# Manchester City Council Contract Management System Tender - Prior Information Notice

# Introduction

Manchester City Council (MCC) requires a contract management system (CMS) to enable the effective design, procurement, and management of its contracts. The CMS is required to standardise best practice contract management across MCC and to create opportunities to improve the efficiency and effectiveness of MCC’s contracting. Currently, MCC does not have a centralised contract management system that monitors all contracted activity/spend across the Council.

1. The Requirement

Implementing a single CMS to collate all contracted data will improve the contract management infrastructure and therefore enable more rigorous contract management practices within MCC. Improving capacity to deliver robust contract management on an individual contract level, as well as improved capacity to take a more comprehensive approach to wider contracting strategies, will aid MCC in delivering the following core objectives, provide opportunities for enhancements to contracts and identify savings on contracts:

* + - Ensure all commercial activity is carried out in a transparent, auditable manner, compliant with both the Council’s internal regulations and the wider legal framework and embed value for money practices.
    - Improve the efficiency and effectiveness of our contracting, whilst also mitigating the issues and risks associated with outsourcing.
    - Have the ability to identify and proactively plan for the pipeline of upcoming procurements to enable all contracts to be competitively tendered.
    - Have the ability to accurately record, manage and monitor all performance indicators including social value.

The scope of the CMS isto serve as three critical functions for MCC. These are as:

* + - A central contract repository system to store contract information and contract-related documents (inclusive of all contract variations).
    - A contract performance management platform
    - A forward planning tool to enable robust planning of future procurements.

Across all three functions, the system must operate on two levels:

* + - At Contract Management (CM) level to capture key information and documents relating to a specific contract
    - At Strategic Management (SM) level to collate and report on key management information from data inputted at a CM level.

1. Social Value and Environmental Requirements

In Manchester, we encourage organisations to operate and provide goods and services in such a way that offers maximum social, environmental and economic benefit to Manchester residents and communities. This has become even more of a priority in light of the coronavirus pandemic and the economic and social impacts it has had on Manchester.

We and our partners across Greater Manchester share a common aim: as we rebuild our economy and society following the crisis caused by Covid-19, we will look to use social value to tackle the inequalities around us and make the things that we do, good, fair and sustainable. We want to partner with organisations and suppliers that share our values, that look at the wider value they can offer to society, and that will contribute to Manchester’s ambition to be zero-carbon by 2038.

Manchester City Council takes this seriously when evaluating bids for council contracts. Since 2015 the council has applied a minimum 20% weighting to social value when evaluating tenders. The council is building on this and from 2021, it will be introducing a further dedicated environmental score of 10% bringing the total social value consideration to up to 30% the overall bid score.

For this procurement we will be particularly interested in partnering with a supplier that:

* + will support Manchester’s economic recovery, either directly, or by supporting Manchester organisations (e.g. through sharing resources and expertise)
  + is measuring its carbon footprint and has robust carbon reduction plans in place.

1. Contract Management System Invitation to Tender

The CM system tender will be advertised on The Chest in late May 2021. The specific functional requirements will be included with all supported documentation. Please ensure you are registered on The Chest portal prior to the tender being advertised.

In the meantime, if you have any questions regarding this upcoming tender, please do not hesitate to contact us at [procurement@manchester.gov.uk](mailto:procurement@manchester.gov.uk) referencing Contract Management System Tender on the subject line.