This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/028463-2023">https://www.find-tender.service.gov.uk/Notice/028463-2023</a>

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 <a href="mailto:procurement@pirbright.ac.uk">procurement@pirbright.ac.uk</a>

# VI.4) Procedures for review

## VI.4.1) Review body

The Pirbright Institute

**Pirbright** 

Country

**United Kingdom**