

## Invitation to tender for a Finance System



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# Part A – Employers Information

## 1. Introduction

The Broads Authority is a Special Statutory Authority established under the Norfolk and Suffolk Broads Act 1988 with very similar responsibilities to those of the English National Park Authorities. The Authority has a duty to manage the Broads and is the local planning authority for the area and a harbour and navigation authority. The Broads executive boundary is drawn tightly around the lower reaches of the rivers Bure, Yare and Waveney and their tributaries the Thurne, Ant, Wensum and Chet.

The Broads Authority turnover in 2022/23 was £11m, with £3.4m from DEFRA in National Park Grant, £3.8m raised from Navigation tolls, £1.6m in external funding grants, £1.4m in capital grants with the remainder raised through planning, investments and sales fees and charges. The Finance team consists of a head count of six with the equivalent of 4.8 full time equivalents.

For more information about the Broads Authority go to our website at [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

Broads Authority ('the Authority') is seeking a suitably qualified and experienced contractor to supply a Finance system.

The Authority currently uses Access Dimensions version 2.51j on premise which will no longer be supported from 06/03/25. The Authority is looking to move to a modern, flexible solution with ongoing support. The Navigation toll income will continue to be collected via the Authority's Tolls Management System (TMS) but this will need to integrate via an API with the new system with the ability to check batches prior to posting.

### 1.1. Timeframe

The contract will commence on **5 August 2024** and with a period for system build and data transfer. It is expected to continue on a yearly basis from 5 August. The initial contract will be for a 5-years with the option to enter a rolling year contract at the end of this period.

### 1.2. Project Manager Contact details

Any questions regarding these documents and the specific requirements of the Authority must be made in writing by emailing queries to Emma Krelle, Director of Finance, [emma.krelle@broads-authority.gov.uk](mailto:emma.krelle@broads-authority.gov.uk)

## 2. Insurance requirements

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

Insurance Type	Minimum level of indemnity
Public Liability	£5,000,000

<b>Insurance Type</b>	<b>Minimum level of indemnity</b>
Employee Liability	£5,000,000
Professional indemnity	£5,000,000

Where a tenderer does not currently hold the requested level of insurance the cost of this can be added to your tender. If the contract is awarded on this basis confirmation will be required that it has been put in place for the duration of the contact.

### 3. Form of Contract and Conditions

- 3.1. The form of agreement is a services contract. A copy of which can be found in section 11.
- 3.2. All communications and instructions between the Contractor and the Employer are to be made through the Project Manager, or persons named by the Project Manager.

### 4. Specification

- 4.1. The Broads Authority is looking for a modern system that will streamline some of our manual processes to enable timely reporting to members. Please refer to appendix section 11 for details on our current processes.
- 4.2. **Nominal/General Ledger**
  - 4.2.1. Due to the Authority's complex reporting requirements the Authority requires a flexible chart of accounts that would provide the ability to determine classifications and categories. Classifications would include the ability to determine if a code is either sales, purchases, current assets/liabilities, long term assets/liabilities, useable reserves, unusable reserves. Within each code we would want to be able to attach categories that could be reported on independently. Currently the Authority has eight categories which allow reporting against cost centre (budget holder), location or asset, account, committee reporting levels, percentage split between National Park and Navigation, Best Value Accounting codes (CIPFA SeRCOP) and Directorate.
  - 4.2.2. 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.
  - 4.2.3. Project costing would be beneficial, although not essential, to allow expenditure recording against externally funded projects.
  - 4.2.4. Our current package allows for integration with Microsoft Office, mainly Excel, to download information but also transfer data back, for example annual budgets and journals.
  - 4.2.5. The ability to download reports into excel and other formats, including the trial balance and expenditure queries.

