



OFFICIAL

Commercial Systems: Pre-procurement, E-Sourcing, Contract Management, Supply Management, Governance, Assurance and Risk Management

Market Research – Request for Information (RFI)

September 2019

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Part A:

RFI Positioning Statement

Respondents should read Part A and indicate willingness, if requested, to provide a live demo of their organisation's product(s).



Introduction & Purpose

About NDA

The Nuclear Decommissioning Authority (NDA) is a non-departmental public body, created through the Energy Act 2004 to clean up the UK's earliest nuclear sites safely, securely and cost-effectively with care for people and the environment. This involves decommissioning and demolishing all buildings, as well as the treatment and disposal of associated waste, both radioactive and conventional, across 17 sites.

NDA reports to the Department for Business, Energy and Industrial Strategy (BEIS) and, for some of our work in Scotland, we are responsible to Scottish ministers. NDA's role is strategic: we establish the overall approach, allocate budgets, set targets and monitor progress. We do not have a hands-on role in cleaning up our facilities. Instead, we deliver our mission through others including, but not limited to, Direct Rail Services Limited, Dounreay Site Restoration Limited, International Nuclear Services Limited, Low Level Waste (LLW) Repository Limited, Magnox Limited, Radioactive Waste Management Limited and Sellafield Limited – “the NDA Group”.

Purpose of this RFI

As part of NDA's long-term strategic development, NDA is issuing this Request for Information (RFI), seeking input from potential providers or developers of 'e-solutions' covering all component parts of the end to end buying and contract management process (i.e. pre-procurement, procurement and post procurement). The scope of this exercise therefore includes Planning and Programme Management, Category Management, e-Sourcing, e-Tendering, e-Evaluation, e-Auctions, Market Intelligence, Contract Management, Supplier Management, Big Data, Reporting and Spend Analysis, Governance and Assurance, Supplier Relationship Management, and Supply Chain Risk Management.

NDA is interested to learn more both about integrated 'end-to-end' solutions (covering all aspects of spend, sourcing, contract and supply management), and / or discrete 'best-of-breed' solutions addressing just one or more such elements. **On this basis please do not be concerned if your product(s) and solutions only apply to a small section of this RFI.**

The scope of the exercise does not include transactional e-Purchasing solutions, by which we mean the placing, processing and / or payment of orders (principally P2P). However, NDA is



interested in how new solutions can be successfully integrated with e-Purchasing solutions and with other corporate / legacy systems that may be in place. The overall aim of this market consultation is to help NDA understand what the market can deliver and what constraints or opportunities might arise from various future commissioning scenarios. The NDA is likely to go out to market for new products and solutions for the NDA Group in March 2020. The information gleaned from this consultation will therefore be used to inform our procurement 'lotting' strategy, and ensure the procurement is attractive to a wide range of potential bidders. The combined approximate value of the procurement for new products and solutions is **£5million** over 4 years (ex VAT).

Instructions for Responders

Interested parties are invited to complete Parts B and C (Annexes A-F) of this RFI.

Section A provides all the necessary information for submission, including timescales and a contact in NDA for any points of clarification.

Market Day

NDA will hold a Market Day in London between 11-15 November 2019 – the exact date will be published on Contracts Finder – to discuss the themes of the consultation responses (though not individual responses). NDA will also use the day to discuss the proposed procurement lotting strategy, and procurement timetable. To register your interest, please email procurement.inbox@nda.gov.uk.

Disclaimer

This RFI is intended only to elicit information and inform the NDA Group's future strategy. Responders to this RFI should note that no concessions, contracts or other arrangements will be awarded pursuant to this RFI. Responding, or not responding, to this RFI will neither increase nor decrease any provider's chances of being awarded a contract from a subsequent ITT.

The NDA shall not be responsible for any costs or expenses incurred by respondents to this RFI in preparing and / or submitting such responses.



NDA Group & Key Commercial Drivers

The questions in Part B should be completed as listed, but please take into account some of the key NDA commercial drivers / procurement levers listed below:

Scale

Any future solution would need to be able to efficiently handle a large range of products, services and works across multiple organisations and on a multi-million / billion pound scale. Core members of the NDA Group to be supported by any future solution are: Direct Rail Services Limited, Dounreay Site Restoration Limited, International Nuclear Services Limited, Low Level Waste (LLW) Repository Limited, Magnox Limited, NDA Corporate Centre (NDA itself), Radioactive Waste Management Limited, and Sellafield Limited. The NDA Group's annual procurement spend is circa £1.9bn, across a wide range of spend categories. Any future solution would need to be scalable to the needs of each business unit.

Spend Categories / Taxonomies

The NDA Group uses a cut down version of the United Nations Standard Products and Service Codes (UNSPSC), Standard Industrial Classification codes (SIC), Common Procurement Vocabulary codes (CPV), and the UK Government's Common Areas of Spend taxonomy (CAS) to categorise procurement expenditure. Any future solution would need to be able to effectively handle these codes.

