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Annex 4

Tenderer’s Response Document

BMS Reference :EOI 60172

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**Version: 1.0 Draft**

**Date: 5th February 2016**

Annex 4 – Tenderer’s Response

Corporate Services Solution

Tenderers are required to complete all the sections and return the completed tender to the Authority. Please answer all questions as failure to do so may result in the tender being considered non-compliant and rejected. Where questions do not apply, please mark as “N/a” (Not Applicable) and provide a brief explanation as to why this is so.

Organisation details

**Tenderer name**

Please confirm the name of the Tenderer:

|  |  |
| --- | --- |
| **Tenderer Name:** | [Insert Tenderer name here] |

Full name of organisation tendering (or of organisation acting as the lead contact where a consortium bid is being submitted)

**Contact details**

Tenderers must provide contact details for this tender.

|  |  |
| --- | --- |
| **Contact Name\*** |  |
| **Telephone number** |  |
| **Email address:** |  |
| **Address:** |  |

Contact is the person responsible for any queries relating to this proposal

1. **Appendix A**

Tenderers must complete Appendix A of this document, showing their solution compliance to the requirements.

1. **Appendix B**

Where the Tenderer’s solution is only partial or non-compliant, Tenderer’s must detail in Appendix B how they believe any alternative functionality in their solution will meet the Department’s requirements.

1. **Appendix C**

Please use Appendix C for any supporting information, you wish to provide. Please do not provide Sales literature.

1. **Appendix D**

The tenderer shall highlight areas of concern or show any specific amendments they wish to make to the Conditions of Contract. Feedback should include, but not be limited to, those parts which they will either not accept or would attach a significant risk premium. Tenderers must include a commentary to explain the reasons behind the proposed amendment(s) to terms or the proposed inclusion of additional terms and identifying the value for money benefits to the Authority.

1. **Overview**

Tenderers must provide a concise summary, highlighting their understanding of the requirements and how their solution meets the Department’s objectives. This should include any strength, which in their opinion makes their solution well placed to meet the Department’s requirements. Please include the overall price and any key assumptions made.

(This response is not evaluated and should be used to contextualise the Tenderer’s response.)

| **Response** |
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**For Tenderer’s ease, we have cross referenced the relevant section in the Statement of Requirements, and the percentage of overall mark available for each question. Full details of the evaluation matrix, is shown in Annex 3, of the Invitation to Tender document**

1. **Key Principles, section 5 of the Specification of Requirements.**

**Weighting: 100% of S3 (where S3 is 20% of the overall marks.)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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1. **Finance covering 6.1.1 to 6.1.27 of the Statement of Requirements**

**Weighting: 20% of S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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1. **P2P covering 6.2.1 to 6.2.16 of the statement of Requirement**

**Weighting:** **15% of** **S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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1. **Expenses covering 6.3.1 -6.3.8 of the Statement of Requirement**

**Weighting: 5% of S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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1. **Time Recording covering 6.4.1- 6.4.9 of the Statement of Requirement**

**Weighting: 5% of S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**11. HR covering 6.5.1 – 6.5.49 of the Statement of Requirement**

**Weighting: 20% of** **S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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1. **Payroll covering 6.6.1 – 6.6.19 of the Statement of Requirement**

**Weighting: 15% of S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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1. **Interfaces covering 6.7.2 -6.7.4 of the Statement of Requirement**

**Weighting: 1% of S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**14. Reporting covering 6.8.1 -6.8.6 of the Statement of Requirement**

**Weighting: 19% of S2 (where S2 is 35% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**15. Non Functional Requirement covering 7.1.1 -7.4.7 of the Statement of Requirement**

**Weighting: 100% of S5 (where S5 is 5% of the overall marks.)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**16. Design Requirements covering 8.2.1-8.3.3 of the Statement of Requirements**

**Weighting: 20% of S4 (where S4 is 10% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**17. Implementation Requirements covering 9.2.1-9.8.3 of the Statement of Requirements.**

