

Invitation to tender

Attachment 2c – System validation demonstration

RM6371 Print Marketplace 2

Attachment 2c System validation demonstration

After the bid submission deadline, you will be required to provide a live demonstration of your Print Marketplace system.

The demonstration will verify, in a live environment, that your system satisfactorily complies with the minimum requirements defined in Attachment 1a - Specification and Attachment 2d System Validation Checklist.

1. **Pre-demonstration Activity**

The anticipated dates of the demonstrations are set out in Attachment 1 - About the framework and will be confirmed via the e-sourcing suite. You will be expected to log-on to your Print Marketplace system on a web browser.

The demonstration must be undertaken in a live system environment; the use of pre-prepared screenshots or PDF documents is not an acceptable method of demonstrating the systems functionality.

Please ensure that you set up sufficient demonstration accounts and any required data **ahead of the demonstration** for both Buyers and Print Suppliers to ensure the functionality of the system can be demonstrated during the session.

1. **Location and Availability**

All demonstrations will take place virtually between the dates 18 April 2024 and 23 April 2024. We will notify you of exact dates, virtual meeting platform and contact details through the eSourcing suite.

We reserve the right to deem late attendees as non-compliant, and may exclude you from further participation in this competition

1. **Participants**

You can nominate a maximum of three representatives to deliver and/or attend the demonstration. You will be required to provide details of all attendees through the eSourcing Suite once requested.

1. Demonstration

You will be given a two (2) hour time slot to demonstrate that your current Print Marketplace system satisfactorily complies with the minimum requirements defined in paragraph 5 of this document. It is your responsibility to ensure that you demonstrate all the required outputs within the time provided.

The demonstrations will be overseen by a chairperson (appointed by Crown Commercial Service). The Chairperson will ensure that the demonstration runs on time and to the planned agenda, but will not be an evaluator of the demonstrations.

An evaluation panel will evaluate your demonstration using the minimum requirements criteria defined in paragraph 5.

Evaluators may repeat instructions or ask for a system functionality demonstration to be repeated during the demonstration for clarification purposes only.

The system validation demonstration is not intended to be a sales pitch and is purely designed to show supplier compliance with our minimum criteria. Do not demonstrate any additional functionality that is not included within the system validation checklist.

Please note that the time allocation will not start until you have established the required IT connection; in the unlikely event that there are any technical challenges on the day, beyond your control, a new time slot will be arranged.

The evaluators will determine if Print Marketplace satisfactorily complies with the minimum requirements during the demonstration.

The live demonstration will be evaluated on a **Pass / Fail** basis. You will Fail if you fail to satisfy one or more of the requirements set out in paragraph 5. If you Fail, you **will** be excluded from the competition.

You are able to ask clarification questions about the demonstration process during the clarification period as detailed in Attachment 1 “How and when to ask questions”. After the clarification period closes there will be no further opportunity to ask questions.

All communications about the demonstration arrangements will be confirmed through the eSourcing suite.

Further details will be confirmed via the via the eSourcing suite

1. **Demonstration Tasks**

To ensure that the evaluators can assess the key areas of the system during the demonstration please ensure that the following tasks are fulfilled during your allotted time slot.

You need to demonstrate that the system has the functionality and features available as set out in the tasks below.

* 1. **Task 1:- Print Supplier Registration and pricing**

Log on to the system as “Print Supplier” and demonstrate the following

| **Specification Section Number** | **Section Description** | **Specification Number** | **Specification Description** |
| --- | --- | --- | --- |
| 7.13 | Print Supplier Registration and Approvals mandatory system features and functionality | 7.13.1.2 | Capability of providing Print Suppliers with their own user profile in the system, where they are able to log in and manage their own updates to pricing and contact information |
| 7.13.1.4 | Classifies Print Suppliers by their print manufacturing capability |
| 12.12 | Instant Pricing, Request for Quotes and Pricing mandatory system features and functionality | 12.12.1.6 | Print Suppliers can amend their pricing at any time and the price amendment/s shall be live in the Print Marketplace following the system refresh. |
| 12.12.1.7 | Print Marketplace shall allow Print Suppliers to amend their pricing easily, and shall maintain a record of price amendments made by Print Suppliers. |

* 1. **Task 2:- Buyer Registration**

Log on to the system as “Buyer” and demonstrate the following

| **Specification Section No** | **Section Description** | **Specification No** | **Specification Description** |
| --- | --- | --- | --- |
| 8.3 | Buyer on Boarding mandatory system features and functionality | 8.3.1.3 | Provides users with a unique user ID and password to enable secure log on |