Contract types

The NDA Group predominately procures under the Public Contract Regulations 2015. Any future solution would need to be able to efficiently handle a combination of Frameworks, Calls Offs and standalone Contracts, along with different types of procurement e.g. Open, Restricted, Competitive Dialogue, Innovation Partnership etc. The NDA Group often uses the NEC suite of contracts, and any future solution would need to be capable of being configured to NEC workflows.

Operating Environment

The NDA Group is accountable to Central Government. As such, any future solution needs to be able to support compliance with the [Government Commercial Operating Standards \(GCOS\)](#), the [Outsourcing Playbook](#) and [Procurement Policy Notes](#). In addition, any future solution needs to be able to efficiently manage multiple levels of governance and assurance. Spending controls exist at a local level i.e. within individual business units, at NDA Corporate Centre level, and Central Government level. Each business unit has its own delegation limit(s).

Furthermore, the NDA Group is also subject to Cabinet Office reporting requirements, and any future solution needs to be capable of interfacing directly with Pan-Government Commercial Systems e.g. the Pan-Government procurement pipeline, to avoid double-keying data.

Current NDA Systems Landscape

The NDA Group currently utilises a number of disparate systems and software to support its procurement activities. This Financial Year, NDA brought most of the common systems into the Corporate Centre's Commercial Standards team, which allowed analysis of the current usage, consider any duplication, and propose a more coordinated and consistent way forward aligned to a 'One NDA' approach.

The analysis confirmed that most businesses are highly reliant on multiple systems including spreadsheets, and that some aspects of the procurement and contract management lifecycle, such as supplier relationship management, aren't routinely covered. A summary of the current systems landscape is below. Common systems are those used by multiple NDA organisations.

Role	Common systems	Uncommon systems
Planning	1	2
Procurement process	2	1
Contract management	2	2
Supplier and supply risk management	4	2
Market analysis	1	0
Reporting and spend analytics	1	3
Governance	0	3
Talent management	0	2

Other Commercial Drivers

Any future solution needs to be able to:

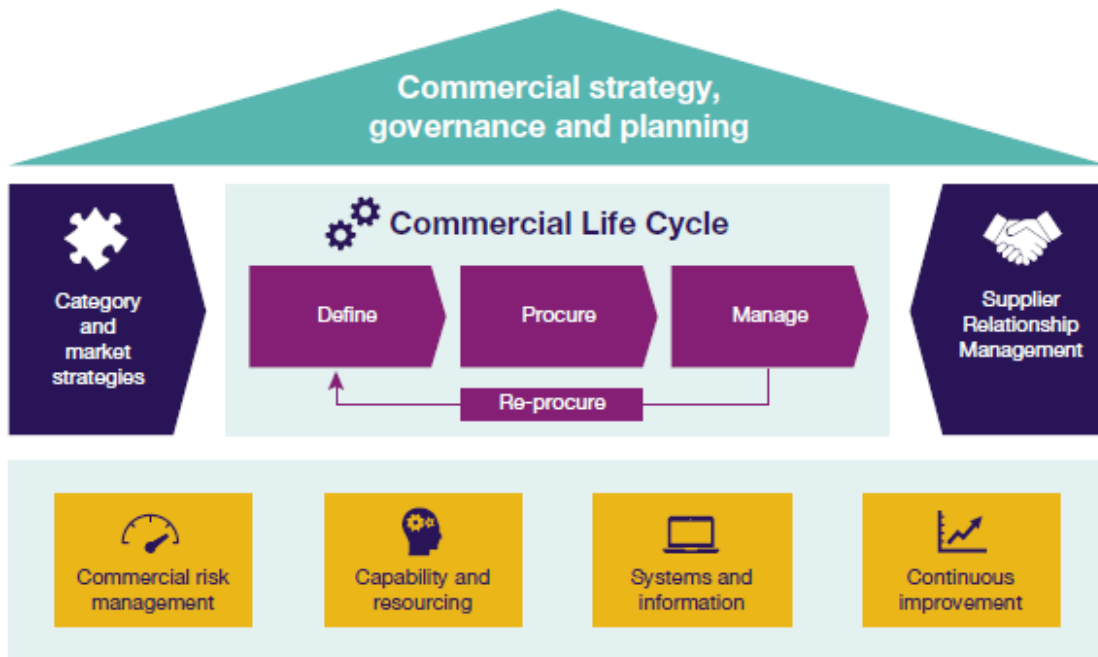
- Bring together the NDA Group's current disparate systems landscape into a common set of systems;
- Enhance the use of aggregation and increase buying power awareness;
- Enable product and services standardisation, and facilitate streamlined and standardised processes;
- Place focus and visibility on through life benefits / total cost of ownership (TCO) and not simply unit price reduction;
- Enable proactive procurement pipeline and contract management i.e. prompt procurement teams to begin procurements and contract renewals in good time to avoid unwarranted extensions and direct awards, and to maximise value delivered through the procurement process;
- Support the NDA Group to be an 'intelligent client' by providing market insight, business analytics and risk management;
- Enhance data integrity;
- Enable accurate forecasting and scenario planning; and
- Identify off-contract expenditure.

