

Invitation to Quote

Instructions & Requirements Document

**NHS England
Atamis Ref: C221623**

**Software Licence Subscription
Renewal – SPSS Analytical Software**

1. Introduction

This Invitation to Quote (ITQ) has been prepared by NHS England and NHS Improvement (the 'Authority'). The Authority is looking for a Supplier for the provision of 8 times subscription renewals for SPSS analytical software licenses. A full description of the requirement is found in section 3.

The Authority has taken reasonable care to ensure that the information provided is accurate in all material respects. However, the Bidders attention is drawn to the fact that no representation, warranty or undertaking is given by The Authority in respect of the information provided in respect of this transaction and/or any related transaction.

The Authority does not accept any responsibility for the accuracy or completeness of the information provided and shall not be liable for any loss or damage arising directly or indirectly as a result of reliance on this ITT or any subsequent communication.

No warranties or opinions as to the accuracy of any information provided in this ITQ Pack shall be given at any stage by The Authority.

Any person considering making a decision to enter into contractual relationships with The Authority or any other person on the basis of the information provided should make their own investigations and form their own opinion of The Authority. The attention of Bidders is drawn to the fact that, by issuing this ITQ, The Authority is in no way committed to awarding any contract and that all costs incurred by Bidder in relation to any stage of the Tender process are for the account of the relevant Bidder only.

In accordance with The Authority's internal financial instructions and general principles applicable to public procurement, The Authority seeks best value for money in terms of the Contract reached with the successful Bidder.

The Authority has endeavored, therefore, to express as clearly as possible in this ITQ the terms on which it would propose to contract with the successful Bidder and in particular the obligations, risks and liabilities which it expects to become the responsibility of the successful Bidder.

This document contains the following sections:

- **2. Instructions:**
 - Project Team Details
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 - Evaluation Criteria
 - Scoring
- **3. The Requirement:**
 - Background Information
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- **4. Responding to the ITQ**
 - Bidders Details
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2. Instructions

Project Team Details and Contract Lead

Name of Team	Data Services Team
Name and Title of Contract Lead	Patrick Harty

Timeline:

Item	Date
ITQ Release Date & Issue on Contract Finder*	06/11/2023
ITQ Clarification Deadline	13/11/2023
ITQ Closing Date	20/11/2023 by 12 noon
Estimated Award Date	24/11/2023
Estimated Contract Start Date	01/12/2023

The above timeline is indicative and may be subject to change.

Supplier Clarification Question Process

All clarification questions relating to this ITQ must be submitted via the procurement portal route (Atamis) within the timeframe prescribed in the table above. Clarification questions received after this time will not be responded to.

All clarification questions received via other routes will not be reviewed and responded to.

Please Note: - To ensure an open and fair process is followed, all bidders will receive a copy of the question(s) and answer(s).

Evaluation Criteria

The purpose of evaluation in the procurement process is to establish which supplier(s) have submitted the best quotation; ensuring that the assessment of quotes is undertaken in a transparent, fair and consistent manner so that an effective comparison can be made.

The Authority reserves the right to accept or reject all or any part of the quotation if you have failed to provide the information requested in this quotation or submitted any modification or any qualification to the terms and conditions of contract.

The Authority does not bind itself to accept the lowest priced, or any quotation, nor guarantee any value or volume and shall not be liable to accept any costs you have incurred in the production of your quotation.

The Authority will check each quotation and submission for completeness and compliance with the requirements in this Invitation to Quote document, thus, you should ensure that you carefully examine this document in full.

Quotes will be evaluated on the following Quality and Costs basis;

Section	Weighting (%)
Service Delivery and Added Value	10%
Social Value	10%
Price	80%

Scoring

Bidder information

The 'Bidders Detail' will be 'For Information Only' and not scored.

The 'Further Bidder Information' will be given a 'Pass/Fail' for each section.

Quality

The Authorities evaluation system is based on the familiar "weighted scoring approach", in which the officer scores responses to the quality questions according to a pre-agreed scoring system 0-4 (see table below). The scores for the sections are then added together to give a total quality score for the quotation response.

