**Pre-Procurement, E-Sourcing & Contract Management**

**Market Research**

**Request for Information (RFI)**

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**Part A:**

**RFI Positioning Statement**

# Introduction & Purpose

Crown Commercial Service (CCS) is an executive Agency of HM Government, sponsored by the Cabinet Office. CCS has been formed to provide strategic commercial services to the UK Public Sector and to save money for the taxpayer principally (but not exclusively) by aggregating spend and managing the supply-market more strategically. CCS brings together policy, advice, strategic procurement, supplier engagement, supplier relationship and contract management for all Common Goods & Services (CG&S).

As part of its long-term strategic development, CCS 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 e-Sourcing, e-Tendering, e-Evaluation, e-Auctions, Market Intelligence, Contract Management, Supplier Management, Big Data and lower level Spend Analysis. CCS is interested to learn more both about integrated ‘end-to-end’ solutions (covering all aspects of spend, sourcing, and contract 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.**

In many respects, CCS is already familiar with standard e-Procurement / e-Sourcing technology, and is particularly interested to learn more about current and future innovations in the market. 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, CCS **is** interested in how new solutions can be successfully integrated with e-Purchasing solutions and with other corporate / legacy systems which may be in place.

The overall aim of this market consultation is to help CCS understand what the market can deliver and what constraints or opportunities might arise from various future commissioning scenarios.

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

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

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| **Disclaimer**  This RFI is intended only to elicit information and inform the CCS 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.  CCS shall not be responsible for any costs or expenses incurred by respondents to this RFI in preparing and / or submitting such responses. |

# Common Goods & Services (CG&S) Explained

Any future solution would need to be able to efficiently handle a large range of products, services and works on a pan-government multi-million / billion pound scale. The CCS managed range of CG&S includes all common areas of procurement spend. The following represents a top-level overview of CCS market mapping and categorisation (this list is not intended to be exhaustive):

|  |  |  |
| --- | --- | --- |
| **CCS Pillar** | **Example Master Categories** | **Example Sub-Categories** |
| **Corporate Services** | Business Travel | Hotel, Rail, Car Hire, Air, Coach, Ferry, Taxi, Events Management Services. |
| **Corporate Services** | Office Solutions | Stationery, Post & Courier, Consumables, Office Equipment, Print & Print Management. |
| **Corporate Services** | Marketing | Advertising, Promotions, Trade Shows, Public Relations. |
| **People** | Consultancy, Contingent Labour & HR | Strategy, Operational Support, Interim Management, Recruitment, Learning & Development. |
| **People** | Other Professional Services | Financial Services, Legal Services, Translation & Interpretation. |
| **Estates** | Facilities Management [Soft] | Security Management, Ground Maintenance, Waste Management, Cleaning Services. |
| **Estates** | Facilities Management [Hard] | Capital Projects, Construction Support Services, Structural Repairs & Maintenance, Land Development, Interior Design. |
| **Technology** | Hardware & Software | Desktops, Laptops, Voice & Data, Wireless, Peripherals. |
| **Technology** | ICT Support Services | Networking Systems, Licencing & Hosting, Telecoms. |
| **Energy** | Utilities | Gas, Electricity, Energy Management Services, Alternative Energy Solutions. |
| **Energy** | Fuel | Aviation, Ground, Marine, Oils & Lubricants, Sealants. |
| **Fleet** | Fleet Management | Vehicle Maintenance & Repair, Breakdown & Recovery Services. |

# Key Commercial Drivers

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

* Enhanced use of aggregation and buying power awareness.
* Increased product and services standardisation.
* Ability to streamline and standardise processes.
* Greater focus and visibility on through life benefits / total cost of ownership (TCO) and not simply unit price reduction.
* The ability to track off-contract spend.

# Definition & Scope

CCS are using the term ‘pre-procurement, e-Sourcing and contract management’ in its broadest and deepest sense, covering all tasks that a large scale Strategic Sourcing Team (SST) would wish to undertake in order to develop, maintain and implement its short, medium and long term commercial benefits plan. This embraces a new 10 step process encapsulated within 3 strategic stages:

* **Strategic Stage 1: Pre-Procurement (Steps 1-4)**
  + Market Intelligence & Supplier Analysis (routes to market and the introduction of new suppliers).
  + Demand Management, Pattern Planning and Proactive Forecasting.
  + Spend Analysis & Cost Performance (including reporting dashboards). Big Data capability.
  + Category Positioning & Options Analysis.
* **Strategic Stage 2: Procurement (Steps 5-7)**
  + Full Range OJEU Compliant Sourcing:
    - Publish ITTs (Restricted & Open).
    - Forward and Reverse E-Auctions.
    - E-Tendering / RFx Management.
    - Quotations Management & Bid Adjudication.
    - Frameworks & Mini Competitions.
  + Supplier Selection / Draft Contracts.
  + Establish SLA & KPI Framework and plan Implementation.
* **Strategic Stage 3: Post-Procurement & Continuous Activities (Steps 8-10)**
  + Contract & Supplier Performance Management.
  + E-Catalogues.
  + Implementation, Benefits Realisation & Tracking.
  + Innovation and Continuous Improvement / Ongoing Market Engagement & Market Intelligence.

