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Tender

# **Design and Implement Document Management System**

Chelmer Housing Partnership (CHP) Ltd

F02: Contract notice

Notice identifier: 2021/S 000-028510

Procurement identifier (OCID): ocds-h6vhtk-02f6cd

Published 15 November 2021, 4:50pm

# **Section I: Contracting authority**

### I.1) Name and addresses

Chelmer Housing Partnership (CHP) Ltd

Myriad House, 33 Springfield Lyons Approach

Chelmsford

CM2 5LB

#### **Email**

procurement@chp.org.uk

#### Country

**United Kingdom** 

#### **NUTS** code

UKH3 - Essex

#### Internet address(es)

Main address

### www.chp.org.uk

### I.3) Communication

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

https://in-tendhost.co.uk/chp/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/chp/aspx/Home

Tenders or requests to participate must be submitted to the above-mentioned address

## I.4) Type of the contracting authority

Body governed by public law

## I.5) Main activity

Housing and community amenities

# **Section II: Object**

### II.1) Scope of the procurement

#### II.1.1) Title

Design and Implement Document Management System

Reference number

CHP - 2021 - 0306

#### II.1.2) Main CPV code

• 48311100 - Document management system

#### II.1.3) Type of contract

Supplies

#### II.1.4) Short description

CHP is using a legacy Document Management System that is no longer in active development. A replacement system is required, based upon Microsoft SharePoint, which provides management, integration and GDPR compliance. This procurement exercise is to identify a Service Provider who will design and implement a suitable platform and related information architecture, implementation, and support services. Any required associated products must be included within a response. The contract will be for three years with the option to extend for up to an additional twenty-four months.

#### II.1.5) Estimated total value

Value excluding VAT: £200,000

#### II.1.6) Information about lots

This contract is divided into lots: No

#### II.2) Description

#### II.2.3) Place of performance

**NUTS** codes

UKH3 - Essex

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

CHP is using a legacy Document Management System that is no longer in active development. A replacement system is required, based upon Microsoft SharePoint, which provides management, integration and GDPR compliance. This procurement exercise is to identify a Service Provider who will design and implement a suitable platform and related information architecture, implementation, and support services. Any required associated products must be included within a response. CHP would be looking for a 5-year proposal for any product licence and associated support. The contract will be for three years with the option to extend for up to an additional twenty-four months.

#### II.2.5) Award criteria

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

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

**Duration in months** 

36

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend the contract for up to 24 months

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

#### II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

Date

16 December 2021

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

16 December 2021

Local time

12:00pm

# **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

The sTrand

London

WC2A 2LL

Country

**United Kingdom**