High Level Solution Design

NDA are using the terms 'pre-procurement, procurement and post-procurement' in their broadest and deepest sense, covering all tasks that a large scale Strategic Sourcing and Supply Management Team would wish to undertake in order to develop, maintain and implement its short, medium and long term commercial benefits plan. The vision is to deliver a platform consisting of integrated commercial and business tools that make it easier for NDA Group organisations to interact with each other, suppliers and customers, and maximise efficiency and value from money from procurement and supply management activities for the taxpayer.

The Government Commercial Operating Standards (GCOS) identify a series of ‘functional components’ the NDA Group needs to have in place. These are shown in **Figure 1** below.

Figure 1: Areas of Commercial Practice



We intend to put in place a series of ‘best-in-breed’ IT systems to enable these functional components. It is possible each of these systems will be integrated through a central ‘Integration and Development Platform’, providing a hub through which the systems can share data. In this event, it is likely users will have single-sign-on access, through web-portals, to information dashboards and connect through to the relevant systems.

Submission Process and Conditions

Submissions should be in English, may include limited diagrams, but must not include any appendices / attachments, reference to any external websites, or extraneous marketing materials. Please be as succinct as possible in your answers to the questions listed in all cases.

Following receipt of the RFI, NDA reserves the right to engage in further consultation with all participating suppliers. All submissions and demonstrations will be treated in commercial confidence, though please note that NDA is subject to Freedom of Information (FOI) legislation.



NDA Contact Details

Clarification questions and written RFI responses should be submitted by email to procurement.inbox@nda.gov.uk. Final responses should be in the PDF file format.

Timeframes for Submissions

Last date for completed submissions: 1 November 2019

NDA reserves the right to either accept or reject later submissions. All e-mail submissions should contain the tag line: “**NDA e-Procurement Market Research RFI**”. You will receive an automated reply from the procurement.inbox@nda.gov.uk email address but should there be a need to follow up, please use the dedicated Procurement Team mailbox: procurement.inbox@nda.gov.uk.

In most cases, as this is not linked directly to an ITT, NDA will be unable to enter into detailed discussions with suppliers concerning their RFI responses.

Demonstrations & Supplementary Questions

Please indicate your willingness, if requested, to provide a live demo of your product(s):

Statement	Tick ✓ the appropriate box:	Supporting Comments
We would be willing to demo upon request		
We would not be prepared to demo at this stage		

Prior to any request for a demonstration, and based on the response received, NDA reserves the right to ask supplementary questions.



Abbreviations

This RFI attempts to explain abbreviations by stating the wording or phrase in full first followed by the abbreviation in brackets. However, if there is any term or phrase which in this document which you feel is unclear, please email procurement.inbox@nda.gov.uk and we will aim to respond promptly to your query.



Part B:

Supplier RFI Questionnaire Response

Respondents should complete the rest of this document, covering **all Sections** in **Parts B and C** (**Annexes A – F**) inclusive.



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The following sections, through to the end of this document, provide the framework in which responses should be submitted. **Please complete all Sections of Parts B and C (Annexes A-F inclusive). Further completion guidelines are provided where appropriate.**

PART B SECTION 1

ANNEX A

General, Commercial & Technical

RFI No. B1 A1 Company Information (Profile & Scale)		Response
A1.1	Company Name, Company Registration Number	Company Name: Company Registration Number:
A1.2	Description of Main Products / Services	
A1.3	Number of Years in the Market	
A1.4	Company size (Large or SME)	
A1.5	Do you currently provide solutions to the UK public sector? Yes/No	

RFI No. B1 A2 Product Overview & Profile		Response
A2.1	Please provide a brief definition of the core product(s) / services offered by your company (i.e. the minimum base system).	
A2.2	Are your products or services accredited for UK Government use? If 'yes', please provide details.	
A2.3	Is the product modular? Yes/No	



A2.4	At what frequency are major new versions introduced?	
A2.5	What processes are in place to manage software changes?	
A2.6	Please provide an indication of the planned 'product development roadmap' over the next 3 years.	
A2.7	Is your solution available through existing Government Frameworks, e.g. G-Cloud? Please specify which ones.	

RFI No. B1 A3 Technical: Scalability / Availability		Response
A3.1	Please outline the degree to which your product(s) is scalable (i.e. is it limited in terms of such things as no. of users, number of concurrent events, size of individual events, no. of registered suppliers, no. of live contracts, etc.).	
A3.2	What is the largest user-base in a single instance of your application?	

