

**United Kingdom-Hamilton: Information technology services**

OJ S 42/2019 28/02/2019

Contract notice

Supplies

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: South Lanarkshire Council

Postal address: Council Headquarters, Almada Street

Town: Hamilton

NUTS code: UKM95 South Lanarkshire

Postal code: ML3 0AA

Country: United Kingdom

Contact person: Joan Dimond

E-mail: [joan.dimond@southlanarkshire.gov.uk](mailto:joan.dimond@southlanarkshire.gov.uk)

Telephone: +44 1698454147

**Internet address(es):**Main address: <http://www.southlanarkshire.gov.uk>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)**I.1. Name and addresses**

Official name: South Lanarkshire Leisure and Culture Ltd

Postal address: Floor 1, North Stand, Cadzow Avenue

Town: Hamilton

NUTS code: UKM95 South Lanarkshire

Postal code: ML3 0LX

Country: United Kingdom

E-mail: [customer.services@southlanarkshireleisure.co.uk](mailto:customer.services@southlanarkshireleisure.co.uk)

Telephone: +44 1698476262

Fax: +44 1698476198

**Internet address(es):**Main address: [www.slleisureandculture.co.uk](http://www.slleisureandculture.co.uk)Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA24203](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA24203)**I.2. Information about joint procurement**

The contract involves joint procurement

**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

#### **I.4. Type of the contracting authority**

Regional or local authority

#### **I.5. Main activity**

General public services

### **Section II: Object**

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#### **II.1. Scope of the procurement**

##### **II.1.1. Title**

SLLC Management System Replacement  
Reference number: SLC/PS/FINCOR/18/105

##### **II.1.2. Main CPV code**

72222300 Information technology services

##### **II.1.3. Type of contract**

Supplies

##### **II.1.4. Short description**

Replacement of SLLC Front of House IT Management System.

##### **II.1.5. Estimated total value**

Value excluding VAT: 1 402 000,00 GBP

##### **II.1.6. Information about lots**

This contract is divided into lots: no

#### **II.2. Description**

##### **II.2.2. Additional CPV code(s)**

72222300 Information technology services

##### **II.2.3. Place of performance**

NUTS code: UKM95 South Lanarkshire

##### **II.2.4. Description of the procurement**

South Lanarkshire Leisure and Culture Ltd are looking to procure a new front of house IT system to cover the booking of resources, payment for activities, management of memberships and the collection of the associated DD income across all of the Trust activities to replace 3 current systems in operation:

Gladstone Plus 2

Artifax

ROTA – Filemaker Pro

The overall objective of the contract is to replace the current leisure and culture management systems with a new application that meets the requirements of SLLC.

The supplier must be able to offer a Hosted solution. SLLC have no preference and will consider Fully Hosted or Cloud Hosted solutions.

##### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

### **II.2.6. Estimated value**

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

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

Potential to extend for a further 5 years subject to satisfactory performance, financial standing and availability of funding.

### **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**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

ESPD Question 4A.1 Trade Registers:

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

ESPD Question 4B.4 Economic and Financial Standing:

The Council will use the following ratios to evaluate a bidders financial status:

- profitability: this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio,
- liquidity: this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio,
- gearing: this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100 % it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to ESPD Question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

- Would the bidder have passed the checks if prior year accounts had been used?
- Were any of the poor appraisal outcomes "marginal"?
- Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?
- Does the bidder have sufficient reserves to sustain losses for a number of years?
- Does the bidder have a healthy cashflow?
- Is the bidder profitable enough to finance the interest on its debt?
- Is most of the bidder's debt owed to group companies?
- Is the bidder's debt due to be repaid over a number of years, and affordable?
- Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?
- Do the bidder's auditors (where applicable) consider it to be a "going concern"?
- Will the bidder provide a Parent Company Guarantee?
- Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use financial verification systems to validate the information provided.

