PF9

**Invitation to Tender for;**

**SharePoint Operational Support & Migration to Team Structures**

Tender Reference Number: TRN/268/05/2019

Deadline for Tender Responses: **Friday 7th June 2019 (15:00)**

**Oil & Gas Authority**

Date: **16th May 2019**

The Oil & Gas Authority (“OGA”) wishes to commission a service to provide SharePoint provision to; **SharePoint Operational Support and the Migration to Team Sites.**

Enclosed are the following sections:

* Section 1 (page 3) Instructions on tendering procedures
* Section 2 (page 7) Specification of requirements
* Section 3 (page 18) Further information on tendering procedure
* Section 4 (page 21) Declarations and information to be provided;

Statement of Non-Collusion

Form of Tender

Conflict of Interest

Questions for tenderers

* Annex A: Pricing schedule

Please register your interest in submitting a tender for this project by emailing david.wilson@ogauthority.co.uk. This will ensure you receive immediate notification of updates to the ITT process or answers to questions raised by potential bidders.

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender. Your tender must be returned before the deadline time and date **Friday 7th June 2019 (15:00)** clearly marked as **“TENDER”** including the tender reference Number e.g. TRN 268/05/2019

I look forward to receiving your response.

Yours sincerely

David Wilson

Head of Procurement and IT

Email: david.wilson@ogauthority.co.uk

**Section 1**

**Instructions and Information on Tendering Procedures**

Invitation to Tender for:

**SharePoint Operational Support and the Migration to Team Sites**

Tender Reference Number: **TRN 268/05/2019**

Deadline for Tender Responses: **7th June 2019**

**Contents**

A. Indicative Timetable 4

B. Procedure for Submitting Tenders 4

C. Conflict of Interest 5

D. Evaluation of Responses 6

E. Terms and Conditions applying to this Invitation to Tender 6

F. Further Instructions to Contractors 6

G. Checklist of Documents to be Returned 7

# Indicative Timetable

The anticipated timetable for this tender exercise is as follows. The OGA reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications.

|  |  |
| --- | --- |
| **Tender Timeline** | **Date** |
| Advert and full invitation to tender issued | **Thursday 16th May 2019** |
| Deadline for questions relating to the tender | Thursday 23rd May 2019 (14:00) |
| Responses to questions published | Tuesday 28th May 2019 (17:00) |
| Any further instructions to Contractors, if necessary.  \*Further instructions, if issued, may change the Tender Timeline from this point. | Tuesday 28th May 2019 (17:00) |
| Deadline for receipt of tender | **Friday 7th June 2019 (15:00)** |
| Invite suppliers for bid clarification (if needed) | Wednesday 12th June 2019 |
| All suppliers alerted of outcome | Friday 14th June 2019 |
| Contract award on signature by both parties | Friday 28th June 2019 |
|  |  |
| Contract start date | Monday 1st July 2019 |

The contract is to be for a period of 24 months unless terminated or extended by the OGA in accordance with the terms of the contract.

# Procedure for Submitting Tenders

The maximum page limit for tenders is **25** pages (excluding declarations and CVs).

Please email your proposal clearly marked as “TENDER” and include the TRN reference number e.g. TRN 268/05/2019 **before** the deadline of **Friday 7th June 2019 (15:00)** to David Wilson at the following email address:

[david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

For questions regarding the procurement process please contact [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered not later than the appointed time on the appointed date. The OGA does not undertake to consider tenders received after that time. The OGA requires tenders to remain valid for a period indicated in the specification of requirements.

The OGA shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT. The OGA shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposed email [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk) All questions should be submitted by **Thursday 23rd May 2019 (14:00)**; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of **Tuesday 28th May 2019 (17:00)** will be published on Contracts Finder. All contractors should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

# Conflict of Interest

The OGA standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Head of Procurement.

For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangement such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensue maintain an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact the OGA to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.
2. **Contractors are asked to sign and return Declaration 3 (Conflict of Interest) to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
3. **When tenders are scored, this declaration will be subject to a pass/fail score**, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the OGA exercising its right to terminate any contract awarded.

# Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

# Terms and Conditions applying to this Invitation to Tender

The Terms and Conditions published with this invitation to tender on Contracts Finder will apply to this contract.

These can be downloaded from Contracts Finder.

# Further Instructions to Contractors

The Authority reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by **Wednesday 28th May 2019 (17:00).** Where amendments are significant, the Authority may at its discretion extend the deadline for receipt of tenders.

The OGA reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

# Checklist of Documents to be Returned

* Proposal (maximum 25 pages)
* Annex A – pricing schedule
* Declaration 1: Statement of non-collusion
* Declaration 2: Form of Tender
* Declaration 3: Conflict of Interest

**Section 2**

**Specification of Requirements**

Invitation to Tender for:

**SharePoint Operational Support and the Migration to Team Sites**

Tender Reference Number: **TRN 268/05/2019**

Deadline for Tender Responses: **7th June 2019**

**Contents**

1. Introduction and summary of requirements 9

2. Background 9

3. Aims and Objectives 10

4. Methodology 11

5. Outputs Required 12

6. Ownership and Publication 12

7. Quality Assurance 12

8. Timetable 12

9. Challenges 12

10. Working Arrangements 13

11. Skills and experience 13

12. Consortium Bids 13

13. Budget 13

14. Evaluation of Tenders 14

# Introduction and summary of requirements

The Oil and Gas Authority (OGA) is based in two locations, 21 Bloomsbury Street, London and Huntly Street, Aberdeen. There are 217 active Office 365 users based between the two locations.

