

**United Kingdom-London: Software package and information systems**

OJ S 11/2016 16/01/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Goldsmiths, University of London

Postal address: Lewisham Way, New Cross

Town: London

Postal code: SE14 6NW

Country: United Kingdom

Contact person: Estates Department (Procurement)

For the attention of: Rob Godfrey

E-mail: [r.godfrey@gold.ac.uk](mailto:r.godfrey@gold.ac.uk)

Telephone: +44 2079197307

**Internet address(es):**General address of the contracting authority: [www.gold.ac.uk](http://www.gold.ac.uk)**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Estates Management and Compliance System.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 7: Computer and related services

Main site or place of performance: Goldsmiths, University of London.

NUTS code UKI London

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

#### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

Goldsmiths, University of London is currently undertaking a project to select, procure and implement an Estate Management and Compliance Software solution to better meet the needs of the directorate and its customers.

Goldsmiths is looking to implement an integrated system that not only creates a single online repository of information relating to the estate and infrastructure, but that will also allow it to be more pro-active in its approach to the management of the estate and more efficient in collating, analysing and reporting on data about the estate and infrastructure.

#### **II.1.6. CPV code(s)**

48000000 Software package and information systems, 48780000 System, storage and content management software package, 48921000 Automation system, 48421000 Facilities management software package, 48320000 Drawing and imaging software package, 48100000 Industry specific software package, 48420000 Facilities management software package and software package suite, 48422000 Software package suites, 48610000 Database systems, 48920000 Office automation software package, 48330000 Scheduling and productivity software package, 48300000 Document creation, drawing, imaging, scheduling and productivity software package, 48600000 Database and operating software package, 48310000 Document creation software package, 48170000 Compliance software package

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Goldsmiths is seeking to purchase a single software system and the necessary consultancy and training for implementation, to improve the customer service interface and information management of its Estates operation.

The College has identified core functionality that will be in scope. We anticipate that the implementation will be phased over several years. Potential requirements have also be identified; these are out of scope for the current project, but may be considered in the future. Core functionality.

— Integrate with the Active Directory to provide secure logon for users and provide multiple access levels.

— CAD Architecture (Computer Aided Design) bi-directional linking and compatibility with Space Management data.

— Future ability to integrate BIM modules to enable compliance with the Government's BIM agenda.

— Enable more effective space management.

— Ability to collate and manage information regarding asbestos containing materials.

— Ability to collate and manage Building Condition & Statutory Compliance Survey Data.

— Provide functionality to manage planned and preventative maintenance tasks.

— Able to run on handheld devices.

- Provide a range of standard and customisable reports (as detailed below).
- Enable document management.
- Intranet Helpdesk reporting and tracking.
- Helpdesk / Job Reporting Management operations including work logging tracking historic records.
- Resource planning and scheduling.
- Enable customer satisfaction surveys.
- Capable of recording condition and access surveys for all College properties.
- Interface with College's existing Agresso (Finance) system.
- Interface with Scientia (room booking system) to enable space planning and recharging.

Potential Future Requirements:

- Maintainable Equipment/Asset Management Register.
- Stock keeping and control.
- Billing, timesheet data recording and re-charging for works undertaken.
- Store and manage specialist maintenance contracts.
- Move management to enable the effective allocation and usage of space.
- The management of Major Capital Works and capability of interfacing with standard Microsoft Project / CAD Architecture.

In addition to this the system will provide various reports as required by the Estates and Facilities Directorate. Examples are:-

- The ability to report against the performance measures within the Service Level Agreement, including performance by in-house teams and external contractors, FM providers.
- The ability to monitor total expenditure by building/ location/ department.
- The ability to monitor expenditure by service providers in-house and contractor.
- The ability to monitor expenditure against pre-set budgets.
- The ability for customers and Estates users to search/report on jobs by their 'status', for example: completed jobs, scheduled jobs, jobs currently being actioned.
- The ability to create bespoke reports utilising the system tools or an additional reporting package.
- The ability to output all necessary data in a suitable format for easy transfer to the HESA Estates Management Returns for Universities (EMR).
- The ability to export information into MS Excel.

Estimated value excluding VAT:

Range: between 250 000 and 500 000 GBP

## **II.2.2. Information about options**

Options: yes

Description of options: It is envisaged that the contract will last for a period of up to 10 years and that further extensions to this may be possible.

## **II.2.3. Information about renewals**

This contract is subject to renewal: yes

## **II.3. Duration of the contract or time limit for completion**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2.**

## **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Details provided in the Invitation to Tender.

### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Where a consortium or other grouping of suppliers submits a bid, such consortia or grouping must nominate a lead organisation to deal with the Authority on all matters relating to the contract. All consortium members or grouping will be required to be jointly and severally liable in respect to the obligations and liabilities relating to the contract.

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Details to be provided in the Invitation to Tender.

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: See tender documentation (PQQ).

### **III.2.2. Economic and financial ability**

List and brief description of conditions: See tender documentation (PQQ).

Minimum level(s) of standards possibly required: Suppliers must have a minimal annual turnover of 500 000 GBP.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

See tender documentation (PQQ).

Minimum level(s) of standards possibly required:

See tender documentation (PQQ and ITT).

### **III.2.4. Information about reserved contracts**

## **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

### **III.3.2. 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: no

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 2

Objective criteria for choosing the limited number of candidates: See tender documentation (PQQ).

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

TEN0342

##### **IV.3.2. Previous publication concerning this procedure**

###### **Prior information notice**

Notice number in the OJ S: [2015/S 124-226438](#) of 1.7.2015

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 12.2.2016 - 23:59

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

15.2.2016 - 23:59

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

##### **IV.3.8. Conditions for opening of tenders**

Place:

Goldsmiths, University of London.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Officers of Goldsmiths, University of London.

#### **Section VI: Complementary information**

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

This is a recurrent procurement: no

##### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:

no

##### **VI.3. Additional information**

This procurement project will be conducted through the Intend e-tendering portal. Log onto the Goldsmiths Procurement portal In-Tend <https://in-tendhost.co.uk/he> to express interest in this project, access documents and receive instructions on the process.

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

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. Applicants who are unsuccessful shall be informed by the Authority as soon as possible after the decision has been made as to the reasons why the Applicant was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, The Public Contracts Regulations 2006 (SI 2006 No. 5) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action. Any such action must be brought within the applicable limitation period. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Authority to pay a fine, and/or order that the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

##### **VI.5. Date of dispatch of this notice**

15.1.2016