

Open tender

**West Midlands
Growth Company**

IT Technical Infrastructure

Tender code – 2018-WMGC-
IT01 Version 2

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West Midlands Growth Company Ltd

Baskerville House

2 Centenary Square

Birmingham

B1 2ND

United Kingdom

T: +44 (0) 121 202 5115

W: www.wmgrowth.com

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SECTION ONE – tender information

This document contains:

(1) Contract information - for reference only

- Background to WMGC and the programme area
- Project aim

(2) Tender specifications

- Project briefing

(3) Tender process and evaluation

- You will need to respond to the requirements listed, considering the evaluation criteria specified and
- You will need to respond via the process and within the timelines as indicated

1.1 Background

West Midlands Growth Company Ltd (WMGC) is the area's strategic marketing partnership, which focuses on three business areas (i) investment, (ii) the visitor economy and (iii) strategic marketing.

The company is funded by the public and private sectors, and acts as an economic development and promotions agency undertaking long term Service Level Agreement contracts. Clients' examples include: West Midlands Combined Authority and its constituent members; the European Regional Development Fund (ERDF) & six major universities in the West Midlands

Alongside this, WMGC also is commissioned on a project by project basis by clients across the Midlands areas. These can range between consumer and business activity, across sectors and geographic markets - regional, domestic and international, with more focus on the latter two territories.

For more information please visit – www.wmgrowth.com

1.2 Project aims

1.2.1 Aims

The aim of this project is to provide support and maintenance for our IT systems, to include both end users and servers.

It has been decided not to divide this contract into lots. This is because (i) the need to coordinate the different contractors for the lots could seriously risk undermining the proper execution of this contract and (ii) such division could risk rendering the contract excessively complex, making it technically difficult to deliver

1.2.2 Duration

This contract will run from 25th May 2018 to 31st May 2019

1.2.3 Value

The maximum value of this total contract is *up to £150,000* excluding VAT to cover all requirements.

Any one off costs associated with the physical movement of equipment or purchases of new equipment must be included on the total tender value.

1.3 Expenses

Tenderers should note that if the bid proposal submitted includes any element of expenses that sit outside of their fees quoted e.g. travel, parking, accommodation, subsistence, event/trade show attendance and other expenses, then it is a condition that at the time of submission of invoices the successful supplier **MUST** provide actual receipts and a description detailing the purpose to be achieved in relation to this contract. WMGC will not reimburse such expenditure without the evidence required.

SECTION TWO – tender specification

2.1 Description of requirement

WMGC I.T. aims to deliver a highly agile workforce; staff must be able to work anywhere, anytime. Additionally we require one point of contact for all IT related issues.

2.1.1 Current Environment

The West Midlands Growth Company is situated on the ground floor in Baskerville House. The office is let out to a number of tenants one being Birmingham City Council who run their own network infrastructure. There are a considerable number of services hosted in the Microsoft Azure platform. These consist of SharePoint, Skype for Business, Office 365 and Dynamics for CRM. The traditional file shares, office, document management system and finance applications can be accessed via Citrix which is hosted via a cloud based network environment. The system appears to be working well for the business as it promotes mobile working and enables users to use a number of different devices / platforms.

There are two server rooms on the ground floor one for each wing of the building, these are linked together with 12 copper uplinks and 1 fibre optic patch cable.

Server Room 1:

- 2 x Synology RS812 Network Attach Storage (NAS);
- 2 x Dell PowerEdge R330, MB-MP-ESX1, MB-MP-ESX2
- 2 x WatchGuard Firebox M300 Firewall;
- 2 x HP Procurve 2810-24G J9021A Switches;
- 2 x HP A5120-24G JE066A Switches for SAN;
- 2 x Cisco 2960S 48 Port PoE Switch;
- 1 x Ubiquiti EdgeSwitch 24 Port Switch;
- 1 x Ubiquiti EdgeSwitch 48 Port Switch;
- 1 x Netgear FS728TP 24 Port Switch;
- 1 x Cisco 2901 Router;
- 1 x Cisco 48 Port Switch;
- 1 x UPS.

Server Room 2:

- 1 x Cisco 4400 Fibre Leased Line Router;
- 2 x Cisco 2960 24 Port Switch, disconnected;
- 1 x Cisco 1941 EFM Leased Line Router;
- 1 x Ubiquiti EdgeSwitch 48 Port Switch;
- 1 x Cisco 2921 Router Old Leased Line;
- 1 x Cisco 48 Port Switch;
- 1 x UPS.

From our initial findings we can see the networks are physically segmented, the wireless is provided by a number of Ubiquiti access points which are dotted around the building providing guest access and corporate access. There are a number of different network switches which appear to have been added on an ad-hoc basis. The current cabling is a mess and there is no consistency in cabling used and there is no colour coding or labelling to distinguish the different networks / tenants.

Communications

There are four leased lines installed, one leased line in server room 1 which provides connectivity for Birmingham City Council. The other three are located in server room 2, the old fibre leased line is still used by one of the tenants who uses it to access their Amazon Cloud AWS environment.

There have been two new leased lines which are supposed to be setup as a failover pair. The primary line is 100MB line on a 1GB bearer, the secondary is a 5 Pair Ethernet First Mile (EFM). The EFM circuit is active up to the BT Cisco 1941 router, however it's not connected to any of the internal infrastructure or firewall. This raises a wider issue that the circuit isn't an active failover and possibly the service hasn't even been tested.

Computers

There are a mixture of devices on site running Windows 7 and Windows 10. The vast majority of devices were Windows 7 workstations running on quite dated hardware. There is no immediate risk due to most of the users accessing the Cloud based environment. Approximately 1/3rd of the staff are agile workers using laptops accessing the cloud and utilising wifi.

Printers

There are a number of Ricoh MPC4504 photocopiers provided by APOGEE which utilise Papercut along with fobs for secure printing. In finance there are 5 other Ricoh network printers all of which are under contract from APOGEE.

Microsoft Azure

There are a total number of active 121 mailboxes in Office 365, the licensing breakdown is:

- 1 x Office 365 Business Essentials;
- 3 x Office 365 Business Premium;
- 119 x Office 365 Enterprise E3.

There are a total number of 114 licenses for Dynamics CRM, the licensing breakdown is:

- 3 x CRM Online Plan 1;
- 48 x CRM Online Basic;
- 37 x CRM Online Essentials;
- 26 x CRM Online Professional.

There are no concerns here, however it would be wise to audit the licenses to make sure licenses are being procured in the most cost effective way for each user.

Citrix Cloud Hosted Desktop Environment

The current cloud based system made up of a number of virtual machines hosted in a VMware environment. The system is accessible via Citrix Receiver and is based on the Citrix XenDesktop 7.x platform and Citrix Netscaler.

Servers:

- 5 x Session Host servers for Citrix XenDesktop AVO-MB-MH-03-07:
 - 4 x vCPU E5 2630v4
 - 16GB RAM
 - 80GB Operating System
 - Windows 2016
 - Microsoft Office
 - Exchequer
 - Document Logistix
- MB-MP-ACC:
 - 1 x vCPU E5 2630v4
 - 4GB RAM
 - 50GB Operating System
 - Windows 2008 R2
 - Exchequer
 - Exchequer 365
- MB-MP-TMS
 - 2 x vCPU E5 2630v4
 - 6GB RAM
 - 50GB Operating System
 - Windows 2008 R2
 - MitreFinch TMS
- MB-MP-DM1
 - 3 x vCPU E5 2630v4
 - 2GB RAM
 - 40GB Operating System
 - 200GB Data
 - Windows 2008 R2
- MB-MP-FPS
 - 2 x vCPU E5 2630v4
 - 6GB RAM
 - 50GB Operating System
 - 150GB Profiles
 - 550GB Home Drive
 - 250GB Image Drive
 - 750GB Shared Drive
 - 200GB OST
 - 40GB Sources
 - Windows 2008 R2
- MB-MP-APP
 - 1 x vCPU
 - 4GB RAM
 - 40GB Operating System
 - Windows 2008 R2
 - IIS
- MB-MP-DB2
 - 4 x vCPU
 - 27GB RAM
 - 90GB Operating System
 - 400GB SQL

- 47GB Logs
- MB-MP-DC
 - 1 x vCPU
 - 8GB RAM
 - 80GB Operating System
 - Windows 2008 R2

2.1.2 Description of Requirement

WMGC require the successful bidder to provide:

Critical support response within 3 hours of the issue being reported.

One point of contact for staff on all issues – this may entail appointee fixing the issue directly or liaising with 3rd party support to fix.

