



INVITATION TO QUOTE FOR

Programme Management Office software solution

Issued by:

Thames Valley Berkshire Local Enterprise Partnership Ltd

Date: 21 January 2019

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APPENDIX 2 – TVBLEP REPORT EXAMPLE – See separate Excel spreadsheet.

1 Introduction

- 1.1 This invitation is issued by Thames Valley Berkshire Local Enterprise Partnership (LEP), a company limited by guarantee and registered at Companies House No. 07885051. Further details about us can be found at www.thamesvalleyberkshire.co.uk.
- 1.2 The lead for the project is Susan Jones, Programmes Manager at Thames Valley Berkshire LEP, susan@thamesvalleyberkshire.co.uk / 07719 324306. Please contact Susan in the first instance for all queries regarding this invitation.
- 1.3 If you intend to quote, please read the following instructions and prepare your submission accordingly. If you do not intend to compete, please send a “no bid” response to susan@thamesvalleyberkshire.co.uk.

2 Submission of Quotes

- 2.1 Please submit by email to susan@thamesvalleyberkshire.co.uk no later than 12 noon Friday 8 February 2019.
- 2.2 Schedule 1 lists the questions that you should answer in your submission. Appendix 1 contains the Form of Quote. Appendix 2 is an Excel spreadsheet that will be provided as an example of the current system and the types of functionality that will be required in the future service.
- 2.3 Quotes will remain open for acceptance for a minimum of 90 calendar days.
- 2.4 We are under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Quote to any bidder, or at all.

3 Evaluation of Submissions

- 3.1 The contract will be awarded on the basis of the most economically advantageous offer having regard to the quality and price of the competing submissions. The evaluation will be scored out of 100 as follows:
 - The Method Statement (Schedule 1) (maximum 70 marks). The specific scores for each question are outlined within the Method Statement.
 - Price (Appendix 1, paragraph 1) (maximum 30 marks). See Financial Arrangements below.

4 Financial Arrangements

- 4.1 £10,000 has been allocated to this project, with the intention that it is invested (work completed) by no later than 31 March 2019. Price will be evaluated based upon the total costs and the balance between set up costs and the need for on-going support costs, which we are hoping to minimise.
- 4.2 The successful bidder will be offered a fixed price contract for the system set up phase, which must include testing, development and user training.

4.3 You should detail costs for any additional ongoing support services by including day rates and likely time commitment.

4.4 The LEP will purchase upfront annual licenses, which will need to be invoiced before 31 March 2019. It is anticipated that we will require up to 5 full access licenses and a further 15 user licenses. Please ensure that you include costs of licenses, either as individual or batch costs, within the total budget. Please also include the cost for any subsequent licenses and annual renewal costs for subsequent years.

4.5 All prices *exclude* VAT and *include* travelling & subsistence expenses and all other disbursements. The first payment will be for work completed up to Event 7 in the Timetable at paragraph 5 and license costs up to March 2020, which must be invoiced by 31 March 2019. A further payment will be made once the full system is live, if necessary. Subsequent payments for additional, ongoing work will be made as agreed.

4.6 There is a requirement for the supplier to hold the following insurances by the time the contract commences and for its duration (see Appendix 1):

- Professional Indemnity Insurance for at least £5,000,000 for each and every claim
- Employers' Liability Insurance for at least £10,000,000 for each and every claim
- Public Liability Insurance for at least £5,000,000 for each and every claim

5 Timetable

	Event	Date
1	Despatch of Invitation to Quote	Monday 21 January 2019
2	Submission deadline	12 noon, Friday 8 February 2019
3	Preferred bidder notified	Friday 15 February 2019
4	Project Initiation Meeting (PIM) with preferred bidder at LEP offices	Wednesday 20 February 2019 – timings TBC
5	Contract award	Friday 22 February 2019
6	Sign-off system design	Friday 15 March 2019
7	Initial (substantial) system release	Friday 29 March 2019
8	Full system live	Friday 5 April 2019

6 Contract Document

6.1 The contract document will be based on the standard terms and conditions of the successful bidder, as modified where necessary to reflect the specific requirements of this Invitation to Quote. You should include your proposed terms with your submission (Appendix 1, paragraph 4)

6.2 Both this Invitation to Quote, along with the successful supplier's submission and all other relevant documentation will be included in the contract.

