

**Parliamentary Monitoring Tender**

**QUALITY RESPONSE FORM**

**Note: Please ensure that you answer this questionnaire after having read and digested the Specification document this section is for 50% of the overall marks**

**Please complete all the below sections. Where an attachment is required please ensure the section and question number is clearly indicated**

|  |  |
| --- | --- |
| Company name: |  |
| Parent company name: |  |
| Tender Point of Contact: |
| Name: |  |
| Contact email address: |  |
| Contact telephone number: |  |
| Suppliers Address: |  |

| **Bidder Information** – for information purposes only should you be awarded the contract and not for evaluation. |
| --- |
| **Subject/Question** | **Response** |
| Number of employees in the organisation |  |
| What is your annual Turnover in £ |  |
| Financial information from last published accounts: |
|  Year End Date: |  |
|  Current Assets (£) |  |
|  Current Liabilities (£) |  |
|  Stock/Inventory (£) |  |
| 1.4 Please advise your top 5 customers (Anonymised) as a % of your turnover |
| 1: |  |
| 2: |  |
| 3: |  |
| 4: |  |
| 5: |  |

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| **Your Legal Position** |
| Please provide details of any outstanding legal action against your company or any directors or partners. |  |
| Are you currently subject to any anticipated mergers or acquisitions? |  |

| **Section 1 – Mandatory Question/s** |
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| **Subject/Question** | **Response** | **AHDB use** |
|  | **Yes/No** | **Pass/Fail** |
| AHDB will not accept any 3rd Party Working. This service must not be outsourced. Can you deliver the service without needing to outsource to a third party? |  |  |
| Do you have the ability to primarily monitor Westminster Parliament, and to provide some monitoring of key topics across Scottish Government and Welsh Government? |  |  |
| Can you monitoring topics based on 30 keywords (Words to be supplied on contract award) covering agriculture, horticulture, export, animal welfare, plant health etc?  |  |  |
| Can you provide adhoc daily email alerts/horizon scanning for new inquiries/debates into which AHDB can take a proactive role in supplying evidence-based information? |  |  |
| Can you provide daily email updates to key AHDB contacts at set times throughout the day relating to activity affecting the agriculture sector. (9am, 11.30am, 2.30pm & 5pm)? |  |  |
| Can you provide access/reports from online library/archive of parliamentary documents (Hansard etc)? |  |  |
| Will you provide a dedicated customer account manager? |  |  |
| Can you provide daily monitoring of relevant parliamentary/assembly business? |  |  |
| Can you provide a weekly alert on Government consultations/Committee and APPG enquiries? |  |  |
|  |  |  |
| **PLEASE NOTE – If the answer to the above is No, please do not proceed any further with your bid as it will not be considered** |

| **Section 2 – Desirable** |
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| **Subject/Question** | **Response** | **AHDB Use** |
|  | **Yes/No** | **Score available** |
| Can you provide email alerts on breaking news relating to agriculture and farming, including changes in government appointments (within 5 minutes of breaking news)? |  | 1% |
| Can you provide access to contact database of parliamentarians (2 AHDB users in total)? |  | 1% |
| Can you provide weekly round-up of Westminster and Scottish/Welsh Parliament/Northern Ireland Assembly activity and activity of NGOs supplied to key AHDB contact? |  | 1% |
| Can you provide morning email briefing of key political headlines? |  | 1% |
| Is there a potential for polling to gauge level of awareness/engagement of AHDB among parliamentarians? |  | 1% |
| Can you provide updates on new parliamentary business and changes to business? |  | 1% |
| Can you provide access to supplier-led events and training opportunities? |  | 1% |
| Is there an avenue for publicity for AHDB news/parliamentary events? |  | 1% |
| Can you provide weekly alerts for relevant business at Westminster? |  | 1% |
| Can you provide weekly alerts for relevant business at Welsh Assembly? |  | 1% |
| Can you provide weekly alerts for relevant business at Scottish Parliament? |  | 1% |
| Can you provide weekly summary of questions to be raised in the House/Scottish Parliaments and Welsh Assembly relating to agriculture and farming on Fridays for questions the following week. |  | 1% |
| Please attach details of your business contingency plans ***relating to risks that could affect the supply of the contract to AHDB*** |  | 3% |

| **Section 3 – About You and your Company** |
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| **Subject/Question** | **Max Score is 5** | **Weighting** |
| Personnel Experience and Qualifications |
| Provide details of experience for the core account team:* Parliamentary monitoring experience
* Relevant sector knowledge
* Relevant qualifications of team
 |  | 6% |

| **Section 4 – Quality Questions – Please provide your response to the below in word/pdf attachment/s clearly referencing the relative question number** |
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| **Subject/Question**  | **Max Score is 5** | **Weighting** |
| **4.1 Your Solution/Service Experience** |  |  |
| 1. Do you hold any quality assurance accreditations (e.g. ISO 9001 please list). Where you do not have ISO accreditation please provide documentation to highlight your company’s approach to delivery of a quality service
 |  | 6% |
| 1. Please provide 2 case studies which demonstrate the success of your solution/service, including the objective, strategy and outcome / results; demonstrate your methodology and customer management approach.
 |  | 6% |
| 1. Provide 5 examples of the typical type of customer reports / emails alerts relating to the service
 |  | 5% |
| 1. Please provide a statement setting out your understanding of AHDB and how that understanding would impact on the nature of the work that you would carry out for AHDB
 |  | 6% |
|  |
| **4.2 Your approach to Account Management** |  |  |
| Will AHDB be provided with a dedicated Account Manager , what are the hours of operation for the account team, what is the escalation process for contract issues and how do you propose to review the performance of the service |  | 6% |

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| **Section 5 – Pricing and breakdown of service provision** | **50% of total marks available** |
| Political research, monitoring and reporting |  |  |
| Account management/client support |  |
| Access to online resources/parliamentary contact details |  |
| Monitoring and reporting |  |
| Miscellaneous |  |
| **TOTAL PRICE (Excl VAT)** |  |

**Submissions to be sent electronically to:**

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| --- | --- |
| Email address: | Andy.Hutson@ahdb.org.uk |
| Reference *(entered as the subject)*: | Parliamentary Monitoring. REF: CF/2020/75  |
| Deadline | 5pm, 27January 2021 |

Submissions will remain unopened until after the closing date and time has passed.