**AHDB - Provision of Business Continuity Planning services**

**(Request for quote)**

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| **Contract Reference:** | **2015-097** |
| **Contract period:** | **2 years + option to extend for 2 years** |
| **Date:** | **8 June 2015** |

1. **Introduction**

This document is an invitation to provide a quotation for the above services; supplier submissions should be based on the information contained within this document and in the format outlined in section 4. Deadlines and submission instructions are contained in section 6.

1. **Background / Aims**

There is an opportunity for a suitably qualified service provider to support the Agriculture and Horticulture Development Board (AHDB) with professional services to review and support business continuity planning to ensure that it’s BCP arrangements are fit for purpose.

1. **Service Requirement**

**3.1 Annual scope of requirements (deliverables)**

The BCP supplier and their key personnel should have suitable experience and qualifications to provide this work. It is our intention to work closely with a single point of contact (key person) to establish and develop good working relations over the contract period.

Should the supplier need to change the key personnel on this contract then AHDB will require the opportunity to agree to this prior to the continuance of any further work being delivered.

**Year 1:**

1. To support us to carry out a Business Impact Assessment (BIA).
2. To review the BCP and associated documents/processes/procedures to recommend improvements to the current Business Continuity Plan.

**Annually (including service provision in year 1)**

1. To run a BCP crisis management simulation exercise each year. The annual exercise would be based on a plausible incident scenario over lapsed time (details to be agreed).
2. Advice on BCP matters as required. Although onsite meetings will be kept to a minimum there may be a requirement to attend meetings at AHDB from time to time.

**Options:**

It is anticipated that there may be some additional BCP work identified throughout the period of the contract and extension period. Any work will not be substantially different in nature to the scope of requirements detailed above and where deemed to be necessary then the successful supplier would need to be able to provide any additional services to ensure continuity of BCP work.

Please find attached the following documents for review to assist your submission:

**Appendix 1 - current AHDB Business Continuity Plan**

**3.2 Budget**

The budget available for the scope of requirements is:

Year 1 - £15,000 (excl. VAT)

Subsequent years - £8,000 (Excl. VAT)

Total maximum contract value £39,000

**3.3 Contract period**

Any contract awarded will be for an initial two year period with the option to extend for a further two years. Contract commencement date 1 September 2015 to 31 August 2017, with an option to extend for up to 2 years (31 August 2019)

1. **Structure / Format of Submission**

Submissions must be provided to clearly detail your proposal in line with the award criteria detailed below.

To evidence your suitability, please provide CV’s and details of the contingency arrangements in place for replacement key personnel. Details, as brief case study examples, of key personnel providing similar services to similar sized organisations. Please provide details of your workforce in relation to BCP resource.

Please provide a breakdown of costs for the scope of requirements provided at 3.1 above. You must complete **Appendix 2 – pricing schedule** as part of your submission.

Provide full responses to evidence the quality sub criteria as detailed below.

1. **Evaluation and Award of Contract**

Evaluation of proposals will be on the following basis (award criteria):-

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| **Award criteria** | **Weighting (100%)** |
| Experience, qualifications of key personnel (CV’s) and continuity arrangements. Case study of contract service provided to a similar organisation. | Suitable evidence must be provided  |
| Cost (over 2 year period) | 30% |
| Quality  | 70% |
| **TOTAL** | 100% |
| **Quality sub criteria as follows:** |
| Ability to meet all deliverables (see 3.1) within budget | 15% |
| Methodology/approach/processes/including how you would work with AHDB |  |
| 1. Carry out a BIA
 | 15% |
| 1. Review BCP
 | 10% |
| 1. Annual simulation exercise
 | 10% |
| Project plan/timescales | 10% |
| Added value | 10% |

The award of contract will be subject to a final onsite meeting at AHDB. Suppliers should ensure that this is provided for as part of their submission.

1. **Quote submissions**

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| **Quotes must be received by Noon:** | **9 July 2015**  |

Submission instructions:-

Please e mail your response to procurement@ahdb.org.uk

1. **Timetable**

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|  | **Deadline** |
| Request for quote publicised on Contracts Finder | 9 June 2015 |
| Deadline for receipt of quotes - noon | **9 July 2015** |
| On site meeting – prior to award of contract | 31 July 2015 |
| Notification of intended award of contract | 17 August 2015  |
| Contract commencement date | 1 September 2015 |

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Please note these timescales are approximate and may change.

1. **Terms / Conditions of Participation**

AHDB Terms and Conditions for the supply of goods and services shall apply to any contract awarded as a result of this request for quote <http://www.ahdb.org.uk/about/procurement.aspx>

If you have any questions relating to this tender please e mail procurement@ahdb.org.uk