

United Kingdom-Tewkesbury: Industry specific software package

OJ S 34/2018 17/02/2018

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Tewkesbury Borough Council

Postal address: Council Offices, Gloucester Road

Town: Tewkesbury

NUTS code: UKK1 Gloucestershire, Wiltshire and Bristol/Bath area

Postal code: GL20 5TT

Country: United Kingdom

Contact person: Miss Sophie Hunt

E-mail: Sophie.Hunt@tewkesbury.gov.uk**Internet address(es):**Main address: <https://www.tewkesbury.gov.uk/>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.tewkesbury.gov.uk/selling-to-the-council>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.tewkesbury.gov.uk/selling-to-the-council>

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

Procurement of Legal Services Case Management System

Reference number: LTD/22099

II.1.2. Main CPV code

48100000 Industry specific software package

II.1.3. Type of contract

Services

II.1.4. Short description

Procurement of a case management system for the use of one legal, the shared legal service for Tewkesbury, Cheltenham and Gloucester Councils.

II.1.5. Estimated total value

Value excluding VAT: 300 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

48310000 Document creation software package, 48000000 Software package and information systems, 48219300 Administration software package, 48330000 Scheduling and productivity software package

II.2.3. Place of performance

NUTS code: UKK13 Gloucestershire

Main site or place of performance: At the council offices, Tewkesbury and also the offices of Cheltenham Borough Council, Cheltenham and Gloucester City Council, Gloucester.

II.2.4. Description of the procurement

The contracting authority, Tewkesbury Borough Council, is the host authority for a shared legal service between Tewkesbury Borough Council, Cheltenham Borough Council and Gloucester City Council, which is known as "One Legal". The authority is conducting a procurement using the open procedure in accordance with the public contracts Regulations 2015 for the purpose of acquiring a case management system with the following capabilities:

- enable the sharing of data and documents between approved users,
- automatic compilation of complex legal documentation,
- usage of standard documentation; templates, forms and e-mails using case data and defined prompts,
- support comprehensive case management, with document production and court bundling and incorporating features such as key dates, parties and financial information,
- achieve consistency of file management and improve record keeping across the department, allowing users to easily search for cases, e-mails, documents for matters in progress,
- manage and report on performance such as caseloads, matter types including the provision of coherent and reliable management information for One Legal's management team, and for clients, through standard reports,
- provide billing and costs projections,
- record high risk and conflict of interest matters,
- develop and utilise workflows to support case management processes, facilitate more efficient working, and allow supervisors to monitor and control compliance with regulatory and practice management requirements,
- enable mobile and remote working,
- support one legal in meeting the law society's practice management standards (Lexcel) if adopted by one legal,
- adapt to evolving business needs.

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: 300 000,00 GBP

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The contract will have the option of a twenty four month extension at the contracting authority's discretion.

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

II.2.14. Additional information**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

III.2. Conditions related to the contract**III.2.2. Contract performance conditions**

In accordance with the contracting authorities terms and conditions of contract which are included in the procurement documents.

Section IV: Procedure

IV.1. Description**IV.1.1. Type of procedure**

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system**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.2.2. Time limit for receipt of tenders or requests to participate**

Date: 20/03/2018 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

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: 04/12/2018

IV.2.7. Conditions for opening of tenders

Date: 21/03/2018 Local time: 10:00

Place:

Council Offices, Gloucester, Tewkesbury, Glos, GL20 5TT.

Information about authorised persons and opening procedure: Tenders shall be opened in accordance with the Contracting Authority's contract procedure rules i.e. by at least one officer nominated by the one Legal, and the Procurement Adviser or their nominated officer. An immediate record shall be made of the Tenders received including names, amount of tender and the date and time of opening.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: High Court of Justice, Royal Courts of Justice

Postal address: Strand, London

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

VI.5. Date of dispatch of this notice

15/02/2018