

INVITATION TO QUOTE FOR

Programme Management Office software solution

Supplier Questions – Issue 1

The following questions or comments have been raised by suppliers during the tender stage. This document will be shared with all known interested parties and should be read in conjunction with the Invitation to Quote issued 21 January 2019.

Question / Comment	Answer / Response
Clarification of items to be included within the £10k budget and concern that this may not be realistic.	The £10k budget is for the initial 2 years of the contract but please outline what your costs would be for any subsequent years. This budget is to include set up, licenses (as outlined in 4.4) hosting, reporting, training and support. If this is not feasible, please outline what your costs would be to deliver our full scope and / or what the scope would be for our budget.
Concerns around the timetable and whether the full scope can be deployed.	If it isn't possible for you to meet the timetable outlined, please outline what elements of the specification would be available by the end of March 2019 and if / when the remaining items would be delivered.
Some 'essential' items would need to be integrated with 3 rd party tools, is this acceptable?	Yes, we are happy for your solution to include 3 rd party tools. Please clearly state where this applies and any implications that this would bring, along with any relevant mitigation.
Clarification of the contract duration: 7.3 states "two years with the option to extend by three, separate, additional periods of one year" but the table in the Form of Quote only allows for 4 years.	Please state whether your costs for an additional 5 th year would match that of year 4. If they will differ, please extend the table to include costs for year 5.
The example report Excel contains unresolved external links, which will be ignored.	Please ignore these external links.