**Weighting 50% of S4 (where S4 is 10% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**18. Contract and Management Requirements covering 10.2.1 -10.10.2 of the Statement of Requirement**

**Weighting: 30% of S4 (where S4 is 10% of the overall marks)**

Tenderers must provide a detailed description, stating how their solution is able to meet the requirements and highlighting those areas where the solution can provide benefits to the Department, including meeting the desirable requirements.

| **Response** |
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**Appendix A**

| **Topic** | **Subject** | **SoR Requirement Reference** | **Type of Requirement** *Mandatory (M) or Desirable (D***)** | **Compliance (to be completed by Supplier)**  *F (Fully compliant, P (Partially compliant), N (Non-compliant)* |
| --- | --- | --- | --- | --- |
| **Key Principles** | Ability to manage and change the user experience | 5.2.1 | M |  |
| 5.2.2 | M |  |
| Ease of Use | 5.3.1 | M |  |
| 5.3.2 | M |  |
| 5.3.3 | M |  |
| 5.3.4 | M |  |
| Self Service | 5.4.1 | M |  |
| 5.4.2 | D |  |
| Interoperable core solution | 5.5.2 | M |  |
| 5.5.3 | M |  |
| Packaged based solution with open standards | 5.6.1 | M |  |
| 5.6.2 | M |  |
| 5.6.3 | M |  |
| 5.6.4 | D |  |
| Flexible reporting to improve management insight | 5.7.1 | M |  |
| 5.7.2 | M |  |
| 5.7.3 | M |  |
| Off-premise fully managed service | 5.8.1 | M |  |
| 5.8.2 | M |  |
| **Finance** | General Ledger and budgeting | 6.1.1 | M |  |
| 6.1.2 | D |  |
| 6.1.3 | M |  |
| 6.1.4 | M |  |
| 6.1.5 | M |  |
| 6.1.6 | M |  |
| 6.1.7 | D |  |
| 6.1.8 | M |  |
| 6.1.9 | M |  |
| 6.1.10 | M |  |
| Accounts Receivable | 6.2.11 | M |  |
| 6.2.12 | M |  |
| 6.2.13 | M |  |
| 6.2.14 | D |  |
| 6.2.15 | M |  |
| 6.2.16 | M |  |
| 6.2.17 | M |  |
| 6.2.18 | D |  |
| Cash Management | 6.1.19 | M |  |
| 6.2.20 | D |  |
| Non Current Assets | 6.1.21 | M |  |
| 6.1.22 | D |  |
| 6.1.23 | M |  |
| VAT | 6.1.24 | M |  |
| 6.1.25 | D |  |
| 6.1.26 | M |  |
| 6.1.27 | D |  |
| **P2P** | Master Supplier Data | 6.2.1 | M |  |
| 6.2.2 | D |  |
| Workflow approval and matching | 6.2.3 | M |  |
| 6.2.4 | D |  |
| Catalogue Management | 6.2.5 | M |  |
| 6.2.6 | D |  |
| Requisitions | 6.2.7 | M |  |
| Purchase Orders | 6.2.8 | M |  |
| 6.2.9 | D |  |
| Goods Receipting | 6.2.10 | M |  |
| Invoicing | 6.2.11 | M |  |
| 6.2.12 | D |  |
| 6.2.13 | D |  |
| Payments and Remittances | 6.2.14 | M |  |
| Management Information | 6.2.15 | M |  |
| 6.2.16 | M |  |
| **Expenses** | Expenses | 6.3.1 | M |  |
| 6.3.2 | D |  |
| 6.3.3 | M |  |
| 6.3.4 | M |  |
| 6.3.5 | D |  |
| 6.3.6 | M |  |
| 6.3.7 | M |  |
| 6.3.8 | D |  |