### **4.3. 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.

### **4.4. 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.

### **4.5. Purchase Ledger**

- 4.5.1. Currently purchase orders (PO) are managed manually and we would like the ability to automate this process. This would include the ability for a budget holder to request and authorise to automatically generate outstanding commitments. Once a purchase invoice is received it would remove the PO from the outstanding commitments.
- 4.5.2. Invoices and credit notes to be input in batches, prior to posting, with the ability to capture and store the image of the invoice.
- 4.5.3. Once input the invoice will need to be approved electronically via a two level process and within predetermined authorisation limits. Once approved the system to be updated to signify the invoice is ready for payment.
- 4.5.4. 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.
- 4.5.5. 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.
- 4.5.6. As with the nominal ledger the ability to use Microsoft templates to upload information via excel would be useful, for example utilities invoices being allocated across code.
- 4.5.7. The ability to generate contras with the sales ledger.

### **4.6. Sales Ledger**

- 4.6.1. As with the purchase ledger requirements invoices and credit notes to be input in batches, prior to posting, with the ability to capture and store the image of the invoice. The ability to generate reoccurring invoices for items such as monthly rent.
- 4.6.2. Credit control to be generated via the system with statement and reminder letter/email functionality including Broads Authority logo.

- 4.6.3. The ability to generate contras with the purchase ledger.
- 4.7. Stock control**
  - 4.7.1. This is provided via the till system (KCPOS) and is not currently linked to the finance system.
- 4.8. Payroll and Expenses (not required)**
  - 4.8.1. This is provided externally via our payroll provider and data will be transferred into the finance system via a journal.
- 4.9. System access/permissions**
  - 4.9.1. The system needs to provide different user profiles to enable access to be restricted to the needs of the role.
- 4.10. Support and Maintenance**
  - 4.10.1. Access to support throughout the contract will be expected Monday to Friday, 9-5 and training for staff prior to go live. The Authority expects the system will be updated as and when new functionality becomes available.
- 4.11. Additional functionality**
  - 4.11.1. If budget allows then the Authority would be interested in what other functionality could be provided. Currently the Authority manages the following areas via excel workbooks: cashflow forecasting, statutory accounts, budget holder monthly reporting, carbon reporting, budget transfers, fixed asset register, IFRS16, salary budgeting and control account reconciliation. Supplier statements are also reconciled outside of the system. The Authority is bound by the Local Government Transparency Code 2015 and currently manually manipulates data extracted from the system to meet its reporting requirements around procurement data. If this could be system generated this would improve the reporting process. The Authority is looking to future proof as much as possible so although not currently required, the ability to run multiple organisations and produce consolidated group accounts would be beneficial.

## 5. Contract management

In order to ensure that the contract operates in a successful and efficient way, as well as delivering all outcomes described in this specification to the correct standards, the contractor will be required to communicate on a regular basis with the Authority to monitor performance, reporting and consistency of the data.

Ref	Requirement description
1.0	Initial set up meetings
1.1	Post implementation review
1.1	Annual meeting with account manager.

## 6. Tender submission

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than **17:00 31 May 2024**. Tenderers should note that the questions and responses raised during the clarification period will be anonymised and shared with other Tenderers on the Authority's website.

Contact by any person acting in the name of the prospective contractor with any employee of the Authority other than those mentioned in this ITT will be grounds for the Authority to terminate the tender process for that supplier.

Tenders must be returned to: [tenders@broads-authority.gov.uk](mailto:tenders@broads-authority.gov.uk)

Email subject must read "Invitation to tender for Finance System"

**Do not copy in the person named in section 1.2 as this will invalidate your tender.**

Please note that this mailbox is not monitored and will only be reviewed after the closing date. Suppliers will receive an automatic notification to confirm receipt.

No extensions to the closing date for Tenders can be granted. However, the Authority may at its discretion extend the closing date and time specified.

The Authority will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with the Authority's IT system.

Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by the Authority.

