

United Kingdom-Paisley: IT services: consulting, software development, Internet and support

OJ S 218/2015 11/11/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: The Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

Postal code: PA1 1JB

Country: United Kingdom

Contact person: Procurement

For the attention of: Craig Laughlan

E-mail: [cpu@renfrewshire.gov.uk](mailto:cpu@renfrewshire.gov.uk)

Telephone: +44 1416186400

Fax: +44 1416187050

**Internet address(es):**

General address of the contracting authority: <http://www.renfrewshire.gov.uk>

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

Electronic access to information: [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Electronic submission of tenders and requests to participate: [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**Additional information can be obtained from:**

Official name: The Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

Postal code: PA1 1JB

Country: United Kingdom

Telephone: +44 1416186400

Fax: +44 1416187050

Internet address: <http://www.renfrewshire.gov.uk>

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: The Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

Postal code: PA1 1JB

Country: United Kingdom

Telephone: +44 1416186400

Fax: +44 1416187050

Internet address: <http://www.renfrewshire.gov.uk>

**Tenders or requests to participate must be submitted:** Official name: The Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

Postal code: PA1 1JB  
Country: United Kingdom  
Telephone: +44 1416186400  
Fax: +44 1416187050  
Internet address: <http://www.renfrewshire.gov.uk>

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**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**

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**II.1. Description**

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

Supply and Implementation of an Enterprise Resource Planning (ERP) 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: Principally operating within the Renfrewshire Council boundary as well as the main site — Renfrewshire House, Cotton Street, Paisley, PA1 1JB.

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 Director of Finance and Resources, on behalf of Renfrewshire Council, wishes to procure a new Enterprise Resource Planning (ERP) system to support the council's finance, procurement, HR and payroll functions. The Council is seeking a supplier to provide and implement an Integrated ERP System and provide a managed service to host, support and maintain the system for the duration of the contract.

The new ERP system will replace the council's existing finance, procurement, HR and payroll systems. The Council is planning to issue a contract award in April 2016 with an initial go-live of April 2017. The Council's current support contracts for these requirements will end in 2017. It is critical that core functionality delivered by these systems is available as part of the initial release. It is anticipated that Phase 1 of the Implementation must be completed by the end of March 2017, while Phase 2 will be completed/available < 6 Months after go-live. The successful supplier will be responsible for integrating the system with key operational business systems, and deploying an effective reporting solution.

The Council may require to introduce/include other Council critical systems at its discretion as the Council progresses with the Contract and after the initial phase to deliver other organisational services via the ERP solution. This additional functionality may be released to support the business operation of the Council as part of the phased implementation approach. The details of the implementation approach will be finalised between the Council and the

selected supplier during the initial planning phase post contract award.

Note: the buyer is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.

To access PCS-Tender, record your interest in this notice and access the tender documentation please visit <https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code RC/RC/102/16 under ITTs Open to All Suppliers. Please use the Search/Filter function, then select Project Code from the drop-down. Please note that once you have expressed interest in the ITT it will move to your 'My ITTs' area.

For further information on using PCS-Tender, please read the Supplier Response Guide: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/supplierhelppage/PCS-TSupplierResponseGuide.pdf>

If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your Public Contracts Scotland Control Panel.

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

72000000 IT services: consulting, software development, Internet and support, 72200000 Software programming and consultancy services, 72230000 Custom software development services, 72250000 System and support services, 72260000 Software-related services, 72590000 Computer-related professional services, 72610000 Computer support 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**

The initial contract period (Initial term) will be 5 years with an option at the sole discretion of the Council, to extend this by means of a 1-year extension on two separate occasions. The estimated maximum value of the contract is 7 000 000 GBP over the potential maximum 7 years duration, which includes the above mentioned options for extensions.

Estimated value excluding VAT: 7 000 000 GBP

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

Options: yes

Description of options: Pursuant to Regulations 14(1)(d) (ii) and 14(5) of the Public Contracts (Scotland) Regulations 2012, notification is given that contracts for new work, works or services which would be a repetition of the work or works carried out or the services provided under the contract(s) relating to this contract notice may be awarded using the negotiated procedure in accordance with Regulation 14(1)(d)(ii) subject to the procedure for such award being commenced within 3 years of relevant contract relating to this notice being entered into.

Provisional timetable for recourse to these options:

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

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

This contract is subject to renewal: yes

Number of possible renewals: 2

## **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**

The Council reserves the right to require deposits, guarantees, bonds or other forms of appropriate security.

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

All prices in the tender must be in Sterling (GBP). Payments will be made to the appointed contractor in Sterling (GBP), all as detailed within the ITT documentation.

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

None preferred, however for entering into and performing the contract, Tenderers will require to form a legal entity recognised by Scots law. There is no preferred form of economic operator but each individual in any group is to be jointly and severally liable for the contract. In the event of an associated group of companies being successful, the Council will require the company to be jointly and severally liable for the satisfactory performance of the contract. This assurance will be required in writing before any contract can be awarded to such a group.

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

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

Description of particular conditions: Details are set-out in the ITT Document.

Additionally to note: the successful supplier and their supply chain may be required to actively participate in the achievement of social, environmental and/or sustainability policy objectives relating to local regeneration, social and economic growth, recruitment, employment and training and supply chain initiatives. Accordingly contract performance conditions and evaluation criteria may relate in particular to social and environmental considerations. Details are set-out in the ITT.

#### **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 they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) 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.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that

they have not committed an act of grave misconduct in the course of their business or profession.

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

(6) 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.

(7) 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.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

### **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.

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

Minimum level(s) of standards possibly required: As stated within the ITT and related tender documents ref: RC/RC/102/16.

### **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 from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) 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.

(5) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(6) 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.

(7) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.

(8) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(9) 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.

(10) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

Minimum level(s) of standards possibly required:

As stated within the ITT and related tender documents ref: RC/RC/102/16.

### **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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **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**

RC/RC/102/16

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

#### **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**

6.1.2016 - 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**

Duration in months: 5 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

Date: 6.1.2016 - 12:00

Place:

Renfrewshire House, Cotton Street, Paisley, PA1 1JB.

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: This will be a recurring requirement for the Council moving forward, the contract will have a duration of 5 years with the option to extend, at the sole discretion of the Council for a period of 1 year on 2 separate occasions.

Therefore future notices will be issued in line with these timeliness and in line with the decision of the Council to extend.

**VI.2. Information about European Union funds****VI.3. Additional information**

(SC Ref: 418309).

**VI.4. Procedures for review****VI.4.1. Review body****VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: An economic operator that suffers or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2012 (Scottish SI 2012/88) (as amended) may bring proceedings in the Sheriff Court or the Court of Session.

**VI.4.3. Service from which information about the review procedure may be obtained****VI.5. Date of dispatch of this notice**

6.11.2015