7 Specification

7.1 Purpose

Additional software support is required due to the growing scope and complexity of projects being publicly funded via the LEP and in order to meet the increasing governance requirement placed upon LEPs by government, through the National Assurance Framework.

7.2 Context

TVB LEP is responsible for administering £142m of Local Growth Funds, £15m of Growing Places Funds and £36m of retained business rates, in addition to other smaller funding streams. Collectively these funding streams have delivered or are delivering around 70 projects, all at varying stages of completeness. An overview of the current schemes can be found [here](#), with further detail of the four programme groups that these projects fall into; some of the largest receive funding from two different LEP-managed funding streams.

7.3 Duration

This contract will be awarded for a period of two years with the option to extend by three, separate, additional periods of one year. A formal contract review programme agreed at the PIM.

7.4 Requirement

Area	Essential	Desirable
Project Record	<ul style="list-style-type: none">• Grouping of projects by programme;• Moving and tracking of projects along defined project gateways;• Reporting and tracking of finances by different funding sources – budget, actual costs and forecasts;• Reporting and tracking of outputs and KPIs;• Reporting and tracking of milestones;• The function must hold an updatable project plan for each individual project, programme group and funding sources;• Ability to schedule tasks and reminders;• Document storage, assigned to specific projects;• Spell check function;• Batch uploading of data.	<ul style="list-style-type: none">• Search function, with fuzzy logic capability;• Ability for messenger / communication with other users;• Work flow capabilities for each project or groups of projects, with the ability to generate alerts and assign tasks to users.

Access and Security	<ul style="list-style-type: none"> • Inputting of data by individuals, including delivery partners; • Hierarchy and permissions for access to and ability to manipulate data. • System resilience and disaster recovery processes in place. • The host data centre would be certified to ISO27001 or be compliant with it. • The supplier should ensure that basic cyber security controls are in place for the IT system being provided. 	<ul style="list-style-type: none"> • Organisation is certified under either Cyber Essentials or Cyber Essentials Plus
Reporting	<ul style="list-style-type: none"> • Exporting of full data set and custom fields to Excel; • Customisation of reports and dashboard in bespoke formats, including reporting by specific date ranges; • Reports to be provided by individual project, programme group, funding stream, finance, outputs (specific and summary), milestones and risks. 	<ul style="list-style-type: none"> • Ability to drill down within a report for more detailed information; • Automation and scheduling of reports; • Using external Berkshire wide data sets to link LEP interventions, e.g. housing, jobs, etc.; • Formatting of reports to a particular style.
Risk and Audit	<ul style="list-style-type: none"> • Customisation of bespoke risks, which can be tracked and managed at project, programme and LEP level; • Audit trail of amendments and transaction history. 	
Data ownership and transfer	<ul style="list-style-type: none"> • The LEP retains the ownership of any data records hosted on your servers, which should not be shared or distributed to any other party without prior agreement. • All data will be returned to the LEP at the end of the contract. 	

N.B. We do not intend to manage financial payments through the system.

SCHEDULE 1 - METHOD STATEMENT

Please indicate below, by answering the seven questions, how you will approach the task of delivering a Project Management Office software solution for Thames Valley Berkshire LEP.

Please ensure that your response adheres to the Timetable at paragraph 5 and covers all of the requirements within the Specification at paragraph 7.

The Method Statement will receive a maximum of 70 marks in the ITQ evaluation.

