

**RESPONSE FORM**

**For the**

**Provision of a new Intranet**

**Project Reference 2019-373**

**Note: Please ensure that you answer this questionnaire after having read and digested the Specification document**

**Please provide your name and contact details in the table below.**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Name of respondent and contact details** |  |

**Please complete all the below sections.**

| **Section 1 – Mandatory Questions** |
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| Please Confirm your proposed Intranet meets all of the Mandatory requirements | Yes / No |
| If the answer is NO, please do not proceed any further, your proposal will not be included in the evaluation |

| **Section 2 – Quality Responses** |
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| To be attached as additional word / pdf documents |

| **Section 3 – Price** |
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| Complete the table below detailing the price (for the variety of options if applicable). Prices are to be excluding VAT |
| Cost of providing the Intranet with all mandatory requirements including installation |  |
| On-going Support/service fee (per annum) |  |
| Additional functionality / development costs (hourly rate) |  |
| Please advise the price implications if any of the “like to have” options.  |
| Option Description | Cost |
| Ability to visualise alerts (e.g. Facebook/WhatsApp alerts style) or prioritise news that people see, or that people must click that they’ve read the information |  |
| Events registration for internal events |  |
| Existing tools fully integrated |  |
| An interactive desk map interfacing to the People directory |  |
| Cloud hosted |  |
| Documents and pages with mandatory read functionality |  |
| Approval and workflows for the posting and submissions of content |  |
| Multi-lingual |  |
| Push notifications via the app |  |
| Urgent notifications broadcast method for time-critical communications |  |
| Content tagging facility |  |
|  |
| Please advise if the proposed Intranet is purpose built or a modification of a current product | Purpose built / Off the Shelf adaptation |
| Please advise the below alternative pricing methods: |  |
| Hosting Costs per annum option a) If Self Hosted |  |
| Hosting Costs per annum option b) If by provider |  |
| Upgrade Fees option a) annual cover |  |
| Upgrade Fees option b) Pay per upgrade |  |

**Submissions to be sent electronically:**

|  |  |
| --- | --- |
| Email address: | Ellie.King@ahdb.org.uk |
| Reference *(entered as the subject)*: | AHDB New Intranet 2019-373 |

Submissions will remain unopened until after the closing date and time has passed.