Onsite representative based at Baskerville house during our core business hours 9:00-17:15, this does not have to be a dedicated resource (i.e. the representative is free to remotely support other clients whilst not fulfilling WMGC requirements).

Provide hosting for all of the servers and services listed in section 2.1.1 of the specification

The specified tender value covers the cost of all data migration and continuity of service.

Remote support wherever staff are.

Servers support, maintenance for all of the above and any additional equipment acquired during the contract

End user support for desktop and laptops and associated software and any additions acquired during the contract

Suggestions and guidance on improvements throughout the duration of the contract.

Network support, Wi-Fi, infrastructure cabling and so on.

Backup, Restoration & Disaster Recovery solution in place to be agreed with client. To include mirrored servers offsite as per our current environment.

Antivirus solution

Office 365, Dynamics 365, other licence management

Any reference to the company's former name of Marketing Birmingham or MB will need to be updated to West Midlands Growth Company or WMGC as appropriate.

Replacement of Citrix Server & relocation of data centre (if applicable).

2.1.3 Items outside the scope of this contract

Phones, mobile and landline – These are provided by 3rd party

Leased lines – These are provided by a 3rd party

TMS – This software and support is provided by a 3rd party

Exchequer & Exchequer 365 – This software and support is provided by a 3rd party

Printers – These are supported by a 3rd party

Document Logistix – This is supported by a 3rd party

We would expect the successful bidder to work alongside these 3rd parties when providing support to end users and where necessary provide installation support within a cloud based environment.

2.1.4 Milestones

The activity will need to be completed to the following strict deadlines.

Milestone	Date
Inception meeting	2 nd May 2018
Weekly update meetings	8 th , 14 th , & 21 st May 2018
Deployment date	25 th May 2018 and onsite support start.
Monthly reviews	During the first six months of the contract
Quarterly reviews	Throughout contract

2.2 Project management

The project will be managed by Simon Theobald, Director of Finance and Corporate Services, with support from Stuart Hough, Business Systems Developer.

2.3 Confidentiality

WMGC would expect to have free use of all data, and all intellectual property rights to the deliverables produced and assigned to WMGC. The outputs of this project must be kept strictly confidential and they cannot be shared with any third party without written permission from WMGC.

The tender documentation is commercially sensitive and will be kept strictly confidential. Under no circumstances can information be passed on to any third party without permission from WMGC.

2.4 Freedom of Information

Tenderers should note that the Employer may be required to disclose information that Tenderers provide to the Employer under the Freedom of Information Act 2000 unless the Employer can establish either that the information is subject to a duty of confidence or that it is both commercially sensitive and the public interest in maintaining its confidentiality is greater than the public interest in disclosing it.

2.5 Sub-contracting

The Supplier may sub-contract delivery of the Services with the prior consent of the Client.

SECTION THREE – tender process and evaluation

3.1 Response requirements

A proposal is required that includes the following:

Selection Criteria responses:

a) Completion of Appendices:

- Appendix A – Supplier Information
- Appendix B – Bidding Model
- Appendix C – Financial Information
- Appendix D – Professional & Technical Capacity

Please note, Appendix B and D should be completed for all LOTS tendered for.

Appendix A & C needs to be completed once only.

All of the above appendices **MUST** be completed for all consortia partners.

b) Minimum level of Insurances – Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (all of these are for each and every claim:

- Employer's (Compulsory) Liability Insurance = £5million
- Public Liability Insurance = £1million
- Professional Indemnity Insurance = £1million

c) Modern Slavery – WMGC is committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains. We expect the same high standards from all of our contractors and suppliers. Awarded suppliers are required to demonstrate their commitment to anti-slavery and human trafficking and show that they conduct their business in a manner that is compliant with the law. Please self-certify to confirm that you have a Modern Slavery policy

d) GDPR – WMGC requires the successful supplier to be fully compliant with the forthcoming GDPR legislation. Please self-certify to confirm that you are working towards being fully compliant. We will require proof of compliance upon commencement of the contract.

Copies to be provided or tenderer can self-certify compliance with WMGC's minimum requirements or supplier to indicate they will provide copies prior to the contract signage if they are successful.