# Submission Process & Conditions

Submissions should be in English, may include limited diagrams, but must not include any appendices / attachments (apart from Question A 4.3.2 in the Technical Section), or reference to any external websites, or include extraneous marketing materials. **Please be as succinct as possible in your answers to the questions listed in all cases.**

Following receipt of the RFI, CCS 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 CCS is subject to Freedom of Information (FOI) legislation.

**CCS Contact Details**

Clarification questions and written RFI responses should be submitted by email to [tpo@crowncommercial.gov.uk](mailto:tpo@crowncommercial.gov.uk) Final responses should be in the PDF/A file format.

# Timescales for Submissions

|  |  |
| --- | --- |
| **Last date for completed submissions:** | **30/11/2015** |

CCS reserves the right to either accept or reject later submissions. All e-mail submissions should contain the tag line: **“CCS e-Procurement Market Research RFI”.** You will receive an automated reply from the ‘[tpo@crowncommercial.gov.uk](mailto:tpo@crowncommercial.gov.uk)’ email address but should there be a need to follow up, please use the dedicated CCS Supplier Help Desk details:

 [supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)   **03450103503**

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

# Demos

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. |  |  |

# Supplementary Questions

Prior to any request for a demonstration, and based on the response received, CCS 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 [tpo@crowncommercial.gov.uk](mailto:tpo@crowncommercial.gov.uk) and we will aim to respond promptly to your query, although the speed of response will depend on the volume of queries received.

**Part B:**

**Supplier RFI Questionnaire Response**

Respondents should complete the rest of this document, covering **all Sections** in **Parts B and C** (**Annexes A – K**) 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-K inclusive). Further completion guidelines are provided where appropriate.**

|  |  |  |
| --- | --- | --- |
| **PART B SECTION 1**  **ANNEX A**  **General, Commercial & Technical** | | |
| **RFI No.**  **B1A [1]** | **Company Information (Profile & Scale):** | **Response:** |
| A 1.1 | Company Name, Address & Web Page. | Corporate Name:  Corporate Address:  Web Page: |
| A 1.2 | Description of Main Products / Services. |  |
| A 1.3 | Number of Years on the Market. |  |
| A 1.4 | Company Location(s). | UK:  Europe:  Rest of The World: |
| A 1.5 | Number of Employees. |  |
| A 1.6 | Ownership Structure (Parent Company) with Ownership Status in percentage. |  |
| A 1.7 | Briefly describe your Business Continuity Management Plan. |  |
| A 1.8 | Last Year’s Turnover. | GBP £ |
| A 1.9 | Last Year’s Retained Profit. | GBP £ |
| A 1.10 | What is your Market Position in Financial Terms:   * Blue Chip * Large Scale * SME * Other (please specify) |  |

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| **RFI No.**  **B1A [2]** | **Customer Profile:** | **Response:** |
| A 2.1 | What are your main target markets / industries? Please indicate your activity level (as a percentage of total revenue):   * Public Sector (Central Government) * Public Sector (Local Government) * Public Sector (Other – Please Specify) * Automotive * Aviation / Aerospace * Healthcare / Pharmaceuticals * Retail   + Multi-Product   + Food   + Fashion   + Electrical   + Other (Please Specify) * Oil & Gas * Utilities * Financial Services * Consultancy & Advisory * Engineering & Manufacturing * Logistics / Transportation / Distribution * Technology * Other (please specify). |  |
| A 2.2 | Please indicate your total number of customers in the UK. |  |
| A 2.3 | Please list and describe any awards in the field of technology solutions that your company has either been nominated for or won (include date of nomination / award). |  |

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| --- | --- | --- |
| **RFI No.**  **B1A [3]** | **Product Overview & Profile:** | **Response:** |
| A 3.1 | Please provide a brief definition of the core product(s) / services offered by your company (i.e. the minimum base system). |  |
| A 3.2 | Are your products or services accredited for UK Government use? If ‘yes’, please provide details. |  |
| A 3.3 | Is the product modular? If ‘yes’, please provide details of modules. |  |
| A 3.4 | At what frequency are new versions introduced? |  |
| A 3.5 | What processes are in place to manage changes in the software? |  |
| A 3.6 | Please provide an indication of the planned ‘product development roadmap’ over the next 3 years. |  |
| A 3.7 | Please provide details of any third party application software required. |  |
| A 3.8 | Please outline your systems security / information assurance standards. |  |
| A 3.9 | Does your company have UK security cleared staff? If ‘yes’, how many and to what level? |  |

