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Tender

## **Finance System Support**

Senedd Cymru / Welsh Parliament

F02: Contract notice

Notice identifier: 2023/S 000-026843

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

Published 11 September 2023, 4:32pm

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

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

Senedd Cymru / Welsh Parliament

Senedd Cymru / Welsh Parliament, Ty Hywel, Cardiff Bay

Cardiff

CF99 1SN

#### **Email**

[helena.grant@senedd.wales](mailto:helena.grant@senedd.wales)

#### **Telephone**

+44 3002006549

#### **Country**

United Kingdom

#### **NUTS code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

<https://www.senedd.wales.org/abthome/abt-procurement.htm>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0424](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0424)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

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

Body governed by public law

**I.5) Main activity**

Other activity

Devolved Legislation

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## **Section II: Object**

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

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

Finance System Support

Reference number

1235

#### **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 Senedd has a requirement to put in place a support contract to cover a variety of areas of its' Microsoft Dynamics Business Central system. The contract will be for a 5-year period, with the option to extend for a further 5 years, commencing on 1st January 2024. The aim of this contract is to appoint a support partner to work with the Senedd Commission and maintain Business Central for the day to day operations of The Senedd, and potentially looking to move us to the SAAS version of the system in the medium to longer term.

The partner will also need be able to support the Members expense claim element of the system which is key to business continuity and to servicing our requirement to record and publish Members expense claims. The system also has elements (for example the screen to raise Purchase Orders) which are bilingual (English and Welsh). The successful supplier will need to be able to support any changes to these elements as and when they occur (supported by the Translation department of The Senedd).

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

Value excluding VAT: £340,000

#### **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

- UKL - Wales

Main site or place of performance

Cardiff Bay

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

The Senedd has a requirement to put in place a support contract to cover a variety of areas of its' Microsoft Dynamics Business Central system. The contract will be for a 5-year period, with the option to extend for a further 5 years, commencing on 1st January 2024. The aim of this contract is to appoint a support partner to work with the Senedd Commission and maintain Business Central for the day to day operations of The Senedd, and potentially looking to move us to the SAAS version of the system in the medium to longer term.

The partner will also need be able to support the Members expense claim element of the system which is key to business continuity and to servicing our requirement to record and publish Members expense claims. The system also has elements (for example the screen to raise Purchase Orders) which are bilingual (English and Welsh). The successful supplier will need to be able to support any changes to these elements as and when they occur (supported by the Translation department of The Senedd).

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

Quality criterion - Name: Experience of Supporting Business Central / Weighting: 45

Quality criterion - Name: Service Levels / Weighting: 10

Quality criterion - Name: Added Value / Weighting: 5

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

January 2034, unless the extension option is not taken up and it will therefore be January 2029

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

#### **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

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## **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As detailed in the Procurement documents

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## **Section IV. Procedure**

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

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

Restricted 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

11 October 2023

Local time

10:00am

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

19 October 2023

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English, Welsh

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: September 2033

### VI.3) Additional information

Suppliers will need to be registered on the Bravo Solution portal in order to obtain the Pre-Qualification Questionnaire (PQQ) and view the supporting Procurement documents. If you are not already registered you can register by going to [www.etenderwales.bravosolution.co.uk](http://www.etenderwales.bravosolution.co.uk). It is free to register on this portal. Once registered:-

- Click the 'Open Access PQQs' link
- Click on the relevant PQQ to access the content (pqq\_33463 - Finance System Support)
- Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page. This will move the PQQ into your 'My PQQs' page
- Click on the PQQ code. You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box
- You can now choose to 'Reply' to the PQQ and submit your response

Please note that the Procurement documents will be uploaded into the 'Supplier Attachments' area under 'Settings' for all suppliers to view.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=134594](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=134594)

(WA Ref:134594)

### VI.4) Procedures for review

#### VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom