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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

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

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 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.

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

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.

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

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