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Tender

## **Invitation to Tender for SaaS Finance, Budgeting and Reporting Systems**

Workers Education Association

F02: Contract notice

Notice identifier: 2023/S 000-036609

Procurement identifier (OCID): ocids-h6vhtk-042527

Published 13 December 2023, 10:37am

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

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

Workers Education Association

4 Luke Street, London

London

EC2A 4XW

#### **Contact**

Anthony Gill

#### **Email**

[tony.gill@wea.ac.uk](mailto:tony.gill@wea.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://in-tendhost.co.uk/educationportal/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Invitation to Tender for SaaS Finance, Budgeting and Reporting Systems

Reference number

INT-WEA01

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

- 72000000 - IT services: consulting, software development, Internet and support

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

Services

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

The WEA are currently implementing a Digital Transformation Strategy which impacts all areas of the business. Replacement of back-office software is an integral part of the digital transformation road map. Current internal systems require updating to meet business demands and to improve internal efficiency within the services provided. WEA are therefore seeking to procure a new SaaS Finance, Budgeting and Planning systems which will be interoperable with other systems. The current back office internal systems are server-based systems with the IT strategy planning migrate to SaaS technology for future system implementations. We expect that the implementation will take place between 1st March 2024 to 31st July 2024. The estimated value includes both the initial capital elements as well as ongoing support for the contract duration.

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

Value excluding VAT: £513,500

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

This contract is divided into lots: No

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

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

- 72000000 - IT services: consulting, software development, Internet and support
- 48440000 - Financial analysis and accounting software package

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

NUTS codes

- UK - United Kingdom

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

The WEA are currently implementing a Digital Transformation Strategy which impacts all areas of the business. Replacement of back-office software is an integral part of the digital transformation road map. Current internal systems require updating to meet business demands and to improve internal efficiency within the services provided. WEA are therefore seeking to procure a new SaaS Finance, Budgeting and Planning systems which will be interoperable with other systems. The current back office internal systems are server-based systems with the IT strategy planning migrate to SaaS technology for future system implementations. We expect that the implementation will take place between 1st March 2024 to 31st July 2024. The estimated value includes both the initial capital elements as well as ongoing support for the contract duration. The total potential planned contact length for this system selection is a 6 year contract to be formed of an initial 3 year contract to be followed by three further 1 year break clauses.

### **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: £513,500

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

Initial contract period will be for 3 years with the option to extend up to three times with 12 month extensions. Therefore 3+1+1+1.

#### **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

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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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

18 January 2024

Local time

5:00pm

#### **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: 6 (from the date stated for receipt of tender)

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

Date

18 January 2024

Local time

5:01pm

Place

Online opening ceremony

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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**

Workers Education Association

4 Luke Street, London

London

EC2A 4XW.

Country

United Kingdom