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Tender

## **Grant Application, Assessment and Administration Services**

Department for Environment Food and Rural Affairs

F02: Contract notice

Notice identifier: 2022/S 000-032085

Procurement identifier (OCID): ocids-h6vhtk-0383d7

Published 11 November 2022, 3:28pm

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

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

Department for Environment Food and Rural Affairs

17 Nobel House

London

SW1P 3JR

#### **Email**

[FFCPCommercial@defra.gov.uk](mailto:FFCPCommercial@defra.gov.uk)

#### **Telephone**

+44 2072385921

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://defra.bravosolution.co.uk/web/login.html>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://defra.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://defra.bravosolution.co.uk/web/login.html>

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

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

Ministry or any other national or federal authority

**I.5) Main activity**

Environment

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## **Section II: Object**

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

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

Grant Application, Assessment and Administration Services

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

- 48612000 - Database-management system

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

Supplies

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

DEFRA Group require a front end application portal, assessment and database provider to assist the delivery of grants.

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

This contract is divided into lots: No

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

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

- 48611000 - Database software package

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

NUTS codes

- UK - United Kingdom

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

DEFRA require the capability to be able to offer a fully supported and hosted system which provides a digital application and assessment portal to apply for both established and new grant schemes, and for the grant administrative team to be able to comply with the Government Functional Standard. Delivery of new technologies into the DEFRA Group estate must demonstrate compliance with the Technology code of practice and the GDS Service Standard. These can be accessed at the links below.

Government Functional Standard: <https://www.gov.uk/government/publications/grants-standards>

Technology Code of Practice:  
<https://www.gov.uk/guidance/the-technology-code-of-practice>

GDS Service Standard:  
<https://gds.blog.gov.uk/2019/05/09/welcome-to-the-updated-service-standard/>

DEFRA require a short-term software/API and database hosting provider to assist with the delivery of grants. It will be an 18-month contract with an option for two six-month extensions. The supplier will work with a multi-disciplinary team, including a variety of operational teams, within DEFRA group during development and delivery. During transfer of data from the incumbent it will be absolutely necessary to guarantee that no interruption occurs to service. Failure to provide the required development and support activities would: prevent the RPA Grants Service delivering its committed (published) grant schemes from 2022 until the replacement single service was introduced; and result in the inability to pay existing scheme applicants via system payments.

There is an existing supplier in place, who will need to be effectively engaged to ensure a smooth transition from current to new service provision. It is of critical operational importance that there is no interruption of service (i.e. payments to grant recipients or disruption to administration of existing and new grants). There will be a transition period of 3 months, and transition to any future state service will need to be completed before the end of the initial contract period unless the option to extend is used.

The solution must be in place and operationalised by July 2023 to support the current bespoke system to be decommissioned. Read/write/edit access will be required for the duration of the service. Read and limited write access would be required for a minimum of 5 years beyond the final claim for compliance purposes.

#### **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

18

This contract is subject to renewal

Yes

Description of renewals

There will be the option for two 6-month extensions

**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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Selection criteria as stated in the procurement documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Selection criteria as stated in the procurement documents

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

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

Open procedure

Accelerated procedure

Justification:

PIN - <https://www.find-tender.service.gov.uk/Notice/020817-2022>

**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

5 December 2022

Local time

11:59pm

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

5 December 2022

Local time

11:59pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Department for Environment Food and Rural Affairs

17 Nobel House

London

SW1P 3JR

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Country

United Kingdom