Where a Tenderer has self-certified compliance with WMGC's minimum suitability requirements then if that Tenderer is successful at contract award, WMGC will require the Tenderer to supply all necessary supporting information to validate the self-certification as a condition of award. Failure to do so may result in the Tenderer being disqualified and the award not proceeding.

Appendix D – Professional and Technical Ability – To show professional and technical capability, the supplier is required to provide relevant case studies (max 2) to demonstrate your expertise in delivering similar projects – please complete Appendix D. These case studies need to evidence:

Two relevant case studies to demonstrate your expertise in delivering similar projects in the last three years – please complete Appendix D which details further information on the evaluation of the case studies. We

are happy to accept case studies in a bespoke format as a pdf, word or powerpoint providing they fulfil the necessary requirements.

Only those suppliers passing the above selection criteria will proceed to having their bid proposal evaluated against the below award criteria response requirements.

Award Criteria responses:

- Details of your proposed approach and methodology to meet the specification listed under section 2.1
- Total Fixed Cost.
- Detailed costing breakdown for all elements within the requirement.
- All information to be supplied in English

NB. The award of this tender will be based solely on bid submission. There will be no additional interviews taking place.

3.2 How do we select from the responses received?

We will check and evaluate each submission and rank contractors according to the following criteria, with the tenderer receiving the highest overall score being awarded the contract:

3.2.1 Selection Criteria

- Appendix A – Company Information – for information only
- Appendix B – Bidding Model – for information only
- Appendix C – Financial Stability – marked pass or fail
- Appendix D – Technical and Professional Capability – marked pass or fail
- Appendix C - **Financial stability – marked pass or fail** based on company financial statements and information provided. Financial stability is evaluated by looking at the following:-
 - a. **Current ratio – Solvency** (Pass if ratio is greater than or equal to 1; Fail if less than 1) (Pass if ≥ 1 ; Fail if < 1)
 - b. **Gearing ratio – Equity-Debt ratio** (Pass if ratio is less than or equal to 1; Fail if greater than 1) (Pass if ≤ 1 ; Fail if > 1)
 - c. **Interest cover** – Ability to fulfil short-term obligations to borrowers (Pass if ratio is greater than or equal to 3 times; Fail if less than 3 times) (Pass if ≥ 3 times; Fail if < 3 times)
 - d. **Adequacy of the reserves** – Looking at Profitability and the depletion of reserves – this is for information only

The evaluation panel will make a decision based not on one but all of the above criteria/information. Therefore, this does not necessarily mean that failing one of the above criteria will result in an overall fail.

- **Technical and professional ability required** – marked pass or fail based on ability to demonstrate expertise & experience relating undertaking and delivering similar projects in the last 3 years please complete Appendix D.

A total score of 10 is required to pass. The following areas will be evaluated with a maximum of 5 marks available for each

- Size of client organisation
- Methodology & approach

- Relevant experience

If submitting as a business consortium, please provide min 1 case study demonstrating previous work as a consortium (can be with a different partner than the one you're partnering with in this bid submission), additionally provide min 1 case studies from each partner in this business consortium demonstrating experience relating to the Lot being tendered for.

If submitting a bid including sub-contracted delivery please provide min 1 case study demonstrating previous work with the subcontractor (can be with a different sub-contractor than the one you will be using in this bid submission), additionally provide min 1 case studies demonstrating experience relating to the development and delivery of inward investment lead generation services from each partner in this business consortium relating to the Lot being tendered for.

Only those suppliers passing the above selection criteria will proceed to having their bid proposal evaluated against the below award criteria.

3.2.2. Award Criteria

Lot 1 – see Appendix E for marking schedule.

- a) **Methodology and approach** – weighted **70%** and assessed against the following:
- The ability to plan and deliver the works, and the realistic proposed approach - taking into account specific outputs of the project as listed under section 2.1 - **(20%)**
 - Quality and suitability for the operating environment of the proposed equipment - **(30%)**
 - Provide information about what resources you will put to the project and how you will manage these to meet the project deadlines. The ability to provide adequate and appropriate resources to deliver the requirement - **(20%)**
- b) **Resources and Expertise** - weighted **20%** and assessed against the following:

The resources put towards the project and the ability to manage these to meet the project requirements set out. WMGC will be evaluating the designation, experience and level of staff proposed as well as the planned delivery and methodology of managing the resources.

Appendix E – marking schedule to be used for the criteria above a) i), ii) & iii) & b).

