*Intranet Tender*

**CLARIFICATIONS**

| Date | No | Question | Clarification | Published |
| --- | --- | --- | --- | --- |
| 11/11/19 | 1 | What is the budget or budget range for the project?  Is the budget inclusive or exclusive of VAT? | Suppliers commercial responses are to be excluding VAT. We are not publishing the budget as we wish to promote healthy competition and believe the detailed specification should provide a guideline as to the marketplace value. | 13/11/19 |
| 11/11/19 | 2 | Is there anything you particularly *like* about your current intranet? | Our Who’s Who function with full list of staff and pictures is the most visited and valued part of the current intranet | 13/11/19 |
| 11/11/19 | 3 | Is there anything you particularly *dislike* about your current intranet? | None of the site is searchable which means that staff have to work quite hard to find things | 13/11/19 |
| 11/11/19 | 4 | Are there any CMS platforms you would NOT consider? | The CMS platform needs to be intuitive and from a security perspective it needs to have single sign-on through our Microsoft/AD accounts. Must have Active Directory\Active Directory Federation Services\Azure AD authentication, but it must be a supported product with regular and on-going maintenance and support. We wouldn’t want a CMS that is no longer being developed or maintained, as this would pose a security risk if there is a vulnerability identified in the product and we are unable to patch or fix the vulnerability. If these requirements can’t be met, then we would not consider that platform | 13/11/19 |
| 11/11/19 | 5 | Please can you give an indication of the volume and format of content that you expect the supplier to upload. | The total number of ASPX pages currently is 577 but would like to streamline this before mapping across. We’d be happy to upload content alternatively we could supply in a word document | 13/11/19 |
| 11/11/19 | 6 | What browsers do you require support for? | The format is all modern and support browsers, so Chrome, Edge, Internet Explorer 11, Firefox, Safari | 13/11/19 |
| 11/11/19 | 7 | What mobile platforms do you require support for? | We require iPhones as a minimum, with IOS and Android as our own mobile platforms may change over time | 13/11/19 |
| 11/11/19 | 8 | How many editors/administrators will require training? | At this moment in time we have approximately 17 people planned for this, flexibility over time is expected. | 13/11/19 |
| 12/11/19 | 9 | The Mandatory Functionality Requirements include “App for mobile use”; can you provide further details on this? For example, is the requirement for a native app, a progressive web application or simply a mobile-first site? | Financially a separate mobile app would possibly not be VFM (however adding this as an option for our consideration would not be detrimental to any proposals) but making the Intranet browsing friendly for mobile platforms is a must | 13/11/19 |
| 19/11/19 | 10 | The majority of the functionality AHDB are looking for may be available through the Microsoft Office products AHDB already hold a licence for. If these products could be configured to suit AHDB requirements, would that be an acceptable solution? | Over and above other solutions suppliers may offer, our specification states, ‘AHDB is not averse to utilising any products or services that we currently own’. Therefore, we would be interested in utilising our existing tools through Microsoft Office 365 as an option for the new intranet. | 19/11/19 |
| 19/11/19 | 11 | If AHDB’s delivery timescales could be met using the products AHDB are already licenced for, would this be prioritised over other solutions? | As long as the solution met our essential criteria then we would make use of existing tools, however, we do wish to see all solutions proposed, so we can consider the best outcome to meet AHDB requirements. | 19/11/19 |
| **New clarifications published on the 29 November** | | | | |
| 28/11/19 | 12 | Does the AHDB want a pre-built intranet based on SharePoint? | As per our specification, AHDB welcomes all options and proposals. | 29/11/19 |
| 27/11/19 | 13 | In the list of mandatory requirements, AHDB has listed; "Jobs/Vacancies – Most visited section of our intranet other than the A to Z. New HR recruitment portal being developed though so this page should pull through or link through to the job vacancies but we’d also want to include leavers"  Does this mean that AHDB already has an HR recruitment portal being developed and would like a page/site section on the intranet that can pull through these listings and have the ability for staff to internally apply for them? | We already have an HR Recruitment Portal and this is now live for vacancies. It is a separate tool to our current intranet. The new intranet could link to the tool or pull through the listings but we would like companies to suggest solutions. | 29/11/19 |