The OGA does not currently have a support service for ongoing maintenance of their SharePoint environment.

The OGA requires on-demand technical SharePoint support. In addition, to ongoing maintenance of SharePoint, general improvements to the SharePoint environment are required including the creation of Team Sites and migration of documents from the old classic site structure to new modern SharePoint Team Sites.

The scope of the forthcoming procurement will therefore be;

1. Provision of a Maintenance & Support service to the existing OGA SharePoint Online users throughout the term of the contract and, as OGA Teams migrate to Team Sites, ensure that both old and newly migrated SharePoint sites are supported effectively.

It is anticipated that the Maintenance & Support service will be in the order of 4 days a month.

Priorities will be agreed with the OGA Documents & Records Manager in monthly service review meetings.

1. Provision of resources to the Migration Project, specifically and initially to three Work Packages defined below.

**Three Initial Work Packages**

1. **Work Package 1:** Establish template design for new Team Sites, building on an existing pilot Team Site structure. This is to be agreed between the OGA Documents & Records Manager and the Supplier within one month of Service Commencement.
2. **Work Package 2:** Establish detailed plan for migration of first OGA team to Team Site. This is to be agreed between the OGA Documents & Records Manager and the Supplier within one month of Service Commencement.
3. **Work Package 3:** Establish detailed plan for migration of ALL OGA teams to Team Site by end of the first three months of the Migration Project. This will allow the Supplier to fully assess the different circumstances of each OGA team and plan accordingly. This is to be agreed between the OGA Documents & Records Manager and the Supplier within three months of Service Commencement.

**‘The ‘Migration Project’**

The **Migration Project** is the migration of all OGA SharePoint information from the current SharePoint structure to the new Team-oriented structure, one team at a time until all OGA teams are migrated.

The circumstances of each OGA team are varied. It is acknowledged that not all OGA teams may be migrated within the first year of this contract. Each team that is migrated will be treated as a work package within this contract, allowing the successful supplier to fully impact each team to be migrated on a case by case basis.

The Migration Project will progressively reorganise information into Team Sites and structures following an agreed schedule – defined in Work Package 3.

The Supplier will be expected to ensure that all relevant OGA processes and procedures are adhered to.

The Supplier will be required to train Team Site Administrators and Users.

The Supplier will be required to support the OGA Documents & Records Manager in using successfully migrated Team Sites as Champions to demonstrate benefits to further Teams.

# Background

The OGA vested from their parent Department of Energy and Climate Change (DECC) in October 2016. During 2017 the OGA established their own corporate IT services, ending their dependency on DECC IT services.

The OGA corporate Document and Information repository was established in SharePoint Online in September 2017, and due to time constraints was a straightforward ‘lift and shift’ of OGA information from within the much larger DECC SharePoint service.

The service is known as ‘**OGAShares**’.

OGAShares has 1 main classic site collection which is currently 1245GB in size. There are 193 subsites and various permissions within the site. In addition to documents stored within OGAShares, there is a total of 440GB of data stored within users OneDrive’s. This is partially due to there not being a suitable structure within the current OGAShares. A significant proportion of this data will be migrated into the proposed Team Sites in OGAShares.

Since OGAShares was established in September 2017, there have been minimal improvements to the service. No formal support service for SharePoint online (OGAShares) is in place.

OGA wish to put in place a support service for OGAShares immediately.

The “Maintenance & Support” service will initially support the existing SharePoint deployment. During the contract term, the support service will support both the existing SharePoint deployment and the increasing number of Team-oriented sites in the new deployment as users are migrated from classic to modern SharePoint sites.

OGA have identified a number of key improvements and user requirements for SharePoint, regarding structure, user permissions, document searching and transitioning from classic to modern SharePoint sites.

OGA have developed and established a number of relevant policies and procedures namely: Records Management Policy, Retention Procedure and Information Security Classification Procedure.

OGA wish to commence a migration project to reorganise information within OGAShares. It will involve the reorganisation of information into Team Sites and structures, with less direct linkage to individuals. Approximately 26 Team Sites are to be created and populated with files from the old site collection, OneDrive and other locations into the new modern Team Sites.

The current (recently approved) OGA Records Management Policy has established OGAShares as a ‘place in which OGA Records are managed’, whereas users’ personal documents storage in OneDrive and other file storage locations should not to be used for the storage of OGA records, which will lead to a significant growth in OGAShares content as the migration progresses.

# Aims and Objectives

**Requirement for SharePoint Support**

The OGA requires on-demand technical SharePoint support (Maintenance & Support). The potential provider will work alongside the contracted IT service integration supplier (Littlefish) to manage user requests through the ticketing management system (Heat). The technical support will cover the following issues:

* Verifying and debugging coding errors;
* Solving architecture problems/issues;
* Migration of files to SharePoint;
* Fixing misconfigured features and applications;
* Addressing users’ permissions;
* Fixing content management issues;
* Resolving other performance issues, such as low page response time, unavailable SharePoint sites, integration issues;
* Custom features to make SharePoint solutions more effective and attractive for end users;
* Site Admin and User Training provision.

