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Tender

Finance Systems

Forth Valley College

F02: Contract notice

Notice identifier: 2025/S 000-049847

Procurement identifier (OCID): ocds-h6vhtk-04f81e

Published 19 August 2025, 2:03pm

The closing date and time has been changed to:

26 September 2025, 5:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Forth Valley College

Grangemouth Road

Falkirk

FK2 9AD

Contact

Ester Vasallo

Email

procurement@forthvalley.ac.uk

Telephone

+44 1324403000

Country

United Kingdom

NUTS code

UKM76 - Falkirk

Internet address(es)

Main address

<http://www.forthvalley.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00451

I.3) Communication

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Finance Systems

Reference number

FIN-2025-01

II.1.2) Main CPV code

- 72261000 - Software support services

II.1.3) Type of contract

Services

II.1.4) Short description

Forth Valley College is seeking a Contractor to deliver the upgrade and implementation of a cloud-based financial management system, replacing its current on-premises Infor software. The solution must incorporate Infor SunSystems Cloud as the core financial record system, along with fully integrated software for purchase-to-payment, debtor management, Excel-based reporting and budgeting.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48442000 - Financial systems software package
- 48440000 - Financial analysis and accounting software package

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

II.2.4) Description of the procurement

Forth Valley College is seeking a Contractor to deliver the upgrade and implementation of a cloud-based financial management system (the System). This will replace the current on-premises Infor SunSystems 6.3 software which is being moved by Infor to sustainable maintenance, as well as replacing all of the current bolt-on systems for reporting, budgeting, purchase-to-payment, and debtor management. The solution must incorporate Infor SunSystems Cloud as the core financial record system, along with fully integrated software for purchase-to-payment, debtor management, Excel-based reporting and budgeting.

II.2.5) Award criteria

Quality criterion - Name: System Implementation Services / Weighting: 10

Quality criterion - Name: Compliance with Specification Grid / Weighting: 10

Quality criterion - Name: System Demonstration: Finance System Capabilities / Weighting: 10

Quality criterion - Name: Data Protection and Cyber Security Risks / Weighting: 10

Quality criterion - Name: Maintenance and Support Services / Weighting: 9

Quality criterion - Name: Key Personnel and Customer Relationship Management / Weighting: 7

Quality criterion - Name: System Innovation, Value Add and Future Roadmap / Weighting: 5

Quality criterion - Name: Phase Out & Exit Strategy / Weighting: 3

Quality criterion - Name: Fair Work Practices, and Equality, Diversity and Inclusion / Weighting: 3

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 3

Price - Weighting: 30

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

Start date

5 January 2026

End date

4 January 2031

This contract is subject to renewal

Yes

Description of renewals

The Purchaser reserves the right to extend the Agreement for a further 2 periods of 12 months subject to satisfactory performance and continued Purchaser requirements.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The College may request consultancy and integration services.

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

List and brief description of selection criteria

It is a requirement that all Tenderers must have or commit to have the required insurance levels at commencement of the Agreement as indicated below.

Question 4B.6. The successful Tenderer will be required to provide two years of audited accounts or equivalent prior to award to the Agreement. If you are unable to provide the required accounting information – e.g. a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Agreement.

The College shall assess the financial accounts or banker's letter submitted. It may seek further clarity if necessary and use all financial information submitted to ensure that the Tenderer has satisfactory economic and financial standing to meet the contract requirements. If analysis of a Tenderer's financial position determines that additional measures are necessary to provide adequate assurance of the Tenderer's financial strength to the College that Tenderer may or may not be required to provide additional guarantees. If such additional measures are not suitable or cannot be provided by the Tenderer, then the College reserves the right to disqualify the Tenderer.

Please confirm on the SPD on PCS that you can meet this requirement, and this information shall be provided when requested.

This information will be used to assess the Tenderers economic and financial standing and is deemed a minimum standard and is mandatory. A fail will result in elimination from the procurement exercise.

Minimum level(s) of standards possibly required

Question 4B.5a Professional Indemnity Insurance – GBP2,000,000 each and every claim.

Question 4B.5b Employer's (Compulsory) Liability Insurance – GBP5,000,000 each and every claim.

Question 4B.5c Product Liability Insurance - GBP2,000,000 each and every claim.

Pass = The Tenderer has the relevant Insurance in place with evidence of an Insurance Certificate or the Tenderer has committed to obtaining the required insurance with evidence of a brokers letter.

Fail = The Tenderer does not have the relevant insurance requirements in place and cannot commit to obtaining the relevant insurance OR the Tenderer has stated they have the relevant insurance in place or can obtain it but is unable to provide evidence to demonstrate this.

Question 4B.6.

Pass = The Tenderer has provided all financial accounts or banker's letter and/or supporting information requirements as requested by the College and has demonstrated satisfactory economic and financial standing.

Fail = The Tenderer has not provided the required financial accounts or banker's letter and/or supporting information as requested by the College or has provided the information but has not demonstrated satisfactory economic and financial standing.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Question 4C.1.2

Tenderers are required to provide a minimum of 2 examples in the last 3 years to demonstrate that they have relevant experience.

Please provide examples and references including as a minimum a description of the services, client/ company name, total contract value and dates of delivery.

Minimum level(s) of standards possibly required

Pass = The Tenderer has provided 2 examples that demonstrate relevant experience in the last three years.

Fail = The Tenderer has not provided 2 examples of relevant experience in the last three years or the Tenderer has responded to the request but the examples provided are not relevant.

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.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-010994](#)

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

Originally published as:

Date

26 September 2025

Local time

12:00pm

Changed to:

Date

26 September 2025

Local time

5:00pm

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

Tender must be valid until: 6 February 2026

IV.2.7) Conditions for opening of tenders

Date

26 September 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: August 2032

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

System Demonstrations are mandatory as part of this Invitation to Tender. These will take place during week commencing 27th October 2025.

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=802551.

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.

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:802551)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=802551

VI.4) Procedures for review

VI.4.1) Review body

Camelon Sheriff Court

Main St, Camelon

Falkirk

FK1 4AR

Country

United Kingdom