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Tender

## **AI Transcription Tool**

Swindon Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-034821

Procurement identifier (OCID): ocds-h6vhtk-04b1c4

Published 28 October 2024, 11:09am

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

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

Swindon Borough Council

Swindon Borough Council, Civic Offices, Euclid Street

Swindon

SN1 2JH

#### **Contact**

Mr Charlie Johnson

#### **Email**

[CJohnson6@swindon.gov.uk](mailto:CJohnson6@swindon.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKK14 - Swindon

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://www.supplyingthesouthwest.org.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.supplyingthesouthwest.org.uk>

**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**

AI Transcription Tool

Reference number

DN748747

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

- 72268000 - Software supply services

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

Services

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

Swindon Borough Council (SBC) wishes to invite expressions of interests from suitably qualified and experienced service providers for the provision of an AI Transcription Tool to support administrative tasks across the council, for an initial contract term of 12 months estimated to start on 13 February 2025. From the end of the initial period, the council has an option to extend the contract for a further 6 periods of 12 months. Total potential term 7 years. We expect to use 31,912 hours per year, however, this volume is not guaranteed. The initial 12 month term of the Contract is an estimated value between £80,000.00 and £300,000.00. The estimated value of the option to extend for a 12 month period is £80,000.00 and £300,000.00. The estimated potential total contract period of 7 years shall be between £560,000.00 and £2,100,000.00.

Please note that the services are subject to demand and the expected volumes quoted of 31,912 hours per annum (and used for the purpose of evaluation) are not guaranteed. In addition, the Council reserves the right to increase the annual contract value up to £300,000 per annum for each 12-month period, subject to use and budget approval.

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,100,000

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

This contract is divided into lots: No

## II.2) Description

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

- 72212000 - Programming services of application software
- 72262000 - Software development services
- 72263000 - Software implementation services

### II.2.3) Place of performance

NUTS codes

- UKK14 - Swindon

### II.2.4) Description of the procurement

Swindon Borough Council (SBC) wishes to invite expressions of interests from suitably qualified and experienced service providers for the provision of an AI Transcription Tool to support administrative tasks across the council, for an initial contract term of 12 months estimated to start on 13 February 2025. From the end of the initial period, the council has an option to extend the contract for a further 6 periods of 12 months. Total potential term 7 years. We expect to use 31,912 hours per year, however, this volume is not guaranteed. The initial 12 month term of the Contract is an estimated value between £80,000.00 and £300,000.00. The estimated value of the option to extend for a 12 month period is £80,000.00 and £300,000.00. The estimated potential total contract period of 7 years shall be between £560,000.00 and £2,100,000.00.

Please note that the services are subject to demand and the expected volumes quoted of 31,912 hours per annum (and used for the purpose of evaluation) are not guaranteed. In addition, the Council reserves the right to increase the annual contract value up to £300,000 per annum for each 12-month period, subject to use and budget approval.

To participate, Suppliers will need to Register as a Supplier with ProContract [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) then Register an Interest before obtaining access to the tender documents. In the event of difficulties registering as a supplier, please refer to the System Administrator Proactis support team [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com).

Tender clarifications to be submitted via Messaging in ProContract tender portal, by 18th November 2024 1200hrs UK Local time. The Council's responses to these clarification questions will be issued periodically on the ProContract tender portal. Tender Responses are required to be submitted no later than 26th November 2024 1200 hrs UK Local time via ProContract tender portal <https://www.supplyingthesouthwest.org.uk/> Please note that this project has been advertised on Find a Tender Service (FTS)/Contracts Finder/ other web portals, However, Supplying the South West Portal,

<https://www.supplyingthesouthwest.org.uk/> is the only portal that includes all the relevant documents required to respond to this opportunity, bearing Project Id: DN748747. No Tender submissions will be considered without completing the tender documents in full including attachments and returning them in alignment with the instructions within the tender documents.

#### **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: £2,100,000

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

Start date

13 February 2025

End date

12 February 2026

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

The initial contract term of 12 months estimated to start on 13 February 2025. From the end of the initial period, the council has an option to extend the contract for a further 6 periods of 12 months. Total potential term 7 years.

We expect to use 31,912 hours per year. however, this is not guaranteed. The initial 12 month term of the Contract is an estimated value between £80,000.00 and £300,000.00.

The estimated value of the option to extend for a 12 month period is £80,000.00 and £300,000.00. The estimated potential total contract period of 7 years shall be between £560,000.00 and £2,100,000.00.

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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.1.2) 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**

See procurement specification for Service Level Agreement and Reporting Requirements.

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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

26 November 2024

Local time

12:00pm

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

English

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

Date

26 November 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Swindon Borough Council

Euclid Street

Swindon

SN1 2JH

Country

United Kingdom