**Requirement for Team Sites Service**

In addition to the maintenance aspect of SharePoint, improvements to the current SharePoint environment are also required to utilise E5 O365. This service would include creating SharePoint Team Sites for department teams across the OGA (the Migration Project). The service will involve the following:

* Working with departments to create SharePoint Team Sites for each team using the modern framework;
* The team site will follow Microsoft Best Practice, and templated from an initial pilot team site created;
* Technical architecture planning for the site;
* This will include creating the site structure based on the teams current and future SharePoint usage / working arrangements;
* Identifying documents required to populate new sites;
* Migration of documents from both SharePoint, OneDrive, Microsoft Outlook and other document storage locations to new team site;
* Tagging of documents and updating SharePoint Term Store;
* Customisation of team hub site to suit requirements of site;
* Champion the Team Site and provide user training and technical demonstrations as and when required onsite;
* Utilising flow to create specific workflows for team activities;
* Create an integration with Microsoft Outlook to transfer emails direct into SharePoint Team Sites;
* Experience of PowerBI integration in the Team Sites Project section.

The support aspect of SharePoint can start as soon as the contract is in place (Service Commencement) which will also allow for a period of investigation and understanding of the SharePoint environment and organisational structure. The creation of Team Sites in SharePoint will be worked on a team by team basis and will require timescales and milestones to be appropriated for each team site across the organisation over the 24-month period.

The SharePoint support service must take into account the newly developed OGA Policies and Procedures;

* Records Management Policy
* Retention Procedure
* Information Security Classification Procedure

# Methodology

The Maintenance & Support service will be ad hoc, based on user requests and or technical issues arising and should be actioned appropriately within reasonable timeframes relating to the seriousness of the request and issue. This will draw upon the number of days set by the Supplier to provide the Maintenance & Support service in each month.

Priorities will be agreed with the OGA Documents & Records Manager.

If the Supplier and the OGA Documents & Records Manager agree, additional resources may be engaged for a specific period to address issues or problems arising from within the operational SharePoint service to OGA users.

The methodology behind creating the Team Sites is for the Supplier to engage with OGA departments and map the structure required, while advising recognised SharePoint Best Practice for setting up the site. Utilising the Term Store to add tags to gain a flatter structure instead of relying on folders. The creation of the Team Sites will encourage staff to use SharePoint (OGAShares) instead of OneDrive improving collaboration.

Once the Team Site is created, the relevant files are required to be migrated across from the old site structure and OneDrive. Once the site has been populated and the relevant team has been trained on the features of the new site, the site is required to be launched across the OGA. Promotion of best practice on records management and using SharePoint is also required throughout the project.

# Outputs Required

The template site structure will be defined in Work Package 1.

The detailed plan for the first OGA Team Site will be defined in Work Package 2.

The overall project involves the creation of SharePoint Team Sites across the OGA, training of staff on SharePoint and the ongoing maintenance of SharePoint. The following will require key deliverables for each Team Site within the organisation and training and migration timescales. This will require a project plan to be produced for the project (Work Package 3).

Bespoke training material for site administrators and staff for the OGA will also be produced.

# Ownership and Publication

Any training materials, reports and SharePoint modifications created and published under the term of the contract are expected to remain with the OGA upon completion or early termination of the contract by either party.

# Quality Assurance

Due care should be taken when creating, migrating documents as to not to lose any information or associated metadata. All work should comply with Microsoft Best Practice, ISO standard 9001 and will be subjected to review by the OGA project manager for the contract.

# Timetable

OGA plan to allow two full weeks for Suppliers to build responses and hope to award a contract in late June 2019.

The contract will have an initial term of 2 years.

# Challenges

One of the challenges will be to engage with departments across the organisation. As the work relies on the input of OGA teams to design their own Team Sites and map their existing data, there is a requirement to identify and understand the needs of individuals and teams at different points in the migration lifecycle. This will prove challenging to keep to milestones and targets.

# Working Arrangements

The successful contractor will be expected to identify one named point of contract through whom all enquiries can be filtered. An OGA project manager will be assigned to the project and will be the central point of contact.

# Skills and experience

The OGA would like you to demonstrate that you have the experience and capabilities to undertake the service. Your tender response should include a summary of each proposed team members experience and capabilities.

Contractors should propose named members of the proposed team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the service.

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required, but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this service, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the OGA reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The OGA recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential providers should therefore respond in the light of the arrangements as currently envisaged. Potential providers are reminded that any future proposed change in relation to consortia must be notified to the OGA so that it can make a further assessment by applying the selection criteria to the new information provided.

# Budget

The budget for this contract is £85,000 including VAT per annum, for each of two years.

Potential Providers should provide a full and detailed breakdown of costs (including options where appropriate). A rate card must be provided (See Annex A – Pricing Schedule).

This should include staff (and day rate) allocated to specific tasks.

The Maintenance & Support service requirement will fluctuate month to month depending on issues, problem and requirements arising from both normal operational use of OGAShares and the progression of the Migration Project (and subsequent Team Site creation). However, OGA anticipate there will be a minimum of 4 days operational support per month as a baseline estimate.

Cost of the Maintenance & Support service and the Supplier Rate Card will be a criterion against which bids which will be assessed.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The OGA aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 25 pages, excluding declarations and CVs. Tenders will be evaluated by at least three OGA staff.