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| **RFI No.**  **B1A [4]** | **Technical:** |  |
| **A 4.1** | **Scalability / Availability:** | |
| A 4.1.1 | Please outline the degree to which your product(s) is scaleable (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.) |  |
| A 4.1.1.1 | What is the largest user-base in a single instance of your application? |  |
| A 4.1.2 | Please describe the principles you have adopted in support of application scaleability. |  |
| **A 4.2** | **Security:** | |
| A 4.2.1 | Please describe how security is managed within your application; include encryption, user profile management and authentication. |  |
| A 4.2.2 | Please state whether or not you would be willing to undertake a supplier ‘Information Assurance’ self-assessment through the Government accredited ‘Hadrian’ system. |  |
| **A 4.3** | **Interfaces:** | |
| A 4.3.1 | How can your application interface with other related systems / modules? Include technologies used – physical, protocols, format supported, etc. |  |
| A 4.3.2 | Please state any instance where your application has not been able to interface successfully with a legacy system. |  |
| A 4.3.2 | Our current envisaged high-level design is described below.  Please explain how your functionality would fit in with our solution, including examples of the way in which your solution(s) is able to interface / integrate with other systems. |  |
|  | **CCS HIGH LEVEL DESIGN:**  The vision is to deliver a single platform consisting of integrated commercial and business tools that make it easier for CCS, customers, and suppliers to interact with each other. Future e-procurement solutions will need to form an integral part of this platform.   * We have identified a series of ‘**functional components**’ that we need to support our core customer services (sourcing, catalogues, supplier & contracts management, analysis, etc.)  We propose to put in place a series of ‘best-in-breed’ IT **systems** to enable these functional components. * These systems will each be integrated with a central ‘**Integration & Development Platform**’, providing a hub through which the systems can share data. * Users will have single-sign-on access, through **web-portals**, to information dashboards and connect through to the relevant systems. | |

|  |  |  |
| --- | --- | --- |
| CCS  High-Level Design  **Pictorial** |  | |
| A 4.3.3 | Please provide a comprehensive description of your range of APIs and **attach your API Schema here:** | |
| **A 4.4** | **Technical Architecture:** | |
| A 4.4.1 | Please describe the technical architecture required to support your solution. Include LAN/WAN, Client / Server, N-Tier, Virtualisation, Wireless, Hardware Platform, Operating Platform, Supported Databases, etc. |  |
| A 4.4.2 | Is your solution available on a SaaS (Software as a Service) basis? If ‘yes’ please advise if hosted by your company or by a third party. |  |
| A 4.4.3 | What development tools – languages, source control, etc., are used to build and manage your solution? |  |
| **A 4.5** | **General:** | |
| A 4.5.1 | Do you understand and adhere to the Governments ‘Digital by Default’ Service Standards’? |  |
| A 4.5.2 | Do you operate on an ‘open source’ basis? If not, provide details of your licencing structure (e.g. user based, server based, volume based). Please elaborate. |  |
| A 4.5.3 | Do you have a preferred or most used Business / Market Intelligence tool? If ‘yes’, which one? |  |

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| **RFI No.**  **B1A [5]** | **Implementation & Support:** | **Response:** |
| A 5.1 | Provide a summary of the delineated implementation services you provide (e.g. integration services, staff support, training, etc.) |  |
| A 5.2 | What would be a typical timeframe for the implementation of your services? |  |
| A 5.3 | Do you provide your own resources for implementation project management? If ‘no’ please specify the names of the usual third parties used. |  |
| A 5.4 | Could you provide details of SLAs offered to your customers along with your average attainment level? |  |

**PART B SECTION 2**

**ANNEX B**

**Self-Assessment Functionality & Market Positioning**

|  |
| --- |
| **SUPPLIER SELF ASSESSMENT GRADING**  **COMPLETION GUIDELINES:**   1. Next to each numbered statement in the grey rows below, insert a tick [√] if one of the statements *‘In Current Version’* or *‘Planned in Next Release’* applies. If neither statement is relevant please enter N/A. 2. Based on the understanding you have of your own position within the market, please then indicate the degree of your product maturity for the statements blocked in each grey rows by inserting a tick in the boxes numbered 1-6 below. Then insert supporting comments as follows:  * Supporting comments are **mandatory** if you have ticked cells 1 (Market Leading), 2 (Best-in-Class) and 3 (Core Capability). This is your opportunity to expand on the potential innovative and market leading aspects of your product / solution. **Please state whether your product(s) cover all grey rows under each heading or if there are any exclusions.** * Supporting comments are **optional** for cells 4-6. |

