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| No. | Question | Answer |
|  | Are we able to discuss the requirements of this tender with UKCES prior to submitting our proposal? | UKCES will not discuss forthcoming or live tenders with individual suppliers as this could result in unintentionally giving them an unfair advantage. We would be pleased to receive, in writing, any questions which you may have. |
|  | Can we be placed on a list to be notified of future opportunities of this type? | To be notified of new tenders posted please register on Contracts Finder and subscribe to the RSS / data feed. All suppliers are welcome to bid for our work but we do not operate any kind of preferred supplier list. Each tender is open to all who can fulfil the requirements; simply read the tender documents for any opportunity and respond with the information requested, details of the evaluation criteria and scoring systems are included with each Invitation to Tender. |
|  | What is the e-mail size limit for submissions? | E-mails should be no greater than 10MB in size.  Any emails which are bordering on the 10MB size limit MAY NOT reach [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) and therefore cannot be considered. All submissions which reach the Tenders inbox will trigger an automated email response confirming receipt. If you do not receive this automated email response your submission has NOT been received and you should contact tenders immediately.    Late submissions will not be considered whatever the cause of the delay. |
|  | Will UKCES pay for the preparation of our proposal and for expenses for attending an interview? | No – UKCES will not reimburse any costs of preparing any application or for attending an interview. |
|  | Whilst we have run SCRUM projects before and would be comfortable using this approach, it is noted that this approach requires significant resource from both client and partner. Can you confirm that UKCES will have the resource this approach requires, agree scope and deliverable within short time frames. | This should have been put in as a SCRUM-lite approach due to our scale rather than a full on SCRUM approach – basically we’ve used this successfully elsewhere in the business and we want to try and apply it to our CRM general development for small iterative improvements to respond more swiftly on client needs – it is not expected for project managers/ scrummasters to be constantly onsite – it is generally expected, due to the scale of this particular tender, that one project manager/ scrummaster should be sufficient, particularly on a 1 (with a budget that may support up to 2 based off known market rate spreads) day a week consultant/developer time on average workload. IIP will handle some aspects of the scrummaster role and will act as the product owner. We do expect a winning tender to use the tools we commonly have used on SCRUM, in particular Pivotal Tracker, but also Slack. |
|  | Re start date 19th September – can UKCES confirm that first round of changes are defined and confirmed? | We have an initial backlog of items that can be provided to help with any initial scoping – these are laid out as user stories. As the backlog is cleared, new user stories will be raised in much shorter cycles, and it is hoped sprint planning on an agree cycle (e.g. 2 weeks) will keep progress on track. |
|  | Based on budget of 60, of which 20% is Project Management, this leaves 48 days for Consultancy (or there abouts). We do not have the requirements defined to confirm delivery of Phase 5 is within budget and the split between Consultancy or Development. UKCES to confirm/agree delivery to be on a call off basis | The upper budget of this tender is 60,000 but the flat calloff for 1 day a consultant per week for the remaining period + appropriate PM effort is there to support the ways of working and provide some certainty for resource for the winning supplier. Depending on rates for the winning supplier, it is generally expected that the upper cap of this budget will support an increase in consultant/developer time based off increases in demand for resource – ideally we would like to use the full amount of budget, but we also have to balance this with the agile/scrum approach we take and the uncertainty around requirements/user stories in the short term once our initial backlog is exhausted. |
|  | System Support – Please note that we will not support development by another partner. | We can quite understand this. We will have to look again at support issues |
|  | *How should we properly demonstrate the ability to deliver? In which format? As a case study, essay writing or confirmed reference?* | Case studies and references are generally preferred |
|  | How to properly demonstrate development of specific deliverables/outputs? Do we need to provide code example or similar? | Any examples of public facing systems or named customers (if they allow it) is fine – otherwise the names of individuals (including, if applicable a link to their linkedin to demonstrate experience) and their experience is useful.  Microsoft Partnership is another useful metric.  Code examples are nice, though the only internal staff member here who would be able to read them is not a full time or senior developer and so would not be able to efficiently ascertain that the code had met best practice standards (beyond the very quickly obvious basics such as formatting/commenting) |
|  | Is there any documentation/guideline available for the current system onboarding? | There is in some cases documentation, in others cases documentation is lacking and only commentary on source code and the business knowledge of the product owners is available. There is a high level as built document, currently a WIP that is being developed by internal resource based off analysis of existing source code and also a data dictionary of the core data model for the system. Previous handover documentation we have is also still largely relevant to the system. |
|  | *How to demonstrate our approach to coworking with IIP existing team?* | You should describe how you would work with the existing team & web developer. This includes how you would work as a ‘lite’ ScrumMaster and the communication process you would use. It is always useful if you could give an example of a project under which you have used this methodology [ |
|  | What is the deadline for questions about this tender? | The deadline for questions is 1600 on 25 August, once this deadline has passed no further questions will be answered. |