The OGA will select the bidder that scores highest against the criteria and weighting listed below:

* **Conflict of interest:** pass/fail. See page 5 of the ITT for further information

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

The OGA requirements are split into three categories;

|  |  |  |
| --- | --- | --- |
| **Evaluation Categories** | **Weighting** | **Number of Questions** |
| 01 Capability | 40% | 15 |
| 02 Service/Project | 20% | 10 |
| 03 Commercial | 20% | 10 |
| 04 Technical | 20% | 27 |
| Total | 100% |  |

Weighting;

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Weighting** | **Sub-Weighting** |
| **01** | **Capability** |  |  |
| Requirement 1.1: | **Business and Technical Requirements:** Supplier must document in their response their understanding and experience of the business and technical requirements of managing a modern SharePoint Online tenancy. | 40% | 5.00% |
| Requirement 1.2: | **Experience:** Supplier must document in their response their experience of working in the Oil & Gas Industry, and with similar types of SharePoint projects undertaken. | 15.00% |
| Requirement 1.3: | **Transition experience:** Supplier must document in their response their experience of SharePoint transition projects, transitioning from Classic sites to Modern Team Sites. | 5.00% |
| Requirement 1.4: | **Term Store:** Supplier must document in their response their experience with developing and maintaining ‘Term Stores’ for oil and gas related SharePoint instances | 5.00% |
| Requirement 1.5: | **Methodology:** The supplier must document in their response the methodology and approach required to manage the service for both London and Aberdeen office teams | 5.00% |
| Requirement 1.6: | **Location:** Supplier must have a presence within or within 50 miles of Aberdeen | 15.00% |
| Requirement 1.7: | **Operational Support and Project:** Supplier must indicate within their response how they could effectively and efficiently manage the support of the existing SharePoint implementation, the new Modern SharePoint Team Sites implementation and the data migration project. | 5.00% |
| Requirement 1.8: | **Industry Experience:** Supplier must provide two live or recent references for similar projects in the Oil and Gas Industry, and must confirm that they are prepared to act as broker in setting up any reference calls to those organisations or individuals. | 10.00% |
| Requirement 1.9: | **Transitioning:** Supplier must describe and document in their response the issues that will face an organisation when transitioning from an existing SharePoint structure \ to a new Modern SharePoint structure and support service | 5.00% |
| Requirement 1.10: | **Current State:** Supplier must describe and document in their response how they will establish and articulate (to OGA) the current state of the SharePoint implementation that OGA rely upon today. This includes any deliverables associated with this process. | 5.00% |
| Requirement 1.11: | **Future State:** Supplier must document in their response how they will work with OGA to define and articulate the OGA future SharePoint vision.  Suppliers must articulate experience of defining future state implementations of SharePoint. | 5.00% |
| Requirement 1.12 | **Microsoft Partner:** Supplier must document in their response their relationship with Microsoft (Partner, Re-seller) and any Certifications at Company Level. Suppliers should also indicate staff numbers with any Microsoft-specific qualifications. | 5.00% |
| Requirement 1.13 | **UK Government Security:** Supplier must demonstrate their understanding of UK Government IT landscape and UK Government IT security requirements. | 5.00% |
| Requirement 1.14 | **Training:** Supplier must document in their response their experience in providing SharePoint Administrator and User training | 5.00% |
| Requirement 1.15 | **Training Methods:** Supplier must demonstrate the various training methods they can provide – on-line multi-media training, classroom training, one-on-one support, reference documentation, lunch-and-learns and provide a brief indication of their perceived usefulness of each approach. | 5.00% |
| **02** | **Maintenance & Support Service**  **Migration Project** |  |  |
| Requirement 2.1: | **Service Level:** Suppliers must provide a draft service level for the Maintenance & Support Service.  The proposal should include;   * Proposed response times * Prioritisation of Incidents * On-site or Off-site resources * Hours of coverage * Access requirements (specification of how the Supplier proposes to securely access the OGA SharePoint Online tenancy to support the service) | 20% | 10.00% |
| Requirement 2.2: | **Outline Migration Project Plan:** Supplier must provide an outline project plan, including indicative dates, any phases, milestones and deliverables that are applicable, and proposed timescales from project start to completion based on the suppliers own experience of working on a similar project.  The Outline Project Plan will not be assessed for potential cost – only on the feasibility of the Outline Project Plan. | 10.00% |
| Requirement 2.3: | **Outline Project Plan:** The outline project plan (referenced in 2.1) must be delivered in the form of a Microsoft Excel spreadsheet as a distinct file, A Gantt chart should be included in the response. | 10.00% |
| Requirement 2.4: | **Outline Milestones and Deliverables:** Supplier must list all proposed Phases, Milestones and Deliverables of the Migration Project and indicate those that would require Customer sign off.  The Outline Milestones and Deliverables will be assessed from a feasibility perspective. It is anticipated that it will form the baseline for Work Package 3. | 10.00% |
| Requirement 2.5: | **Proposed Project Team:** Supplier must articulate why the project team as proposed represents the most effective and efficient approach to deliver the Authority requirements.  The Outline *Project Plan, and proposed Project Team will not be assessed for potential cost – only on the feasibility of the Outline Project Plan and team structure*. | 10.00% |
