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Tender

Fully Integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System

THE PIRBRIGHT INSTITUTE

F02: Contract notice

Notice identifier: 2023/S 000-028463

Procurement identifier (OCID): ocds-h6vhtk-040417

Published 27 September 2023, 10:24am

Section I: Contracting authority

I.1) Name and addresses

THE PIRBRIGHT INSTITUTE

Pirbright

WOKING

GU240NF

Contact

Lester Demmer

Email

pirbrighttenders@pirbright.ac.uk

Country

United Kingdom

Region code

UKJ25 - West Surrey

Companies House

559784

Internet address(es)

Main address

<https://www.pirbright.ac.uk/>

I.3) Communication

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

<https://pirbrighttenders@pirbright.ac.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://pirbrighttenders@pirbright.ac.uk/>

I.4) Type of the contracting authority

Other type

Institute

I.5) Main activity

Other activity

Animal Research

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Fully Integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System

Reference number

FIN002-SYSTEMS2023

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Institute requires a fully integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System or integrated ERP System.

II.1.5) Estimated total value

Value excluding VAT: £700,000

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
- 48450000 - Time accounting or human resources software package
- 48490000 - Procurement software package

II.2.3) Place of performance

NUTS codes

- UKJ25 - West Surrey

II.2.4) Description of the procurement

The Institute requires a fully integrated Grants Management, Financial Management, Human Resource Management, Inventory and Procurement Management System or integrated ERP System.

The requirements are to be met by a reliable, single sign-on (active directory), integrated system and will include migration, transition, training, implementation and ongoing support and maintenance.

The Institute will seek a live system commencement date of 1st April 2025 for fully tested systems and processes.

The key areas for implementation of a new system include:

- Grants management capabilities including grant concept, grant proposal / application; grant submission; grant funding; grant management and grant close. The solution must be able to allocate a scientists salary cost across multiple projects and flow into / update in, the relevant project budgets.
- Financial management capabilities including full economic costing (overhead absorption); accounts payable; accounts receivable; fixed assets; general ledger; project ledger; sales ledger, purchase ledger, expenses planning; budgeting; forecasting; and cash management.
- Human resource management capabilities including recruitment; working terms and conditions; attendance and absence; information and records; transfers; employee relations; legal cases; occupational health; immigration visa's; housing; learning and development; job evaluation and grading; performance management, reward, and recognition; exit process; time and attendance; and employee self-service.
- Inventory capabilities.
- Procurement management capabilities including raising requisitions; processing purchase orders; punch-out to supplier websites; receipting goods and services; managing supplier returns; dangerous goods; identifying orders >£10k (quotes); identifying orders; stores; inventory; and specialised shipping.
- Self-service capabilities including the ability for end users to access items to action; personal data; team calendar; pay details; HR details; expenses; procurement; training;

and professional details.

- Chart of Accounts structure or alternate concept.
- Labour distribution capabilities including the ability to allocate end users (specifically scientist) across multiple projects.
- Workflow capabilities in Finance, HR, Payroll, Procurement, Grants, Self-service, COA, Reporting, Approvals and Project Module.
- Internal and external reporting capabilities across all areas of grants management; financial management; human resource management; payroll; procurement management, self-service, COA, reporting and project module.
- Approvals management across all areas of grants management; financial management; human resource management; inventory; procurement management, self-service, COA, reporting and project module.

All ITT Responses must be submitted to the Institute via email to pirbrighttenders@pirbright.ac.uk.

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: £700,000

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

Start date

1 February 2024

End date

31 December 2030

This contract is subject to renewal

Yes

Description of renewals

To extend one year

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

As per the possible extension to the agreement

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: No

IV.2) Administrative information

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

Date

27 October 2023

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

27 October 2023

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

This requirement has also been advertised on Contracts Finder

<https://www.contractsfinder.service.gov.uk/Notice/Manage/Review/1b0b9de8-ef0a-49cb-a6ba-f24c74eb3c88>

The ITT package can be found on Contracts Finder or on request from procurement@pirbright.ac.uk

VI.4) Procedures for review

VI.4.1) Review body

The Pirbright Institute

Pirbright

Country

United Kingdom