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| **Summary Information**   |  |  | | --- | --- | | Reference number |  | | Notice Title | Decommission of SharePoint 2007 | | Quotation request date | 24/01/2017 | | Closing date | 01/02/2017 | | Anticipated contract start date | 20/02/2017 | | Anticipate contract end date | 20/08/2017 | | Is this a smaller part of a primary contract | No | | Lowest value (£) | £25,000 | | Highest value (£) | £98,000 | | Is it suitable for SME and/or VCSE | SME | | CPV Code (if known) | Not known | | | | |
| Officer Name | Alla Hill | Phone | 020 7926 1295 |
| Directorate | Corporate Resources | Address | Olive Morris House (2nd floor), 18 Brixton Hill, London, SW2 1RL |
| Team or Section | Business Transformation | E Mail | ahill@lambeth.gov.uk |
|  | | | |

The London Borough of Lambeth Needs to Procure: ­

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | | **Description** | |
|  | | | |
|  | | Migration of SharePoint 2007 to SharePoint Online. | |
|  | | | |
| **Payment Terms:** | | Fixed Price for the total project, invoiced monthly | |
| **Any Other Conditions:** | | * Previous experience migration SP2007 to SPO in the public sector (please provide reference) * Microsoft Platinum or Gold Certified Partner accreditation * At least one Microsoft MVPs on full time staff * Fully-proven enterprise standard migration tool included in total cost of quotation (including any license and implementation costs) * Total duration of project maximum 6 months, failure penalties to be included in the contract * All delivery resources based in the UK | |
|  | |  | |
| **Lambeth’s Standard Terms and Conditions of Contract:** | | Please refer to Consultancy Contract template | |
| **Quotation Evaluation Methodology:** | Price + QualityLowest price | |

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| **Description (Specification)** |
| London Borough of Lambeth (LBL) is seeking a Service Provider with the appropriate product range, experience and competitive pricing to migrate our SharePoint 2007 content to SharePoint Online and utilise SharePoint Online document management features which will support flexible and collaborative working. SharePoint 2007 will become an unsupported application at end-October 2017 and at that point will no longer comply with PSN accreditation.  The current SharePoint 2007 environment consists of 12 site collections with around 2.8m documents totalling 1.8 TB of storage. We use a combination of Network File Shares, SharePoint 2007 and Office 365 to manage and store documents.  Our strategy is to migrate the whole content, archiving dormant sites to a separate site collection in SharePoint Online with an option for end users to retrieve archived documents to a location specified by user. All active sites will be merged with already existing data on Office 365. Further assessment of content for migration will be required as well as health check for Office 365.  The costs associated with any migration tools must be included in the total cost of migration  Service Providers will be required to submit their quotations [using the template below], in order that a comparison between providers can be made, as part of the assessment of responses.  Please respond by email to [ahill@lambeth.gov.uk](mailto:ahill@lambeth.gov.uk), restricting your narrative response to two sides of A4 paper (in addition to timescales and resource schedule chart), closing day is Wednesday 1st February 2017 at midday |
| **Evaluation Criteria** |
| The evaluation will be based on your price proposal and on your Project plan and method of working evaluated as 65% Price and 35% Quality. |
| **Requirements** |
| The supplier must attach an outline Project management implementation plan, which includes the following:  - Major tasks & critical success factors  - Timescales and resource schedule (top level Gantt chart is acceptable)  - Risk analysis and contingency plans  - Escalation & exception reporting methodology  - Supplier Test Plans for: Connectivity, Data Migration and Application Functionality  - User Acceptance Test Plans for: Connectivity, Data Migration and Application Functionality  - Post implementation quality checking including User Acceptance Test plans  The successful supplier will be expected to:  - Detail all resources and support that will be provided during implementation  - Provide onsite consultancy and floor walking following implementation.  - Trouble shooting and general support during implementation  - Full testing and implementation to the satisfaction of LBL.  Please describe the proposed method of working with the client to ensure complete and satisfactory delivery including your working arrangements to deliver the solution. This needs to describe planned time on project and phases, with key milestones, methodology, and mechanisms for monitoring progress and performance.  The supplier must provide a means of transferring the data stored in the SharePoint 2007 sites into SharePoint Online.  The supplier must ensure that all valid data can be transferred to SharePoint Online whilst adhering to its system standards, validation and integrity checks.  Please provide references to previous experience of migrating from SharePoint 2007 to SharePoint online, which should include name of client whom LBL can contact to discuss their experience, duration of contract and scope of services.  . |
| **Terms and Conditions** |
| **Please see Consultancy Contract template** |

Note to Suppliers

Please use the following page to provide details of your offer to the Council. Prices should be shown exclusive of VAT and inclusive of carriage and delivery and all discounts.

**Supplier are required to complete and return the below declaration. Quotes will not be accepted unless it is fully completed. The Details of Quote section can be removed if you intend to submit a written price/quote via your quote system, on headed paper or via email.**

Quotation Submission

For Completion by the Supplier

|  |  |  |  |
| --- | --- | --- | --- |
| **(Supplier Name)** | | | |
|  | | | |
| Quotation Submission Date: |  | | |
| Contact Name: |  | Phone: |  |
| Department (if needed): |  | Fax: |  |
| Address: |  | E Mail: |  |

Our firm does hereby offer to supply the following supplies / services [please delete as appropriate] as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

**Details of Quote**

|  |  |  |
| --- | --- | --- |
| **Description** | **Price Per Item, Day or Instance** | **Total Price** |
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This quotation will remain valid until [insert date], from the Quotation Submission Date above.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

* I have read and understood Lambeth’s procurement guidance for suppliers, [“Selling to the Council”](http://www.lambeth.gov.uk/business-services-rates-and-licensing/selling-services/sell-goods-and-services-to-the-council-guide)
* I accept the Terms and Conditions indicated on this form
* If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
* If I am selected to provide the above services and/or supplies I will complete the Council’s Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
* Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
* Non-delivery of services or products will result in non-payment by the Council
* False representation could result in de-selection from any competition or termination of contract
* It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
* Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes