December 5 response December 7

General Questions

Please describe any short comings with the current solution.

**This project is being tendered as the current contract has ended there have been no short comings. There are some additional requests as this is a good opportunity to future proof the requirement.**

Is the London Council seeking to reduce the cost of the service provision? And if so, by how much?

**London Councils is seeking best value and innovation. London Councils does not expect the cost of the service to be reduced as the service changes to meet the group’s needs and this flexibility is valued and a core part of the service.**

If there are no short comings with the current solution and the current cost is part of the base budget and is acceptable to London Councils, then is this a genuine tender opportunity?

**London Councils is seeking the best solution for this opportunity and this is a genuine tender opportunity.**

How can we be sure that this is a genuine opportunity and that it will not be automatically awarded to the current provider?

**London Councils is subject to the Public Contracts Regulations, this is a genuine opportunity.**

What is the name of the current survey system that is in use at London Councils and who owns the software?

**The current supplier is Infinistats Ltd. It owns the online platform and software that is used**

What hardware does the current survey system run on?

**See Appendix B item 3 accessible on commonly used devices**

Is the current system a web-based solution?

**Yes**

How many people are surveyed each year?

**There are 33 Boroughs surveyed. There are currently 11 separate surveys each of varying length. The surveys vary in complexity and length.**

Are the people that are asked to respond, obliged to respond? Are “penalties” issued for non-compliance?

**The boroughs choose to respond; they use the data and are engaged with the project. There are no penalties for not responding.**

Are the responses “anonymous” or can the Super Administrator see the responses and who made the response?

**The Super Administrator can see the borough that responds**

**Objectives**

10. A full data collection and publication timetable for 2018/19 is available on request.

Question – please provide a copy of the full data collection and publication timetable for 2018/19.

**Timetable**

|  |  |
| --- | --- |
| **Survey Title** | **Returns** |
| Agency 1 | May 2018 |
| Agency 2 | May 2018 |
| Human Capital Metrics | June 2018 |
| Outputs | August 2018 |
| Trade Union | September 2018 |
| Pay 1 | October 2018 |
| Resources | November 2018 |
| T&Cs | December 2018 |
| Gender Pay Gap | Tba |
| Analysis of DfE CSW Workforce data | February 2019 |
| Pay 2 | March 2019 |
| **Dates may change.** | |

Dates may change.

Appendix B – Detailed technical specification

18. Data migration of all data from the current system will be required

Question – what format is the current data held in?

**Excel**

Question – how much data needs to be migrated (e.g. number of surveys, number of data items, number of years the surveys have been run and such like)?

**There is one survey which is seven years old. Others have been introduced over this period. Currently there are 11 and it is expected that there may be more in the future. We can not provide an answer for the number of data items but some of the surveys are large, one of the largest surveys has 3140 entries per borough.**

40. Browser side aggregation of "raw" data (within each user's browser so that the original raw data is not uploaded onto the system) to provide aggregate data for reports.

Question - please explain the requirement in more detail and give an example.

**Boroughs have data sets which are large and complex and we may at time have a requirement for a summary of this data in a simple form.**

57. Reports can be customised to include additional appendices.

Question – please explain the requirement in more detail and give an example.

**An example of an additional appendix would be a note page that provides context to some of the survey figures (if these show large variances from previous responses by that borough)**

61. Data to be uploaded by the boroughs using custom-designed Excel input forms the content design and layout of which to be as specified by London Councils to exactly match those in current use. These to be downloadable by users from the provider’s website.

Question – please provide copies of the Excel input forms currently in use?

**No we are looking for suppliers responses to these requirements and we cannot provide an example**

Question – who owns the copyright of the current Excel input forms?

**InfiniStats**

62. These outputs are as specified by London Councils in the form of custom-designed Excel spreadsheets to match those in current use. The outputs to be available for users to download as compiled sets of data with calculated fields, numeric and text values including free text and drop-down selections. All including the presentation layout and appearance are to be as specified by London Councils.

Question – please provide examples of the different required outputs?

**No as we are looking for suppliers responses to these requirements and we cannot provide an example**

65. Over-arching reports of all data for London Councils to include a bespoke scorecard with charts to be available to be generated (required for CELC).

Question – what does the abbreviation “CELC” mean?

**Chief Executives of London Committee**

68. Minor changes - these to be subject to agreement between the contract parties without extra charge up to a total of X days' work per annum. Administered by a change request process

Question – at the moment, how many “free” extra days does the current supplier provide London Councils with?

**The current supplier response to adhoc changes as and when required and this time is not tracked**

68. Major changes/new surveys etc - to be subject to discussion and agreement these may be chargeable (subject to a change process, provision of specification, quotation etc).

Question – how much does the current supplier charge for a new survey? How many days of effort and what is their day rate?

**There were 4 new surveys added in 2016 as a result there was an increase in the contract value. The charge for a new survey depend on the complexity of the request.**