RFI No. B1 A4 Technical: Security		Response
A4.1	Is your solution certified to Cyber Essentials Plus or equivalent?	
A4.2	Would your company be willing to obtain staff security clearance?	

RFI No. B1 A5 Technical: Interfaces		Response
A5.1	How can your application interface with other related systems / modules including legacy systems?	



A5.2	What 'off the shelf systems' integration (APIs) do you have available? Have you previously built other API solutions for clients? Which solutions are complimentary and which incurred additional costs?	
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RFI No. B1 A6 Technical: Architecture		Response
A6.1	Can the solution be based on premise or is it a cloud solution?	
A6.2	If cloud hosted, where is the data held?	
A6.3	Does your system have functionality requirements e.g. Chrome, IE?	
A6.4	Does your system have hosting requirements e.g. speed, RAM?	

RFI No. B1 A7 Implementation and Support		Response
A7.1	Provide a summary of the delineated implementation services you provide (e.g. integration services, staff support, training, etc.).	
A7.2	What would be a typical timeframe for the implementation of your services?	
A7.3	Do you provide your own resources for implementation project management? Yes/No	
A7.4	Do you provide resources to support migration from legacy systems to your system, including data migration? Yes/No	
A7.5	Could you provide an overview of the type of SLAs offered to customers?	



PART B SECTION 2

ANNEX B

Self-Assessment Functionality and Market Positioning

SUPPLIER SELF ASSESSMENT GRADING

COMPLETION GUIDELINES:

1. Next to each numbered statement below, insert a tick [✓] if one of the statements '*In Current Version*' or '*In Development*' applies. If neither statement is relevant please tick '*N/A*'.
2. Based on the understanding you have of your own position within the market, please indicate the degree of your product maturity for the features shown in the table below by inserting a tick [✓] in the appropriate box. Where a feature is not part of your product, please tick "*N/A*".
3. Please provide supporting comments if you ticked "*Market Leading*", "*Best in Class*", or "*Core Capability*". This is your opportunity to expand on the potential innovative and market leading aspects of your product / solution.



Next to each numbered statement below, insert a tick [✓] if one of the statements 'In Current Version' or 'Planned for Next Release' applies. If neither statement is relevant please tick 'N/A'.

RFI No. B2 B1 Reporting and Analytics		In Current Release	In Development	N/A
B1.1	Provision of consistent spend data and CM management information from multiple ERP/ legacy systems and/or P2P. Collection, cleansing and analysing data with the purpose of providing a single version of the truth and monitoring compliance.			
B1.2	Provision of multi-layered data analysis, both horizontally and through drill-down, including 'what if' scenario modelling.			
B1.3	Identifying, eliciting and tracking requirements / demand pattern analysis for products, services and works.			
B1.4	Automatically convert legacy system data from multiple disparate sources into category structures for category management, reporting and sourcing.			
B1.5	Provision of NDA configurable, dynamic dashboards, pulling data from everywhere across the system.			
B1.6	Ability to build multi-layered reports using 'cubes', pulling data from everywhere across the system.			
B1.7	Ability to report on procurements and contracts by supplier, category, value, business unit, Government agenda (see B4.10), average no. of bidders per tender, date ranges, forecast vs actual etc.			
B1.8	Ability to report on suppliers by spend, financial status, sanctions, prompt payment, size etc.			
B1.9	Ability to collect indirect small and medium-sized enterprise (SME) spend directly from large NDA Group suppliers, including using algorithms to ensure data quality.			
B1.10	Ability to generate procurement, supplier and contract performance reports on demand.			
B1.11	Ability to collect data and report on fixed price, schedule of rates, bills of quantities, target cost, time and materials, re-imbursable costs etc.			
B1.12	Unlimited report lines e.g. a report showing spend by every supplier possible for thousands of suppliers.			
B1.13	Ability to configure user profiles to control what can be accessed.			
B1.14	Ability to export data and reports in pdf, CSV or XLS format.			



RFI No. B2 B2 Market Intelligence		In Current release	In Development	N/A
B2.1	Industry value and trends.			
B2.2	Mergers and acquisitions.			
B2.3	Products and services segmented by industry.			
B2.4	Key market players and market share concentration.			
B2.5	External industry drivers.			
B2.6	Current industry performance and maturity.			
B2.7	Industry strengths and challenges.			
B2.8	Key industry success factors.			
B2.9	Cost structure benchmarks.			
B2.10	Basis of competition.			
B2.11	Barriers to entry.			
B2.12	Industry globalisation.			
B2.13	Industry demand drivers – competing customers.			
B2.14	Industry capacity factors.			
B2.15	Operating conditions e.g. capital intensity, technology, systems and innovation, revenue volatility etc.			
B2.16	Regulation and policy.			
B2.17	Industry assistance.			
B2.18	Business locations and UK content.			
B2.19	Business size.			
B2.20	Financial accounts and insight.			
B2.21	Supply chain payment performance.			
B2.22	Supply chain constraints.			
B2.23	Stock market fluctuations.			



