <https://londontenders.org>.

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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

17 November 2021

Local time

4:00pm

#### **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)

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## **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**

High Court; Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom