07 October 2016

Dear Sir or Madam:

**Invitation to Tender: The People’s Projects voting website**

**Reference: BIG001-0787**

You are invited by the Big Lottery Fund, to tender for the above referenced Contract. Our requirements are contained in this ITT document.

The Contract Terms and Conditions that you will be required to sign up to are available to view at this link: <http://www.biglotteryfund.org.uk/index/about-uk/procurement_portal.htm>.

The Preferred Bidder will not be permitted to enter into any negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidder being excluded from the tender process. In such circumstances BIG reserves the right to invite the next highest scoring Bidder to enter into the Contract.

You must follow all the instructions set out in this Invitation to Tender when responding to it. The deadline for submission is **12.00 (Noon) on Wednesday 19th October 2016**. Failure to provide all information required will result in rejection of the tender.

Yours faithfully,

Steve Keene

**Big Lottery Fund**

Telephone: 020 7211 1817

Email: steve.keene@biglotteryfund.org.uk

**CONTENTS:**

[**SECTION ONE**](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_SECTION_ONE)

Instructions to Bidders

[**SECTION TWO**](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_SECTION_TWO)

Scope of Work

[**SECTION THREE**](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_SECTION_THREE_1)

[Annex 1](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_ANNEX_1) - Response to Tender and Evaluation Criteria

[Annex 2](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_ANNEX_2) – Schedule of Charges

[Annex 3](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_ANNEX_3) - Bidder’s Details

[Annex 4](file:///C%3A%5CDocuments%20and%20Settings%5Cmdent%5CDesktop%5CITT%20Template%20August%202012.doc#_ANNEX_4) - Form of Tender

 Part I: Declaration

Annex 5-

 Part I: Transparency Requirements

# **SECTION ONE**

**INSTRUCTIONS TO BIDDERS**

1. **General Information**
	1. This is an invitation only. The Big Lottery Fund reserves the right to vary any or all parts of the information contained in the Invitation to Tender.
	2. The Big Lottery Fund intends to accept the tender which scores the most marks against the criteria set out below. The Big Lottery Fund at its sole discretion, reserves the right to accept or reject any tender. The Big Lottery Fund does not bind itself to accept the lowest priced or any tender and shall not be liable for any costs incurred in the production of your submission.
	3. The Big Lottery Fund reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage or not to proceed with the procurement for any reason whatsoever without prior notice. Under no circumstances will the Big Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.
	4. The Big Lottery Fund reserves the right not to disclose information that it feels would put them at a commercial or unacceptable contractual disadvantage.
	5. Tenders, all documents and all correspondence relating to the tender must be written in English.
	6. The Big Lottery Fund may evaluate the financial status of the Preferred Bidder by reviewing its audited accounts for example to ensure contracting with it does not pose a risk to the Big Lottery Fund. Where the Big Lottery Fund considers the bidder does not have the financial capability to carry out the contract, it reserves the right to appoint the next highest placed bidder as Preferred Bidder (subject o the same assessment).
2. **Tender Documents**
	1. Tenders shall be submitted in accordance with the following instructions.
	2. All pages of the tender shall be sequentially numbered (including any forms to be signed and returned).
	3. The bidder is expected to examine all of the instructions, forms, Contract and specifications that comprise the tender documents. Unless the bidder provides all of the information required the tender will be rejected. If you have any queries about the information that must be submitted then you must raise them prior to the tender deadline in accordance with 3 (clarification) below.
	4. All information issued in connection with the Invitation to Tender remain the property of the Big Lottery Fund and are to be used solely for the purpose of tendering.
	5. **The Preferred Bidder will not be permitted to enter into any post tender negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidder being excluded from the tender process. In such circumstances the Fund reserves the right to invite** **the next highest** **scoring bidder to enter into the Contract.**
3. **Clarification**
	1. If you require clarification with respect to the contents of this ITT or this ITT process, please email **steve.keene@biglotteryfund.org.uk**Questions or requests for clarification must be submitted prior to the closing date for the submission of questions.
	2. The Big Lottery Fund will distribute questions and responses (without identifying the author of the question) to all bidders involved in the Tender save where the Big Lottery Fund considers the question and response to be commercially sensitive.
4. **Schedule of Charges**
	1. Bidders shall complete Section Three, against each capitalised description, detailing a total and full cost for the service provision.
	2. The rates and or percentage charges entered in Section Three shall be deemed to include complete provision for full compliance with the requirements of the Contract.
	3. The rates and or percentage charges contained within Section Three are, unless otherwise expressly agreed between the parties, firm and fixed and will not be subject to any variation.
	4. The Charges must be quoted in pounds sterling and inclusive of VAT.
	5. The Big Lottery Fund reserves the right to discuss and agree with the Contractor a maximum sum for all expenses.
	6. **ANY ATTEMPT TO QUALIFY PRICING OR INCLUDE ASSUMPTIONS IN THE SCHEDULE OF CHARGES THAT YOU ARE REQUIRED TO SUBMIT WILL RESULT IN THE REJECTION OF YOUR TENDER.**
5. **Timetable**

The indicative timetable for the procurement is as follows:

| **Key Actions** | **Dates** |
| --- | --- |
| Issue of Invitation to Tender | Monday 10th October 2016 |
| Closing Date for Questions  | 12.00 (Noon) Friday 14th October 2016 The Fund will upload responses to clarification questions onto Contracts Finder. It is the bidder’s responsibility to check Contracts Finder regularly.  |
| Tender Return Deadline and initial review/evaluation of tenders  | **12.00 (Noon) on Wednesday 19th October 2016**.  |
| Initial evaluation of tenders | Week Commencing Monday 24th October 2016 |
| Clarification and identify preferred bidder | Week Commencing Monday 24th October 2016 |
| Contract Award | Week Commencing Monday 24th October 2016 |
| Contract Work Commencement Date | Week Commencing Monday 24th October 2016 |

\*The Big Lottery Fund may vary these dates.

\*The Fund reserves the right to carry out clarifications via email or by inviting Bidders to a clarification meeting.

In order to ensure that both the Fund’s and Bidder’s resources are used appropriately, the Fund will only invite the top two or three (depending on the closeness of scores) highest scoring bidders to attend a clarification meeting.

 Scores will be moderated based on any clarifications provided during this meeting.

1. **Legal Documentation**
	1. Achieving greater transparency of public sector procurement and contracting

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

* All new central government tender documents for contracts over £10,000 and to be published on a single website from September 2010, with this information to be made available to the public free of charge.

Bidders should be aware that if your organisation is awarded this contract, the resulting contract between you and the Big Lottery Fund will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

* 1. Bidders must complete and return all documents in Section 3
* Annex 1 Response to Tender and Evaluation Criteria
* Annex 2 Schedule of Charges
* Annex 3 Bidders Detail
* Annex 4 Form of Tender

 Part 1 Declaration

* Annex 5

 Part I: Transparency Requirements

Bidders shall notify The Big Lottery Fund of any errors, omissions or details contained within the documents, which precludes them from tendering for this service.

* 1. Where a group of companies are bidding jointly for this Contract, they will need to have in place a robust partnership agreement outlining the individual roles and responsibilities of each in relation to the delivery of the Contract. BIG will need to see a copy of this agreement as part of the tender process. When such consortium tenders are submitted, a lead bidder needs to be clearly identified as it will be with them that the Contract will be held and they will be the contractor and ultimately be accountable for its overall delivery.
	2. **Bidders are required to detail within their tender submission if it is their intention to sub contract any element of the services detailed in section 2, ‘Scope of Works’.**
	3. **NB: Bidders must declare any known or potential conflicts of interest.**
1. **Submission Of Tenders**
	1. Bidders must submit **an electronic copy of your tender submission in a zip folder to steve.keene****@biglotteryfund.org.uk**no later than **12.00 (Noon) on Wednesday 19th October 2016**. The subject line should be as follows;

“**Invitation to Tender: The People’s Projects voting website**

**Reference: BIG001-0787”**

Tenders received after that time will not be considered and it is your responsibility to ensure the tender is submitted in a zip file and that we have received it. If you do not submit the information in this way it may be too large for our email inbox and we will not receive it.

* 1. By submitting a tender, the bidder agrees to keep that tender open for acceptance by the Big Lottery Fund for **60** days following the closing date for submission of tenders.
	2. The Big Lottery Fund does not bind itself to award a contract or contracts and shall not be liable for any costs incurred in the production or submission of ITT. Under no circumstances will the Big Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.
1. **Notification Of Award Of Contract**
	1. The issue of a signed Contract shall constitute the Big Lottery Fund’s acceptance of the tender.

# **SECTION TWO-SCOPE OF WORK**

1. **Introduction**

The Big Lottery fund (the Fund) is seeking an experienced provider to update the People’s Projects [voting website](https://www.thepeoplesprojects.org.uk/) and to manage the site and public vote for the next year with the possibility to extend for a further year.

With approximately £3 million of funding available the voting should be conducted in the fairest, yet most accessible way and each vote must be validated. An external voting adjudicator will also verify the outcome of the vote.

1. **Background**

The People’s Projects is a partnership between The Fund, ITV, STV and The National Lottery that gives the public a say in which projects will receive funding of up to £50,000. Five projects in each of the 19 ITV and STV regions are shortlisted by the Fund, ITV and STV and then compete for public votes in a two week voting period (20 March 2017 to 3 April 2017). The three projects in each region with the most votes will be awarded up to £50,000 and the remaining two may be offered up to £5,000.

ITV and STV will film all of the shortlisted projects and produce a short film about each which they will broadcast during the voting period. The National Lottery will promote the vote with point of sale advertising at each of their retailers and through their digital channels.

In year one a new voting website was built (<https://www.thepeoplesprojects.org.uk>) which hosted information, including films, about each of the competing projects and allowed supporters to vote for one project in each region; over 146,000 online votes were cast in total.

The partnership is now in its second year and opened for applications on 1 September 2016. The five projects in each region will be shortlisted by early December 2016.

1. **The Requirements**
2. Development of the existing The People’s Projects website <https://www.thepeoplesprojects.org.uk/> (October – November 2016)
* Take on existing code from current provider, including website front-end (HTML/CSS/JavaScript), CMS (Craft), voting/voting validation functionality and reporting
* Creating a project archive and archiving 2016 projects
* Removing project location map on individual project pages
* Preventing people from voting from outside the UK or identify these votes so that they can be removed by the adjudicator
* Creating a search by project name function
* Ensuring site CMS and other functionality is up to date including postcode and ITV region data

b) Managing the 2017 and 2018 votes (Year one voting 20 March 2017 to 3 April 2017)

* Maintain and manage the current website functionality
* Content population on English and Welsh pages pre and post vote
* Management of the vote including sending vote validation emails to prevent fraudulent voting
* 24/7 support during two week voting period
* Liaison with and reporting to voting adjudicator and partners as necessary
* End of project report including website analytics
* CMS training for the Fund (max 2 hours, with 4 members of staff)
1. Maintenance of the website
* Ongoing support for bugs/fixes
* Management of Craft CMS licence
* Capacity for further pieces of development (to be costed and billed separately)
1. Website hosting
* Office hours support,
* 24 hour support required during voting period
* Stored within EU data centres
1. Security requirements
* Secure data management – must adhere to data protection laws and allow the independent voting adjudicator to access voting data in realtime throughout the campaign
* Risk management plans
* Incident management procedure
* Load testing
* Browser testing
* Qualys (or equivalent) security testing
* Servers must be suitably hardened (remove all unnecessary services, fully patched etc.)
* Any new software must be designed to be secure and be regularly security tested at all stages of development
* All data must be suitably backed up and an appropriate Disaster Recovery process in place

In your response please include the following documentation

* Project plan with timeline
- Wireframes/user flow for any new functionality for https://www.thepeoplesprojects.org.uk/
* Documentation outlining your approach to data security and capacity/storage
* Testing plan (please note that all partners will need to test to site in a staging environment so time should be allowed for this)
* Technical contingencies and escalation plans

The website should meet AA accessibility standards.

***Welsh Language Scheme***

*The successful contractor will need to ensure that services provided through this contract are compliant with the Big Lottery Fund’s Welsh Language scheme and the Welsh Language Act. A copy of the scheme can be found on our website:* [*http://www.biglotteryfund.org.uk/wales/about-big/our-approach/welsh-language-scheme*](http://www.biglotteryfund.org.uk/wales/about-big/our-approach/welsh-language-scheme)*.*

**ITV requirements**

ITV, as a partner in The People’s Projects, have a number of requirements that the Fund have agreed to meet. These need to be fulfilled as part of this contract:

* The voting platform will be fully functional and error free and have availability of at least 99.99 per cent during the voting period. In the event of failure of the site, vote accuracy will not be affected.
* The voting platform will be capable of carrying a minimum load capacity of 40,000 concurrent users and that capacity testing shall take place to ensure it can withstand those volumes during the voting period.
* The voting platform will have adequate security systems and firewalls in place to withstand any cyber attack or other unauthorised attempts to access or use the platform.
* The Fund will ensure that all public votes are counted and that the result is 100 per cent accurate and error free following moderation.
1. **Required Service Levels**

*Day to day support*

For maintenance and support of deployed work, our preference is for an online helpdesk-type service so we can log bugs, queries and low-level development requests, and track their progress online. For helpdesk queries we require a service during office hours, with a resolution time of one working day for critical issues and three working days for non-critical issues. If the agency does not provide such a service, we welcome proposals as to how the agency will handle queries, bug fixes and low-level requests.

We will also look to the agency to specify their service levels for urgent business-critical maintenance requests.

*During voting period*

We require 24 hour hosting support during the two-week voting period and a response time of 1 hour for any business critical fixes or requests, with resources allocated until issue is resolved.

**5. CONTRACT TERM**

The Contract is for a term of one year and the Fund shall have the option to extend for up to a further one year.

 **6. COMMUNICATION AND ACCOUNTABILITY**

The Service Provider will maintain excellent communications with the Fund at all times ensuring that it is well informed, aware of issues and central to decision making in relation to progress. The successful bidder will:

* Identify a named contact acting as **Contract Manager**. The designated person will carry prime responsibility for the contract and will be the Accountable Officer
* Identify a named contact person as **Project Manager**. The designated person will carry prime responsibility for the delivery and implementation of services under this contract. The Project Manager and Contract Manager can be the same person, provided they have the relevant skills
* The Contract Manager/Service Manager will liaise with and take instruction from the Fund’s Contract Manager.

**The Service Provider must provide the following deliverables to the Fund:**

**DELIVERABLES**

|  |  |
| --- | --- |
| Action | Due Date/timescale |
| Inception meeting | End of October 2016 |
| Regular email/telephone updates on progress including any wireframes and project plans | Ongoing |
| Updated voting website with project archive | 30 November 2016 |
| Fully functioning, robust voting website with adequate security systems and firewalls in place to withstand any cyber attack or other unauthorised attempts to access or use the platform  | 3 March 2017 |
| Management of the online voting process ensuring that the website is error free and, during the voting period, has 99.99% availability and is capable of carrying a minimum load capacity of 40,000 concurrent users | February to April 2017 |
| Evaluation report | tbc |

**\* The Fund reserve the right to amend this timetable where required.**

# **SECTION THREE**

## **ANNEX 1**

**Response to Tender & Evaluation Criteria**

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

Initially we will evaluate your tender to see if you meet our **minimum PASS/FAIL CRITERIA** set out below.

**Bidders who do not pass all the Pass/Fail criteria (A-F) below will be excluded from further consideration in the competition (i.e. their tenders will not be evaluated further and will be excluded from the competition).**

|  |  |
| --- | --- |
| **Pass Fail Criteria A** |  |
| Bidders must have a formal quality management system in place. Please provide evidence (documentation or certificates) demonstrating you have a formal quality management system in place. |  |
| **Pass Fail Criteria B** |  |
| Bidder has submitted a complete tender that accords with every instruction and requirement set out in this ITT. |  |
| **Pass Fail Criteria C**  |  |
| The Bidder’s Total Costs in Table A do not exceed £30,000 (including VAT and expenses). Bidders whose costs exceed this amount will be excluded from further consideration in the tender process. |  |

**Pass/Fail Criteria**

**If you pass all of the pass/fail criteria set out above, we will evaluate your tender response using quality and price criteria which are set out below.**

Your Bid will be scored out of 100. **80 % of the marks will be allocated to your response to the Quality Questions Below**. Each question will be scored using the methodology in the Table below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the maximum available score for this Quality Criterion (525) and multiplied by (80) to get your final score for that question.

**20% of the marks will be available for your Price Proposal**. The methodology for scoring price is set out further below.

Please note – Though questions are numbered, this does not relate to any order of importance.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

**Please note – Though criteria are numbered, this does not relate to any order of importance**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria (sample questions –please amend having regard to your particular circumstances).****Quality: 80%**  | **weighting** |
| Question:1 | Please set out your proposals to meet all the requirements set out in Section 2:* Development of the existing The People’s Projects website (10 marks)
* Managing the 2017 and 2018 votes (15 marks)
* Maintenance of the website (5 marks)
* Website hosting (5 marks)
* Security requirements (5 marks)
 | **40** |
| Question 2 | Provide a detailed, clear and realistic project plan/methodology showing all of the tasks, activities and deliverables you propose to deliver this contract to meet all of the requirements set out in Section 2. | **30** |
| Question 3 | Please identify the risk to delivering this project to time and budget and your proposals for mitigating them. | **5** |
| Question4 | How will you ensure you have adequate resources to meet our requirements?  | **10** |
| Question 5 | Demonstrate how you will monitor and comply with the maintenance response times on an ongoing basis.  | **10** |
| Question 6 | Set out your experience of similar voting platform projects, illustrating how this will inform the work on this contract. | **10** |
|  |  |  |

Responses to each question above will be allocated a score based on the methodology contained in the table below. This score will then be multiplied by the weighting in the column on the right.

**Quality Questions scoring methodology**

|  |  |  |
| --- | --- | --- |
| **0** | **Poor** | No response or partial response and poor evidence provided in support of it. Does not give the Fund confidence in the ability of the Bidder to deliver the Contract. |
| **1** | **Weak** | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| **2** | **Satisfactory** | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| **3** | **Good** | Response is comprehensive and supported by good standard of evidence. Gives the Fund confidence in the ability of the Bidder to deliver the contract. Meets the Fund’s requirements. |
| **4** | **Very good** | Response is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the Fund’s requirements in some respects.  |
| **5** | **Excellent** | Response is very comprehensive and supported by a very high standard of evidence. Gives the Fund a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the Fund’s requirements in most respects. |

**Price scoring methodology: 20% overall**

Price: The evaluation of price will be carried out on the Schedule of charges you provide in response to Annex 2 Table A

|  |  |  |
| --- | --- | --- |
| Price Criterion**Question**  | 30 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and total costs figure in Table A will be used to score this question.For example, if the lowest price is £100 and the second lowest price is £108 then the lowest priced bidder gets 30% (full marks) for price and the second placed bidder gets 27.6% and so on. (8/100 x 30 = 2.4 marks; 30-2.4 = 27.6 marks)  | **%** |

## **The scores for quality and price will be added together to obtain the overall score for each Bidder. The Bidder with the highest score will be the preferred Bidder.**

**ANNEX 2**

**Schedule of Charges**

Bidders must complete the schedule of charges table A below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TABLE A:****(firm and fixed costs)** | **e.g. Project Manager/ Director** | **e.g. Senior Consultant/manager/researcher**  | **Junior** **Consultant/equivalent**  | **Total days** | **Total Fees** |
|  | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  | ***Quantity*** |  |  |  |
| Inception meeting to agree plans and finalise requirements with the Fund | *1* | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| Other (insert additional rows to include other deliverables as per section two of the tender) |  |  |  |  |  |  |
| *[Add as necessary]* |  |  |  |  |  |  |
| Expenses |  |  |  |  |  |  |
| Travel and subsistence |  |  |  |  |  |  |
| Other (non-staff) costs – *Please specify* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-total** |  |
| **VAT** |  |
| **Total Costs including VAT and expenses (this figure will be used for the purposes of allocating your score for the price criterion and must cover the cost of meeting all our requirements )**  |  |

Notes: The Fund reserves the right to reject abnormally low tenders.

