

Yorkhill Housing Association

Report to: Management Committee 11/02/21

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Subject: IT Business System Update Report

Background

Yorkhill Housing Association (YHA) issued an Invitation to Tender along with associated documents via the Public Contracts Scotland portal on 4th December 2020 with a tender return date of 15th January 2021.

Tenders have been received and the initial stage of the evaluation has been completed. This report provides a brief update on the initial, evaluation and the process for completion of the procurement.

Tenders Received

Seven tenders were received by the deadline and following an initial review all were confirmed as being compliant bids i.e. all included the required information in the requested format and all passed the set of pass/fail questions relating to financial information, trading information and potential exclusion grounds.

The next stage was to score the tenders in accordance with the agreed method published within the ITT. Each tender was initially scored individually by members of the evaluation team and scores were reviewed and discussed with a final score per section for each tender being jointly agreed by the team. Scores were then weighted between quality elements and price (70% quality and 30% price) which resulted in the following stage 1 results:

Rank	Supplier	Score (Maximum 100)
1	SDM Ltd	74.93
2	Designer Software Ltd	73.55
3	Civica UK Ltd	66.46
4	Castleton Technologies	50.20
5	DB Group	49.78
6	Rubixx Ltd	40.80
7	QuantiQ	37.53

The ITT clearly stated that the top three scoring suppliers would be invited to stage 2 which will involve demonstrations of the solutions proposed. Therefore, SDM, Designer Software and Civica have been invited to demonstrations.

Next Stages

The next stages of the process are summarised below:

Stage 2

For all three suppliers there will be a full day demonstration of their system covering all business areas. These demonstrations will be held on the following dates:

- 11th February 2021 – Civica
- 17th February 2021 – SDM
- 18th February 2021 – Designer Software

During this period there will also be requests for clarification of some detail within each tender to ensure a full understanding of each proposal.

Following the demonstrations and the clarification discussions, the evaluation team will meet again to revisit the scores previously allocated to each of the top three suppliers. Depending on the feedback from the demonstrations and clarifications each score could be revised upwards or downwards.

The highest scoring supplier at this stage will be identified as the 'preferred supplier'.

Stage 3

Further due diligence checks will be completed against the preferred supplier including reviews of financial information and insurance as well as references from three existing users of the proposed system.

Stage 4

Assuming no concerns are identified during stage 3 a report will be submitted to Committee on 11th March 2021 providing further details on the process and the results along with a recommendation to award a contract to the preferred supplier.

Stage 5

Under public procurement regulations before awarding a contract a buyer must notify all unsuccessful bidders of the intention to award, providing information on how the unsuccessful bidder scored compared to the winning bid. The buyer then must do nothing for ten days (known as the standstill period). Therefore, assuming approval is given by Committee, this notification will be issued on 12th March 2021 with the contract being awarded to the winning bidder by the end of March 2021.

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3rd February 2021