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Contract

## **NU/1745-6 The Provision of an Invoice-Receipting Hub Service**

Newcastle University

F03: Contract award notice

Notice identifier: 2022/S 000-032039

Procurement identifier (OCID): ocds-h6vhtk-032064

Published 11 November 2022, 1:54pm

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

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

Newcastle University

Newcastle University, 1 Park Tce

Newcastle upon Tyne

NE1 7RU

#### **Contact**

Mrs Leigh Robinson

#### **Email**

[leigh.anderson@ncl.ac.uk](mailto:leigh.anderson@ncl.ac.uk)

#### **Telephone**

+44 1912088618

#### **Country**

United Kingdom

**Region code**

UKC - North East (England)

**Internet address(es)**

Main address

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

Buyer's address

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

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

NU/1745-6 The Provision of an Invoice-Receipting Hub Service

Reference number

DN629459

#### **II.1.2) Main CPV code**

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
  - AA01 - Metal

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University wishes to appoint a Contractor to provide an Invoice-Receipting Hub Service to handle the receipt of supplier invoices and provide the University with a daily electronic feed.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £176,020

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services
- 80530000 - Vocational training services
- 66121000 - Mergers and acquisition services

- 71241000 - Feasibility study, advisory service, analysis
- 72221000 - Business analysis consultancy services
- 66519600 - Actuarial services

### **II.2.3) Place of performance**

NUTS codes

- UKC - North East (England)

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

The scope of the services shall comprise of:

1) Receiving paper and e-mail invoices e.g. via PDF, Excel, Word, Jpegs, Tiffs etc and converting them to an electronic format.

2) Processing the data from the electronic images of the paper invoices.

3) Receiving electronic invoices and translating/mapping the data and invoice image to integrate with our WNS SAP-certified Accounts Payable Workbench.

4) The Contractor will also implement and manage a programme to migrate

suppliers from submitting paper invoices to submitting pure electronic invoices over the course of the contract.

5) The proposed solution should integrate with our WNS SAP-certified Accounts Payable Workbench (APW) with the following steps per process:

5.1) Import of reference files sent from University SAP ECC system to Contractor (new/changed Vendor information, Purchase Order headers sent as CSV text files).

5.2) Export of a reconciliation file (one file in XML format).

5.3) Export of invoice image files (one or many files in PDF format).

5.4) Export of invoice files (one or many files in XML format).

5.5) Import of a reconciliation response file (one file in XML format).

5.6) Transfer of the invoice data to APW.

Processing must be able to be performed once or several times a day every day.

All file import/exports are to be performed by web services created at the University.

All connections inbound to or outbound from Contractor to be PI Secure Connectivity SFTP adapter type.

Appropriate firewall security must be in place.

There must be procedures to recover from and restart the processing from any of the above steps if errors occur and also to ensure no duplicates are created.

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

Quality criterion - Name: Ability to meet the Scope of Service / Weighting: 60

Price - Weighting: 40

### **II.2.11) Information about options**

Options: Yes

Description of options

The contract will commence on the 1st April 2023 and, unless extended by the University, will complete by 31st March 2025.

The appointment may be extended for a further two 12-month periods from 1st April 2025:

- 1st April 2025 – 31st March 2026

- 1st April 2026 –31st March 2027

### **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 IV. Procedure**

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

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

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-006602](#)

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## **Section V. Award of contract**

### **Contract No**

NU/1745-6

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

1 November 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Parseq Ltd

Lowton Way, Hellaby

Rotherham

S66 8RY

Country

United Kingdom

NUTS code

- UKC - North East (England)

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £180,000

Total value of the contract/lot: £176,020

## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Newcastle University

Newcastle upon Tyne

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Newcastle University

Newcastle upon Tyne

Country

United Kingdom