| Requirement 2.6: | **Risk Management:** A risk management plan must be submitted to the OGA for their approval detailing likely risks of a project this size and mitigation factors. | 10.00% |
| Requirement 2.7: | **Assumptions:** Supplier must state all assumptions they have made when responding to this ITT. | 10.00% |
| Requirement 2.8: | **Customer Dependencies:** Supplier must state all OGA dependencies they have identified when responding to this ITT. | 10.00% |
| Requirement 2.9: | **Engagement:** Supplier must propose a mechanism whereby the Authority can remain fully informed and engaged re: progress, problems, delays etc. | 10.00% |
| Requirement 2.10: | **Future State:** Supplier must describe a future state of SharePoint that will maintain existing security and records management capabilities that allow the OGA to meet its legal obligations.  \*All Policies and Procedures included in the ITT | 10.00% |
| **03** | **Commercial** |  |  |
| Requirement 3.1: | **Maintenance & Support Charges:** Suppliers must provide a monthly cost for the Maintenance & Support of the current SharePoint implementation in the OGA. The estimated cost will be based on the proposed Rate Card (submitted in Annex A) and the number of maintenance days a month based on the supplier’s own experience in providing a similar service to an organisation the size and maturity of the OGA. | 20% | 15.00% |
| Requirement 3.2: | **Migration Project Charges:** Supplies must confirm their acceptance of the scope and timescales for the agreement with the OGA Documents & Records Manager of Work Packages 1 – 3.  Suppliers must provide a cost relating to the Outline Migration Plan submitted in response to Requirement 2.1.  Suppliers must provide an estimated cost for the Migration Project. The charge must be based on the number of days expected to be worked on the project within the months of the project and the appropriated cost associated to the individual who carried out the work as identified within the proposed rate card.  The number of days should be based on the suppliers own experience of working on a similar sized project but will be subject to change control should OGA requirements change.  The Outline Migration Project Charges will not be assessed on a cost basis, only on a feasibility basis.  However, the Rate Card submission in Annex A will be used to assess the potential cost of a ‘model’ Migration Project if a Suppliers Rate Card was applied. | 20.00% |
| Requirement 3.3: | **Pilot:** OGA have undertaken a 'proof of concept' pilot migration. Suppliers must confirm that they have allowed time at the start of the Migration Project to incorporate findings from the OGA pilot into their detailed plan. | 10.00% |
| Requirement 3.4: | **Man Days:** Where a supplier costs the SharePoint Maintenance & Support service as a number of man days per month, Suppliers must indicate if man days can be deferred or brought forward, depending on work load during a month. | 10.00% |
| Requirement 3.5: | **Expenses:** Supplier must confirm that any expenses incurred will be billed separately to OGA, and that they will conform to any existing OGA expenses policy and guidelines for travel expenses. | 5.00% |
| Requirement 3.6: | **Expenses:** Suppliers must outline how they will interpret their own policy regarding expenses incurred by their staff, specifically given that the OGA Migration Project Manager will largely be based in Aberdeen. | 5.00% |
| Requirement 3.7: | **Change:** Supplier must confirm how additional charges will be incurred should the scope of the engagement change during the Maintenance & Support service, or the Migration Project. | 5.00% |
| Requirement 3.8: | **Rate Card:** Supplier must complete Annex A, thereby confirming the proposed SFIA Rate Card (or any other applicable Rate Card) that applies to this contract.  Any volume-based (or other) discounts should be articulated.  Suppliers must confirm that the Rate Card submitted in Annex A will be fixed for the full term of this service (two years). | 10.00% |
| Requirement 3.9: | **Value for Money:** Supplier must articulate why their proposal represents value for money to the Authority. | 10.00% |
| Requirement 3.10: | **Terms and Conditions:** Supplier must confirm that they accept the OGA Terms and Conditions as included with this ITT.  Suppliers should raise any issues re: the OGA Terms and Conditions in their response to this ITT. | 10.00% |
| **04** | **Technical** |  |  |
| Requirement 4.1: | **Debugging**: Suppliers must confirm that they are able to debug coding errors in SharePoint and implement fixes through demonstrating a working relationship with Microsoft or by articulating an alternative process. | 20%  20% | 3.00% |
| Requirement 4.2: | **Solutions Proposals:** As part of the early stages of engagement, taking into account findings in the OGA Pilot, Suppliers must indicate when, and how, they will propose solutions to current SharePoint architecture problems/issues and gain OGA approval before implementing the solutions. | 3.00% |
| Requirement 4.3: | **File Migration:** Suppliers must confirm that they will migrate files to SharePoint modern team sites from classic sites or from whatever sources OGA include with the scope of the migration provision. Where details of those sources emerge after the commencement of the service a change control process will be applied. | 3.00% |
| Requirement 4.4: | **Misconfiguration:** Suppliers must confirm that they will fix misconfigured features and applications and document any changes. | 3.00% |
| Requirement 4.5: | **Permission Management:** Suppliers must confirm that they will maintain and document user permissions as part of the Operational Service. | 3.00% |
| Requirement 4.6: | **Content Management Issues:** Suppliers must confirm that they will fix any identified content management issues and inform OGA accordingly. | 3.00% |
| Requirement 4.7: | **Maintenance:** Suppliers must confirm that they will work alongside the OGA SharePoint administrator to investigate and resolve performance issues, low page response times, unavailable SharePoint sites and integration issues - and inform OGA accordingly. | 3.00% |