RFI No. B2		In Current release	In Development	N/A
B3 Category and Market Strategies				
B3.1	Ability to handle several category structures, including UNSPSC, CPV, SIC and the Government's procurement spend taxonomy (CAS).			
B3.2	Ability to map category structures to Governance and Assurance workflows.			
B3.3	Ability to build category plans.			
B3.4	Ability to aggregate procurement pipeline, e-sourcing, and contract information based on category coding to produce a report.			

RFI No. B2		In Current release	In Development	N/A
B4 Planning and Procurement Pipeline Management				
B4.1	Track and control commercial delivery from pre-procurement through to contract exit.			
B4.2	Ability to interface with Contracts Finder to make the market aware of future opportunities.			
B4.3	Ability to configure fields to meet the Cabinet Office's " Minimum Viable Product ".			
B4.4	Provision of timely notifications of upcoming procurements.			
B4.5	Built in, configurable e-sourcing workflows aligned to different procurement procedures, e.g. Open, Restricted, Frameworks etc.			
B4.6	Built in, configurable workflows contract management workflows aligned to different contract types, including the NEC suite of contracts.			
B4.7	Ability to align to and interface with a Governance and Assurance module, business delegations and other spending controls.			
B4.8	Provision of resource (people) planning.			
B4.9	Ability to control data integrity through drop-down lists, and quality control mechanisms.			
B4.10	Ability to flag when a procurement may be in scope of a Government Procurement Policy e.g. the prompt payment agenda or steel agenda.			



B4.11	Provision of an interface with any e-sourcing and contract management modules to enable seamless pull through of pipeline data, through to live procurement, on to contract management and, for on-going requirements, relisting on the pipeline.			
B4.12	Ability to export data and reports in CSV or XLS format.			

RFI No. B2 B5 Sourcing		In Current release	In Development	N/A
B5.1	Ability to pull head data from Planning and Procurement Pipeline Management module to avoid re-keying.			
B5.2	OJEU compliant inbuilt / automated processes covering Open, Restricted, Competitive Dialogue, Sub-OJEU, Mini Competitions, etc.			
B5.3	Ability to manage forward and reverse e-Auctions and allow an unlimited number of items and 'bundles' per auction, using an internet based online tool.			
B5.4	Ability for users to create multiple Evaluation Criteria with weightings and ratings per question for each auction.			
B5.5	Ability for users to create multiple Evaluation Criteria with weightings and ratings per question for each e-RFx to cater for goods, services and major capital assets.			
B5.6	Ability for users to create multiple evaluation criteria with weightings and ratings per question for each LIN / NSN / SKU to cater for goods, services, works and major capital assets.			
B5.7	Ability to invite suppliers to bid in an open tendering environment with no limit to responses for final automatic evaluation, in particular for complex contracts where Intellectual Property (IP) is involved.			
B5.8	Allows Individual Scoring with weightings, ratings and commentary per question.			
B5.9	Allows 'Panel Scoring' with weightings, ratings and commentary per question to cater for adjudicating services tenders etc.			
B5.10	Ability to group items/services together to form a 'kit' for sourcing and evaluation with weightings and ratings per question.			
B5.11	Ability to automatically undertake detailed Options Analysis e.g. Lease or Buy, Local versus National, TCO/VFM and through life costings as part of the adjudication process.			



B5.12	Creation of 'What If' scenarios on all responses to allow for business decisions to be incorporated as part of policy.			
B5.13	Evaluation of responses based on Net Present Value/TCO and/or based on predictive movements in price escalations over the period of contract.			
B5.14	Provision of complete "tender box" integrity.			
B5.15	Ability to handle multi-level service projects. A multi-level service agreement will have many services/items occurring more than once in a contract with different pricing linked to the same service/item.			
B5.16	Ability to set up, maintain and run competitions from a Dynamic Purchasing System (DPS).			
B5.17	Provision of a full audit trail for all sourcing decisions.			
B5.18	Ability to allow users or supplies to attach documentation to RFPs which then remain attached throughout the contract lifecycle.			
B5.19	Supplier software and buying organisation software provided for seamless communications with all parties.			
B5.20	Allowing for tenders to be created /adjudicated within a project/sub project structure.			
B5.21	Managing and effective utilisation of pre-defined templates that can be used on tender / contract creation allowing for ease of use during re-creation of tenders / contracts.			
B5.22	Automatic notification to successful / unsuccessful bidders about contract notification.			
B5.23	Control which individuals have access as evaluators, and be able to allocate specific questions to specific evaluators.			
B5.24	Track the progress of all evaluators in completing their question specific evaluations.			
B5.25	Ability to create dropdown evaluation responses for evaluator selection.			
B5.26	Identification of suppliers - and supplier users - participating in an event (but not see any specific responses for a 'locked out' event).			
B5.27	Generation of reminders / alerts to upcoming deadlines, such as the end period by which suppliers must submit clarification questions to the Buying Authority, or the final tender submission deadline / date.			