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL SCOPE OF CCS STRATEGIC Category Management & e-SOURCING TECHNOLOGY REQUIREMENTS** | | ***Insert tick* ✓ *or enter N/A*** | ***Insert tick* ✓*or enter N/A*** |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [1]** | **PRE-PROCUREMENT** |  |  |
| B 1.1 | Web-based access to up-to-date market research / automated reporting dashboards (tables, graphs, charts, scorecards) / ad hoc market analysis queries. | | |
| B 1.2 | Early market engagement (RFIs, buyer surveys, etc.) | | |
| B1.3 | Create a full range of 'Official Journal of the European Union (OJUE) Notices' in the system and to despatch these notices electronically to the Official Publications Office (OPO) / Tenders Electronic Daily (TED) | | |
| B1.4 | Control who is permitted to (a) create and Edit OJEU Notices and (b) despatch OJEU Notices | | |
| B1.5 | Workflow for creating / managing / approving / despatching Notices | | |
| B1.6 | Supplier pre-registration of interest in future opportunities, either for specific future procurements, or for procurements relevant to specific categories | | |
| B1.7 | Manage and deploy a set of templates for the different types of OJEU Notice, with templates kept up-to-date regarding changes in EU Procurement Law | | |
| B1.8 | Create, export and edit an OJEU Notice in an offline form, and then to import this Notice back into the system | | |
| B1.9 | Export Notices as documents (both draft and as despatched Notices) | | |
| B1.10 | Ability to select multiple Common Procurement Vocabulary (CPV) codes in the same operation, rather than having to select each CPV code individually | | |
| B1.11 | Ability to view / sort all of a Notice's CPV codes numerically (rather than in the order that they were selected / added to the Notice) | | |
| B1.12 | Auto-check whether all the mandatory fields in a notice have been completed, prior to submission | | |
| B1.13 | Linking of all of the Notices associated with a specific event, such that - for example - the Prior Indicative Notice (PIN), Contract Notice (CN) and Contract Award Notice (CAN) for a specific event can all be easily located within the system (and therefore do not require separate searches) | | |
| B1.14 | Ability to run 'customer’s satisfaction surveys' and integrate the results into Key Performance Indicator (KPI) scores | | |
| B1.15 | Access to information on a suppliers’ wider performance, such as financial standing and parent company linkages | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

|  |
| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [2]** | **DEMAND MANAGEMENT / SPEND ANALYTICS – DATA SCRUBBING & CLEANSING** |  |  |
| B 2.1 | 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. | | | |
| B 2.2 | Provision of multi-layered data analysis, both horizontally and through drill-down, including ‘what if’ scenario modelling. | | | |
| B 2.3 | Ability to handle regional/remote requests for sourcing and/or budgets and direct this to appropriate Category Teams. | | | |
| B 2.4 | Automatically convert Enterprise Resource Platform (ERP) / legacy system usage data from multiple disparate sources into commodity structures for management reporting and sourcing. E.g. for the provision of analysis comparing a suppliers local performance (for a specific customer) with their Government / Public Sector wide performance. | | | |
| B 2.5 | Identifying, eliciting and tracking requirements / demand pattern analysis for products (or services). | | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

|  |
| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [3]** | **BIG DATA** |  |  |
| B 3.1 | Ability to have several databases appear to function as a single entity with the solution able to ascertain which database contains the data being requested and making it available. | | |
| B 3.2 | Ability to handle > millions of records of data in a single enquiry. | | |
| B 3.3 | Ability to ingest multiple data sources into a single virtualised repository. | | |
| B 3.4 | Ability to deliver advanced analytics including pattern recognition. | | |
| B 3.5 | Ability to deliver real-time self-service analytics on streaming data. | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

