

United Kingdom-Worthing: Software package and information systems

OJ S 47/2015 07/03/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Worthing Homes Limited

Postal address: Davison House, North Street

Town: Worthing

Postal code: BN11 1ER

Country: United Kingdom

Contact person: Shaw Consulting

E-mail: worthing-homes@shawc.co.uk**Internet address(es):**Electronic access to information: <https://db.tt/a9Kz47FW>**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

Housing and community amenities

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**

Agile Working and EDM Solution.

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: Davison House; North Street; Worthing; BN11 1ER.

NUTS code UKJ24 West Sussex

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)

Worthing Homes is looking for an Agile Working and Electronic Document Management Solution.

The supplier will need to implement, configure, interface / integrate to existing business systems, their proposed solution.

Full training to end users and the IT team will be required so that Worthing Homes can fully maximise the system from the outset.

II.1.6. CPV code(s)

48000000 Software package and information systems, 72260000 Software-related services

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

The procurement is covered by the Government Procurement Agreement: no

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

Worthing Homes are looking for an Agile Working and Electronic Document Management (EDM) solution which will transform the way the organisation currently works.

The Agile Working Solution will be used across the business to collect information electronically and then, based on either defined work-flow rules (which Worthing Homes can configure in the proposed solution) or direct interfacing / integration, process the information collected efficiently, either to staff for approval or into the current business systems.

The proposed solutions needs to include a Form Designer which can be used by end users (who have no programming knowledge). Once the forms have been created the proposed solution must allow Worthing Homes to publish them to:

- Different mobile device platforms;
- The web for display on websites.

To apps which can be downloaded by Worthing Homes clients or used by Worthing Homes staff.

To ensure our staff have a full 360° view of our customers when working remotely or when they are in office, the Agile Working solution must be fully integrated with Worthing Homes current business systems.

The Agile Working solution must enable our staff to take payments from our customers.

When staff are using the Mobile Working Solution it must provide secure offline working capabilities if the device has no connection to Wi-Fi or a Mobile Data network.

Worthing Homes currently has an EDM system, however it is very basic, it is difficult to find information, doesn't support document retention / destruction rules and thus makes it very hard for Worthing Homes to manage the information held in the system effectively. As a result Worthing Homes are looking for a replacement system.

The proposed EDM solution must be fully integrated with the proposed Agile Working Solution so that users of the system can easily retrieve information, create new documents, store photos and videos taken on the device in the system.

The proposed EDM must enable Worthing Homes to work more efficiently when handling both physical and electronically received documents. Physical documents need to be scanned into the system so that all the information can be fully searchable.

The proposed EDM solution should be integrated with Microsoft Office and Microsoft Outlook to provide easy filing and retrieval of documents, presentations, spreadsheets, emails, photos, videos, etc.

The appointed supplier will be fully responsible for delivering the end to end solution and ensure all relevant data held in current business systems e.g. the current EDM solution is transferred so that these systems can be decommissioned.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Dependent on the suppliers status, a performance bond or guarantee may be required.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

An agreement as to how the project is funded will be covered as part of the contract negotiations with the preferred supplier. Any payment made to the supplier will be in pounds sterling and will be normally made by electronic funds transfer.

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

Worthing Homes specific requirements are yet to be determined; however it does require that the contract awarded be entered into by a single legal entity on the part of the successful supplier(s). Any legal entity which has a group of entities will be required to provide an undertaking to be jointly and severally responsible for the due performance of the project.

III.1.4. Contract performance conditions

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

Description of particular conditions: Suppliers will need to comply with Worthing Homes Standard Terms and Conditions of Contracts.

Worthing Homes are not bound to accept any or all of the suppliers response.

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: All interested parties need to register an interest (By email to worthing-homes@shawc.co.uk and then provide a completed response no later than 17:00 on the 20.4.2015. Interested parties will be able to download the Pre-Qualification Questionnaire (PQQ) from <https://db.tt/a9Kz47FW>, this needs to be completed in full and returned by the deadline.

III.2.2. Economic and financial ability

List and brief description of conditions: Evaluated as part of the PQQ.
Minimum level(s) of standards possibly required: Evaluated as part of the PQQ.

III.2.3. Technical and professional ability

List and brief description of conditions:
Evaluated as part of the PQQ.
Minimum level(s) of standards possibly required:
Evaluated as part of the PQQ.

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

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 5: and Maximum number 10

Objective criteria for choosing the limited number of candidates: Using the pre-qualification questionnaire suppliers will be short listed based on the analysis performed in the financial, legal, and technical areas. Some questions contained within the PQQ may require a 'Yes' or 'No' response. These questions are known as gateways and are fundamental requirements of the contract. If any of these questions are answered "No", Worthing Homes may reject your submission in full, ceasing to evaluate the remainder of the questions. Other questions are weighted based upon their order of importance. The members of the panel will each score the submissions against all of the award criteria. The panel will meet to discuss their individual scores and arrive at a consensus team score. Incomplete responses will reduce the suppliers chance of being short listed and in some cases will exclude the supplier.

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

Worthing Homes - Agile Working and EDM Tender

IV.3.2. Previous publication concerning this procedure

no

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

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

20.4.2015 - 17:00

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

24.4.2015

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

Section VI: Complementary information

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

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

3.3.2015