

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

OJ S 115/2020 16/06/2020

Contract notice

Supplies

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Octavia Housing

Postal address: Emily House, 202-208 Kensal Road

Town: London

NUTS code: UK United Kingdom

Postal code: W10 5BN

Country: United Kingdom

E-mail: [itss@octavia.org.uk](mailto:itss@octavia.org.uk)**Internet address(es):**Main address: [www.octavia.org.uk](http://www.octavia.org.uk)Address of the buyer profile: [https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA25007](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA25007)**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://bit.ly/3cROJLL>Tenders or requests to participate must be submitted electronically via: [https://www.sell2wales.gov.wales/Search/search\\_mainpage.aspx](https://www.sell2wales.gov.wales/Search/search_mainpage.aspx)

Additional information can be obtained from another address:

Official name: ITSS

Postal address: 39 Osborne Drive

Town: Belfast

NUTS code: UK United Kingdom

Postal code: BT9 6LH

Country: United Kingdom

Contact person: Michael Hully

E-mail: [itss@octavia.org.uk](mailto:itss@octavia.org.uk)

Telephone: +44 7880504615

**Internet address(es):**Main address: [www.octaviahousing.org.uk](http://www.octaviahousing.org.uk)Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://www.sell2wales.gov.wales/helpandresources/suppliers>**I.4. Type of the contracting authority**

Other type: Housing Association

**I.5. Main activity**

Housing and community amenities

## Section II: Object

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### II.1. Scope of the procurement

#### II.1.1. Title

Finance and HR/Payroll Software Solution(s)

#### II.1.2. Main CPV code

48000000 Software package and information systems

#### II.1.3. Type of contract

Supplies

#### II.1.4. Short description

Cloud hosted financial software system and HR and payroll software system with implementation, training, integration and support services.

#### II.1.5. Estimated total value

Value excluding VAT: 1 000 000,00 GBP

#### II.1.6. Information about lots

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1: Financial system and lot 2: HR and payroll system.

### II.2. Description

#### II.2.1. Title

Cloud Hosted Finance Software with Implementation, Training and Integration Services

Lot No: 1

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

48000000 Software package and information systems, 72263000 Software implementation services

#### II.2.3. Place of performance

NUTS code: UKI33 Kensington & Chelsea and Hammersmith & Fulham

Main site or place of performance: Octavia Housing, Emily House, 02-208 Kensal Road, W10 5BN.

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

A Cloud hosted financial system covering Income, payments, asset and liability register, reporting, cash management, budgeting and forecasting plus implementation, integration and ongoing support services.

#### 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: 650 000,00 GBP

#### 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:

Additional annual extensions to a maximum of 5 further years.

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3 Maximum number: 4 Objective criteria for choosing the limited number of candidates:

Maximum 4 based on capability to deliver core requirements. Weighted scorecard as detailed in PQQ advisory document.

### **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**

Anticipated finance user numbers are 25 core users and 100 to 160 light users for workflows /reports etc.

## **II.2. Description**

### **II.2.1. Title**

Cloud Hosted HR&Payroll Software with Implementation Services

Lot No: 2

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

48000000 Software package and information systems, 72263000 Software implementation services

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

NUTS code: UKI33 Kensington & Chelsea and Hammersmith & Fulham

Main site or place of performance: Emily House, 202-208 Kensal Road, London W10 5BN.

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

Cloud hosted human resource management and payroll software solution with implementation, training, integration and support services.

### **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: 350 000,00 GBP

### **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:

Additional annual extensions to a maximum of 5 additional years.

**II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3Maximum number: 4Objective criteria for choosing the limited number of candidates:

Maximum 4 based on capability to deliver core requirements. Weighted scorecard as detailed in PQQ advisory document.

**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**

Expected user numbers are 12 core users and 450 employees with access to HR self service functions.

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**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.2.3. 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

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**Section IV: Procedure**

**IV.1. Description**

**IV.1.1. Type of procedure**

Competitive procedure with negotiation

**IV.1.3. Information about a framework agreement or a dynamic purchasing system**

**IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

**IV.1.5. Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

**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: 13/07/2020 Local time: 12:00

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

Date: 13/07/2020

**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)

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.3. Additional information**

Documents are available from the contract notice on the <https://www.sell2wales.gov.wales/> and questions and document submissions are to be made via the Postbox facility on that portal. Note: to register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=102231](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=102231).

The buyer has indicated that it will accept electronic responses to this notice via the postbox facility. A user guide is available at [https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx)

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. (WA Ref:102231)

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: High Court  
Postal address: Royal Courts of Justice, The Strand  
Town: London  
Postal code: WC2A 2LL  
Country: United Kingdom  
Telephone: +44 2079477501

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

12/06/2020