|  |
| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** | |
| **RFI No.**  **B2B [4]** | **RFX / E-SOURCING / E-TENDERING & E-AUCTIONS – ALL IN AN OJEU ENVIRONMENT** |  |  | |
| B 4.1 | OJEU compliant inbuilt / automated processes covering Open, Restricted, Competitive Dialogue, Sub-OJEU, Mini Competitions, etc. | | | |
| B 4.2 | 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. | | | |
| B 4.3 | Ability for users to create multiple Evaluation Criteria with weightings and ratings per question for each auction. | | | |
| B 4.4 | 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. | | | |
| B 4.5 | Ability for users to create multiple evaluation criteria with weightings and ratings per question for each LIN / NSN / SKU to cater for goods, services and major capital assets. | | | |
| B 4.6 | Ability to invite suppliers to bid in an open tendering environment with no limit to responses for final automatic evaluation, in particular for complex services contracts where Intellectual Property (IP) is involved. | | | |
| B 4.7 | Allows 'Panel Scoring' with weightings and ratings per question to cater for adjudicating services tenders etc. | | | |
| B 4.8 | Ability to group items/services together to form a 'kit' for sourcing and evaluation with weightings and ratings per question. | | | |
| B 4.9 | 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. | | | |
| B 4.10 | Creation of ‘What If’ scenarios on all responses to allow for business decisions to be incorporated as part of policy. | | | |
| B 4.11 | Evaluation of responses based on Net Present Value/TCO and/or based on predictive movements in price escalations over the period of contract. | | | |
| B 4.12 | Provision of complete “tender box” integrity. | | | |
| B 4.13 | 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. | | | |
| B 4.14 | Ability to set up, maintain and run competitions from a Dynamic Purchasing System (DPS). | | | |
| B 4.15 | Provision of a full audit trail for all sourcing decisions. | | | |
| B 4.16 | Ability to allow users or supplies to attach documentation to RFPs’ which then remain attached throughout the contract lifecycle. | | | |
| B 4.17 | Supplier software and buying organisation software provided for seamless communications with all parties. | | | |
| B 4.18 | Allowing for tenders to be created /adjudicated within a project/sub project structure. | | | |
| B 4.19 | 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. | | | |
| B 4.20 | Automatic notification to successful / unsuccessful bidders about contract notification. | | | |
| B.4.21 | Control which individuals have access as evaluators, and be able to allocate specific questions to specific evaluators | | | |
| B.4.22 | Track the progress of all evaluators in completing their question specific evaluations | | | |
| B.4.23 | Ability to create dropdown evaluation responses for evaluator selection | | | |
| B.4.24 | Identification of suppliers - and supplier users - participating in an event (but not see any specific responses for a ‘locked out’ event) | | | |
| B.4.25 | Generation of reminders / alerts to upcoming deadlines, such as the end period by which suppliers must submit clarifications questions to the Department, or the final tender submission deadline / date | | | |
| B.4.26 | 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) | | | |
| B.4.27 | 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 | | | |
| B.4.28 | 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 | | | |
| B.4.29 | 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) | | | |
| B.4.30 | Generation of Intention To Award (ITA) letters to all participating suppliers, including - with each given supplier's message - a supplier's specific debrief report | | | |
| B.4.31 | Ability to send and receive messages to suppliers during the standstill period (i.e. not just while the event is still open) | | | |
| B 4.32 | 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 | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

|  |
| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** | |
| **RFI No.**  **B2B [5]** | **CONTRACT LIFECYCLE & SUPPLIER MANAGEMENT** |  | |  | | |
| B 5.1 | 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. | | | | | |
| B 5.1.1 | The system provides pre-approved clause and language libraries and ‘wizards’ by contract type. | | | | | |
| B 5.1.2 | Ability to manage and separately track multiple negotiations with the same business partner. | | | | | |
| B 5.2 | Provides set up of comprehensive contract calendars with email warnings or workflow linked to tasks / reminders. | | | | | |
| B 5.2.1 | Work-flow steps or changes should ‘age’ allowing for escalation of steps that exceed threshold as well as allowing for identification of bottlenecks. | | | | | |
| B 5.3 | Ability to integrate and extract operational data from ERP or legacy systems to monitor and report on contract performance and SLAs. | | | | | |
| B 5.4 | Provision of a multi contract management tier hierarchy to enable management of an outsourced Service Provider. | | | | | |
| B 5.5 | Provision of application to manage all contracts e.g. leases, rental agreements, NDAs etc. | | | | | |
| B 5.6 | Provides audit trail for all contract amendments. | | | | | |
| B 5.7 | Allows management of contracts within a project/ sub-project structure allowing the management of these contracts within major projects. | | | | | |
| B 5.8 | 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. | | | | | |
| B 5.9 | 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. | | | | | |
| B 5.10 | 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. Provision of full reporting visibility on what has transpired throughout the lifecycle of the specified contract and any live or expired contracts | | | | | |
| B 5.11 | Allowing for contract management based on Indices as cost elements of the eventual price build-up, and the updating of prices based on movement of indices (e.g. rate of exchange fluctuations) within a semi-automated environment. | | | | | | |
| B 5.12 | 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. | | | | | | |
| B 5.13 | 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 | | | | | | |
| B 5.14 | Ability to collect and collate performance data from a range of sources (including customers and the suppliers themselves) against KPIs and SLA contracted targets. | | | | | | |
| B 5.15 | Publication of contract information internally via intranet site, allowing users visibility on contracts in a paperless environment. | | | | | | |
| B 5.16 | 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). | | | | | | |
| B 5.17 | 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 | | | | |
| B 5.18 | Contract Summary and Task Dashboard with key contract information customisable by CCS users, so each dashboard includes fields most relevant to specific contract | | | | |
| B 5.19 | 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 CCS, Customer or supplier), can include free text comments or attachments also requires the option to schedule reminders and monitor task completion. | | | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