B5.28	Manage consensus marking. The consensus marker should be able to easily see all of the evaluators' marks and rationales; and should be able to add the consensus rationale (which will be the mark / rationale used for assessing the winning suppliers and for providing debrief reports).			
B5.29	Ability to send messages to evaluators, but prevent evaluators seeing any messages sent to suppliers or other project-team members, and prevent evaluators sending messages to suppliers or other evaluators.			
B5.30	Managing supplier clarification, with a full audit trail of all clarification messages and the results of the clarification, including any changes made to the supplier's tender as a result of such clarification.			
B5.31	Creation of detailed supplier debrief reports, including for procurements with multiple Lots - informing a supplier of their (consensus) scores and comments for each question, their overall marks for each Lot, and a comparison of their marks with the mark(s) received by the successful supplier(s).			
B5.32	Generation of Intention To Award (ITA) letters to all participating suppliers, including - with each given supplier's message - a supplier's specific debrief report.			
B5.33	Ability to send and receive messages to suppliers during the standstill period (i.e. not just while the event is still open).			
B5.32	Risk Register with templates of common risks per contract type and option to add individual risks, calculation of impact (both cost and time / resource) and likelihood of risk, generating a Red Amber Green (RAG) score and alert for high risk items. High rating risks to appear on contract dashboard (see B2-B1).			
B5.33	Provision of electronic contract signature.			
B5.34	Provision to publish Contract Award Notices in Contracts Finder and OJEU.			
B5.35	Ability to recording sub-contractors for winning bidders.			
B5.36	Ability to "push" data from the e-sourcing module to the Contract Management module to avoid re-keying.			
B5.37	Ability to export data and reports in CSV or XLS format.			



RFI No. B2 B6 Contract Management		In Current release	In Development	N/A
B6.1	Efficient management of contract creation (different types), execution and analysis in order to maximise financial and operational performance and minimise / mitigate risk. Also includes management of Framework Agreements.			
B6.2	Contract data pulls through from Sourcing module to Contract Management module to avoid double-keying.			
B6.3	The system provides pre-approved clause and language libraries and 'wizards' by contract type.			
B6.4	Ability to manage and separately track multiple negotiations with the same 'business partner'.			
B6.5	Provides set up of comprehensive contract calendars with email warnings or workflow linked to tasks / reminders.			
B6.6	Work-flow steps or changes should 'age' allowing for escalation of steps that exceed threshold as well as allowing for identification of bottlenecks.			
B6.7	Ability to integrate and extract operational data from ERP or legacy commercial systems to monitor and report on contract performance and SLAs.			
B6.8	Ability to flag contractual risks, such as a supplier's financial standing.			
B6.9	Provision of application to manage all contracts e.g. leases, rental agreements, Non-Disclosure Agreements etc.			
B6.10	Provision of application to incorporate NEC contract workflows.			
B6.11	Provides audit trail for all contract amendments.			
B6.12	Allows management of contracts within a project/ sub-project structure allowing the management of these contracts within major projects.			
B6.13	Creation of contract reminders / alerts / deadlines allowing for tasks and the notification thereof electronically. Ability to establish rules driven notification of critical dates and milestones.			
B6.14	Allowing for the adding of notes/documentation for internal purposes not explicitly included on the contract itself, but remains with the contract for its lifecycle.			



