



20 June 2017

Request for Invitation to Quote for the implementation and support of a new IT service

You are invited to respond to the following Invitation to Quote (ITQ) for the implementation and ongoing IT service for Brunel Pension Partnership. This document and any relevant supporting documents should provide all information required to formulate your response to the ITQ.

Your response **MUST** be submitted via the Contracts Finder portal. The closing date for ITQ submissions is no later than **10.00 pm Monday 3rd July 2017**. All relevant supporting documentation **MUST** also be included in this online submission.

IT service providers who wish to respond must confirm their intention to respond by Monday 26th June 2017.

Any formal queries should be raised in writing, via e-mail to ITProcurement@brunelpp.org and in any case no later than 4 (four) days before the closing date. Responses to individual queries, where appropriate, will be copied to all proposers. The Company will endeavour to provide responses to all questions in a timely fashion.

Proposals will be awarded with regard to Brunel Pension Partnership achieving best quality (60%) and price (40%) for the implementation and ongoing support of the IT services. You may also be asked to enter into post proposal clarification discussions.

Yours faithfully,

D Turner

Dawn Turner
Interim Managing Director