- c) **Price** - weighted **10%** and evaluated as follows:

The evaluation panel will score the Price elements b) for each bid in accordance with the following methodology:

10% - Total fixed cost price for undertaking the work set out in the pricing return (P1) shall be scored by comparing this with the lowest fixed cost price submitted by any tender (Z1) as follows

Score = $Z1/P1 \times 10$

For the total cost quoted for all Lots, the quote should include all direct staff costs including overheads. General costs related to projects will be expected to be absorbed within the rates quoted e.g. travel to client site, computing resources. Please itemise any costs that you consider to be outside of these rates.

If a Tender appears to be abnormally low, WMGC will follow the process in Regulation 69 of the Public Contracts Regulations 2015. A failure to provide a satisfactory explanation for a low price may lead to disqualification of the Tenderer.

NB - WMGC shall rely on the information provided by the quoting provider. A material misrepresentation contained therein shall constitute a material breach of contract.

Tenderers should notify WMGC promptly of any perceived ambiguity, inconsistency or omission in this ITT, the Framework Agreement (including the Call Off Contract) or any supporting documentation including any

supplementary information issued to them during the procurement. In order to give Tenderers time to take any required amendments into account in preparing their Tenders, WMGC may, at its discretion, extend the Tender submission deadline.

As WMGC is using the open procedure under the Regulations, there can be no negotiations over the terms of the Contract Documents. Only minor amendments by Tenderers and/or WMGC to clarify their terms are permitted.

3.3 Process and timescales

This timetable is indicative only. WMGC reserves the right to change it at its discretion with prior notice given.

Milestone	Deadline and process
Brief stage	
Brief & task	WMGC to issue open tender brief via appropriate invitation to tender websites by Tuesday 10th April 2018 .
Response deadline	Companies must respond to tender brief requirements and submit their proposal to be with WMGC no later than 12:00 noon BST on Friday 27th April 2018 .
Submitting your tender	<p>The WMGC tender process is outlined below. Failure to work in accordance with the deadlines outlined in the tender submission process will lead to automatic dismissal of application.</p> <p>Stage 1 – Express interest</p> <p>All suppliers must visit and register interest via the In-Tend system prior to submitting the tender.</p> <p>https://in-tendhost.co.uk/wmgrowth/asp/Home</p> <p>Once you have expressed interest, the tender bid will be available to download from the “Brief Stage” tab. We recommend that you familiarise yourself with the submission process on the website prior to the submission deadline.</p> <p>If you are experiencing any technical difficulties or require any help, you should contact WMGC at the earliest possible point prior to the deadline in order to resolve any issues. Failure to communicate with us prior to the deadline will result in your company being removed from the procurement process.</p> <p>Telephone 0121 202 5115 – please quote the tender reference number.</p>

	<p>Stage 2 – Identify and submit questions</p> <p>Please submit any questions to WMGC via its In-Tend system by no later than 12:00 noon BST on Thursday 19th April 2018. This should be done as a correspondence message on the system.</p> <p>To ensure a fair and transparent process, any questions sent past this deadline will not be answered. The company will endeavour to answer all questions by Friday 20th April 2018.</p> <p>Stage 3 – Submit tender</p> <p>The final tender <u>MUST</u> be submitted as an electronic copy via the In-Tend system. Failure to adhere to this requirement will result in your company being removed from the procurement process.</p> <p>E-Procurement</p> <p>All suppliers must visit our e-Procurement system (In-Tend) to register and submit the tender.</p> <p>https://in-tendhost.co.uk/wmgrowth/asp/Home</p> <p>Suppliers should note that there is a maximum file upload size of 5mb per document to the 'In-tend' website and where you have a large number of documents or documents which are close to the 5mb file size limit, you MUST ensure you allow plenty of time to upload your submission prior to the deadline for tender submission.</p> <p>Deadline: The electronic tender <u>MUST</u> be received no later than 12:00 noon BST on Friday 27th April 2018.</p>
Evaluation stage	
Expected date of evaluation	All responses will be evaluated against pre-identified criteria by the project management team by Tuesday 1st May 2018 .
Clarification	Clarification will take place via In-tend as a correspondence message.
Expected date of notification of successful & unsuccessful	Notification of successful and unsuccessful tenders will be made on Tuesday 1st May 2018
Expected date of appointment and project initiation	Wednesday 2nd May 2018 - A project initiation meeting will be held as soon as possible after this date

3.4 Tender Queries

Tender queries must be submitted via the InTend system at the website specified above before the deadline specified above. The tender manager will coordinate any responses.