| **Time Recording** | Time Recording | 6.4.1 | M |  |
| 6.4.2 | D |  |
| 6.4.3 | M |  |
| 6.4.4 | D |  |
| 6.4.5 | M |  |
| 6.4.6 | D |  |
| 6.4.7 | M |  |
| 6.4.8 | M |  |
| 6.4.9 | D |  |
| **HR** | Manager self service: Core record | 6.5.1 | M |  |
| 6.5.2 | M |  |
| 6.5.3 | M |  |
| 6.5.4 | D |  |
| 6.5.5 | M |  |
| 6.5.6 | M |  |
| 6.5.7 | M |  |
| Manager self service: Absence, holiday and overtime | 6.5.8 | M |  |
| 6.5.9 | M |  |
| 6.5.10 | M |  |
| 6.5.11 | M |  |
| Manager self service: Performance Management | 6.5.12 | M |  |
| 6.5.13 | M |  |
| 6.5.14 | M |  |
| 6.5.15 | M |  |
| 6.5.16 | M |  |
| 6.5.17 | M |  |
| 6.5.18 | D |  |
| 6.5.19 | D |  |
| Manager self service: Leavers | 6.5.20 | M |  |
| 6.5.21 | M |  |
| Manager self-service: Changes | 6.5.22 | M |  |
| 6.5.23 | M |  |
| Manager self service: Information | 6.5.24 | M |  |
| 6.5.25 | M |  |
| 6.5.26 | M |  |
| Talent Management | 6.5.27 | M |  |
| 6.5.28 | D |  |
| 6.5.29 | D |  |
| Employee self service | 6.5.30 | M |  |
| 6.5.31 | M |  |
| 6.5.32 | D |  |
| Absence Management | 6.5.33 | M |  |
| Leave Management | 6.5.34 | M |  |
| Hierarchies | 6.5.35 | M |  |
| 6.5.36 | M |  |
| Skills Management | 6.5.37 | D |  |
| Performance Management | 6.5.38 | M |  |
| 6.5.39 | M |  |
| 6.5.40 | D |  |
| Pensions | 6.5.41 | M |  |
| Pay modelling | 6.5.42 | D |  |
| Workforce modelling | 6.5.43 | M |  |
| Core HR system functionality | 6.5.44 | M |  |
| 6.5.45 | M |  |
| 6.5.46 | M |  |
| Gifts and Hospitality | 6.5.47 | D |  |
| Management Reporting | 6.5.48 | M |  |
| 6.5.49 | M |  |
| **Payroll** | Core requirements | 6.6.1 | M |  |
| Committee member expenses and fees | 6.6.2 | M |  |
| 6.6.3 | M |  |
| Absences | 6.6.4 | M |  |
| 6.6.5 | D |  |
| Pension | 6.6.6 | M |  |
| Other | 6.6.7 | D |  |
| Pay Changes | 6.6.8 | M |  |
| 6.6.9 | D |  |
| Pay changes - data validation | 6.6.10 | M |  |
| Payroll processing | 6.6.11 | M |  |
| 6.6.12 | D |  |
| Interfaces | 6.6.13 | M |  |
| 6.6.14 | M |  |
| Management Information | 6.6.15 | M |  |
| 6.6.16 | M |  |
| 6.6.17 | M |  |
| 6.6.18 | M |  |
| 6.6.19 | M |  |
| **Interfaces** | Interfaces | 6.7.2 | M |  |
| 6.7.3 | M |  |
| 7.7.4 | M |  |
| **Reporting** | General | 6.8.1 | M |  |
| 6.8.2 | M |  |
| Strategic Reports | 6.8.3 | M |  |
| 6.8.4 | M |  |
| 6.8.5 | M |  |
| 6.8.6 | M |  |
| **Non-Functional Requirements** | Hosting and browser accessibility | 7.1.1 | M |  |
| 7.1.2 | M |  |
| 7.1.3 | M |  |
| 7.1.4 | M |  |
| Service provision and availability | 7.2.1 | M |  |
| 7.2.2 | M |  |
| 7.2.3 | M |  |
| 7.2.4 | M |  |
| 7.2.5 | M |  |
| 7.2.6 | M |  |
| 7.2.7 | M |  |
| 7.2.8 | M |  |
