

Invitation to tender for Finance System for the Broads Authority

Please note at this stage of the tender the Authority will not be meeting with any potential contractors.

The following is a summary of the questions raised and the responses provided.

This will be periodically updated until the deadline for the Authority to publicise responses on the 17 May 2024.

Question 1: When procuring Microsoft licenses do you qualify for NFP pricing?

Response: The Authority qualifies for government pricing.

Question 2: Are you able to share whether you are considering Access Dimensions as a potential new Finance System?

Response: All systems will be considered. Our procurement rules require us to go to market.

Question 3: Are you able to communicate the budget for this project?

Response: This is available via the contract finder [Finance System - Contracts Finder](#)

Question 4: We can see the opportunity for an integration with the TMS and KCPOS but we can't see it in the "Finance-System-Tender-Form -1", would it be appropriate to add the costs and information to the "Optional services" tab?

Response: This is covered in the excel document under the additional information tab, rows 8 and 36.

Question 5: Is there an opportunity to submit additional documentation outlining our project approach and managed service offering? Or should responses be limited to the documents provided by Broads authority?

Response: Yes please do.

Question 6: Integration required with Tolls Management System (TMS) – would an import / export functionality via csv suffice until an integration could be built?

Response: We would expect that API would normally come as standard so would not expect to have to import data.

Question 7: Integration via API connection to KCPOS till system for visitor services sales - would an import / export functionality via csv suffice until an integration could be built?

Response: As above

Question 8: How many people would need full access to system and perform financial accounting transactions?

Response: 7 but in addition we currently have a separate user for the API

Question 8: How many users raise requisitions, view / list data such as suppliers, customers etc. Approve AP purchase invoices, AP payments, and purchasing transactions, view dashboards etc. These users cannot perform accounting functions such as journal entries.

Response: Technically any of the Construction, Plant & Equipment, Maintenance, Ranger and Visitor Services Team can raise requisitions (spend under £250). Purchase Orders again can be requested by anyone but has to be approved by a budget holder. There is currently 34 budget holders, of which only 7 can approve orders/invoices for payment over £5,000. Any employee can confirm receipt of goods/services. Only finance can view supplier/customer details. We currently do not have a dashboard but provide monthly data to the 34 budget holders.

Our staff chart can be found here https://www.broads-authority.gov.uk/__data/assets/pdf_file/0027/239427/Organisation-Chart-09.04.24.pdf

Question 9: How many legal entities is Broads Authority made up of?

Response: 1

Question 10: The Authority also reports against its approved budget and forecast outturn. The ability to be able to record forecast as well as budget within the system would be beneficial. This mean budgeting system integrated with accounts is also required. Where you will define CAPEX and REVEX Budget for the period then link with financial system to monitor it?

Response: In general capital expenditure is funded out of revenue budgets so no need to separate them out.

Question 11: Project costing would be beneficial, although not essential, to allow expenditure recording against externally funded projects You mean defining projects then booking expenses against that particular projects is required?

Response: Yes. This is a current functionality with Dimensions but it is not being used at the moment.

Question 12: Cashbook 4.3.1. The ability to operate multiple bank accounts and ability to connect and download transactions from the bank and generate automated bank reconciliations. The Authority would like the future flexibility of operating non sterling bank accounts. Here connect and download transactions from bank you mean real time linking with bank accounts via API is required. Base on that automated reconciliation will be prepared?

Response: This could be provided by an API or the ability to import via a csv file.

Question 13: VAT 4.4.1. We require the software to be Making Tax Digital compliant with the ability to operate multiple VAT codes including overseas analysis and post VAT journals to correct coding errors Post VAT Journals to correct coding errors mean that identifying and adjusting entries that were incorrectly coded to the wrong accounts. ?

Response: Barclaycard is currently set up a supplier account and can only have UK VAT postings. These transactions are reviewed and VAT journalled to the correct VAT code for overseas transactions. Occasionally other transactions may require correcting.

Question 14: Supplier payments to be generated from the approved invoice and included on a weekly payment run via BACs and cheque, with email remittances for BACs and paper for cheque. The ability to run reports highlighting amendments to bank details Is there any process to prepare weekly payments?

Response: Invoices require a two stage approval process (1st to confirm receipt of goods/services, 2nd to confirm it is ok to approve). This is currently done on our DMS system and flags Dimensions they are ready for payment. This is reconciled weekly prior to payment. Dimensions produces as a txt file export which is uploaded into our online banking (Barclays).

Question 15: For BAC's how to communicate to bank? Via any letter or email?

Response: See above.

Question 16: Is there any specific process for cheque clearing or normal like cheque printing option we and this approved payments will process?

Response: Approved invoices set for cheque payment generate a paper remittance advice. These are few and currently written manually via a cheque book. The system records the cheque number issued.

Question 17: BAC's transactions will real time effect the bank and supplier ledgers. Is it correct?

Response: As soon as the payment run is completed the payment is posted in both purchase ledger and cashbook with the date the supplier will receive the payment.

Question 18: Payment via Cheque will effect ledgers when actually cheque will cleared via automated bank re-conciliation system. Is it correct?

Response: As soon as the payment run is completed the payment is posted in both purchase ledger and cashbook with the date the supplier will receive the payment.

Question 19: The Authority is bound by the Public Contracts Regulations and the Procurement Bill. A requirement from this legislation is that data is reported on late payments made to suppliers once invoices have been verified as a valid invoice, currently this is calculated manually but the ability to do so via the system would be beneficial. This mean payment term is linked with invoice like it will clear within 30 days or 60 days. Invoices cleared after the payment term report will be generated by system. Is it correct?

Response: Late payment of invoice is only calculated once invoice is validated as being valid. If it is missing a purchase order or under query then the clock doesn't start. We have to pay validated invoices within 30 days.

Question 20: Additional functionality Carbon reporting more details would be required for this reporting process. Please share the details as much as possible. ??

Response: We would like to capture data against scope 1, 2 and 3 emissions but this will depend on costs.

Question 21: IFRS16 more details would be required for this function as well. Please share the details as much as possible. ???

Response: This is regarding leases where the authority is the lessee. We need to record the liability of the future lease payments as part of our Statement of Accounts. It also includes peppercorn leases where the value is determined by our property consultants.

Question 22: Use of Multiple Databases What you mean you mean use of multiple databases? Is it multiple companies under one main company ?

Response: It could be two potential companies who report separately or possibly in the future where we may have a subsidiary which would be consolidated into our main accounts.