

Request for Information

CONTRACT LIFECYCLE MANAGEMENT SYSTEM
REF: AFC001.23/JS

RFI Closing Date: 30th June 2023
DOCUMENT B | SUPPLIER INFORMATION





Supplier Information

This Part details all the information suppliers are required to provide to Action for Children (AfC). Submitted information will be used by AfC as set out in Document A paragraph 1.3. The following minimum information is to be provided.

1.1 Supplier Details

Name of Organisation:	
Registered Address:	
Contact Name:	
Position of Respondent in Organisation:	
Address (if different from above):	
Tel No:	
E-Mail:	

1.2 Additional Supplier Details

Details of supplier operations and operating locations:	
Relationship with any parent company (if applicable):	
Total number of employees:	

1.3 Certifications and Awards

Details of all certifications held (e.g. ISO 9001, eIDAS, Cyber Essential Plus etc) including date of last certification/recertification and details of the certifying body (copies of certifications may be appended to your response).

--



1.4 Indicative Pricing

We would like to understand the costs associated with this project. Please provide indicative costs based on information/requirements provided in the capability section of the spreadsheet. We appreciate the information is limited as we are still in the process of completing our specification in order to move forward with this. Please add any other costs that you think would be associated with this project, so that we have a full and complete picture of the costs for our budget.

Element ¹	Indicative Cost (GBP)	Notes
Setup Charge		
Type of licences and its cost		
Project Implementation		
Support & Maintenance		
Account Management		

1.5 System Demonstration

AfC would like to further understand the system capabilities that your organisation can offer and would like to provide an opportunity for your organisation to demonstrate this. In addition, suppliers can further familiarise our requirements during the demonstration. Date and time will be made available week commencing **10th July 2023** and will be arranged in due course

Please tick your preferred date and time.

The duration of each demonstration is approximately 45-60 minutes.

Date	AM (9am-Midday)	PM (1pm-5pm)
Mon 10 th July 2023	<input type="checkbox"/>	<input type="checkbox"/>
Tue 11 th July 2023	<input type="checkbox"/>	<input type="checkbox"/>
Wed 12 th July 2023	<input type="checkbox"/>	<input type="checkbox"/>
Thu 13 th July 2023	<input type="checkbox"/>	<input type="checkbox"/>
Fri 14 th July 2023	Not available	

¹ Please include any other elements within the indicative costs that is not listed above.



1.6 Other Information

Any further information you believe will support this RFI. In addition, if this information, or any additional information is available on your website please provide the address to enable AfC to undertake further analysis.

1.7 Supplier Capabilities and Experience

- A description of the core supplier business, listing relevant case studies or examples (a maximum of three) that support this description. Where possible, include case studies that may relate to activities consistent with the RFI. Within necessary boundaries of confidentiality, please be as specific as you can.
- Additional services, products and works provided outside of your core business **e.g. Artificial Intelligence for reviewing contracts.**
- Examples (if any) of services that supplier has provided to Company including the name of the Company representative/s concerned.
- Details of key health and safety, environmental and other performance measures.