

Tender for Housing with Care Data System

FIND A TENDER REF: (IF APPLICABLE)



Invitation to Tender

Contract Name: Housing with Care Data System

Contract Reference Number: T26/001/CHS

Scope and Context

Database system to securely record residents' care information and allow sharing of up-to-date information with authorised staff and organisations.

Intention

The Cambridge Housing Society Limited (CHS) and its subsidiary companies, collectively known as the "CHS Group" wishes to establish a single lot contract with one supplier for the provision of **Housing with Care Data System**.

The contract is anticipated to commence in **the first quarter of 2026** and will continue for a period of **5 year(s) (60 months)** unless terminated in accordance with the Conditions of Contract.

There is the potential for a contract extension of up to **8 year(s) (96 months)**, depending on both the success in achieving the required outcomes and availability of further funding.

Any quantities shown within this ITT, and any relevant documentation are estimated, and the CHS gives no warranty as to the accuracy or completeness of any such quantities.

CHS is open to considering innovative methods of delivery including partnerships between suppliers.

Responsibilities

Bidders are solely responsible for all their own costs in connection with preparing and submitting this ITT to CHS.

CHS Primary Contact

All communications **must** be channelled through the following individual:

Name	Email
Claire Hughes-Thomas	Tenders@chsgroup.org.uk

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Tender Submissions

CHS's Primary Contact **must** receive tender responses at the address detailed by key date **08/12/2025**. Tenderers must complete the following documents and include these in their submission to CHS's primary contact:

- Procurement Specific Questionnaire (PSQ)
- Non-Collusion Declaration Form
- Form of Tender
- Other documentation

Use of AI.

Whilst it will not be marked against your tender, we would like for you to confirm whether you use AI to produce your bid.

Procurement Procedure

The procurement process CHS is undertaking to procure the required services is an Open Procedure, as permitted under Section 20 of the Procurement Act 2023.

Contract Award

CHS reserves the right to cancel, modify or postpone this ITT process and does not guarantee that a contract will be established after the ITT process.

CHS may award Contract(s) on the basis of a Tender submitted in accordance with the Tender documents. Contract award is subject to the formal approval process of CHS and is then assessed using the weighted quality and capability questions and the price bid by Tenderers, subject to passing any minimum quality scores calculating the Most Advantageous Tender (MAT.)

Until all necessary approvals are obtained, and the standstill period completed, no Contract(s) will be entered into. Once CHS has reached a decision in respect of a contract award, it will notify all Tenderers of that decision and provide for a standstill period in accordance with the Procurement Act 2023 before entering into any Contract(s).

Further information and clarifications

To ensure openness, fairness and transparency in the process, CHS **shall not** accommodate any verbal requests for information or clarification. All requests **must** be made formally by email to CHS's Primary Contact. At CHS's sole discretion, any request for information or clarification that, in CHS's opinion, provides important direction may be made anonymous and supplied with CHS's response to all tendering parties by email, tender-specific web pages or web portal. -The detail of this document and all associated documents is to be treated as private and confidential and for use only in connection with this tender process.

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CHS will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time. No requests for clarification will be accepted after 12:00hrs on 01/12/2025.

Further generic information on CHS, including Financial Statements, can be found at <https://www.chsgroup.org.uk>

Key Activity and Timescales

Procurement Stage	Date
Planned Procurement Notice Published	16/07/2025
Preliminary Market Engagement Notice Published	N/A
Preliminary Market Engagement Period	N/A
Tender Notice and Tender Documents, including this ITT, Published	24/11/2025
ITT Deadline [having observed the mandatory minimum tender timescales]	08/12/2025
Assess Responses against Conditions of Participation	09/12/2025
Evaluation of Tenders against Award Criteria (Start)	09/12/2025
Evaluation of Tenders against Award Criteria (End)	22/12/2025
Contract Award Letters and Assessment Summaries Issued	23/12/2025
Contract Award Notice Published	23/12/2025
Standstill Begins	23/12/2025
Standstill Ends [observing the mandatory standstill period]	08/01/2026
Contract Details Notice	09/01/2026

These dates above are provided for information purposes only. CHS does not guarantee to complete each phase by the date stated above.

Late tenders and alterations

Tender responses received after the ITT deadline will be registered separately and shall be deemed late and disqualified. At CHS's sole discretion, where bidders can prove a reasonable explanation for any responses being late beyond the Bidders reasonable control, late submissions may be accepted. Alterations shall not be made to tenders after the ITT deadline.

Bidders are therefore advised that it is absolutely their responsibility to thoroughly check their submissions before submission.

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Presentations

If presentations are deemed necessary, they will be held at CHS Office or by TEAMS meeting (to be advised) and will be for one-hour duration – 30 minutes presentation and 30 minutes Q&A.

Declarations

Each bidder is also required to sign and attach to the tender submission a declaration to the effect that no partner or employee of the bidding firm has engaged in collusive bidding or canvassed any officer or adviser of CHS. The form of declaration is the Non-Collusion Certificate and **must** be signed and returned as an original hard copy with their tender response.

Without prejudice to any other civil remedy that may be available to CHS, and any criminal liability that may be incurred, CHS shall disqualify any firm that breaches the terms of either the Disclosure of Interests or Non-Collusion Certificate. CHS may pursue such bidders for reimbursement for all CHS's costs that bidders activities in the procurement exercise have incurred.

Contract for the Service

The appointed Bidder **must** accept the full terms of CHS's Terms & Conditions of the contract for the service. Any variance or requested derogation may lead, at CHSs sole discretion, to the relevant bidder being disqualified from the procurement competition.