**CORN RETURN SYSTEM: FEASIBILITY & SCOPE PROJECT FOLLOWED BY A POTENTIAL SYSTEM DEVELOPMENT PROJECT**

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| **REQUIREMENT SPECIFICATION** | | |
| **1.** | **Introduction:** | This document outlines the requirements necessary for the procurement of an external supplier to work with the AHDB to scope and define a new system to collate, process, validate and report information known as Corn Returns.   The initial feasibility and scoping project will define, in detail, the new system requirements. This will allow the supplier to produce a proposal outlining the key elements involved in developing a new system.   Subject to the acceptance of this proposal, this project will move into a system development phase. This procurement process covers both the feasibility and scoping project and the system development. |
| **2.** | **Background:** | AHDB is a statutory levy board, funded by farmers, growers and others in the supply chain, and managed as an independent organisation (independent of both commercial activity and of Government). Our delivery of services to levy payers is focused on six sectors, covering about 72% of total agricultural output in the UK. The six sectors are Pork, Dairy, Beef & Lamb, Horticulture, Cereals & Oilseeds and Potatoes.   The Data & Analysis Team in the Market Intelligence Directorate processes a vast amount of information. Processing, validating and reporting this information in an efficient way ensures value for money for our levy payers. |
| **3.** | **Project Objectives:** | AHDB are looking to procure an external supplier to undertake a scoping exercise and produce a detailed proposal for developing a new Corn Returns system.   The new system will be required, at a minimum, to:   * Collect data through various media (online, upload and manual input) * Allow secure sign-on (potential to integrate with AHDB single sign-on) * Store data in a secure way * Apply automatic validation criteria * Display raw data for analysis * Allow manual exclusion of data (auditable) * Aggregate data for further analysis * Report data in pre-agreed templates * Manage the administration of the Corn Returns   The proposal will include:   * A full system specification * A description of the project management and testing approach * An account management framework * A timeline with key milestones * A detailed breakdown of the costings involved   Subject to the acceptance of this proposal, the external supplier will be asked to work with AHDB on the main system development project. |
| **4.** | **Project Location:** | This project can be completed remotely subject to initial kick off and fact findings meetings held at AHDB’s headquarters.  Agriculture and Horticulture Development Board  Stoneleigh Park  Kenilworth  Warwickshire  CV8 2TL |
| **5.** | **Timeframes:**  ***Please note these timescales are approximate and subject to change*** | Project specification circulated: 3rd October 2018  Deadline for receipt of responses: 17th October 2018  Communication of intended award: 19th October2018  Contract commencement: 29th October 2018  Feasibility and scoping project completion: November 2018  System development project commencement: December 2018  System development project completion: An indicative timescale of 4 months has been identified for this project |
| **6.** | **Budget** | A budget in the region of £2,500 (excluding VAT) is available for the feasibility and scoping project. A further budget in the region of £30,000 (excluding VAT) is available for the system development project. This project is subject to the findings of the feasibility and scoping project. |
| **7.** | **AHDB Key Personnel:** | Head of Data and Analysis (MI), Data and Analysis Manager (MI), Data Development Analyst (MI), Senior Analyst (MI), Systems Manager (IS), Head of Digital Development (Digital) |
| **8.** | Format and Content of Response: | Tender responses must clearly include the following:   * The methodology that will be used to:   + Address the objectives outlined in section 3 * Details of previous experience undertaking similar work outlined in section 3 including CVs of the key personnel. * A timeline for delivery of the feasibility and scoping project and the potential system development project. This additional project is subject to the findings of the feasibility and scoping project. * A full and comprehensive cost breakdown (excluding VAT) including a breakdown of the number of days and day rates. * A pre-agreed day rate(s) for the potential additional system development work.     **Proposals must be submitted by 17th October 2018** |
| **9.** | Award Criteria | Evaluation will be undertaken in accordance with the following criteria and weightings. Answering “NO” to the pass/fail criteria may risk disqualification.  Pass/Fail Criteria  Ability to commence the feasibility and scoping project in November 2018  Yes/No  Ability to build any new system in C#  Yes/No  Experience of MS Azure  Yes/No  Ability to commence the system development project in December 2018  Yes/No  Weighted Criteria  **30% of the evaluation weighting will be based on the quality of the proposal.**   * Proposal accurately meets the objectives/requirements outlined in S3. * Details of previous experience of working in the arena.   **30% of the evaluation weighting will be based on the cost of the proposal.**   * To enable comparability of proposals and assess value for money, a full breakdown of costs must be provided. This includes the number of days and day rates. The cost of the “feasibility and scoping project” and “system development project” should be listed separately.   **40% of the evaluation weighting will be based on the time table of the proposal.**   * Provision of project a timeline with identification of any key dates. Where possible identifying ability to deliver project ahead of minimum time. The timelines of the “feasibility and scoping project” and “system development project” should be listed separately. |
| **10.** | **Invoicing:** | The prospective supplier must breakdown costs for all stages of the project excluding VAT.  Payment will be made within 30 days of invoice. The invoice should not be submitted to AHDB until successful completion of the project. All invoices should be forwarded to [APTeam@ahdb.org.uk](mailto:APTeam@ahdb.org.uk) and [MI.Admin@ahdb.org.uk](mailto:MI.Admin@ahdb.org.uk) for receipting purposes. |
| **11.** | **Terms and Conditions:** | Terms and conditions, which supplier’s need to adhere to, along with a contract template can be found on the AHDB website. Please follow this link: <http://www.ahdb.org.uk/about/Procurement.aspx> and click on “goods and services”.  The proposal and any new system developed will be the property of AHDB.  The supplier will need to be compliant with all relevant laws in relation to data protection. The following link, covering guidance on GDPR, has been provided by the Crown Commercial Services: <https://www.gov.uk/government/publications/procurement-policy-note-0317>  The supplier will be required to sign a Non-Disclosure Agreement |

**Your proposal should be submitted and received by 12:00 on 17th October 2018.**

**Please send your proposal to the following address:** [**Joanne.cook@ahdb.org.uk**](mailto:Joanne.cook@ahdb.org.uk)