| Requirement 4.8: | **Customisation:** Suppliers must confirm that they are able to design and implement custom features to make SharePoint solutions more effective and attractive for end users. | 3.00% |
| Requirement 4.9: | **Training:** Suppliers must confirm that they will provide User training assistance, as required, for each Team Site migrated. | 3.00% |
| Requirement 4.10: | **Relationship:** Supplier must confirm they will work with Departments within OGA to create SharePoint Team Sites for each team. Suppliers must indicate they will preserve OGA-specific knowledge and lessons learned when moving from team to team. | 3.00% |
| Requirement 4.11: | **Best Practice:** Suppliers must confirm they will follow Microsoft Best Practice, and template sites from an initial pilot Team Site. | 3.00% |
| Requirement 4.12: | **Technical Architecture:** Suppliers must confirm that they will be responsible for the technical architecture of the Team Sites and will document the design. Supplier will gain OGA approval prior to implementation. | 3.00% |
| Requirement 4.13: | **Site Structure:** Suppliers must confirm that they will design and create site structures based on teams current SharePoint usage and working arrangements. | 3.00% |
| Requirement 4.14: | **Information sourcing**: Suppliers will work with relevant stakeholders to identify documents required to populate new sites.  Suppliers must provide a verifiable list of documents for OGA approval prior to migration. | 3.00% |
| Requirement 4.15: | **Customisation:** Suppliers must specify how they will tag documents and update the SharePoint Term Store. | 4.00% |
| Requirement 4.16: | **Customisation:** Suppliers must specify how they will customise team hub sites to meet their individual requirements. | 4.00% |
| Requirement 4.17: | **Ongoing Training:** Suppliers must specify how they will champion the Team Sites that have been successfully migrated, and provide technical demonstrations when required - to broadcast the benefits of the project. | 4.00% |
| Requirement 4.18: | **Workflow:** Suppliers must confirm that they will specify, establish and maintain workflows based on team activities - and indicate how they will do so effectively.  Suppliers must identify any third-party software products they propose to use to achieve this (and costs must be included in the costs provided in the Commercial Section of the ITT response). | 4.00% |
| Requirement 4.19: | **Outlook Integration:** Suppliers must specify how they will establish and maintain work flows SharePoint integration with Microsoft Outlook (i.e. moving emails from Outlook directly into SharePoint).  Suppliers must identify any third-party software products they propose to use to achieve this (and costs must be included in the costs provided in the Commercial Section of the ITT response). | 4.00% |
| Requirement 4.20: | **PowerBI:** Contractor must indicate their experience of integration with PowerBI. | 4.00% |
| Requirement 4.21: | **Outputs:** Supplier must confirm that they will provide a documented approved checklist for the creation of the Team Sites (to be approved by OGA and used as a template for all subsequent Team Sites). A high-level delivery plan for the overall project must be created to confirm the project will be finalised and training material will be created. | 4.00% |
| Requirement 4.22: | **Quality Assurance:** Contractor must confirm that they will follow Microsoft Best Practice and comply with the methodology of ISO 9001 quality management systems requirements for the duration of the SharePoint project. Supplier will gain OGA approval prior to publishing any alterations to the live SharePoint environment. | 4.00% |
| Requirement 4.23: | **Training Materials:** Contractors must confirm that training material produced specifically for OGA, reports and SharePoint modifications created and published under this contract will remain with the OGA upon completion or early termination of the contract by either party. | 10.00% |
| Requirement 4.24: | **Maintenance and Support:** Contractors must confirm willingness to work alongside the contracted Corporate IT Service Integration supplier (Littlefish) to assist with technical maintenance issues beyond basic requests, which will be handled by the IT Service Integration supplier. Supplier must specify how they will manage maintenance requests while informing the IT Service Integration supplier and OGA, the user and the project manager on nature of requests and timelines to solution. | 4.00% |
| Requirement 4.25: | **Methodology:**  the supplier must work closely with the OGA to create a fully functional Team Site as a pilot, with data migrated into the site and populated with the appropriate metadata tags. Once this has been achieved and the users trained a ‘lessons learned’ document must be produced working alongside the OGA including: techniques that worked, those that did not, review of training, testimonies from the users regarding the improvements to SharePoint. After the initial pilot site has been created a project plan must be formulated for the remaining Team Sites including timescales based on the pilot site. | 4.00% |
| Requirement 4.26: | **User Engagement:** Suppliers will be required to engage with Departments across the organisation as their input into the design of their own Team Sites and to map their existing data. Suppliers must therefore articulate their experience and any relevant techniques or methodology for understanding (and confirming) user requirements at different points of the migration project lifecycle. | 4.00% |
| Requirement 4.27: | **Named Project Team:** Contractors must name members of the proposed project team in their response and include the tasks and responsibilities of each team member. Within the Project Plan the number of days against each individual and each task should be apparent. Contractors must indicate Grade / Seniority of named team members. An up to date Curriculum Vitae for each of the named project team must be included in the response. | 4.00% |
|  | | **100%** |  |

