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Tender

Software Solution for Board Meeting Management and Governance with Optional Risk Management System

Grampian Housing Association Ltd

F02: Contract notice

Notice identifier: 2025/S 000-034810

Procurement identifier (OCID): ocids-h6vhtk-0552c7

Published 24 June 2025, 3:40pm

Section I: Contracting authority

I.1) Name and addresses

Grampian Housing Association Ltd

Huntly House, 74 Huntly Street

ABERDEEN

AB10 1TD

Contact

Tracy Ord

Email

tracy.ord@grampianhousing.co.uk

Telephone

+44 1224202900

Country

United Kingdom

NUTS code

UKM5 - North Eastern Scotland

Internet address(es)

Main address

<http://www.grampianhousing.co.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14462

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Registered Social Landlord

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Software Solution for Board Meeting Management and Governance with Optional Risk Management System

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

GHA wishes to appoint a single supplier for the provision of a software solution to facilitate the management of Board meetings and governance arrangements with an optional risk management system

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UKM5 - North Eastern Scotland

Main site or place of performance

Our area of operation is Aberdeen City, Aberdeenshire and Moray

II.2.4) Description of the procurement

You are invited to submit a tender for the provision of a software solution to facilitate Board meeting management and governance with an optional risk management system to translate GHA's appetite for risk for the Grampian Group. We acknowledge that a risk management system may not be available in all Board management/governance software solutions. This element is therefore viewed as optional and not mandatory. This tender may be awarded without a risk management system. The scoring reflects this. Access to the software will be required for approximately 65 users including 20 Board members, 30 members of staff (5 of whom are administrators) and 15 external stakeholders (e.g. SHR, external and internal auditors).

It is required that following training provision for Administrators and Users (staff and Board members) this software will be fully functional by 1 October 2025, for an initial period of three years. There is also potential for an extension up to a further two years to the contract, subject to satisfactory performance. Any extension of the contract will be entirely at the discretion of GHA. The contract is subject to reappointment annually.

GHA is looking for software which has been successfully implemented within the Registered Social Landlord (RSL) sector, preferably in Scotland, to meet the requirements set out above and in Appendix C.

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

Up to a further 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 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

Grampian HA is using the SPD via Section E Global Questions for all Selection Criteria. The criteria are pass or fail. You will pass the SPD global questions by completing and meeting all the criteria as set out in the contract notice. If you fail to provide all the required and requested information you will fail the SPD and in turn the tender requirements and you will be disqualified from the tender process.

Tenderers must be able to provide examples of relevant experience within the sector that demonstrates that they have the relevant experience to meet the scope of requirements set out in the ITT and QMS - pass or fail.

Bidders must hold relevant accreditation - evidence must be provided - pass or fail.

If you provide the information requested you will pass the SPD and your Price/Quality submissions will be scored. Failure to provide the information requested will result in a fail and you will be removed from the process.

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

It is required that following training provision for Administrators and Users (staff and Board members) this software will be fully functional by 1 October 2025.

Key performance indicators for the duration of the contract will be agreed prior to contract agreement.

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

29 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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

29 July 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 1 October 2028 unless extension is granted for up to two further years.

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=802449.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Added Value/Innovation/Community benefits are invited as part of this procurement.

For more information see Appendix C - Quality Method Statement.

For examples of community benefits see also <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

(SC Ref:802449)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=802449

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

Justice Street

Aberdeen

AB10 1WP

Country

United Kingdom