* 1. **Task 3:- Quotations and Orders**

Log on to the system as “Buyer” and demonstrate the following

| **Specification Section No** | **Section Description** | **Specification No** | **Specification Description** |
| --- | --- | --- | --- |
| 11.3 | Buyer Requirements mandatory system features and functionality | 11.3.1.2 | Provide a click and buy option (see paragraph 11.2.1)  **Click and buy**: Allowing the Buyer to choose from a range of preloaded templates for everyday print items (such as business cards, stationery and promotional goods). The Buyer can make bespoke amends to include, for example, the addition of their logo/address. |
| 11.3.1.3 | Provide a click and buy option (see paragraph 11.2.2)  Click and buy – Customise: Allowing the Buyer to choose from a range of predefined product categories (such as leaflet, posters, booklets and business cards) and select variations relevant to the product attributes (such as. size, paper type, orientation, finishing and quantity) to capture a print specification and to return an instant price |
| 11.3.1.4 | Allow Buyers to upload their own artwork to the Print Marketplace in a variety of suitable file formats (for example Quark, Illustrator, PDF); |
| 11.3.1.5 | Allow Buyers to request design and artwork services; |
| 11.3.1.6 | Accommodate the upload of larger artwork file sizes (over 20MB) |
| 11.3.1.7 | Enable Buyers to view and export print-ready PDF proofs before confirming their order. |
| 12.12 | Instant Pricing, Request for Quotes and Pricing mandatory system features and functionality | 12.12.1.1 | Capable of providing instant pricing i.e. following Buyers’ input of their requirements via the click and buy or click and customise options, the Print Marketplace shall display pricing straight away on the system; |
| 12.12.1.4 | Ensure instant pricing provided:  • is in GBP;  • states weights and sizes in metric;  • is for the total price payable by the Buyer (including all fees);  • is displayed in a clear text format;   • is able to be printed by Buyers;  • clearly states the validity period; and  • includes information on the production lead time, to enable Buyers to be aware of the lead time once they place an order. |
| 12.12.1.5 | Capable of providing a summary view of instant pricing which can be viewed online (on a web-browser) and can be sorted as a minimum lowest to highest price;  ; |
| 13.8 | Ordering mandatory system features and functionality | 13.8.1.1 | Provide a click and buy facility, allowing Buyers to easily and efficiently order their print via the system; |
| 13.8.1.2 | Allow Buyers to place their order with the Print Supplier of their choice |
| 13.8.1.3 | Ensure that relevant data fields (including delivery address, product and print requirement description, price, and Print Supplier) in the ordering feature are mandatory fields, to ensure minimum data is captured when Buyers place their order |
| 13.8.1.4 | Only allow orders to be produced when all the mandatory fields are completed; |
| 13.8.1.5 | If the Buyer does not complete all the mandatory fields, the system will indicate the incomplete or missing data |
| 13.8.1.6 | Pre-populate standard data that can be obtained from a Buyer’s profile information, to ensure that Buyers do not need to re-input details including the Buyer organisation name |
| 13.8.1.7 | Provide a free text field on orders, to allow Buyers to include additional delivery instructions, such as delivery floor, department location or any delivery restrictions, or if the print produced is of a sensitive nature and will require secure transportation. |
| 13.8.1.8 | Maintain a record of all orders placed which is easily accessible by Buyers; and |
| 13.8.1.9 | Allow Buyers to view or track the progress of their order |

* 1. **Task 4: - Payment**

Log on to the system and demonstrate one of the following payment processes; The Supplier is required to have either the purchase card payment process or the order invoice payment process available within the Supplier’s current version of the system.

| **Specification Section No** | **Section Description** | **Specification No** | **Specification Description** |
| --- | --- | --- | --- |
| 16.8 | Payment mandatory system features and functionality | 16.8.1 | The Order Invoice payment process shall be available immediately and be within the current version of the system provided by the Supplier **OR**  The purchase card payment process shall be available immediately and be within the current version of the system provided by the Supplier |
| 16.8.1.1 | The purchase card payment process shall  • Enable Buyers to use their organisation’s own purchasing card; • Only release payment following the delivery of Goods; |
| 16.8.1.2 | The Order Invoice payment process payment shall only be released following the delivery of Goods |

* 1. **Task 5:- Reports**

Log on to the system and demonstrate the following

| **Specification Section No** | **Section Description** | **Specification No** | **Specification Description** |
| --- | --- | --- | --- |
| 19.12 | Reporting mandatory system features and functionality | 19.12.1.1 | Have the capability of providing reports to both CCS and Buyers to obtain information on expenditure. |