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Tender

## **Provision of Software Services: Housing Management**

Cairn Housing Association

F02: Contract notice

Notice identifier: 2022/S 000-035644

Procurement identifier (OCID): ocds-h6vhtk-0391dc

Published 16 December 2022, 11:30am

The closing date and time has been changed to:

**3 February 2023, 12:00pm**

See the [change notice](#).

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

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

Cairn Housing Association

Bellevue House, 22 Hopetoun Street

Edinburgh

EH7 4GH

#### **Email**

[enquiries@cairnha.com](mailto:enquiries@cairnha.com)

#### **Telephone**

+44 8009903405

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.cairnha.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA17262](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA17262)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

Housing Association

**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**

Provision of Software Services: Housing Management

Reference number

CHG12/22-2

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

- 48100000 - Industry specific software package

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

Supplies

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

The services required and sought via this tender are: Housing Management System (tenancy, income management, property management, factoring): Web based: Cloud/SaaS: Integration with other Cairn systems: Reporting/ dashboard functionality: Improving Cairn workflows/processes: Single view of customer: Easier rent management: Improved property management: Comprehensive Tenancy Management: Simplified Factoring / Service management

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

This contract is divided into lots: No

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

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

- 48100000 - Industry specific software package

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Cairn Housing Group, 22 Hopetoun Street, Edinburgh, EH7 4GH

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

Single stage open tender, evaluation based on 30% lowest price / 70% highest quality.  
Top four evaluation scorer invited to interview.

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

Quality criterion - Name: General overview / Weighting: 5%

Quality criterion - Name: Allocations / Weighting: 15%

Quality criterion - Name: Tenancy / Weighting: 15%

Quality criterion - Name: Rents / Weighting: 15%

Quality criterion - Name: Factoring / Property Management / Weighting: 5%

Quality criterion - Name: Pentland Community Enterprises / Weighting: 5%

Quality criterion - Name: Voids and Responsive Repairs / Weighting: 5%

Quality criterion - Name: Reporting / Weighting: 5%

Price - Weighting: 30%

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to 36 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.1.2) 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**

As per tender documents

##### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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**

Originally published as:

Date

27 January 2023

Local time

12:00pm

Changed to:

Date

3 February 2023

Local time

12:00pm

See the [change notice](#).

#### **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

27 January 2023

Local time

12:30pm

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### **Section VI. Complementary information**

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

This is a recurrent procurement: No

#### **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**

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=717118](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=717118).

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.

(SC Ref:717118)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=717118](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=717118)

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

**VI.4.1) Review body**

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom