

United Kingdom-Uxbridge: Computer-related services

OJ S 249/2015 24/12/2015

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Brunel University

Postal address: Kingston Lane

Town: Uxbridge

Postal code: UB8 3PH

Country: United Kingdom

For the attention of: Mayele Yambila

E-mail: [mayele.yambila@brunel.ac.uk](mailto:mayele.yambila@brunel.ac.uk)

Telephone: +44 1845265795

#### Internet address(es):

General address of the contracting authority: <http://www.brunel.ac.uk/>

Address of the buyer profile: <https://in-tendhost.co.uk/bruneluniversity>

#### 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

Education

### 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

Finance, HR and Payroll 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: Brunel University

Kingston Lane

Uxbridge UB8 3PH.

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)**

Brunel University London are requesting tenders for the replacement of its Finance, HR and Payroll solutions, which are currently spread across two different software packages. The University also wishes to procure a Management Information and Analytics System and some implementation consultancy.

The University are looking for a single system that offers all of the above functionality, which can also integrate with the other key systems that the University already utilises.

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

72500000 Computer-related services

### **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**

The University are looking for a single system that offers all of the above functionality, which can also integrate with the other key systems that the University already utilises.

Key processes and modules required are:

Finance

- General Ledger
- Purchase Order Processing & e-procurement
- Accounts Payable and Payment Processing
- Accounts Receivable and Credit Control
- Student Accounting
- Staff and Non staff expenses
- Research Project Accounting
- Project Accounting
- Fixed Asset Management
- Treasury and Cash Management
- VAT
- Management Accounting and Reporting
- Budgeting and Forecasting — Business Analytics

HR and Payroll -

- Payroll
- Core HR
- Post and Role
- Absence Management
- Appraisals and Competencies
- Case Management
- Employee Self Service incl. Timesheets

- Manager Self Service
  - Recruitment
  - Training
- Required Supporting Functionality –
- Workflow
  - Report delivery system (Dashboards)
  - Document Management System.
- Estimated value excluding VAT:  
Range: between 4 000 000 and 5 000 000 GBP

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

Options: yes  
Description of options: Two options will be requested  
One option will be for an On Premise solution, and one option for a Cloud Solution  
Brunel will select which option best suits its requirements as detailed within the ITT documentation.

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

This contract is subject to renewal: yes

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

Start 31.5.2016. Completion 31.5.2021

## **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**

N/A.

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

N/A.

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

Joint and several liability.

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

### **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: As contained in the PQQ.

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

List and brief description of conditions: As contained in the PQQ.

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

List and brief description of conditions:  
As contained in the PQQ.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### **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: no

## **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 number of candidates: 5

Objective criteria for choosing the limited number of candidates: As contained in the PQQ.

#### **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**

BU/15/39

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

no

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

25.1.2016 - 10:00

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

27.1.2016

#### **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**

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**

Suppliers are required to register and express interest via the University's electronic tendering site at the following URL <https://in-tendhost.co.uk/bruneluniversity>  
Registration and use of the e-tendering portal is free of charge and places suppliers under no obligation to participate. The University reserves the right to amend, suspend or cancel the process at any stage. The University does not accept any liability for any costs incurred in the procurement process. Please note all final submissions must be made electronically via the In-tend portal.

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

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

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

Precise information on deadline(s) for review procedures: The University will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to contractors. This period allows unsuccessful contractors to seek further debriefing from the University before the contract is entered into and to start proceedings where such action is necessary. Such additional information should be requested from the person stated in the contact details in section I.1 of this document. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 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 within the time limits as defined in the above regulations.

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

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

22.12.2015