Score	Interpretation
4 Excellent	The Tenderer's response provides full confidence that the Tenderer understands and can deliver the Requirements well and addresses all of the requirements set out in the question.
3 Good	The Tenderer's response provides a good level of confidence that the Tenderer understands and can deliver the services and the Tenderer's response addresses all or most of the requirements set out in the question.
2 Satisfactory	The Tenderer's response provides a satisfactory level of confidence that the Tenderer understands and can deliver the services and the Tenderer's response addresses at least some of the requirements set out in the question. However, the response is lacking in some areas.
1 Poor	There are weaknesses (or inconsistency) in the Tenderer's understanding of the services and/or Tenderer's response fails to address some or all of the requirements set out in the question.
0 Unacceptable	No response and/or information provided is deemed inadequate to merit a score.

Scoring Cost

The financial weighted score is calculated by using the following formula:

$$\text{Tenderers Price Weighted Score} = \frac{\text{Lowest Total Cost offered}}{\text{Tenderer Total Cost}} \times (80 \% \text{ weighting})$$

(Lowest Total Cost divided by Tender Total Cost multiplied by 80)

The financial score will be calculated to two decimal places.

Therefore, the bidder who submits the lowest compliant bid (based on the pricing model created for evaluation purposes) will receive the full 80 % available.

3. The Requirement

The Requirement is detailed below which provides background to the project/business need, the standards or specification required alongside the essential supplier skills and the objectives of the requirement.

Background Information:

NHSE is procuring 8 x licenses for SPSS Statistics Standard Annual SW Subscription & Support as the replacement tool to be used by analytical teams to deliver the features they require to deliver existing data products within NHSE.

SPSS is a cloud-based data analysis engine that helps individuals and enterprises by providing statistical foresight to improve efficiency, the service is embedded into everyday business delivery used to solve business and research problems using ad hoc analysis, hypothesis testing, geospatial analysis, and predictive analytics.

Standards and Service Specification:

The required item to be procured is as follows:

- Annual subscription renewals of SPSS analytical software licenses
- Eight subscriptions to be renewed.
- Program Type: Passport Advantage
- Please see agreement current details below:
 - **IBM Agreement Number: 249496**
 - **IBM Customer: 4018053**
 - **IBM Site Number: 358574**

Essential Skills Deliverables:

Ability to deliver renewal of SPSS analytical software licenses.

Deliverables:

Deliverables are 8 times subscription renewals for SPSS analytical software licenses. These licenses are renewals, and the renewals dates will be from:

8 SPSS licenses from 01/12/2023 for a year

Proposed Terms and Conditions

The proposed terms and conditions for this engagement are the NHS Standard Terms and Conditions of services: Purchase Order Version.

No amendments shall be considered or accepted in relation to the Terms and Conditions. Failure to accept the terms will result in disqualification.

There are available to view on <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

The Purchase Order will serve as the contract.

4. Responding to ITQ

When responding to this ITQ, Bidders must ensure that their Tender covers all the information required. Bidders must complete their Tenders within the Authorities procurement portal (Atamis) set out in the "Supplier Response Form". Failure to do so may render the response non-compliant and it may be rejected.

In evaluating Tenders, the Authority will only consider information provided in the Supplier Response Form.

Bidders should not assume that the Authority has any prior knowledge of the Bidder, its practice or reputation, or its involvement in existing services, projects or procurements.

If there are any questions that do not apply to a Bidder, please answer with a N/A and explanation where appropriate.

Where any section of the ITQ indicates a word limit, any response will be reviewed to that word limit and any additional information beyond that word limit will not be considered. Bidders must provide a word count for each question response.

The Authority may at its own absolute discretion extend the Deadline for receipt of Tenders specified in the timetable. Any extension to the Deadline granted under this paragraph will apply to all Bidders.

Tenders must be submitted via the Authorities procurement portal (Atamis) no later than the ITQ submission Deadline specified in 'Timetable'. Tenders may be submitted at any time before the Deadline.

Tenders received before this Deadline will be retained unopened until the opening date. The Tender and any documents accompanying it must be formatted in Word or Excel as appropriate and be in the English language.

Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Tender pricing must be provided excluding Value Added Tax (VAT).

END.