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| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

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| --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [6]** | **SUPPLIER ACCREDITATION** |  |  | |
| B 6.1 | Electronically allowing for the pre-qualification and accreditation of suppliers within a web environment by publishing questionnaires that enable analysis based on evaluation criteria and categories. | | | |
| B 6.2 | Internet based self-service registration portal providing authenticated access to a suite of supplier information and reporting, also allowing suppliers to share contract related information (e.g. product catalogues, specifications, contractual issues). | | | |
| B 6.3 | Ability to provide suppliers with accreditation scores and areas of non-compliance. Evaluation and monitoring of financial standing, capacity, quality procedures, policies, information assurance, past performance, risk, etc. | | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

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| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

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| --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [7]** | **MARKETPLACE / CATALOGUE MANAGEMENT / CUSTOMER ORDER MANAGEMENT** |  |  | |
| B 7.1 | Management of product catalogue information, including presentment through a web-shop marketplace for purchases / sales ordering. Includes initial data load, product information and image management and ‘trigger marketing’ and ‘price harmonisation’. | | | |
| B 7.2 | Catalogue creation, including the entire workflow from planning, cleansing and consolidation of the product information, creation of category catalogues and the master catalogue through to live operation. | | | |
| B 7.3 | The catalogue should be easily accessible from, or exportable to, whatever eProcurement system is in use by Departments or Product Information Systems used by suppliers. | | | |
| B 7.4 | Ability for suppliers and procurement teams to easily manage the upload, validation, approval and publication of electronic catalogues for use by any public sector body. | | | |
| B 7.5 | Automated email notifications to assist suppliers in efficiently managing their e-Catalogue content. | | | |
| B 7.6 | An environment for supplier creation, uploading and management of electronic catalogue content, providing automated catalogue validation during the upload. | | | |
| B 7.7 | Automatic linkage to upload /download data as part of Contract Management functionality to provide activation/deactivation of content depending on contract, catalogue or catalogue item configuration automated dissemination of content. | | | |
| B 7.8 | Automated catalogue versioning. | | | |
| B 7.9 | Analysis and comparison reports of different catalogues / different versions of catalogues. | | | |
| B 7.10 | Creation of catalogues in all common export formats and standard classification systems (such as UNSPSC, eCl@ss,ETIM) in any language desired. | | | |
| B 7.11 | Handling of highly configurable items. | | | |
| B 7.12 | Supplier self-service maintenance - Ability for supplier to input and amend catalogue / product information to the portal for approval. | | | |
| B 7.13 | Item/ product information to be comprehensive to include extensive description fields, Industry classifications (e.g. NIGP, UNSPSC), pricing, quantity breaks, taxation, discounts, multi-media attachments that enhance the user experience e.g. photos, drawings, videos. Linked items necessary to buy or available as options, buyer-specific custom fields to fully contextualise items. | | | |
| B 7.14 | Handling of sales orders via on-line channels (e.g. marketplace web-shop). Includes catalogue content, browsing and shopping baskets. | | | |
| B 7.15 | Price and promotional management: price discrimination, promotions based on customer segment, historical sales / volumes. | | | |
| B 7.16 | Provision of a consistent ‘library’ of specifications, descriptions, drawings etc., linked to contracts, which can be amended and / or enhanced over time. | | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

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| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [8]** | **SUPPLIER TENDERING** |  |  | | |
| B 8.1 | Ability for suppliers to create super-users (i.e. individuals who can see and manage all the suppliers’ current and historic events) to invite other users, from the same supplier / company, to participate in the event | | | |
| B 8.2 | Ability to identify which suppliers - and supplier users - are participating in an event - but, for a locked event(s), not to see any specific responses | | | |
| B 8.3 | Generation of supplier reminders / alerts to upcoming deadlines - such as the end of periods during which suppliers can submit questions to the issuing Department, or the tender submission deadline | | | |
| B 8.4 | Ability for Suppliers to quickly and easily submit responses, save partially completed / draft responses to questions and receive 'auto-acknowledgement' that they have submitted a response on time in and in accordance with the rules | | | |
| B 8.5 | Option to publish evaluation criteria and weightings | | | |
| B 8.6 | Suppliers to view and export full report / audit trail of their submission(s), both for live (current) and historic / closed events | | | |
| B 8.10 | Audit trails of all clarification questions along with the Department’s published responses | | | |
| B 8.11 | Ability for suppliers to provide rationale for not responding to the tender | | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