**You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.**

**\* The Fund reserve the right to amend this timetable where required.**

**Please note any contract awarded will be based on the Fund’s standard terms and conditions of contract and you will be required to sign up to these if successful.**

**ANNEX 3**

**Bidder’s Details**

| **Company Details** |
| --- |
| **1.** | **Registered Company Name:** |
| **2.** | **Company Registration Number:** |
| **3.** | **Main Operational address for the service:** |
|  | **Tele:** |
|  | **Fax:** |
|  | **Email:** |
|  |  |
| **4.** | **Address for all contractual correspondence –** |
|  | (If one of the above, please specify) |
|  |  |
|  |  |
|  |  |
| **5.** | **Address for all service management correspondence** |
|  | (If one of the above, please specify) |
|  |  |
|  |  |
|  |  |
| **6.** | **Contacts:** |
|  | **a. Responsible Person for the Contract** |
|  | Tele:  |
|  | Fax:  |
|  | Mobile: |
|  | Email:  |
|  |  |
|  | **b. Responsible Person for the Service:** |
|  | (If different to the above) |
|  | Tele:  |
|  | Fax:  |
|  | Mobile |
|  | Email:  |
|  |  |
| **7.** | **VAT registration Number (if applicable)** |
|  |  |
| **8.** | **Payment Details** |
|  | Account Name: |
|  | Bank Name:  |
|  | Address: |
|  | Sort Code: |
|  | Account Number: |
|  |  |

## **ANNEX 4**

**Form of Tender**

**Part I – Declaration**

##### **Note: The Bidder is to type the following on its own letter headed paper**

Dear Big Lottery Fund

**CONTRACT FOR Tender Title: The People’s Projects voting website Reference: BIG001-0787 (‘the Contract’)**

Having examined the proposed Contract comprising, we do hereby offer to enter into a Contract with THE FUND on the terms and conditions in the said Contract.

We undertake to keep the Tender open for acceptance by THE FUND for a period of thirty (30) days from the return date.

We declare that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that we will not do, any of the following acts prior to award of this Contract:

1. *Collude with any third party to fix the price of any number of Tenders for this Contract;*
2. *Offer, pay, or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.*

We understand that you are not bound to accept the lowest priced, or any, Tender.

Signed:

Date:

Name:

In the capacity of:

Duly authorised to sign tenders for and on behalf of:

**ANNEX 5**

**Part I:** **Transparency**

Note: In compliance with the Government’s transparency agenda, all Big Lottery Fund contracts over £10,000 (net of recoverable VAT) issued on or after 1 January 2011 will be published on the Government’s Contracts Finder website. We are required to publish contracts in full, and as a minimum must publish the specification, terms and conditions and associated schedules (which may include the winning bidder’s bid).

In limited circumstances redactions can be made prior to publication to protect certain types of information. Redactions are permitted in line with the exemptions set out by the Freedom of Information Act 2000. Examples of information which may be exempt under the FOIA include: personal data; information amounting to a trade secret; and information which if disclosed would or would be likely to prejudice the commercial interests of any person.

If the Bidder believes redactions ought to be made, these should be identified by the Bidder in the following table on their own letter headed paper. Bidders must provide explicit justification and reasoning for each redaction requested. The Big Lottery Fund is responsible for determining in its absolute discretion whether any information is exempt from publication.

**CONTRACT FOR Tender Title: The People’s Projects voting website Reference: BIG001-0787**

|  |  |
| --- | --- |
| **Contract clause or section of tender to be redacted** | **Justifications for redaction** |
|  |  |