B6.15	Allows contract document management (e.g. drafting, clause libraries, effective version control, Change Control Management, redlining, document approvals, automatic link to attached documents, electronic signatures.			
B6.16	Provision of full reporting visibility on what has transpired throughout the lifecycle of the specified contract and any live or expired contracts.			
B6.17	Ability to collect data by contract covering pricing model e.g. fixed price, schedule of rates, bills of quantities, target cost, time and materials, re-imbursable costs, claims etc.			
B6.18	Automatic (and real time) updating of e-Sourcing application and ERP/legacy financial systems with catalogue, price and descriptions and supplier changes from the contract management application.			
B6.19	Allowing business owners full visibility of all contracts and their allocation to individuals in the business. Monitoring of contracts within a paperless business environment made possible. Customisable access rights for other users, customisable read-only access.			
B6.20	Ability to collect and collate performance data from a range of sources (including customers and the suppliers themselves) against KPIs and SLA contracted targets.			
B6.21	Ability to feed specified contract header information to Cross-Government systems through Automated Program Interface.			
B6.22	Ability to flag KPIs and associated Supplier performance and feed Cross-Government systems through Automated Program Interface.			
B6.23	Suppliers need to be able to highlight which parts of a contract they believe should be redacted, in the event that the contract is later awarded and then published on Contract Finder (CF).			
B6.24	Ability to create and use a pre-populated task library, grouped by tier/ category, as templates for a new contract task list. i.e. individual tasks / clusters, which can be imported into individual contract as needed e.g. termination/ dispute resolution / exit planning task clusters.			
B6.25	Contract Summary and Task Dashboard with key contract information customisable by NDA Group users, so each dashboard includes fields most relevant to specific contract (see B2-B1).			
B6.26	Creation of an Issues Log i.e. reactive and not scheduled tasks, ability to assign issues and send as link to responsible party (can be NDA Group member, Customer or Supplier), can include free text comments or attachments also requires the option to schedule reminders and monitor task completion.			
B6.27	Ability to track contract spend and create spend projections.			



B6.28	Ability to capture data by contract for key Government agenda, e.g. prompt payment, steel, apprenticeships.			
B6.29	Provision of on-demand, system generated contract management plan and summary report for each contract.			
B6.30	Ability to export data and reports in CSV or XLS format.			

RFI No. B2 B7 Savings and Commercial Benefits		In Current release	In Development	N/A
B7.1	Ability to record savings initiatives, whether they have been approved and what has been realised at contract level.			
B7.2	Ability to capture commercial benefits from the business case, and record what has been achieved.			
B7.3	Ability to export data and reports in CSV or XLS format.			

RFI No. B2 B8 Supplier Relationship Management		In Current release	In Development	N/A
B8.1	Ability to undertake portfolio analysis and configure a list of strategic suppliers for SRM.			
B8.2	Ability to collate information from across all system modules for a strategic supplier and produce a report showing contracts, bidding activity, financial risk etc.			
	Ability to collate information from across all system modules and produce reports of the strategic supplier portfolio as a whole.			
B8.3	Ability to undertake 360° feedback from contract managers and suppliers, and analyse the data, including a supplier's view of themselves and their view of us as a client; and the associated contract managers' views of themselves as a clients, and their views of the supplier.			
B8.4	Ability to hold records of strategic supplier meetings and action plans.			
B8.5	Ability to export data and reports in pdf, CSV and XLS format.			



RFI No. B2 B9 Supply Chain Risk Management		In Current release	In Development	N/A
B9.1	Operational risk identification, monitoring and management – capacity constraints and pinch points, supplier dependency, skills, equipment and material shortages etc.			
B9.2	Economic and financial risk identification, monitoring and management e.g. supplier financial accounts and analysis, currency fluctuations, shorting market, mergers and acquisitions, global linkage etc.			
B9.3	Social, political and environmental risk identification and management e.g. sanctions, regulatory changes, environmental disaster, EU Exit etc.			
B9.4	Visibility down the supply chain including supply chain mapping to tier 3+.			
B9.5	Ability to overlay procurement pipeline and contract data, to show deliverables affected and the likely impact.			
B9.6	Ability to interface with other Cross-Government systems.			
B9.7	Provision to present information graphically.			
B9.8	Ability to export data and reports in CSV or XLS format.			

RFI No. B2 B10 Governance and Assurance		In Current release	In Development	N/A
B10.1	Enable collaboration on business case development across organisations and functions.			
B10.2	Aligned to HM Treasury's 5 case model i.e. strategic case, economic case, financial case, commercial case, and managerial case.			
B10.3	Aligned to HM Treasury's business case stages i.e. Strategic Outline Case (SOC), Outline Business Case (OBC), and Financial Business Case (FBC).			
B10.4	Aligned to Government Commercial Operating Standards and Government Outsourcing Playbook – providing a check box mechanism or similar to demonstrate compliance.			
B10.5	Provision to configure workflows to reflect different schemes of delegation for NDA organisations; NDA's sponsoring Department – BEIS, Cabinet Office and HM Treasury.			
B10.6	Ability to record 'key holder' comments and endorsements.			



B10.7	Ability to record Committee and Board decisions, sanctions and comments.			
B10.8	Ability to use category coding, NDA organisation name, and value to 'predict' approvals required e.g. internal governance routes, and Cabinet Office controls etc.			
B10.9	Ability to generate a forward look governance and assurance pipeline >18 months.			
B10.10	Provision of a full audit trail of decision making and approvals.			
B10.11	Ability to integrate with procurement pipeline and associated workflow (see B2-B4)			
B10.12	Ability to export data and reports in CSV or XLS format.			

