

Invitation to Tender

Seafish Finance Systems

22/12/2023

Seafish Tender Document Number:

TD 2023-001

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About Seafish

Seafish is a non-departmental public body (NDPB), set up to support the UK seafood industry and help it to thrive. Seafish has a unique position, right at the heart of the industry, to work in partnership with businesses, Government and other stakeholders to make progress together.

Seafish is funded by a levy on the first purchase of seafood in the UK which is used to deliver research, campaigns and events, business and industry support tools, information networks and training for the seafood industry.

Total turnover is around £10m, over £7m of which is levy. We currently have around 90 employees, with a finance team of 5.

Requirements

Currently we use Infor SUN Systems along with a 3rd party purchase order system provided by Document Centric Solutions and a 3rd party time & expense system, Time@Work. We are looking to migrate to a single, cloud-based accounting software solution with the provision of ongoing systems support. A more detailed outline of our requirements is listed below:

General Ledger:

We require the ability to attach numerous analysis codes to each transaction such as workstream codes, project codes & other customisable analysis codes on top of the standard transaction date & reference etc. Ideally these customisable analysis codes will not be limited but we would require a minimum of 10.

Preferably the chart of accounts will be customisable, and we can keep our current account code setup.

Procurement/Purchase Order System

All staff require access to raise purchase orders which will be allocated to an account code and a specific project code. The relevant journals should be automated between the commitment ledger when raised and the general ledger when receipted. The part receipt of a purchase order should also be possible.

Orders should be able to be amended at any stage before final approval, for example the ability to amend and resubmit if rejected rather than starting from scratch.

As a broad estimate we process around 100 invoices a week.

We require an approval matrix that allocates the approval of a purchase order by project code as well as being determined by set value limits.

Employees should be able to see all of the purchase orders raised against their workstream, with budget holders seeing a snapshot of actual spend, committed spend and budgeted spend.

Finance should have the ability to reallocate purchase orders for approval when required.

Supplier Payments

Currently we generate a Bacs file which we then download and import into Mosaic bacs payment software to issue supplier payments. Any automation or efficiencies available here would be of interest.

Currently we download a payment listing for final sign-off. Preferably we could generate this within the software to allow for payment approval and the listing would be saved and accessible. A listing that provides bank details whilst flagging any recent amendments would be hugely beneficial.

We also require the ability to generate supplier statements and issue remittance advices.

Time & Expense System (T@W)

The solution should have a built-in time & expense module. We require the ability for our project team employees to record time against project codes. This will apportion the employee's total salary costs based on the hours booked against a project. We currently manually update the total salary cost each month. These costs do not hit the P&L but sit against a different account type to allow for analysis.

All employees require access to be able to raise expense claims. Transactions will be allocated against a project code and a customisable set of expense types which will be linked to the relevant account code.

Some employees have staff credit cards so we require the ability to import these transactions which should pre-populate a form ready for project code and expense type allocation. Both form types require the ability to attach receipts/evidence of the cost.

The journaling of the costs should be automated once approved. Currently we generate a file in a specific format which is exported from T@W and then imported into SUN systems.

Expense claims and credit card submission should have dual authorisation, initially by an employee's line manager before going to Finance for final approval.

Fixed Asset Register

We require a fixed asset module that will automate monthly depreciation journals based on the pre-set depreciation schedule.

Sales Ledger

We are looking for a slick invoice raising process that allows for invoices to be raised against our list of project codes. Once raised the invoices should be easily accessible on the system, linked to the corresponding general ledger entry for example and available to view at a click.

An aged debtor analysis should be readily available as a report/dashboard.

We also receive grant income so a module that allows for grant tracking would be desirable. If possible, we could pre-set revenue recognition rules, e.g., revenue matched against direct costs against the project.

Reporting & Dashboards

We are looking for live, customisable dashboards and reports with the ability to further drill into values. We also require to be able to select and extract required data through all applicable analysis codes. Ideally dashboards can be personalised for different users, for example allowing Heads of Teams to see just their own teams' actual vs budgeted costs.

Automation

We are looking for various elements of automation that will help streamline our processes. For example, automated bank reconciliations, prepayment journals, income accrual & deferral journals.