The specific elements for each score are outlined below:

1. Initial system configuration (max 20)	Please outline the process to set up and configure the system for our requirements. Please ensure this includes user acceptance testing.
2. Implementation Plan (max 10)	Provide an outline plan showing milestones, key tasks and deliverables.
3. Reporting (max 10)	Please provide an overview of your system's reporting capabilities.
4. System specification (max 10)	Please provide an overview of your system, along with the format that it is run on, where data is stored and your data security standards.
5. User training and support (max 10)	We wish to be as self-sufficient as possible to minimise ongoing costs. Please outline the initial and ongoing support available and likely to be needed.
6. Experience (max 5)	Outline three previous examples including references for your work with a similar scope, along with CVs of the key staff working on the project.
7. Service Level Agreement (max 5)	Detail the proposed Service Level Agreement for the hosting of the application - this will include: <ul style="list-style-type: none"> • support response times • system response times • availability (percentage up time) of the system • disaster recovery arrangements, including length of time to recover • business continuity plans. Please also detail any service credits that would be available through the Service Level Agreement.

APPENDIX 1 - FORM OF QUOTE

Thames Valley Berkshire PMO software solution January 2019

I/We, the undersigned, having examined the Invitation to Quote, hereby offer to undertake the services required, in accordance with the bid documents for prices detailed below. All prices:

1. Exclude VAT
2. Include travelling & subsistence expenses and all other disbursements

I/We understand that the LEP is not bound to accept any quote received.

This quote remains open for acceptance for 90 days from the date fixed for return of submission in the Invitation to Quote.

1. My quotation for set up and ongoing costs is:

Element	Comments	One-off costs	Year 1	Year 2	Year 3	Year 4	Total
License Costs							£0.00
Implementation							£0.00
Hosting Costs							£0.00
Maintenance & Support							£0.00
Training							£0.00
Report Creation							£0.00
Data Imports							£0.00
<i>Additional Costs, please specify below</i>							
							£0.00
TOTAL							£0.00

2. If, for whatever reason, Thames Valley Berkshire LEP requires additional work to be performed over and above the services described in this quote, the rate payable will be:

Daily rate for additional work if required – Senior Consultant/Executive	Per person per day (ex-VAT)	
Daily rate for additional work if required – Consultant/Executive	Per person per day (ex-VAT)	
Daily rate for additional work if required – Assistant	Per person per day (ex-VAT)	

3. I certify that my company has or will have the following insurance prior to the contract award and for the duration of the contract:

- Professional Indemnity Insurance giving cover of at least £5,000,000 for each and every claim.
- Employers' Liability Insurance giving cover of at least £10,000,000 for each and every claim.
- Public Liability Insurance giving cover of at least £5,000,000 for each and every claim.

4. I have attached my standard terms and conditions, as modified where necessary to reflect the specific requirements of this Invitation to Quote.
5. I have included my Service Level Agreement within my submission.
6. I understand that Thames Valley Berkshire LEP is subject to the requirements of the Freedom of Information Act 2000. The schedule of reserved information below is my company's request for information contained in this quote not to be released.

Reserved Information	When available for disclosure	Relevant Section of Act	Reason
Response to the Invitation to Quote	After award of Contract	Section 43(2)	Commercial confidentiality
<i>Please add as necessary</i>			

7. I have attached a Method Statement, addressing all of the questions raised in Schedule 1, setting out my company's understanding of your requirements and the general approach we would take to meeting the Specification.
8. I have attached short CVs of the key personnel I intend to deploy in delivering the services required.

CV 1	<i>Please expand this table as necessary.</i>
Name and Role	
Summary CV	
CV 2	
Name and Role	
Summary CV	

9. I have attached details of clients for whom my company has provided similar services together with contact details for referees who can be approached to verify the claims made.

Please ensure that you give a clear description of the services provided for each of these clients in part 2 of your Method Statement (see Schedule 1, paragraph 6 above)

Referee 1	
Contact name, company, phone number, email	
Referee 2	
Contact name, company, phone number, email	

Please note that on receipt of your submission, the above referees will be contacted and their responses can only be included in the scoring process if they are received on or before Wednesday 13 February.

Name.....

Position.....

Company.....

Date.....