## 7. Tender timetable

The following dates are applicable to this tender:

Activity	Estimated Dates
Publication of Invitation to Tender	19 April 2024
Clarification period starts	19 April 2024
Clarification period closes	10 May 2024
Deadline for the Authority to publicise responses to Tender Clarification questions	17 May 2024
<b>Deadline for submission of Tender</b>	<b>17:00 31 May 2024</b>
Demonstration of system (if required)	Week commencing 17 June 2024
Notification of successful/unsuccessful tenders	8 July 2024
Start of standstill period	8 July 2024
Contract Commencement	5 August 2024



**This timetable is indicative only. The Authority may amend at its discretion.**

## 8. Evaluation of Tenders

Tenders will be evaluated using a method known as MEAT (most economically advantageous tender). A panel of the Authority' Officers will undertake the evaluation process. The Authority will consider both quality and price in the evaluation of tenders. These reflect the relative importance and are scored as follows:

<b>Criteria</b>	<b>Maximum Score Available</b>
Price (excluding VAT)	50
Technical specification	20
Quality control and contingency planning	10
Software updates and ongoing support	10
Trade references	5
Environmental sustainability	5
<b>Total</b>	<b>100</b>

The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out below.

**Price** - The calculation that will be used is as follows:

Score = Lowest Tender Price/Tender Price x 50 (maximum mark available)

**Technical specification** – Where there is an exact match to sections 4.1 – 4.6, 4.9, the maximum score will be awarded. Please ensure the excel template is completed in addition to the tender forms. Where the match is 80% the score will be 16, 60% the score will be 12, 40% the score will be 8. Additional functionality will be considered if budget allows.

**Quality control and contingency planning** – A maximum of ten marks will be awarded for a detailed project plan, appropriate quality control details and contingency planning provided in tender form 4.

**Software updates and ongoing support** - A maximum of ten marks will be awarded for details on software updates and for ongoing support provided in tender form 5.

**Trade references** – Where both trade references are received the maximum score will be awarded. Where only one is received the score will reduce to 2.5.

**Environmental sustainability** – A maximum of five marks will be awarded for details provided in tender form 6, examples can include where energy consumption has been reduced through effective equipment specification or replacement plans.

The Potential Provider that achieves the highest total score will be awarded the Contract.

If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the Price element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 70.

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Part B within this tender document.

The Authority will advise each Tenderer whether its tender has been successful or not. Once the standstill period has passed the successful tender will be recorded on Contracts Finder.

## 9. General requirements

This document is split into two sections Part A, the Broads Authority (Employer) information on the tender and Part B, the information required from prospective Tenderers. **Tenderers must comply with these instructions.** They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of the Authority and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to the Authority when requested to do so.

## 10. Procurement process and tender procedures

### 10.1. Tenderers' responsibilities

All tenderers are required to read these instructions before submitting a tender as referred to below. The Authority will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. The Authority will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by the Authority is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information and no responsibility is accepted by the Authority for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers' cost.

The Invitation to Tender and any other information issued by the Authority relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of the Authority other than for obtaining sureties, guarantees or quotations.

## **10.2. Pricing**

Tenderers shall provide fixed price annual rates in relation to the contract. Prices are to include installation, equipment, materials and consumable supplies necessary for the full and proper completion of the contract obligations as described, prices will also detail ongoing costs for licensing costs and ongoing technical support. All overheads and profit charged to this contract to be included in these prices. Prices are to be exclusive of VAT.

Tender prices will remain fixed for the first year of the contract period and thereafter may be subject to an adjustment on the anniversary of the commencement date of the contract to reflect changes in costs (the Adjustment Percentage). The contractor must make written application with evidence to the Authority at least 8 weeks prior to the anniversary of the commencement date regarding any proposed upwards or downwards adjustment to the rates. Application for upward adjustments will be capped using the CPI taken at the immediately preceding September with the contract commencement date as the base start date.

## **10.3. Basis of the Tender**

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of design, supply, data migration and system training specified by the Authority. If requested the Authority will return packaging at the Tenderer's expense.

Tenderers are required to keep tenders and prices valid for acceptance for a period of 60 days from the closing date for receipt of tenders. A Tender with a shorter validity period may be rejected.

The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

## **10.4. Arithmetic accuracy of the Tender**

If the Authority suspects that there has been an error in the pricing of the Tender it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected the tenderer will be afforded the opportunity to either:

- to confirm in writing and accept the error if it is in the Authority's favour; or
- to correct the error(s) and to revise the tender downwards. Any revisions must be confirmed in writing; or
- to withdraw the tender. This must be confirmed in writing.

Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

## 10.5. The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. The Authority may reject any tender not complying in any particular matter and its decision in that regard shall be final.

All relevant tender forms for completion can be found in Part B on pages 21 to 30 shall be signed and submitted with all other documents comprising the Tenderers Tender.

The Authority reserves the right to amend any information or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

The Authority reserves the right not to award a contract subsequent to this tender and may accept or reject the whole or any part of a tender. The Authority does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

The Authority reserves the right to make all or any bids received available for inspection by the Office of Fair Trading or any other regulatory body.

Any Tenderer who:

- fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than the Authority or, as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
- enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
- offers or agrees to pay or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing

or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,

- may (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

## 10.6. Freedom of Information Act

The Authority is bound by the provisions of the Freedom of Information Act (“FOI”) 2000. All information submitted to the Authority may therefore need to be disclosed and / or published by the Authority in compliance with the Act. Any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Information Commissioner).

If you consider that any of the information included in your Tender should not be disclosed by the Authority please identify it and explain (in broad terms) why. Please also indicate how long you think the information should be covered by a non-disclosure provision.

In terms of FOI information may be exempt from disclosure if it is:

- A trade secret
- Information which is likely to prejudice someone’s commercial interests if disclosed (this could be your interests or the Authority’s)
- Personal data where disclosure cannot be justified in terms of the Data Protection Act 1998
- Subject to an enforceable obligation of confidentiality. (This means that the information should be recognisable as confidential in nature and must not be in the public domain already; it must have been received in circumstances which impose an obligation to maintain confidentiality on the person receiving it; and any unauthorised disclosure would cause you harm.)

You should therefore seek to ensure that those parts of the Tender which you would prefer not to be disclosed fall within these broad categories. The Authority is more likely to resist disclosure and be able to justify non-disclosure of information in response to an FOI request if the suggested non-disclosure items are restricted to these categories. Please note that the Authority reserve the right to disclose if it is satisfied (acting reasonably) that it is in the public interest for the information to be disclosed.

It should be remembered that, even where you have indicated that certain information ought not to be disclosed, the Authority reserve the right to disagree. Even when the Authority agree that the information has been correctly identified, it may nonetheless be required to disclose it or elect to do so in the public interest. Receipt by the Authority of any material marked ‘confidential’ or equivalent should not be taken to mean that the Authority accept any duty of confidence.

In all cases, the Authority may publish (either proactively or in response to a request) the following information:

- The identity of all tenderers
- Overall value of the Contract awarded (or a general indication of the rates applicable under the Contract)
- The value of all tenders received (not necessarily correlated to the identity of the tenderers)
- General performance standards to be achieved under the Contract
- Performance and progress monitoring arrangements; and early completion incentives and penalties for failure to meet targets.

Tenderers should not mark anything as confidential which falls into the above categories.

### **10.7. Environmental Information Regulations**

The Authority is also covered by the Environmental Information Regulations (EIR) 2004 which requires public authorities to make environmental information available, as well as members of the public being entitled to request such information. Similar to the FOI regulations environmental information relating to the tender may need to be disclosed. Further information can be found EIR's can be found on the information the Information Commissioner's Office (ICO) website [What are the Environmental Information Regulations? | ICO](#).

### **10.8. Counter Fraud, Corruption and Bribery Strategy**

The Authority expects the highest standards of conduct from all organisations that have dealings with it. Any partners, suppliers, contractors and other third parties funded by or in receipt of payments from the Authority are required to adopt or abide by the Authority's policies, procedures, protocols and codes of practice, where appropriate, in order to prevent and detect fraud, corruption, money laundering and bribery.

## 11. Current Processes

Access Dimensions 2.51j is currently on premise and will no longer be supported from 06/03/25 when the current contract expires. Our Finance year runs from 1 April to 31 March.

### **Use of multiple databases**

The Authority does not currently use multiple databases but has done in the past when it was responsible for completing a separate Charity's accounts. Ideally, we would like to retain this possibility in case future trading companies are set up. Although not essential if the Authority ever moved to a trading entity the ability to consolidate company accounts may be useful.