| 27/11/19 | 14 | What would AHDB like the leavers to be able to do? Would AHDB like there to be a range of resources for the leavers, what would be the purpose of including leavers in this site section/page? | Leavers will not have access to the intranet so we don’t require them to be able to do or see anything on the new site.  However, we do require the ability to detail people who have joined and left the business over the last month(s) so other employees are aware.  This could be pulled in from the Active Directory (updated by our IS team) or done manually by the Communications team as it is currently from HR information, although we’re looking for providers to suggest solutions. | 29/11/19 |
| 25/11/19 | 15 | On page 3 of AHDB’s ITT it mentions “Jobs/Vacancies – Most visited section of our intranet other than the A to Z. New HR recruitment portal being developed though so this page should pull through or link through to the job vacancies but we’d also want to include leavers”.  Can AHDB clarify what is meant by include leavers? Is this notices for people who have left the company? If so, how/where are they stored? Are they in a linkable form? | Leavers will not have access to the intranet so we don’t require them to be able to do or see anything on the new site.  However, we do require the ability to detail people who have joined and left the business over the last month(s) so other employees are aware.  This could be pulled in from the Active Directory (updated by our IS team) or done manually by the Communications team as it is currently from HR information, although we’re looking for providers to suggest solutions. | 29/11/19 |
| 21/11/19 | 16 | Can AHDB clarify the level of integration required for the following tools (e.g. signpost link to tool, read-only data display, and fully functional integration):   * Unit4 Business World * Agresso * Car hire * Fuel manager * BUPA * TRIPS * SkillGate training portal | As per the specification, which states that full integration of our existing systems is a like to have requirement, we would be interested in any/all options but these will be reviewed in line with associated time and cost implications. | 29/11/19 |
| 21/11/19 | 17 | What level of multi-lingual support do you require? | We have employees who speak French and Chinese, among other languages, both in the UK but also in those countries. Content could be translated into these languages for example.  However, as per the specification which states that this is a like to have requirement, we would be interested in any/all options, from simple to complex, although these will be reviewed in line with associated time and cost implications.  Whether this functionality is implemented will be a decision made as and when it becomes an immediate business reason, and it is affordable. | 29/11/19 |
| 21/11/19 | 18 | Please could AHDB expand on your requirement for ‘multi-lingual’: do you have any particular languages in mind?  Is this something you wish to implement now or in the future? | We have employees who speak French and Chinese, among other languages, both in the UK but also in those countries. Content could be translated into these languages for example.  However, as per the specification which states that this is a like to have requirement, we would be interested in any/all options, from simple to complex, although these will be reviewed in line with associated time and cost implications.  Whether this functionality is implemented will be a decision made as and when it becomes an immediate business reason, and it is affordable. | 29/11/19 |
| 21/11/19 | 19 | AHDB asks for a live demo of an app for a similar type of intranet – a link to a test site or other client sites that can be viewed on mobile platform and desktop versions. Would screen shots of intranets we’ve developed be acceptable? | As per the specification, we do require a live demo, however, we will accept screen shots if that is the only option available. | 29/11/19 |
| 28/11/19 | 20 | The tender document refers to a number of existing systems. Please could AHDB confirm which are in scope and the nature of the integration/link required?   * SharePoint * Teams * Azure * OneDrive * Forms * Skype | As per the specification, which states that full integration to our existing systems is a like to have requirement, we would be interested in any/all options but these will be reviewed in line with associated time and cost implications. | 29/11/19 |
| 28/11/19 | 21 | For the following systems, please could AHDB confirm your requirement in more detail if indeed integration to these systems is in scope?   * Orchard and Ubraco CMS * Unit4 - is it just a link that is required to Agresso or more? * Skill Gate - just a link again?   Are any other integrations required? | As per the specification, which states that full integration to our existing systems is a like to have requirement, we would be interested in any/all options but these will be reviewed in line with associated time and cost implications. | 29/11/19 |