|  |
| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

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| --- | --- | --- | --- |
|  | | **IN CURRENT VERSION** | **PLANNED IN NEXT RELEASE** |
| **RFI No.**  **B2B [9]** | **GENERAL IMPORTANCE** |  |  | | |
| B 9.1 | Automated OJEU Compliance, Governance and Auditability (NAO Standard) / ensuring RFx activities comply with rules, regulations and policies. | | | |
| B 9.2 | General Public Sector / Government Experience. | | | |
| B 9.3 | Proven integration with Oracle and or SAP / ERP systems based platforms. | | | |
| B 9.4 | Supported by a Training Regime for users and / or consultancy support for implementation and ongoing support. | | | |
| B 9.5 | Supplier Portal. Automatically notifies key suppliers of tender opportunities. Creates access to current supplier base numbers. OJEU notice / bid submission process. | | | |

*Insert a tick in one of the boxes numbered 1-6 to indicate your market maturity position for the above:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Market Leading** | **Best in Class** | **Core Capability** | **Limited Functionality** | **Requires Development** | **No Capability** |
|  |  |  |  |  |  |

*Supporting comments:*

|  |
| --- |
| **1** |
| **Supporting Comments (Mandatory):** |
| **2** |
| **Supporting Comments (Mandatory):** |
| **3** |
| **Supporting Comments (Mandatory):** |
| **4** |
| **Supporting Comments (Optional):** |
| **5** |
| **Supporting Comments (Optional):** |
| **6** |
| **Supporting Comments (Optional):** |
| **Other General Comments (if Required):** |

**PART B SECTION 3**

**ANNEX C**

**Additional Functionality**

Please indicate if your company provides any of the following additional functionality:

|  |  |  |  |
| --- | --- | --- | --- |
| **RFI No.**  **B3C [1]** | **Examples of Additional Functionality:** | **Tick ✓ if applicable or insert N/A** | **Response:**  **Supporting Information for those boxes ‘ticked’:** |
| C 1.1 | E-Invoicing: |  |  |
| C 1.2 | Automated Document Creation: |  |  |
| C 1.3 | Benefits Tracking: |  |  |
| C 1.4 | E-Document Management: |  |  |
| C 1.5 | Governance, Risk & Compliance Management: |  |  |
| C 1.6 | Other (please specify): |  |  |

**PART B SECTION 4**

**ANNEX D**

**Indicative Costs**

|  |
| --- |
| Please provide a summary of your pricing structure, including upfront one-off costs, all licencing, 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** |

|  |  |
| --- | --- |
| **Modules / Functionality** | **Insert ✓ or N/A** |
| Business Information |  |
| Spend Data cleansing and Scrubbing |  |
| Market Intelligence access |  |
| Demand Forecasting |  |
| Sourcing Event / Project Planning |  |
| Supplier portal |  |
| Publish PINs / ITTs / Interface with TED |  |
| Forward and Reverse E-Auctions |  |
| E-Tendering / RFx Management |  |
| Quotations Management |  |
| E-Catalogue Management |  |
| Frameworks & Mini Competitions |  |
| Bid Adjudication & Optimisation |  |
| Contract Document Management |  |
| Contract Lifecycle Management |  |
| Integrated Workflow |  |
| Integrated Messaging |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicative Top Level Costs** | | | | |
| **RFI No.**  **B4D [1]** | **Cost Category:** | **Response:** | **Non-Recurring** | **Annual / Recurring** |
| D 1.1 | **Software Licence / Initial Purchase** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.2 | **System Integration** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.3 | **Implementation Fees / Professional Services**   * Software Development. * Integration. * Project Management. * Implementation. * Training. * Other (Please Specify). | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.4 | **Implementation Expenses** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.5 | **Software Maintenance / Annual Support** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.6 | **External Hosting Charges** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.7 | **Support / Help Desk** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.8 | **Other (Please Specify)** | **GBP £**  **Assumptions Made / Supporting Comments:** |  |  |
| D 1.9 | **Other General Comments (Free Text)** |  | | |