Integration

Levy is our main source of income. Currently we have a levy database as a bespoke setup on Dynamics 365 CRM which tracks levy payer submissions and payments. We then manually journal the income figures into the finance system.

As a minimum we would be looking for this process to be automated but we are also keen to explore innovative ways of integrating these 2 systems or replicating the database within the new finance system. The goal is essentially to have our sales ledger data on the finance software rather than solely CRM. An example could be having each levy payer linked to a debtor account and any levy submission input on CRM would generate an invoice on their debtor account in the finance software.

Making Tax Digital

The software should of course comply with Making Tax Digital and allow for the digital submission of VAT returns to HMRC.

We are part-exempt and can only reclaim VAT back against specific commercial project. We therefore require different VAT analysis codes for Recoverable, Non-Recoverable, Part-Recoverable and Zero Rates.

Budget Ledger

We require the ability to upload an annual budget for variance analysis against actuals. This should be at account code and project code level. Currently the budget is manually journalled so any streamlining of this process would be hugely beneficial, as would the ease at which we can reforecast or reallocate budget.

Timetable

Stage	Target date
Tender documents issued	22 December 2023
Deadline for receipt of clarification questions	17 January 2024
Seafish response to supplier questions	24 January 2024
Tender return deadline	31 January 2024
System demonstrations	01 Feb – 14 February 2024
Notification of decision	16 February 2024
Contract commencement date	01 August 2024

Tender Process

As above we are inviting proposals to be received by 31st January 2024. Upon receipt of all tender responses, we will evaluate and select the highest scoring parties for a software demonstration to go over the ability to meet our requirements in further detail.

The evaluation criteria can be found in Appendix 1, whilst guidance on tender submissions can be found in Appendix 2.

We will only evaluate your tender proposal if you meet our selection criteria, which are as follows:

Criteria	Description
Exclusion	You have not been excluded from this competition because you are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.
Economic and financial standing	You can demonstrate a good financial track record over the previous 3 years, are and will continue to be a going concern, and have the required insurances. Bidding for this tender would not over-commit your economic resources.

Technical and professional ability	You can demonstrate experience of similar projects and have the correct tools and staff to deliver the project. Bidding for this tender would not over-commit your human resources.
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Costs

The total costs of the project will be limited to £150,000 which will include the one-off implementation fee plus the minimum initial contract period of 2-3 years. As a public body though, value-for-money will be a significant decision factor so cost effectiveness is suitably weighted towards this.

Recovery of Costs

An applicant is not entitled to claim from Seafish any costs or expenses incurred in preparing the tender document whether or not it is successful.

APPENDIX 1: Example Criteria for the evaluation of tenders

Tenders will be assessed for their value-for-money, and in the interest of ascertaining the highest level of transparency, fairness and competition the following evaluation matrix will be used to score each tender. If you wish to seek clarification on any aspect of the evaluation matrix, then please contact calum.wright@seafish.co.uk.

Evaluation Matrix

Award Criteria	Weighting (%)
Implementation process	15
Meeting of our Requirements	40
Cost Effectiveness	30
Ongoing Support – helpdesk availability	15

APPENDIX 2: Example Guidance for tender submission

The following information should be included in a response:

- Name of the tenderer(s), status in the company, and name of person for further contact (if different);
- A brief statement (in no more than 500 words) detailing an understanding and interpretation of the purpose, specific objectives and scope of the project;
- Implementation process – an outline of the migration process, ability to meet our timeline, the support available and training offered before going live.
- Meeting of requirements – an outline on the ability of how your software meets our listed requirements. Generally, we would expect no more than 1-2 PowerPoint slides for each of the listed requirements. If selected, we will be holding software demonstrations to go through this in further detail.
- Pricing – please provide a breakdown of the quoted cost. We are expecting two elements to the quote. A one-off implementation fee that will cover data migration and on-boarding training. Secondly, the ongoing annual fees which should wrap in the required modules based on the above as well as hosting costs plus ongoing maintenance and support.
- Ongoing Support – please list the available support and what this covers. For example, will this just be technical support for system issues or will there be support for general system use in the initial post implementation period.
- References – please provide details of a couple of clients who would be happy for us to contact them about their experience of migrating to and using your software.

**Seafish will be unable to reclaim VAT, therefore please ensure to state VAT when applicable.*