| 29/11/19 | 22 | Please could you expand on the requirement for an ‘App for mobile use’ | Many of our staff are based out in the field so need to be able to access the intranet via their mobile phones easily. We would be interested in any/all options from suppliers as to how this could be done but these will be reviewed in line with associated time and cost implications. | 29/11/19 |
| **New clarifications published on the 9th December** | | | | |
| 03/12/19 | 23 | We are 20 Year Old - CMM Level 3 IT Company operating out of India with our marketing office in London  Can an Indian Company Bid? | As long as the required service can be provided this opportunity is open to any suitable supplier in any location | 09/12/19 |
| 03/12/19 | 24 | Migration Requirement – We understand that there are 577 aspx pages, but how much Database Size is there? | There is no/minimal database as it’s flat file classic ASP.  Total intranet size is currently 12Gb (with images and data). | 09/12/19 |
| 03/12/19 | 25 | There is no mention of Backup or Disaster Recovery in the Hosting requirement, are you not looking at Backups and Disaster Recovery? | We welcome added suggestions for service and security as part of a supplier’s proposal and these will be reviewed in line with associated time and cost implications. | 09/12/19 |
| 03/12/19 | 26 | How much traffic is currently generated on the Intranet? How many Active Users are there?  Is Google Analytics (GA) implemented? If yes, can we have a print screen for Users for last 6 months? | We have approximately 400 active users per day based on the last 30 days using the intranet, however we cannot provide a print screen of users due to Data Protection regulations. | 09/12/19 |
| 03/12/19 | 27 | What all 3rd Party systems have to be integrated in the Intranet, please name them?  Are the APIs for them ready? | Please see clarification 20 & 21.  Standard API’s exist for Microsoft Cloud products and this information is widely available. Unit4 Agresso and Skill Gate is purely a link. | 09/12/19 |
| 03/12/19 | 28 | There is a mention of HR Recruitment Portal. Are we supposed to just give link of it OR pick data via API from Recruitment Portal and show on Intranet?  If via APIs, then – are the APIs ready? | Clarification number 13 & 14 refers, a link to the page is all that is required. | 09/12/19 |
| 03/12/19 | 29 | Mobile App - It is still not clear if you are looking for Mobile App or Mobile responsive Intranet?  If App on Android and iOS – Then are you looking for Hybrid or Native App? | Please see Clarification number 22 | 09/12/19 |
| 03/12/19 | 30 | Social Ability – Need more details about them. What are the exact expectations? | The ITT contains rough details, we are asking for a “Forum for chat / groups / collaboration / fun”. Essentially there should be some sort of staff social function. The current forum is an exchange forum however we would like to expand on this, i.e. a news forum / discussion forums for instance and are looking for suggestions in the suppliers proposals. | 09/12/19 |
| 03/12/19 | 31 | Classifieds – Will it just be information posting or will any Payment Gateway will be involved for online selling? | This will just be information posting | 09/12/19 |
| 03/12/19 | 32 | Multilingual – Which other languages are we expecting?  Who will provide the multilingual content?  Is Admin also expected to be Multilingual? | Partly answered in previous clarifications 17 & 18  Admin will not need to be multilingual | 09/12/19 |
| 03/12/19 | 33 | Hosting cost if self-hosted – Are you asking for charges by vendor for putting up the site on the Servers provided by AHDB? | We are asking for suppliers to submit any alternative hosting options that they consider suitable, i.e using AHDB hosting facilities which include the options of Azure Cloud Hosting. Hosting on our local servers is not an option | 09/12/19 |
| 04/12/19 | 34 | Was a partner used for your Azure and Office 365 implementation?  Is there an incumbent supplier? | There is no incumbent supplier as the roll out was in-house. | 09/12/19 |
| 10/12/19 | 35 | re point 5 under the section Quality Assessment’, do you require a recording of a demo or can we provide you with a live demo over the coming weeks | We can only accept whatever materials you can provide at the closing date of 13/12/19. We will accept a recording of a Demo although the live version would have been preferable | 10/12/19 |
| 10/12/19 | 36 | when is your expected ‘go-live’ date | We would like to go live by the 31/03/2020 if possible, however a later start date would not preclude a proposal from being considered | 10/12/19 |