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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