**PART B SECTION 5**

**ANNEX E**

**Additional CCS Questions**

|  |  |  |
| --- | --- | --- |
| **RFI No.**  **B5E [1]** | **CCS Question:** | **Response:**  ***Insert N/A if appropriate*** |
| E 1.1 | 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? |  |
| E 1.2 | Do you typically use subcontractors or work as a subcontractor for larger organisations. If you use sub-contractors please outline their nature, including their primary roles and responsibilities as well as the benefits of having those services subcontracted. |  |
| E 1.3 | In your experience, how are the most successful users of e-Sourcing solutions exploiting them to generate maximum savings and efficiencies? |  |
| E 1.4 | In your opinion, what are the current ‘hot topics’ in e-Sourcing, and why? |  |
| E 1.5 | In your experience, what mistakes are commonly made when implementing these solutions? What are the barriers to successful deployment? |  |
| E 1.6 | In your experience, how easily and how successfully can these solutions be integrated with other corporate systems, and what are the benefits that can arise from such integration? |  |
| E 1.7 | In your opinion, what advances in e-Sourcing are predicted to be important in the next 3-5-years? What are the future innovations expected in the market? |  |
|  | Do you have any strategic partnerships that might bring additional value to CCS? Please elaborate. |  |
| E 1.8 | In line with your answer at A 2.1 does your company have experience of working on Public Sector projects and if so, please explain and elaborate here. |  |

**PART B SECTION 6**

**ANNEX F**

**Customer Case Study**

|  |
| --- |
| **COMPLETION GUIDELINES**    Please provide a **single** relevant case study (maximum 5 pages) using the headings below (and the free text space at the end): |

|  |  |
| --- | --- |
| **RFI No.**  **B6F [1]** | **Case Study Response:** |
| F 1.1 | **Organisation’s Name & Industry Sector** |
| **Response:** | *Notes: For example: MOD / Defence or M&S / Retail, or Shell / Oil, etc.* |
| F 1.2 | **Product Offering** |
| **Response:** | *Notes: Please confirm the products or services your company provided to this customer and the length of the relationship.* |
| F 1.3 | **Inherited Position** |
| **Response:** | *Notes: Outline the legacy position and the reason(s) why the above company required your services.* |
| F 1.4 | **The Programme of Work** |
| **Response:** | *Notes: Outline what you did and your role is achieving success, including major issues faced and the approach taken to overcome the key issues and challenges; include the approximate start and end dates and state whether this company is still an ongoing customer.* |
| F 1.5 | **Benefits** |
| **Response:** | *Notes: Outline the successes and benefits to the customer and the degree to which your product(s) / Services contributed to those benefits (financial and non-financial benefits both applicable but should be described separately).* |
| F 1.6 | **Other Factors, Comments or Experience (Free Text)** |
| **Response:** |  |

**PART B SECTION 6.1**

**ANNEX G**

**Lessons Learned**

|  |  |
| --- | --- |
| **RFI No.**  **B6G [1]** | **Response:**  **Lessons Learned** |
| G 1.1 | **RFI Question** |
| CCS would be interested in understanding the respondents past experiences, particularly in the UK Public Sector (but not exclusively, as any transferable experience is considered relevant). Respondents are encouraged to provide past performance descriptions, including lessons learnt from any experiences. | |
| G 1.2 | **Supplier Response** |
|  | |

**PART B SECTION 6.2**

**ANNEX H**

**Innovation**

|  |  |
| --- | --- |
| **RFI No.**  **B6H [1]** | **Innovation** |
| H 1.1 | **RFI Question** |
| Notes: CCS is especially interested in suggestions that provide either significant cost benefit. Please suggest any way in which you feel your product or services can reduce overall costs in the context of procurement. | |
| H 1.2 | **Supplier Free Text Response (Limited to 1 Page)** |
|  | |

**Part C:**

**Optional Information**

**PART C SECTION 1**

**ANNEX I**

**Additional Supplier Statements & Questions**

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

|  |  |  |
| --- | --- | --- |
| RFI No.  C1 I [1] | **Subject Heading** | **Comment / Statement / Question** |
| I 1.1 |  |  |
| I 1.2 |  |  |
| I 1.3 |  |  |

**PART C SECTION 2**

**ANNEX J**

**Terminology**

There is often confusion between what is meant by various terms used in this field. Our initial research indicates that no common taxonomy exists. It would therefore be useful for us to understand your understanding by completing the table below:

|  |  |
| --- | --- |
| **RFI No: C2J [1]**  **Term** | **Meaning of Term** |
| Procurement |  |
| Purchasing |  |
| Sourcing |  |
| Contract Management |  |
| Supplier Management |  |
| Other (Please Specify) |  |

**PART C SECTION 3**

**ANNEX K**

|  |  |
| --- | --- |
| **RFI No: C3K [1]**  **Response: 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**  *(if applicable):* | Name: Position:  Email:  Mobile: DDL: |

**Submission Page**