WMGC will issue response to any tender queries to all tenderers through InTend. In the interests of fair and open tendering no reference will be made to the identity of the tenderer raising the individual query or queries.

3.5 Extensions to Deadlines

No extensions will be given to the tender deadlines set out above.

3.6 Period of Validity

Tenders must remain open for consideration (unless previously withdrawn) for not less than [12] weeks from the date for return of tenders.

3.7 Failure to Proceed

Should WMGC and the chosen tenderer fail to enter into a contract for any reason, the chosen tenderer (and all other tenderers) shall not be reimbursed for any tendering, design, mobilisation and/or management costs (or those of any proposed subcontractors, suppliers or consultants).

The chosen tenderer will be required to return to WMGC (at its request) all tender documentation received (including specifications, this invitation to tender, the draft contract etc) or to destroy these.

Tenderers may not retain any documentation for their own use, or their use by third parties.

3.8 Costs

Each tenderer shall bear its own costs and liabilities in relation to all stages of the procurement process including the preparation, submission and clarification of tenders. Under no circumstances shall WMGC be required to reimburse any tenderer for its tendering costs or for any costs incurred in participating in this procurement.

3.9 Errors in Pricing

If WMGC discovers arithmetical errors in any tender WMGC will give the detail of those errors to the tenderer. The tenderer will be given the opportunity to either:

to confirm the offer, in which case all rates or prices are to be treated as being reduced in the same proportion as the corrected total of priced items exceeds or falls short of the tendered total or such items; or

to correct their tender, in which case the corrected figures will be used in the evaluation.

If a Tender appears to be abnormally low, WMGC will follow the process in Regulation 69 of the Public Contracts Regulations 2015. A failure to provide a satisfactory explanation for a low price may lead to disqualification of the Tenderer.

3.9 Tender Return Documents:

Completed Supplier Information (Appendix A)

Completed Bidding Model (Appendix B)

Completed Financial Information (Appendix C)

Completed Technical and Professional Ability Information (Appendix D)

Responses to award criteria questions (sections 3.2.2).

APPENDIX A – FINANCIAL INFORMATION - **SUPPLIER TO COMPLETE**

Supplier information - Please complete the following form:

Name of the company (Prime or single contractor) in whose name the tender would be submitted:	
Contact name:	
Address:	
Telephone number:	
Fax number:	
E-mail Address:	
Company Registration number:	
Date of Registration:	
Registered address (if different from above):	
VAT registration number:	
Website address:	

APPENDIX B – BIDDING MODEL - SUPPLIER TO COMPLETE

Please mark 'X' in the relevant box to indicate whether you are;	
<p>Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself.</p>	<input type="checkbox"/> Yes
<p>Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services.</p> <p>If yes, please provide details of your proposed bidding model in your submission, that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<input type="checkbox"/> Yes
<p>Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services.</p> <p>If yes, please provide details of your proposed bidding model in your submission that includes members of the supply chain, the percentage of work being delivered by each subcontractor and the key contract deliverables each sub-contract will be responsible for.</p>	<input type="checkbox"/> Yes
<p>Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p>	<input type="checkbox"/> Yes Consortium members Lead member
<p>Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If yes, please include details of your consortium, current lead member and intended SPV in the next</p>	<input type="checkbox"/> Yes

column and provide full details of the bidding model using a separate Appendix.

Consortium members

Current lead member

Name of Special Purpose Vehicle

APPENDIX C – FINANCIAL INFORMATION - SUPPLIER TO COMPLETE

Please complete the following financial form and ensure you provide the requested information as part of your submission:

<p>a)</p> <p>A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years. Provided that your company qualifies for an audit exemption, then unaudited accounts can be submitted.</p> <p>If the company has been trading for less than a year management accounts to date are required.</p> <p>In addition to (ii) forecasted management accounts are also required.</p> <p>NB. If you have been trading for less than a year and are therefore unable to provide point i and ii, please ensure that you submit point iii, as no information will result in an automatic fail</p> <p>All information to be supplied in English.</p>	
<p>b) If the organisation is a subsidiary of a group, the above information is required for both the subsidiary and the ultimate parent.</p>	
<p>c) Where appropriate it may be necessary to request inter-company guarantees. Please provide consent.</p>	
<p>d)The name and address of your banker.</p>	
<p>e) Please note that following clause 7.5 of the contract the Supplier will be expected to maintain appropriate and comprehensive insurance cover for its liabilities under the contract. <i>Please confirm whether you already have, or can commit to obtain such insurance cover prior to the commencement of the contract.</i></p>	

