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Tender

ID 4215231 DfC - PRONI - Catalogues Plus (PCP) System – Support and Development

Department for Communities - Public Record Office of Northern Ireland

F02: Contract notice

Notice identifier: 2022/S 000-032135

Procurement identifier (OCID): ocds-h6vhtk-0383fd

Published 14 November 2022, 9:41am

Section I: Contracting authority

I.1) Name and addresses

Department for Communities - Public Record Office of Northern Ireland

2 Titanic Boulevard

BELFAST

BT3 9HQ

Email

SSDAdmin.CPD@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.communities-ni.gov.uk/topics/public-record-office-northern-ireland-proni>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

I.3) Communication

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

ID 4215231 DfC - PRONI - Catalogues Plus (PCP) System – Support and Development

Reference number

ID 4215231

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

The Public Record Office of Northern Ireland (PRONI) is a division of the Department for Communities (DfC). PRONI Catalogues Plus (PCP) is PRONI's master catalogue system. It is a business critical system essential to the acceptance and management of records, and making records accessible to the public. PCP allows PRONI staff to create and maintain a catalogue of the records under PRONI's care and to manage the location details of physical records. PCP also receives catalogue data from PRONI's Digital Preservation system, enabling staff and the public to access digital records. The high-level objectives of this contract are: • Support - To put in place support and maintenance for PRONI's PCP system; and • Development – To establish a contract that will allow for changes to and enhancement of the PCP system.

II.1.5) Estimated total value

Value excluding VAT: £252,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72232000 - Development of transaction processing and custom software
- 72610000 - Computer support services
- 72611000 - Technical computer support services
- 72230000 - Custom software development services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The Public Record Office of Northern Ireland (PRONI) is a division of the Department for Communities (DfC). PRONI Catalogues Plus (PCP) is PRONI's master catalogue system. It is a business critical system essential to the acceptance and management of

records, and making records accessible to the public. PCP allows PRONI staff to create and maintain a catalogue of the records under PRONI's care and to manage the location details of physical records. PCP also receives catalogue data from PRONI's Digital Preservation system, enabling staff and the public to access digital records. The high-level objectives of this contract are: • Support - To put in place support and maintenance for PRONI's PCP system; and • Development – To establish a contract that will allow for changes to and enhancement of the PCP system.

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: £252,000

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

Duration in months

84

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Initial period of 3 years with the option to extend by 2 further periods of 24 months each.

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

14 December 2022

Local time

3:00pm

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

Tender must be valid until: 14 March 2023

IV.2.7) Conditions for opening of tenders

Date

14 December 2022

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The successful contractor's performance on the contract will be regularly monitored in line with PGN 01/12. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Certificate of Unsatisfactory Performance and the contract may be terminated. The issue of a Certificate of Unsatisfactory Performance will result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of twelve months from the date of issue of the certificate.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

UK

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.