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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](mailto: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](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](http://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](http://www.publiccontractsscotland.gov.uk)

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

Other type

Registered Social Landlord

**I.5) Main activity**

Housing and community amenities

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## **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

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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

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.

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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

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

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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: 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](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](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](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