ESPD Question 4B.5 Insurance:

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

- employer's liability insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10 000 000 GBP in respect of each claim, without limit to the number of claims,
- public liability insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5 000 000 GBP in respect of each claim, without limit to the number of claims,
- professional indemnity insurance covering the failure of the bidder to use the skill and care normally used by professionals providing the services described in this tender to the level of 5 000 000 GBP in respect of each claim, without limit to the number of claims.

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

ESPD Question 1.75.2 Technical and Professional Ability — Cloud Hosting:

It is a requirement of this tender that the bidder recommended for award, completes and submits, when requested to by the Council, the SLLC Cloud Security Principles Risk Assessment prior to any award being made.

The SLLC Cloud Security Principles document is included in the attachments area for information only at this stage and does not require to be submitted within the Qualification or Technical Envelopes.

It is a requirement of this tender that bidders confirm in their response to Question 1.75.2 that they will fully meet the objectives of the SLLC Cloud Security Principles in respect of a Cloud Hosted solution and will complete the SLLC Cloud Security Principles Risk Assessment form prior to award if the successful bid is for a Cloud Hosted solution.

ESPD Question 1.75.4 Technical and Professional Ability — Data Sharing:

It is a requirement of this contract that the successful bidder will be required to enter into a Data Sharing Agreement with SLLC prior to award of the contract.

ESPD Question 4C.1.2 Technical and Professional Ability:

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the bidder in the last 3 years.

It is a requirement of this tender that bidders can demonstrate in their response to Question 4C.1.2 that they have held contracts of a similar nature, size and value in the last 3 years.

Examples of services carried out in multi-site, multi service environments should be provided.

A maximum of 3 examples are to be provided.

Examples from both public and/or private sector customers and clients may be provided.

ESPD Question 4C.10 Technical and Professional Ability (Subcontracting)

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

## Section IV: Procedure

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### 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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 171-388587](#)

#### IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 29/03/2019 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

Duration in months: 6 (from the date stated for receipt of tender)

#### IV.2.7. Conditions for opening of tenders

Date: 29/03/2019 Local time: 12:00

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: no

### VI.2. Information about electronic workflows

Electronic payment will be used

### VI.3. Additional information

ESPD Question 2.C.1 Reliance on the capacities of other entities.

Bidders are required to complete a full ESPD for each of the entities whose capacity they rely upon.

ESPD Question 2.D.1 Subcontractors on whose capacity the bidder does not rely:

Bidders are required to complete a shortened version of the ESPD for each Subcontractor on whose capacity the bidder does not rely on.

Exclusion criteria:

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

ESPD Questions 3A-3C have been identified as mandatory exclusion grounds and ESPD Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a pass/fail basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self cleansing measures undertaken.

Declarations and certificates:

In an open tendering procedure prior to any award being made the successful bidder will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

ESPD Question 2D.1 Prompt Payment Certificate.

ESPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration.

ESPD Question 3A.6 Modern Slavery Act 2015 Declaration.

ESPD Question 3D.3 Human Rights Act Declaration.

ESPD Question 3D.11 Non-Collusion Certificate.

ESPD Question 4B.5.1 Insurance Certificates.

Declaration section health and safety questionnaire.

Declaration section \*form of tender:

The "Form of Offer to Tender" must be completed and uploaded within the relevant question in the commercial envelope.

In the case of an open tender, the other declarations listed above will not be required to be uploaded and submitted with the bid, but will instead be requested by the Council following the conclusion of the evaluation of the qualification, technical and commercial Envelopes and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the ESPD will invalidate the bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on until a fully compliant bidder is identified.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 12057

For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A subcontract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:  
The Council is committed to securing Community Benefits through its contracts. Bidders will be asked to detail any Community Benefits they wish to offer SLLC as part of their bid.  
(SC Ref:575041)

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: South Lanarkshire Council  
Postal address: Council Headquarters, Almada Street  
Town: Hamilton  
Postal code: ML3 0AA  
Country: United Kingdom  
Telephone: +44 1698454793  
Internet address: <http://www.southlanarkshire.gov.uk>

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

26/02/2019