RFI No. B2		In Current release	In Development	N/A
B11 People, Skills and Capability				
B11.1	Ability to capture data on commercial staff, e.g. Government ADC accreditation, number of FTE by business unit, number of interims and vacancies etc.			
B11.2	Ability to record training interventions provided by each business unit.			
B11.3	Provision of talent management capability.			
B11.4	Resource planning vs procurement pipeline capability.			
B11.5	Ability to export data and reports in CSV or XLS format.			



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Based on the understanding you have of your own position within the market, please indicate the degree of your product maturity for the features shown in the table below by inserting a tick [✓] in the appropriate box. Where a feature is not part of your product, please tick “N/A”.

RFI No. B2 B12 Features	Current Release						N/A
	Market Leading	Best in Class	Core Capability	Limited Functionality	Requires Development	No capability	
B1 Reporting and Analytics							
B2 Market Intelligence							
B3 Category and Market Strategies							
B4 Planning and Procurement Pipeline Management							
B5 Sourcing							
B6 Contract Management							
B7 Savings and Commercial Benefits							
B8 Supplier Relationship Management							
B9 Supply Chain Risk Management							
B10 Government and Assurance							
B11 People, Skills and Capability							

If you have ticked “Market Leading”, “Best in Class” or “Core Capability” for any of the features, please provide supporting comments below. This is your opportunity to expand on the potential innovative and market leading aspects of your product / solution.

**PART B SECTION 3****Annex C****Indicative Costs**

Please provide a summary of your pricing structure, including indicative upfront one-off costs, licensing, intermediary, implementation and maintenance fees. We accept that this will vary on a case-by-case basis so 'typical' examples will suffice, **but this must be for a LARGE SCALE implementation**. Please caveat answers by listing assumptions and providing supporting comments where necessary. There is also a general 'free-text' box at the end.

Before completing the Indicative Costs table, please ✓ if the following modules / functionality are included in your solution or insert N/A if not provided.

Functionality	Insert ✓ or N/A
Reporting and Analytics	
Market Intelligence	
Category and Market Strategies	
Planning and Procurement Pipeline Management	
Sourcing	
Contract Management	

Functionality	Insert ✓ or N/A
Savings and Commercial Benefits	
Supplier Relationship Management	
Supply Chain Risk Management	
Governance and Assurance	
People, Skills and Capability	
Other (please specify)	



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RFI No. B3				
C1 Indicative Top Level Costs				
Cost Category		Response Costs only need to be <u>indicative</u>	Non-Recurring (Y/N)	Annual / Recurring (Y/N)
C1.1	Software Licence / Initial Purchase	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.2	System Integration	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.3	Implementation Fees / Professional Services <ul style="list-style-type: none">• Software Development.• Integration.• Project Management.• Implementation.• Training.• Other (Please specify).	GBP £ <u>Assumptions Made / Supporting Comments:</u>		



C1.4	Implementation Expenses	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.5	Software Maintenance / Annual Support / Charge for updates	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.6	External Hosting Charges	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.7	Support / Help Desk	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.8	Other (Please Specify)	GBP £ <u>Assumptions Made / Supporting Comments:</u>		
C1.9	Other General Comments (Free Text)			

**PART B SECTION 5****Annex D****Responder Views**

RFI No. B5 D1 NDA Questions		Response <i>Insert N/A if appropriate</i>
D1.1	Is your company's experience of developing and deploying e-Sourcing solutions that of acting as a sole provider; or have you - or would you - consider working in partnership with other providers?	
D1.2	Do you typically use subcontractors or work as a subcontractor for larger organisations?	
D1.3	What are the top 3 benefits of your system your clients find most useful and why?	
D1.4	In your experience, what mistakes are commonly made when implementing these solutions? What are the key barriers to successful deployment?	
D1.5	Where do you think the market is moving?	
D1.6	What is the minimum length of contract your organisation would accept i.e. minimum period to recoup costs? (Years)	
D1.7	What is your preferred length of contract? (Years)	
D1.8	Based on what you have read in this document, is your organisation interested in bidding to supply products and systems to the NDA?	



Part C: Supplier Questions & Submission Page

PART C SECTION 1

Annex E

Additional Supplier Statements & Questions

Only to be completed if required (maximum of 3 submissions per company):

RFI No. C1 E1 Supplier Statements & Questions		
Subject Heading		Comment / Statement / Question
E1.1		
E1.2		
E1.3		

**PART C SECTION 2****Annex F****Submission Page**

RFI No: C-2	
Submission Page	
Covering Letter (Max 1 Page):	
Confirm Company Name:	
Confirm Product Name:	
Signed:	
Printed Name:	
Position:	
Contact Details:	Email: Mobile: DDL:
Additional Contact Points <i>(if applicable):</i>	Name: Position: Email: Mobile: DDL:
I am happy for the information I have provided in this submission to be shared with other Government Departments, Agencies and Public Bodies.	Yes / No (please delete as appropriate)