

**United Kingdom-Maidstone: Software package and information systems**

OJ S 100/2014 24/05/2014

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: The Kent Police and Crime Commissioner

Postal address: Kent Police HQ

Town: Maidstone

Postal code: ME15 9BZ

Country: United Kingdom

For the attention of: Daren Mills

E-mail: [daren.mills@kent.pnn.police.uk](mailto:daren.mills@kent.pnn.police.uk)

Telephone: +44 1474366650

Fax: +44 1474366650

**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**

Public order and safety

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

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

Official name: The Police and Crime Commissioner for Essex

Postal address: Hoffmans Way

Town: Chelmsford, Essex

Country: United Kingdom

**Section II: Object of the contract**

---

**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Supply, Installation and Support of a Workforce Management System.

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

Supplies

Purchase

Main site or place of performance: Kent Police HQ and Essex Police HQ.

NUTS code UKJ4 Kent,UKH3 Essex

### **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 contract will be for an initial 3 year period with options to extend on a yearly basis over the following 2 years.

Kent Police is planning the implementation of a Workforce Management project whereby Kent Police wants to select and implement software that will help to support, automate, and optimise its workforce and support associated business processes. The Workforce Management software will support the scheduling and real time adherence related business processes for both Police Officers and Police Staff. While the software package will replace various legacy systems and ad-hoc tools as these business processes are primarily done manually. Kent Police's objective is to implement the Workforce Management solution with few if any customizations, i.e.: Out-of-the-box (OTB). The preference is for Kent Police to adopt established industry best practices for the associated business processes as implemented within the software solution selected.

The Workforce Management project will form part of a strategic initiative within Kent Police to improve quality of service through increasing both resource efficiency and availability. Kent Police is therefore searching for the optimal software solution and vendor to work with to implement the project. Kent Police is seeking a Workforce Management application licensed to Kent Police which will be installed and hosted by Kent Police on its servers.

Whilst the initial contract requirement is for The Kent Police & Crime Commissioner the Essex Police & Crime Commissioner may wish to utilise the contract during the term of the contract also and therefore the system offered should be able to accommodate two organisations. All potential bidders will need to be able to comply with the Kent Police and Essex Police Architecture Guide.

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

48000000 Software package and information systems, 48800000 Information systems and servers, 48600000 Database and operating software package, 48100000 Industry specific software package, 48900000 Miscellaneous software package and computer systems

#### **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**

Estimated value excluding VAT: 900 000 GBP

#### **II.2.2. Information about options**

#### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

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

Duration in months: 36 (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**

The Commissioner reserves the right to require bonds, guarantees or other forms of undertaking to secure proper contractual performance.

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

Full details shall be included within the invitation to tender/related tender documentation to be issued by Procurement Services on behalf of The Kent Police and Crime Commissioner and The Police and Crime Commissioner for Essex. Payment will be in Great British Pounds (GBP) and will be made by means of electronic transfer.

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

The Commissioner reserves the right to require tenderers to take legal form, or to require one (1) party to take primary liability or to require that each party take Joint and Several Liability.

#### **III.1.4. Contract performance conditions**

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

Description of particular conditions: The Tenderer may not be any of the situations described in Article 45 of Directive 2004/18/EC.

### **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: Tenderers will be required to complete a pre-qualification questionnaire (PQQ) which The Kent Police and Crime Commissioner and The Police and Crime commissioner for Essex will use to evaluate suppliers economic and financial standing, technical capacity and ability to ensure they meet the Kent Police and Crime Commissioner and The Police and Crime Commissioner for Essex's minimum requirements.

This will include, but no be limited to; name, address, telephone number, contact details., status (Sole trader, partnership, private or public company) together with the length of trading, parent or holding company details and other subsidiary companies within the group (if applicable) Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://kentpolice.bravosolution.co.uk> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the

'PQQ/ ITT Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online and offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

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

List and brief description of conditions: Interested parties are required to complete the PQQ published on the BravoSolution website. This includes submission of two (2) years audited accounts (including holding company of applicable), name and address of bankers (if requested) insurance details and other information as set out in the PQQ. A credit reference agency check will also be undertaken.

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

List and brief description of conditions:

Interested parties are required to complete the PQQ published on the BravoSolution website. Within the PQQ, interested parties may be asked to evidence the following, but not be limited to:

- 1) Company organisation details.
- 2) Details of quality procedures and accreditation.
- 3) Project specifics.

### **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**

---

### **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

Objective criteria for choosing the limited number of candidates: A full marking scheme is provided in the PQQ. Tenderers will need to demonstrate but not be limited to legal entity and trading history, economic and financial standing, technical capacity and ability and quality procedures.

#### **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**

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**

30.6.2014 - 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**

**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**

The Kent Police and Crime Commissioner and The Police and Crime Commissioner for Essex intends to use an eTendering system in this procurement exercise. The tender and supporting documents must be priced in pounds sterling and all payments made under the terms of contract. The Contract shall be made in England and according to English Law. The contract is subject to the exclusive jurisdiction of the English Courts. Interested Parties wishing to be considered for appointment as a provider of these supplies should submit a PQQ in compliance with the instructions and within the prescribed deadline. All discussions, correspondence and all meetings will be conducted in English. Applicants should note that the use of a framework is not compulsory by any police authority or other law enforcement agency. The Commissioner and all other UK Police Forces and Law enforcement agencies and their statutory successors and organisations created as a result of reorganisation or organisational changes. Law enforcement agencies include the Home Office, a Police and Crime Commissioner (Formally the Police Authority) established under section 3 of the Police Act 19996; a Police authority established under section 2 of the Police (Scotland) Act 1967; the Northern Ireland Policing Board; the Home Office); and all non-geographic police

forces and other law enforcement agencies shown at <http://police.uk/forces.htm>. The contracting authority reserves the right not to make any award and reserves the right to accept all or part of any tender. The Freedom of information Act (FOIA) applies to the contracting authority. If any supplier considers that any information supplied by them is either commercially sensitive or confidential in nature this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to FOI requests be examined in light of exemptions provided for in the Act.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: The Royal Courts of Justice

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Kent Police and Crime Commissioner and The Police and Crime Commissioner for Essex will incorporate a minimum ten (10) calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within one (1) month).

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

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

21.5.2014