### **Chart of Accounts**

Current structure is flexible for reporting but does mean that as of 04/04/24 3,627 nominal ledger codes exist. Data can be extracted by type, cost centre or location/asset. Use of summary levels (1&2), allocations, BVACOP and Directorates as additional fields help with reporting and statutory reporting/returns. Due to separation of National Park and Navigation the system is unable to generate I&E reports without extraction to excel and manipulation.

### **Journals**

Nominal ledger journals can be uploaded via excel template but only for non-VAT journals, these are entered manually and require careful checking as system reports do not detail all of the entries (VAT code and amount).

### **Purchase requisitions/orders**

Finance operates an excel register of all purchase orders (PO) issued (this includes paper PO's still issued by the Dockyard). The register requires maintenance to reduce outstanding "commitments" which may arise from VAT being included in the value when it should be net, or not notifying Finance if the order is cancelled or reduced. These are often time consuming as requests are made to Finance by email, sometimes without budget holder approval or budget code. This can generate a lot of email traffic. All PO's are then scanned onto Document Management System (DMS) for matching when the invoice is received. This involves manually looking up each number and checking invoices have not already been paid relating to the same order.

Requisition books are issued to those who are not office based and can be used by anyone up to £250. Again, they are paper and reliant on the holder to send/scan copies to finance. Copies are stored on DMS.

Opportunity to improve this greatly via electronic approval and system generation of document. It would make generating accruals a lot simpler.

### **Expenses**

Mileage and subsistence claims are currently submitted through payroll contract. All other claims are submitted via a completed word form via the purchase ledger. This results in employees being set up as suppliers.

### **Sales ledger**

140 invoices raised in 2023/24 with 6 credit notes (this does not include the till transactions). 2 customers require monthly/quarterly/seasonal invoicing. Generally simple invoicing to support grant claims, recharges or rents. Images of the invoices are stored on DMS. Accounts package is not used for credit control, this is done manually outside via template letters/statements.

The visitor centres use tills via KCPOS. These post to individual till sales ledger accounts for each location. Although the data transfer requires a manual push this is due to KCPOS and not Dimensions. Each sale via the till generates a sales invoice and receipt via a control account which is reconciled to the weekly returns submitted via each location. The control account is cleared down when each location does its banking. There is an option for KCPOS to post daily rather than via each transaction. KCPOS has the stock system built in which records all of the stock held at the TICs.

### **Purchase ledger**

4,032 invoices processed in 2023/24, these include volunteer expenses which are mainly paid monthly if greater than £15 or quarterly where amounts are below this. 2,525 supplier payment via BACs and 27 by cheques. Invoices are “scanned on DMS (SharePoint on Premise)” and are not viewable in Dimensions. Data is transferred and input manually from invoice details into Dimensions in batches. Batches are reviewed and checked before being posted. Invoices are sent electronically via DMS for a two-level approval, level one where goods/services are confirmed as received and level two where the invoice is approved for payment. Payment runs are reconciled to approved DMS/Dimensions reports. BACs files for upload via Barclays are produced by Dimensions, remittance emails are generated upon BACs export. Cheque requisitions are printed, and cheques written manually due to low level/cost of printed stationery. Reconciling of statements is manual and ad hoc when time permits. DDRs for suppliers are entered via the cashbook.

Proforma invoices are currently paid through the purchase ledger but when the VAT invoice is received, a VAT journal is completed to re-claim the VAT. Is there a more efficient way to cancel the Proforma and replace with the VAT invoice?

Barclaycard entered as a supplier invoice, is there a better way (see VAT issues)?

SharePoint on Premise is due to be moved online as part of the Authority’s data migration plans.

### **Cashbook**

Purchase ledger payments automatically appear in cashbook, all other payments/receipts are manually entered via Finance, excluding Tolls income. There is no automated input or



bank reconciliation, transactions are downloaded from Barclays into excel template which populates coding for card machines and paying in slip numbers. Currently the cashbook has no facility to close it like the other ledgers.

