

UK-Croydon: computer-related services

OJ S 87/2012 05/05/2012

Contract notice

Supplies

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Pension Protection Fund (PPF)

Postal address: Knollys House, 17 Addiscombe Road

Town: Croydon

Postal code: CR0 6SR

Country: United Kingdom

Contact person: Procurement & Contract Management

For the attention of: Colin McAlpine

E-mail: [procurement@ppf.gsi.gov.uk](mailto:procurement@ppf.gsi.gov.uk)

Telephone: +44 2086335923

Fax: +44 2086334903

#### Internet address(es):

General address of the contracting authority: <http://www.pensionprotectionfund.org.uk>

Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA4941](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA4941)

#### 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

Other: Pension Protection

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

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: ICT Service Provider

Official name: Other 3rd-Party Service Providers (to be advised)

## 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

PPF Pension Administration & Payroll IT System.

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

Supplies

Purchase

Main site or place of performance: East Croydon, Surrey CR0 6SR.

NUTS code UK United Kingdom

### **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 Board of the PPF has issued this Notice for the future provision of a pension administration and payroll IT system that has been developed for commercial sale. The system is expected to complete User Acceptance Testing late 2013 with transition of members from late 2013 to Summer 2014 to ensure continuity and accuracy of PPF member payments and records.

It is expected that the scope of this project will include, but is not limited to, the following:

A commercially- developed IT system that will support a contact centre approach for member access by phone, web, e-mail and letter. The system will be initially configured by the vendor to deliver PPF processes and calculations, but in future will be able to be easily configured by PPF users for any additional pension schemes with no incremental charges. The system will be used to administer all members' supporting processes from scanning and barcoding, change of member details, retirement, payroll processing and bereavement. Other processes must also be supported as further detailed in the Pre-Qualification Questionnaire.

The system must be capable of administering in excess of 500 000 members, used by over 80 PPF operators, and will be available over a variety of channels, including post, phone, e-mail and web.

The system will reside on the PPF infrastructure and will be initially configured by the vendor to deliver PPF processes and calculations. From a security perspective, the system will have to comply with the UK Government's Baseline Control Set implementation of the ISO27001 Information Security standard.

Candidates are required to register their interest and complete a Pre-Qualification Questionnaire via the Mytenders website at <http://www.mytenders.org>.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [http://www.myTenders.org/Search/Search\\_Switch.aspx?ID=87498](http://www.myTenders.org/Search/Search_Switch.aspx?ID=87498).

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

72500000 Computer-related services, 66141000 Pension fund management 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**

### **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**

## **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**

Not applicable.

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

Not applicable.

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

#### **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: (1) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(2) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(3) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(4) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

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

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

Minimum level(s) of standards possibly required: Not applicable.

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

List and brief description of conditions:

- (1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.
  - (2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.
  - (3) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.
  - (4) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.
  - (5) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.
  - (6) An indication of the proportion of the contract which the services provider intends possibly to subcontract.
  - (7) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.
- Minimum level(s) of standards possibly required:
- (8) All candidates will be required to demonstrate compliance with ISO 27001 (or equivalent).
  - (9) All candidates will be required to demonstrate compliance with ITIL best practice standards (or equivalent).
  - (10) All candidates will be required to demonstrate compliance with data protection legislation as it is applied in the UK.

#### **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**

### **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 5: and Maximum number 10

##### **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**

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

###### **Notice on a buyer profile**

Notice number in the OJ S: [2008/S 133-177770](#) of 11.7.2008

##### **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**

31.5.2012 - 12:00

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

19.6.2012

##### **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**

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

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

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

Please note that when evaluating the submissions, the Board will take into account whether all of the requirements of the Conditions of Participation have been met, such as whether all the additional documentation requested has been included with the submission. The economic operator may be asked to clarify their answers or provide more details.

The Board may disqualify any economic operators who (a) fail to provide an 'acceptable' or 'satisfactory' response to any questions in the submission or inadequately or incorrectly completes any question, (b) submit completed Conditions of Participation (or any part of) after the deadline, (c) achieve a FAIL in the Compliance Review.

NOTE: The Board of the Pension Protection Fund was set up under the provisions of the Pensions Act 2004 in April 2005 and is classified as a public financial corporation. It has been established to pay compensation to members of eligible defined benefit and hybrid pension schemes when there has been a qualifying insolvency event in relation to the employer, and where there are insufficient assets in the pension scheme to cover Pension Protection Fund levels of compensation. For further information please see the PPF website: <http://www.pensionprotectionfund.org.uk>.

NOTE: All candidates should review this notice and register their interest on the myTenders Web Site (see II.1.5) confirming that they meet the minimum requirements and conditions for participation (see III.1.4 and III.2). Candidates are also required to complete the on-line pre-qualification questionnaire. Confirmation of compliance with all criteria in this notice should be

submitted on the myTenders Web Site (see II.1.5) by the stated deadline (see IV.3.4). Candidates are expected to supply all required information, or clearly state the reason for being unable to do so. Candidates are not required to send the supporting documentation at this pre-qualification stage, but should be willing to do so if selected to tender. Any assumptions used in preparing responses should be clearly stated.

NOTE: All questions should be submitted to the Board via the portal on the myTenders Web Site (see II.1.5). If this proves impossible please use this email address: [procurement@ppf.gsi.gov.uk](mailto:procurement@ppf.gsi.gov.uk). Any queries should state your organisation name, OJEU notice number and title and clearly reference any appropriate paragraph in this notice and, to the extent possible, should be aggregated rather than sent individually. If you do not obtain a response within three working days of initially contacting the Board, it is the candidate's responsibility to re contact the Board.

NOTE: Candidates are advised that the Board may be engaging the services of an independent adviser during the tender process.

NOTE: The Board anticipate using a number of standard provisions in any subsequent agreement which will be available in the Invitation to Tender. We would be grateful if you could indicate whether any of these provisions would provide an obstacle to your being in a position to tender at the relevant time. The Board is looking to engage with organisations that can be flexible and accommodate the commercial terms on which the Board is proposing to operate in relation to this appointment.

(MT Ref:87498).

#### **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**

1.5.2012