

United Kingdom-Cardiff: Educational software package

OJ S 22/2015 31/01/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: City of Cardiff Council

Postal address: Room 249, County Hall, Atlantic Wharf

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

Contact person: Commissioning and Procurement

For the attention of: Dean Corbisiero

E-mail: dcorbisiero@cardiff.gov.uk

Telephone: +44 2920873734

Internet address(es):General address of the contracting authority: http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865Address of the buyer profile: http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA0422

Electronic access to information: Via the Council's Proactis Site, see 'Additional Information' section below.

Electronic submission of tenders and requests to participate: Via the Council's Proactis Site, see 'Additional Information' section below.

Additional information can be obtained from:

Official name: City of Cardiff Council

Postal address: Room 249, County Hall, Atlantic Wharf

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

Contact person: Commissioning and Procurement

For the attention of: Dean Corbisiero

E-mail: dcorbisiero@cardiff.gov.uk

Telephone: +44 2920872270

Internet address: http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: City of Cardiff Council

Postal address: County Hall, Atlantic Wharf

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

Telephone: +44 2920872270

Internet address: http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865

Tenders or requests to participate must be submitted: Official name: City of Cardiff Council
Country: United Kingdom
For the attention of: as indicated via the Proactis System.
Internet address: http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services

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

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Provision of Adult Community Learning Software.

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: The City of Cardiff.

NUTS code UKL22 Cardiff and Vale of Glamorgan

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)

The City of Cardiff Council is looking to procure an Adult Community Learning software package to record and manage information throughout the academic life of the learner. The City of Cardiff Council's Adult Community Learning (ACL) service has a mandatory requirement to capture the outcomes for learners, from the delivery of educational courses across the city. The information that needs to be captured covers the following criteria – completion, attainment and success rates.

The City of Cardiff Council would like to inform potential tenderers that as part of this tender the Council are willing to consider a hosted solution. A key requirement for the solution is the ability to integrate with the Council's corporate customer management system/online portal. Please note that the full Tender process will be carried out via the Council's new Proactis System, this will include the tenderer responding electronically by uploading their completed tender documents. For full details of how to do this please go to the 'Additional Information' section of this advertisement.

Note: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at http://www.sell2wales.gov.uk/Search/Search_Switch.aspx?ID=21873

II.1.6. CPV code(s)

48190000 Educational software package, 72212190 Educational software development services

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

It is anticipated that the estimated value will be in the region of 130 000 GBP based on a term of 3 years + (2 x 12 months periods).

II.2.2. Information about options

Options: yes

Description of options: The awarded contract will run from on, or as after as possible to, the 1.4.2015 to the 31.3.2018 with the option to extend for 2 x 12 month periods up until 31.3.2020.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Start 1.4.2015. Completion 31.3.2020

Section III: Legal, economic, financial and technical information

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

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

As indicated within the tender documentation.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

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: As indicated within the tender documentation.

III.2.2. Economic and financial ability

List and brief description of conditions: As indicated within the tender documentation.

Minimum level(s) of standards possibly required: As indicated within the tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:

As indicated within the tender documentation.

Minimum level(s) of standards possibly required:
As indicated within the tender documentation.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

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: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

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

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

ERFX1000490

IV.3.2. Previous publication concerning this procedure

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: 27.2.2015

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

27.2.2015 - 12:00

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

Duration in months: 12 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 27.2.2015 - 12:00

Place:

Via Proactis in Room 249, County Hall, Atlantic Wharf, Cardiff CF10 4UW.

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

Information about authorised persons and opening procedure: Authorised Council Employees only; no members of the general public. The opening procedure is carried out in line with the Councils CSO & PR.

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

This procurement exercise is being conducted as a full electronic tender via the Councils new e-tendering portal Proactis.

The Proactis portal can be found at <https://www.proactisplaza.com/supplierportal/?CID=CARDIFF> where providers may register their interest, complete the online tender forms, download and then upload the completed relevant documents. The tender reference (RFX) number for this opportunity is as follows: ERFX1000490.

Registration on Proactis is free of charge.

Please note that the user who registers against this tender will be the point of contact via the Proactis system throughout the tender exercise. All questions, queries, requests for clarification must be directed through the Proactis portal against the relevant opportunity. The deadline for the receipt of your completed Tender submission, is 12:00:00 (noon) on Friday 27.2.2015. Please be aware that the user who registers your expression of interest is the one who will be the contact for the Tender and receive all communications and updates via the Proactis system. Please note that you must download the documents yourself they will NOT be sent to you, after you have expressed an interest; any queries should be sent via the 'Messages tab'.

For information and guidance on how to create a response please see attached Instructions for Tenderers document.

Please note that the document Appendix 4 — Hosting Checklist, is for information purpose only, this document will only be completed by the successful tenderer and the Council, upon award.

(WA Ref:21873).

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Council will incorporate the mandatory standstill period as directed by the Public Contracts Regulation 32 (1) to 32 (2a) and send the award decision notice which will include: the award criteria, the reasons for the decision including the characteristics and relative advantages of the winning supplier's submission; if the bid is held not to be compliant with any technical specification, then reasons of that decision; the name of the party to be awarded the contract, and a precise statement of when the standstill period is expected to end, including how it may be affected by any

'contingencies' e.g., complaints or challenges, and the date after which the contract may be entered into. Applicants will have the duration of the standstill period in order to submit their appeal, as indicated within the notice when published.

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

VI.5. Date of dispatch of this notice

28.1.2015