**Scoring Method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any contractor score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

Price is evaluated in three places within the list of Requirements above;

* Requirement 3.1 (Operational Support)
* Requirement 3.2 (Project Cost)
* Requirement 3.8 (Rate Card)

For each of the three cost requirements there will be a maximum of 5 marks.

The lowest priced bid will receive the full 5 marks, all other bids will then be marked as set out below.

Pricing scoring example

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 5 |
| 2 | £60,000 | 4 |
| 3 | £75,000 | 3 |
| 4 | £79,000 | 2 |
| 5 | £95,000 | 1 |
| 6 | £132,000 | 0 |

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions as follows;

* A Management Summary describing your bid.
* A separate section for each Category (Capability, Project, Commercial and Technical).
* A response to each individual Requirement (even where repeating previous answers).
* Complete the price schedule in Annex A.
* Where advised, provide separate Cost Models.

**Bid Clarification**

The OGA reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

The OGA may invite all suppliers for bid clarification if they feel there is a requirement.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

**Section 3**

**Further Information on Tender Procedure**

Invitation to Tender for:

**SharePoint Operational Support and the Migration to Team Sites**

Tender Reference Number: **TRN 268/05/2019**

Deadline for Tender Responses: **7th June 2019**

**Contents:**

A. [Definitions](#_Definitions) 23

B. [Data security](#_Data_security) 23

C. [Non-Collusion](#_Non-Collusion) 24

# Definitions

Please note that references to the "Authority" throughout these documents mean The Chief Executive of the Oil & Gas Authority acting through his/her representatives in the OGA.

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Authority. You should be aware of the Authority’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Authority. Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Authority in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. If you wish to designate information supplied as part of this response as confidential, of if you believe that its disclosure would be prejudicial to any person’s commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Authority’s reasonable opinion publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

Additionally, the Government’s transparency agenda requires that tender documents (including ITTs such as this) are published on a designated, publicly searchable web site. The same applies to other tender documents issued by the Authority (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Authority with its preferred supplier once the procurement is complete. By submitting a tender you agree that your participation in this procurement may be made public. The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)). Where tender documents issued by the Authority or contracts with its suppliers fall to be disclosed the Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

# Data security

The successful tenderer must comply with the Data Protection Act (DPA) 2018 and any information collected, processed and transferred on behalf of the OGA, and in particular personal information, must be held and transferred securely**. Contractors must provide assurances of compliance with the DPA and set out in their proposals details of the practices and systems they have in place for handling data securely including transmission between the field and head office and then to the OGA**. Contractors will have responsibility for ensuring that they and any subcontractor who processes or handles information on behalf of the OGA is conducted securely. The sorts of issues which must be addressed satisfactorily and described in contractors’ submissions include:

* procedures for storing both physical and system data;
* data back-up procedures;
* procedures for the destruction of physical and system data;
* how data is protected;
* data encryption software used;
* use of laptops and electronic removable media;
* details of person/s responsible for data security;
* policies for unauthorised staff access or misuse of confidential/personal data;
* policies for staff awareness and training of DPA;
* physical security of premises.
* How research respondents will be made aware of all potential uses of their data.

# Non-Collusion

No tender will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of the OGA. Section 4 contains a "Statement of non-collusion" (declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender. If a contractor has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful contractors. You must not:

* Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
* Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
* Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

**Section 4**

**Declarations to be submitted by the Tenderer**

Invitation to Tender for:

**SharePoint Operational Support and the Migration to Team Sites**

Tender Reference Number: **TRN 268/05/2019**

Deadline for Tender Responses: **7th June 2019**

**Contents**

Declaration 1: Statement of non-collusion 26

Declaration 2: Form of Tender 27

Declaration 3: Conflict of Interest 28

Declaration 4: Questions for tenderers 30

# Declaration 1: Statement of non-collusion

To: The Oil & Gas Authority

1. We recognise that the essence of competitive tendering is that the Authority will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

1. communicate to any person other than the Authority the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
2. enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
3. offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

……………………………………………………………………………….….

Signature (duly authorised on behalf of the tenderer)

……….………………………………………………………………………….

Print name

…………………………………………………………….…………………….

On behalf of (organisation name)

…………………………………………………………………….…………….

Date

# Declaration 2: Form of Tender

To: The Oil & Gas Authority

1. Having considered the invitation to tender and all accompanying documents

(including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.

2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.

3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.

4. We agree that this tender shall remain open to be accepted by the Authority for 8 weeks from the date below.

5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Authority we may be required to secure a Deed of Guarantee in favour of the Authority from our holding company or ultimate holding company, as determined by the Authority in their discretion.

6. We understand that the Authority is not bound to accept the lowest or any tender it may receive.

7. We certify that this is a bona fide tender.

…………………………………………………………………………........

Signature (duly authorised on behalf of the tenderer)

…………………………………………………………………………………

Print name

………………………………………………………………………….

On behalf of (organisation name)

………………………………………………………………………….

Email address

………………………………………………………………………….

Telephone Number

………………………………………………………………………….

Date

# Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

* X
* X

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

**\*** These may include (but are not restricted to);

* A professional or personal interest in the outcome of this research
* For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
* Current or past employment with relevant organisations
* Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
* Gifts or entertainment received from relevant organisations
* Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
* Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the OGA straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

