



COTSWOLD DISTRICT COUNCIL

Invitation for the Opportunity To Tender For e-Procurement Solution for the provision of an e-Sourcing / e-Tendering and Contract Management Portal for Cotswold District Council and the GO Shared Services Partners

Applications are invited from suitably qualified contractors who wish to be considered as contractors to Cotswold District Council for the following forthcoming project.

Project Title: e-Procurement Solution

Contract ref: 2016-017

Summary

GO Shared Services formally hosted by Cotswold District Council on behalf of the partners is a collaboration to centralise Finance, Procurement, Human Resources and Payroll involving

- Cheltenham Borough Council
- Cotswold District Council
- Forest of Dean District Council
- West Oxfordshire District Council

GO Shared Services also provides services to –

- Cheltenham Borough Homes Limited – an (Arm's Length Management Organisation) with responsibility for the management and maintenance of Cheltenham Borough Council's housing stock
- Ubico Limited – a local authority owned company specialising in environmental and waste management services to the public sector.

We are therefore developing a common approach to achieve effective procurement across all partners by focusing on activities which lead to financial savings and improved processes. These include a common 'Procurement and contract management strategy' with standardised processes and systems.

Central to this common approach is the desire to implement an e-sourcing / e-tendering and contract management portal across all partners where practical. The portal will be made accessible to all partners by means of a multi-site (partner landing page) unlimited user licence with the ability to operate as individual legal entities and to facilitate collaboration and joint procurement initiatives between all partners.

Approx. Value: £50,000

Contract period Two years with a possible extension for a further two years dependant on performance and funding.

Contract form: CDC Contract

Procedure type: Open

CPV Code: 48490000

Evaluation of Tender: Weighting criteria will be used in the evaluation of tenders:
Price 50%, Quality 50%

Procurement timetable

Activity	Date
Invitation to Tender	29 April 2016
Deadline for ITT clarification questions	11 May 2016
Clarification questions answered by	12 May 2016
Return of ITT	Wednesday 18 May 2016 17:00 hours
Evaluation of ITT (incl. Post Tender Clarifications and Shortlisting)	19-27 May 2016
Shortlist interviews / presentations	07-08 June 2016
Selection of successful Tenderer	10 June 2016
Contract Award	17 June 2016
Contract Commencement	27 June 2016

Tender Documents: The tender documents are available to download on Contracts Finder via the attached link:
<https://www.contractsfinder.service.gov.uk/Notice/bdf0f5b2-bba3-4e31-afb3-2e97949da569>

Questions of Clarification: Questions of clarification / expressions of interest should be submitted by email to procurement@gosharedservices.org.uk **by 17:00 hours Wednesday 11 May 2016**. To be headed "e-Procurement Solution"

We will endeavour to acknowledge your Questions of Clarification by return email within 24 hours of receipt. If you do not receive an emailed acknowledgement within this time would you please contact Procurement on 01285 623311 or 01242 775055 to confirm that it has been received and registered.

Tender Returns: Tender submissions should be delivered in hard copy in accordance with tender documents by **1700 hours Wednesday 18 May 2016** to:

Business Partner – Procurement
Cotswold District Council
Trinity Road, Cirencester GL7 1PX