Minimum level of Insurances – Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (all of these are for each and every claim:

• Employer’s (Compulsory) Liability Insurance = £5million	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Public Liability Insurance = £1million	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Professional Indemnity Insurance = £1million	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Copies to be provided or tenderer can self-certify compliance with WMGC’s minimum requirements or supplier to indicate they will provide copies prior to the contract signage if they are successful.

Where a Tenderer has self-certified compliance with WMGC’s minimum suitability requirements then if that Tenderer is successful at contract award, WMGC will require the Tenderer to supply all necessary supporting information to validate the self-certification as a condition of award. Failure to do so may result in the Tenderer being disqualified and the award not proceeding.

APPENDIX D – TECHNICAL AND PROFESSIONAL ABILITY - **SUPPLIER TO COMPLETE**

Responses to this Form will be used to undertake an assessment of your organisation’s technical and professional ability to provide the works.

EXPERIENCE AND CONTRACT EXAMPLES			
Please provide details of up to a minimum of 2 and maximum of 4 contracts (from either or both the public or private sector) from the last three years that are relevant to the Lot requirement being tendered for. Contracts should have been performed during the past three years. (The customer contact should be prepared to speak to MB to confirm the accuracy of the information provided below if we wish to contact them).			
		Contract 1	Contract 2
1	Customer Organisation (name):		
2	Customer contact name, phone & email:		
3	Contract start date:		
	Contract completion date:		
	Contract Value:		
4	Description of contract/case study, including evidence as to your technical capability in the LOT being tendered for. Please use separate sheets to detail the case studies. No more than 500 words for each case study. Please use a spare sheet to detail.		
If you cannot provide at least one example, please briefly explain why (100 words max) –			

APPENDIX D (Continued)

The following marking schedule will be used to evaluate the professional and technical ability criteria:

	Description	Maximum Marks available	Evaluator Notes	Comments
1	Size of client organisation	5		Evaluators are looking for case studies of a similar size organisation (50 to 80 users) – for Full 5 marks. For every 20 users more or less – reduction of 1 mark.
2	Methodology and Approach	5		Looking to assess the processes used to deliver the client requirement similar to those of this contract.
3	Relevant Experience	5		Assessment team are evaluating past experience in delivering similar projects.

A total score of 10 is required to pass.

Scoring system for selection criteria

Score	Interpretation
0	Either no answer is given or the answer provides no evidence that the Organisation meets any of the Contracting Authority's requirements.
1	The answer provides some evidence that the Organisation meets some of the Contracting Authority's requirements but only in a minimal way.
2	The answer provides satisfactory (or better) evidence that the Organisation partially meets the Contracting Authority's requirements.
3	The answer provides good (or better) evidence that the Organisation meets a majority of the Contracting Authority's requirements.
4	The answer provides good (or better) evidence that the Organisation meets nearly all of the Contracting Authority's requirements.
5	The answer provides excellent evidence that the Organisation fully meets of the Contracting Authority's requirements.

APPENDIX E. Marking Schedule

The following marking schedule will be used to evaluate the award criteria:

Score	Classification	Definition
0	No response (complete noncompliance)	No response at all or insufficient information provided in the response such that the solution is impossible to assess and/or incomprehensible.
1-2	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high risk solution for the contracting authority
3-4	Partially acceptable response (one or more areas of major weakness)	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk solution for the contracting authority.
5-6	Satisfactory and acceptable response (substantial compliance with no major concerns)	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk solution to the contracting authority.

Score	Classification	Definition
7-8	Fully satisfactory /very good response (fully compliant with requirements).	<p>Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.</p> <p>Low/No risk solution for the contracting authority.</p>
9-10	Outstanding response (fully compliant, with some areas exceeding requirements)	<p>Submission sets out a robust solution (as for a 7-8 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.</p> <p>Low/No risk solution for the contracting authority.</p>