# Declaration 4: Questions for tenderers

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| 1. conspiracy within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251977_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.2630909849289865) or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |
| 1. corruption within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251889_69a%25&risb=21_T12077301839&bct=A&service=citation&A=0.774070316337072)(2) of the Public Bodies Corrupt Practices Act 1889 or [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251906_34a%25&risb=21_T12077301839&bct=A&service=citation&A=0.24433813672949012) of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |
| 1. the offence of bribery, where the offence relates to active corruption; |  |
| 1. bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
| 1. fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of: |  |
| 1. the offence of cheating the Revenue; |  |
| 1. the offence of conspiracy to defraud; |  |
| 1. fraud or theft within the meaning of the [Theft Act 1968](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251968_60a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.35766330215827113), the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| 1. fraudulent trading within the meaning of [section 458](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25458%25sect%25458%25num%251985_6a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5972529271560607) of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| 1. fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251979_2a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.22540552446837803)  [or section 72 of the Value Added Tax Act 1994](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251994_23a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.9838628229561671); |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of [section 20](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%2520%25sect%2520%25num%251968_60a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5036676212568264) of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
| 1. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| 1. any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

**Annex A: Pricing Schedule**

**For the avoidance of doubt; ALL PRICES MUST INCLUDE VALUE ADDED TAX**

**Part A – Operational Support; Staff/team charges**

|  |  |
| --- | --- |
| Set up Costs – please specify |  |
|  |
| Expenses |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **\*Grade/level of staff**  **(SFIA)** | | **Supplier Equivalent Grade** | **Daily rate**  **(ex VAT)** | **No. days offered per calendar month** | **No. days offered over course of contract**  **(24 mths)** | **Total price offered per grade**  **(per mth)** | **Total price offered per grade**  **(24 mths)** |
| **1.     Follow** | |  | £ |  |  | £ | £ |
| **2.     Assist** | |  | £ |  |  | £ | £ |
| **3.     Apply** | |  | £ |  |  | £ | £ |
| **4.     Enable** | |  | £ |  |  | £ | £ |
| **5.     Ensure or advise** | |  | £ |  |  | £ | £ |
| **6.     Initiate or influence** | |  | £ |  |  | £ | £ |
| **7.     Set Strategy or inspire** | |  | £ |  |  | £ | £ |
|  | **Total Price (per month)** | | | |  | **£** | **£** |
|  | **Total Price (24 months)** | | | |  | **£** | **£** |

[\*Suppliers should also include sub-contractors]

**Applicable Rate Card** (Columns B & C to be completed in this section)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| **SFIA Grade** | **Supplier Equivalent Grade** | **OGA SharePoint - Maintenance & Support** | **OGA SharePoint - Migration Project** | **Training** | **Strategy & Architecture** | **Business Change** |
| **1.     Follow** |  | £ | £ | £ | £ | £ |
| **2.     Assist** |  | £ | £ | £ | £ | £ |
| **3.     Apply** |  | £ | £ | £ | £ | £ |
| **4.     Enable** |  | £ | £ | £ | £ | £ |
| **5.     Ensure or advise** |  | £ | £ | £ | £ | £ |
| **6.     Initiate or influence** |  | £ | £ | £ | £ | £ |
| **7.     Set Strategy or inspire** |  | £ | £ | £ | £ | £ |

|  |
| --- |
| **Support & Maintenance includes;** |
|          Verifying and debugging coding errors; |
|          Solving architecture problems/issues; |
|          Migration of files to SharePoint; |
|          Fixing misconfigured features and applications; |
|          Addressing users’ permissions; |
|          Fixing content management issues; |
|          Resolving other performance issues, such as low page response time, unavailable SharePoint sites, integration issues; |
|          Custom features to make SharePoint solutions more effective and attractive for end users; |
|          Site Admin and User Training provision. |

**Part B - Migration to Team Sites**

|  |  |
| --- | --- |
| Set up Costs – please specify |  |
|  |
| Expenses |  |

**Applicable Rate Card** (Columns B & C to be completed in this section)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| **SFIA Grade** | **Supplier Equivalent Grade** | **OGA SharePoint - Maintenance & Support** | **OGA SharePoint - Migration Project** | **Training** | **Strategy & Architecture** | **Business Change** |
| **1.     Follow** |  | £ | £ | £ | £ | £ |
| **2.     Assist** |  | £ | £ | £ | £ | £ |
| **3.     Apply** |  | £ | £ | £ | £ | £ |
| **4.     Enable** |  | £ | £ | £ | £ | £ |
| **5.     Ensure or advise** |  | £ | £ | £ | £ | £ |
| **6.     Initiate or influence** |  | £ | £ | £ | £ | £ |
| **7.     Set Strategy or inspire** |  | £ | £ | £ | £ | £ |

|  |
| --- |
| **OGA Sharepoint Migration Project includes;** |
|          Working with departments to create SharePoint Team Sites for each team using the modern framework; |
|          The team site will follow Microsoft Best Practice, and templated from an initial pilot team site created; |
|          Technical architecture planning for the site; |
|          This will include creating the site structure based on the teams current and future SharePoint usage / working arrangements; |
|          Identifying documents required to populate new sites; |
|          Migration of documents from both SharePoint, OneDrive, Microsoft Outlook and other document storage locations to new team site; |
|          Tagging of documents and updating SharePoint Term Store; |
|          Customisation of team hub site to suit requirements of site; |
|          Champion the Team Site and provide user training and technical demonstrations as and when required onsite; |
|          Utilising flow to create specific workflows for team activities; |
|          Create an Integration with Microsoft Outlook to transfer emails direct into SharePoint Team Sites; |
|          Experience of PowerBI integration in the Team Sites Project section. |

**Additional Information;**

Suppliers may include additional columns in their Rate Card submission (i.e. in addition to Training, Strategy & Architecture and Business Change) as they see fit – but only within the Migration to Team Sites Project Rate Card.