| 7.2.9 | M |  |
| Security Requirements | 7.3.1 | M |  |
| 7.3.2 | M |  |
| 7.3.3 | M |  |
| 7.3.4 | M |  |
| 7.3.5 | M |  |
| 7.3.6 | M |  |
| 7.3.7 | M |  |
| Service Management | 7.4.1 | M |  |
| 7.4.2 | M |  |
| 7.4.3 | M |  |
| 7.4.4 | M |  |
| 7.4.6 | M |  |
| 7.4.7 | M |  |
| **Design Requirements** | Technical Architecture | 8.2.1 | M |  |
| 8.2.2 | M |  |
| 8.2.3 | M |  |
| 8.2.4 | M |  |
| 8.2.5 | M |  |
| 8.2.6 | M |  |
| Interfaces | 8.3.1 | M |  |
| 8.3.2 | M |  |
| 8.3.3 | M |  |
| **Implementation Requirements** | Timescale | 9.2.1 | M |  |
| Configuration, development and installation | 9.3.1 | M |  |
| 9.3.2 | M |  |
| 9.3.3 | M |  |
| 9.3.4 | M |  |
| 9.3.5 | M |  |
| Documentation | 9.4.1 | M |  |
| 9.4.2 | M |  |
| Data Migration | 9.5.1 | M |  |
| 9.5.2 | M |  |
| Testing | 9.6.1 | M |  |
| 9.6.2 | M |  |
| 9.6.3 | M |  |
| Training | 9.7.1 | M |  |
| 9.7.2 | M |  |
| 9.7.3 | M |  |
| Operational Readiness and Cut Over | 9.8.1 | M |  |
| 9.8.2 | M |  |
| 9.8.3 | M |  |
| **Contract and Management Requirements** | Project Organisation and Staffing | 10.2.1 | M |  |
| 10.2.2 | M |  |
| 10.2.3 | M |  |
| Prime Contractor and Sub-Contractors | 10.3.1 | D |  |
| 10.3.2 | M |  |
| 10.3.3 | M |  |
| Planning and Management | 10.4.1 | M |  |
| 10.4.2 | M |  |
| 10.4.3 | M |  |
| Risk and Issues Management | 10.5.1 | M |  |
| Roles and Responsibilities | 10.6.1 | M |  |
| Software Provision | 10.7.1 | M |  |
| 10.7.2 | M |  |
| 10.7.3 | M |  |
| Service Exit | 10.8.1 | M |  |
| 10.8.2 | M |  |
| 10.8.3 | M |  |
| Benchmarking | 10.9.1 | M |  |
| Contract Conditions | 10.10.1 | D |  |
| 10.10.2 | M |  |

**Appendix B**

**Supporting Information regarding Partial or Non Compliance with the Department’s requirements.**

**Appendix C**

**Supporting Information**

**Appendix D**

**Tender Qualifications to Conditions of Contract**

The tenderer shall highlight areas of concern or show any specific amendments they wish to make to the Conditions of Contract, (Annex 1 of the ITSIT). Feedback should include, but not be limited to, those parts which they will either not accept or would attach a significant risk premium to. Tenderers must include a commentary to explain the reasons behind the proposed amendment(s) to terms or the proposed inclusion of additional terms and identifying the value for money benefits to the Authority

|  |  |  |
| --- | --- | --- |
| Clause  Reference | Area of concern and proposed amendments | Cost  Adjustment  (£) |
|  |  |  |

**The assumption is, that unless stated in this schedule, acceptance of the Conditions of Contract is made and will not be discussed further during the Negotiation phase.**