### **Other System Integration**

The TMS generates batches which are then transferred via an API to a batch within the nominal ledger. This enables the batch to be checked prior to being posted to the toll income nominal codes.

KCPOS is the Authority's till system used by the visitor centres. Each centre has its own customer account within the sales ledger (for further details see sales ledger above). Data is transferred via an API. KCPOS also contains all the stock records. This is not transferred into Dimensions and requires a report at year end to determine stock values for the year end accounts. This is input via a journal.

DMS (SharePoint on Premise) contains all of the approvals for the purchase ledger. Once both approvals have been received it updates the unpaid flag within Dimensions that it is approved for payment.

### **Reporting**

Trial balance and nominal transactions are exported from Dimensions via txt document. These are manipulated in excel via pivot tables to report to budget holders. Budget holders can view the information in a number of ways, including cost centre, location/asset, budget holder, directorate, monitor line (committee reporting level, also see chart of accounts), income, expenditure, salaries and pensions. Budget holders currently do not access Dimensions directly and rely on the monthly reporting produced by Finance. Some areas maintain separate spreadsheets to track and record spend. Generally due to part time nature of team and manual month end processes (prepayments, control account reconciliations) date this information is available is normally available 2 weeks after month end. Budget holders tend not to use Dimensions for up-to-date information.

Cashflow forecasting is data manipulation in Excel with manual calculations on when sales invoices will be received, tolls & visitor services income based on previous years pattern and budget estimates on expenditure/salary costs.

New system would ideally include the facility to determine late payment information required by PCR 2015 regulations and fulfil procurement reporting requirements under the Local Government Transparency code [Local government transparency code 2015 - GOV.UK \(www.gov.uk\)](http://www.gov.uk). Current data can be found here [Transparency \(broads-authority.gov.uk\)](http://broads-authority.gov.uk).

### **Paperwork**

In general, this is mostly electronic in the form of pdfs received via the Finance mailbox. Where received in other formats these are converted to PDFs. Majority of files are electronic but duplicated in various places, actioned (mailbox), invoices to be scanned and DMS. Dockyard PO's and requisitions are still stored in paper form and electronic.

## **Budget and forecasts**

Budgets are profiled and uploaded via excel template into Dimensions against each nominal code. Forecasts are updated manually via excel and not in Dimensions.

Salary costs are maintained manually via an excel spreadsheet. Payroll and Dimensions do not talk to each other so consequently both sides maintain the same data with very little systems shared between the two sections. Numbers on FTE is maintained by Finance. This results in duplication of effort on both sides. All changes/increases pay for staff are modelled via the spreadsheet.

## **Control Account reconciliations**

These are completed manually via excel by downloading transactions and matching them to determine outstanding items.

## **VAT**

Current system is not fully MTD (Making Tax Digital) compliant with any additional software purchased to provide bridge with HMRC. Quarterly reconciliation to ensure system reflects return. Overseas purchases made via Barclaycard require manual input via VAT journals to reflect correct VAT treatment. This is due to transactions being entered via the purchase ledger than the cashbook. This could be potentially done via the cashbook if the invoices/receipts were available digitally. Possibility for new system to do this automatically.

## **Fixed Assets/IFRS16**

Fixed asset register is maintained via an excel spreadsheet, no facility to do so in the system. Requires quarterly review of data to ensure additions and disposals are correctly identified. It also incorporates lease liabilities (both operational and financial, with the Authority as the lessee and lessor). Manual reconciliation at year end to ensure balance sheet agrees with register. Depreciation is not currently posted through the expenditure codes, only the balance sheet. There is an ambition to record all year end adjustments via the accounts system.

IFRS16 – currently no system. It will be implemented from 1/04/24 and is currently maintained in excel.

## **Procurement**

There is not a separate department, and all tender advertising is managed internally and not via an electronic system. Contract register maintained in excel. Due to nature and volume of tenders it is unlikely to be costs efficient to build this in.

## **Users**

Users who regularly use the system consists of:

- Senior Accountant (FT)
- Collector of Tolls (FT)

- Financial Accountant (FT)
- Senior Finance Assistant (PT 3 days)
- Finance Assistant – bank and sales (PT 3 days)
- Finance Assistant – purchases (PT 3 days)

Director of Finance use is mainly data interrogation rather than transactional input, although has done in the past to help with work backlogs.

Most of the team's time (90%) is spent in transaction processing, managing the finance mailbox (PO's), manipulation of data and calculation using Excel, the management of grant claims. The provision of advice and support to budget holders is a much smaller aspect of the team's work.

## 12. Draft Contract

See separate template for contract for services.

## Part B Contractors Tender Information

### 13. Inclusion in the Tender response

The following documentation must be returned to the Authority as part of your Tender:

1. Tendered price for the provision of Finance system
2. Details as to referees
3. Insurance Certification Form
4. Quality Control and Contingency Planning
5. Software Updates and Ongoing Support
6. Environmental Sustainability
7. Signed and completed Certificate as to canvassing
8. Signed and completed Certificate as to collusive tendering
9. Certificate as to use of Artificial Intelligence

# Tender form 1

Name of Tenderer:

## Tendered price for the provision of Finance System

To: Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we of hereby offer, to provide finance system as set out in section 4 (specification) and in accordance with Tender Forms Tender form 1 to **Error! Reference source not found.**9 attached. I/we offer to undertake and complete the work in the time period stated for the sum of £ (excluding VAT) and as set out in the excel specification attached.

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 6 months from the date for return of this tender.

I/we understand that you are not bound to accept the lowest or any tender you may receive.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

Company registration number or equivalent:

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

## Tender form 2

Name of Tenderer:

### Referees

To the Broads Authority

You may seek references from my/our following trade/bank referees:

1. Bank
2. Trade
3. Trade

## Tender form 3

Name of Tenderer:

### Insurance Certification Form

**Third Party Insurance covers to sum of not less than £5 million**

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for public/employers/product/professional liability in the sum of £5m. I/We attach confirmation from our Insurance Company.

Or

I/We certify and declare that I/we have obtained quotations in order for us to obtain the necessary level of insurance for public/employers/product/professional liability. The additional cost for this is .

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Name:

Address:

**Please note:** Evidence must be included with this form to prove that such insurances as are required will be affected. Failure to do so will render this Tender invalid.



## Tender form 4

Name of Tenderer:

### Quality Control and Contingency Planning

Please provide a project plan and timeline of how the system will be delivered.

Please describe your processes on how you maintain and verify quality of data and outputs and contingency plans to ensure access to the system Monday to Friday.

## Tender form 5

Name of Tenderer:

### Software Updates and Ongoing Support

Please provide details of how often system updates are made throughout the year.

Please provide details of how ongoing support will be provided.

## Tender form 6

Name of Tenderer:

### Details as to environmental sustainability

Please describe your proposed approach for this contract to environmental sustainability, including details of any specific steps taken in the design and manufacture of services to increase energy efficiency and reduce any detrimental environmental impacts.

# Tender form 7

Name of Tenderer:

## Certificate as to Canvassing

(Invitation to Tender refers)

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

# Tender form 8

## Certificate as to collusive quotation

(Invitation to Tender refers)

To:

The Broads Authority  
(hereinafter called "the Authority")

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons tendering. In recognition of this principle,

I/we certify that this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices tendered by or under or in accordance with the following acts:

- a) communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain tenders necessary for the preparation of the Tender for insurance); or
- b) enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or
- c) offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the service any act or omission.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

## Tender form 9

Name of Tenderer:

### Certificate as to use of Artificial Intelligence (AI)

(Invitation to Tender refers)

AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via 'hallucination'.

Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission? This may include using these tools to support the drafting of responses to Award questions.

Yes

No

If yes, please provide details

Where AI tools have been used to support the generation of Tender responses, please confirm that they have been checked and verified for accuracy:

Yes

No

Are AI or machine learning technologies used as part of the products/services you intend to provide to Broads Authority?

Yes

No

If yes, please describe how AI technologies are integrated into your service offerings.

Please provide details