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# Soft Market Test

**For**

**Property Asset Management System**

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to suppliers the business and technical requirements and the expected scope of the Property Asset Management System in order that suppliers can explain the relevance of products, services, and their experience to the requirements.
  2. **Please note:** this market testing exercise is **not** an invitation to tender or a request for formal expressions of interest. This document does not form any part of an invitation to tender. West Northamptonshire Council (WNC) is issuing this request for **information only**. Any supplier invited to present to WNC is doing so to support market research only and to help make any potential procurement process more focused and efficient. No supplier selection or supplier preference is implied.

## Confidentiality and Freedom of Information (FOI)

* 1. **Please note:** all information included in this Soft Market Test is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.
  2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under FOI the request will be dealt with in accordance with the legislation.

## Background

In April 2021 the formation of the new West Northamptonshire Council (WNC) and North Northamptonshire (NNC) unitary authorities took place. The formation of West Northamptonshire Council brought together (part of) Northamptonshire County, Northampton Borough, South Northants and Daventry District Councils. As a result a requirement for a single, centralised Property Asset Management system to cover Estates, planned and reactive maintenance, Facility Management and Construction projects has been identified. The implementation of a new, fit for purpose solution will be key to delivering a comprehensive and robust Estate’s service to WNC. In line with the Councils best value objectives, the new system will seek to streamline business processes, ensure that relevant senior officers have clarity on the estate, the operational costs of that estate and provide the tools needed to ensure that the total cost of constructing, owning, maintaining, and operating these assets are fully understood.

## Soft Market Test Timetable

* 1. Please read this document and if you feel that your organisation is able to contribute to this exercise, please complete the questionnaire at the end of this document and return, via email to [daryl.read@westnorthants.gov.uk](mailto:daryl.read@westnorthants.gov.uk) by 22nd August 2022. Any questions please also direct them to the above named.
  2. Following receipt of the questionnaires, a minimum of 3 respondents will be invited to attend separate workshop sessions to present and discuss their responses, this will be based purely around the responses below and will provide no advantage on the decision process going forward.
  3. A decision will then be made internally following governed approval on the best procurement approach on whether we use a national Framework or via a full tender process.

**The timetable is provided below:**

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Deadline for receipt of responses to Soft Market Test | 22nd August 2022 |
| Notification of Invite to Demo | 24th August 2022 |
| Demonstrations – proposed (Please can you confirm availability for this day) | 1st Sept 2022 |
|  | Yes / No |
| Decision on way forward – Late September 2022 | TBC |

* 1. Potential responders will not be prejudiced in any future procurement processes by either responding or not responding to this soft market test exercise.

# Section 2: Identification of Requirement

## Current Situation

Across the former Northamptonshire legacy councils which now make up WNC there are different approaches to Estates and Facilities Management. Different Systems and Excel spreadsheets are currently being utilised to monitor and deliver the Estates, Maintenance, Facilities and Construction Project Management services.

The systems do not currently integrate with each other or the WNC finance system, and as such it is not possible for the Council to understand the “true cost” of occupying and maintaining and developing its new Estate from a single system.

In order to meet the changing needs of the business an integrated and hosted Asset Management Solution is required to transform and provide a total solution for asset and facilities management activity. This will need to accommodate the split of North/West data from the legacy systems, consolidate disparate systems and provide robust financial oversight.

## Our Requirements

A single, easily configurable centralised Property Asset Management system which can interface to Unit 4 ERP and other specified applications to record all activity across WNC properties including leasing, maintenance and costs for Estates, Facilities Management and Construction projects.

A system that will provide the functionality to support the Councils commitment to becoming Carbon Neutral by 2030 and in meeting the updated requirements that will be imposed on Landlords under the MEES (Minimum Energy Efficiency Standards) relating to existing leases, that will come into force in April 2023.

A system that allows both contractors and customers to easily access information, raise re-active requests and update and store required documentation for any planned maintenance activity.

* 1. We are looking for a solution that will meet the requirements set out in Appendix A, along with other considerations around:
* Migration from the existing database.
* Integration with external data sources.

# Section 3: Supporting information

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| What if any local connections do you have with the authority? |  |
| Name of person whom a query relating to this questionnaire should be addressed. |  |
| Telephone Number |  |
| Email |  |

## Section B: Questions

Please note you do not need to resize the table; it will automatically adjust to fit your response.

Explain/Demonstration – Is to provide a written overview in the first instance, with a proviso that if you are invited in to the SMT demo you will need to demonstrate this proposal visually.

|  |  |  |
| --- | --- | --- |
| **Question** | **Max Word Count** | **Response** |
| 1. What is the name of the solution you propose? | 50 |  |
| 2. How long would your proposal take to implement? | 50 |  |
| 3. If your proposal is already in use within a similar public sector organisation elsewhere: please provide a brief example of how your proposed solution is being used and state how it has met the requirements of the customer. | 50 |  |
| 4. Explain how your solution will support the lifecycle of a building from acquisition and ongoing maintenance including reporting faults to the helpdesk and through to management of void properties and potential sale/demolition including any system prompts/workflows. | 500 |  |
| 5. Explain how the solution will support asset valuation to ensure CIPFA compliance. | 500 |  |
| 6. Explain how the solution will support rent and service charging activity. | 500 |  |
| 7. Explain how the solution utilises National Schedule of Rates within the reactive and planned maintenance activity and provide rates-based orders to contractors. | 500 |  |
| 8. Explain how the solution can organise, raise orders and send instructions to contractors in respect of planned and preventative maintenance in accordance with SFG20. How SFG20 is integrated with the solution. | 500 |  |
| 9. Explain how an external contractor will access the solution, update the database (same as internal users) and upload bulk files e.g. pdf, excel, word, AutoCAD, Revit, Systemslink etc. | 500 |  |
| 10. Explain how the solution will enable the Council to project manage construction and maintenance activity allowing contractors/consultants to manage workflow and administrate processes. For example, design information being accessed by multiple users at the same time. | 500 |  |
| 11. Explain how the solution can support auto population of data changes in a range of data in your system. (e.g. amending naming conventions across a number of properties) and mass data upload through use of comma separated files. | 500 |  |
| 12. Explain how the solution will meet the statutory requirements around net capacity function for schools. | 500 |  |
| 13. Explain the system ability to generate reports and performance data as example cost of ownership, maintenance, rent and service charges, project cost, project progression, helpdesk cost, statutory inspection etc. | 500 |  |
| 14. Explain how your solution will support the Council’s Cloud-First IT strategy while ensuring that personal and corporate data remains secure. | 500 |  |
| 15. Explain how your solution would support the on-going split of data, operational and property responsibilities between West Northants and North Northants | 500 |  |
| 16. National Frameworks – Please can you indicate if or what Frameworks you currently are an approved supplier on i.e. CCS, Digital Marketplace, YPO, HealthTrust Europe etc. | 100 |  |
| 17. Indicative Costs to meet requirements within Appendix A | 100 | £ |

Please remember we are only looking for an overview prior to coming out to full procurement.

Depending on our route to Market there will be a further opportunity to provide a full demonstration to showcase a proposed submission.