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Tender

## **Software Asset Management as a Service (SAMaaS)**

Renfrewshire Council

F02: Contract notice

Notice identifier: 2025/S 000-033803

Procurement identifier (OCID): ocds-h6vhtk-05503e

Published 19 June 2025, 3:57pm

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Email**

[rachel.davison@renfrewshire.gov.uk](mailto:rachel.davison@renfrewshire.gov.uk)

#### **Telephone**

+44 3003000300

#### **Country**

United Kingdom

## **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

## **Internet address(es)**

Main address

<http://www.renfrewshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

## **I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Software Asset Management as a Service (SAMaaS)

Reference number

RC-CPU-25-041

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

- 72222300 - Information technology services

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

Services

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

Renfrewsjore Council's ICT Service requires the renewal of its Software Asset Management as a Service (SAMaaS) Contract. The SAMaaS provides analysis of the Council's data which ensures that software compliance issues are highlighted for action. The SAMaaS provider offers advice and support in the execution of these actions. It also helps the Council in its aim to reduce the number of contracts the Council has across various departments with the same Service Provider, allowing for more streamlined contract management and a reduction in costs.

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

This contract is divided into lots: No

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

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

- 72222300 - Information technology services
- 72000000 - IT services: consulting, software development, Internet and support
- 72260000 - Software-related services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Renfrewshire Council's ICT Services requires the continued delivery of a Software Asset Management as a Service model as currently used by the Council for a period of 3 years with the option to extend for a further 2 at the sole discretion of the Council.

SAMaaS will provide analysis of the Council's data ensuring that software compliance issues are highlighted for action. They will offer advice and support in the execution of these actions and defend the Council's position in any compliance audit scenario. Whilst continuing to achieve full software compliance the next stage will be to optimise the Council's license usage through knowledge and review of the license models.

The Tender Procedure shall be conducted in accordance with an above Government Procurement Agreement (GPA) Threshold as an Open procedure.

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

Quality criterion - Name: Approach to Implementation, Resources, Knowledge and Skills / Weighting: 25%

Quality criterion - Name: Service Delivery - License Compliance/Audit Ready / Weighting: 15%

Quality criterion - Name: Service Delivery - Software Optimisation/Cost Reduction / Weighting: 15%

Quality criterion - Name: Account Management / Weighting: 5%

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Community Benefits / Weighting: 5%

Price - Weighting: 30%

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

Start date

15 January 2026

End date

14 January 2029

This contract is subject to renewal

Yes

Description of renewals

The Contract will have an option to extend of 2 years on 1 occasion at the sole discretion of the Council.

### **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

### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

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

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

Minimum level(s) of standards possibly required

The Council will utilise Dun & Bradstreet (D&B) to calculate a Failure Score. Tenderers (including all participants in a group) are required to have a Failure Score of 20 or above in order to demonstrate its financial strength and stability. For further information regarding evidencing financial stability can be found within the Invitation to Tender attached to the General Attachment area on PCS-T project number 29403.

Where the Tenderer is under no obligation to publish accounts and/or does not have a D&B Failure Score, they must provide their audited financial accounts for the previous 2 years as part of their ESPD Submission in order that they Council may assess these accounts to determine the suitability of the Tenderer to undertake a Framework of this size and duration.

It is a requirement of this Contract and Tenderers hold, or can commit to obtain prior to the commencement of the Contract and maintain throughout the Contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = Statutory minimum 5 million GBP each and every claim, where the tenderer is exempt from this requirement, eg as a 'sole trader', then this must be confirmed by the Provider in writing;

Public Liability Insurance = minimum 1 million GBP for each and every claim;

Professional Indemnity Insurance – minimum 1 million GBP every claim, and will accept cover in the aggregate.

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

Minimum level(s) of standards possibly required

Tenderers will be required to provide examples that demonstrate that they have at least 3 years of the relevant experience to deliver the services described in the Tender Documents to be considered for this Contract.

Tenderers will be asked to provide details of their Environmental Management Plan and Health and Safety Policy.

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

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

Contract performance conditions are stated within the Invitation to Tender documentation which can be found under project 29403 at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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## **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

22 July 2025

Local time

12:00pm

#### **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: 24 December 2025

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

Date

22 July 2025

Local time

12:00pm

Information about authorised persons and opening procedure

Tenders will be opened in accordance with the Council's Standing Orders Relating to Contracts.



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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Another notice will be published around 1 year prior to the expiry of this Contract.

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Tenderers are required to comply with the following:

- Specification;
- General Conditions of Contract;
- Special Conditions;
- Data Processing Agreement document.
- Cyber Security Requirements as contained in the Specification.

Tenderers must complete, sign and upload the following documentation (as contained within the Supplier attachment area on PCS\_T) with their tender submission:

- Tender Declaration Certificate;
- Equalities Questionnaire;
- Equalities Declaration;
- Tender Compliance Certificate;
- Prompt Payment Certificate;

- No Collusion Certificate;
- H&S Questionnaire;

Please note that all documents must be signed by an authorised signatory.

Request for Information:

Evidence of your company's insurance certificates detailing the required level of insurance's as per the levels stated within this Contract Notice and as detailed within the Invitation to Tender documentation must be uploaded within the general attachments area in Public Contract Scotland Tender Portal upon request by the Council.

Any contract awarded as a result of this tender exercise will be subject to Scots Law and the exclusive jurisdiction of the Scottish Courts.

Tenderers are asked to complete a Community Benefit (CB) Outcome Menu and supporting methodology for a technical value of 5%. Full instructions regarding how to complete the Community Benefit (CB) Outcome Menu will be contained within the Invitation to Tender which can be found on PCS-T project number 29403.

All additional information relevant to this procurement exercise is detailed within the Invitation to Tender document which can be found on PCS-T project number 29403.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29403. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Tenderers will be asked to complete Renfrewshire Council's Community Benefit Outcome Menu to a value of 50 Community Benefit Points for a value of 3% of the overall technical score. Tenderers will also be asked to provide supporting methodology regarding how Community Benefits will be delivered for a value of 2% of the overall technical score.

(SC Ref:801394)

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

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

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom