

Invitation to Tender

Development of an online marketplace

BIGTP068

1 Background/Introduction

Orfi Active began as a solution to a problem. If you move to a new area, how do you find sports teams and fitness activities? How do you discover new sports you've never tried before? If you want to organise these events yourself, how do you draw in participants?

These were the questions faced by Orfi founder Jonas Urbonas when he moved to London in 2011 and over the last seven years, those experiences have inspired him to create Orfi Active, an app that provides the answers.

The app can be used either to organise or participate. As an organiser you create sports and fitness events, manage payments, and ensure drop-outs don't affect the quality of your sessions through waiting lists and group chats. Plus recurring events cut down on admin, leaving you free to enjoy your sessions. As a participant you can see what is happening near you and around the country and book your place quickly and simply.

We wish to commission the development of an online marketplace between organisers of sport and participants.

The purchase of this expertise is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole.

2 Project Specifications

2.1 The system we are looking for will meet the following specification:

AREA OF PROJECT	TASKS
Project Wide	<ul style="list-style-type: none"> ● GDPR compliance ● Pen Testing ● Auditing
Project Management	<ul style="list-style-type: none"> ● Agile development and oversight ● SCRUM practises ● Full documentation <ul style="list-style-type: none"> ○ Design ○ Development ○ Testing ○ Architecture ○ Process flows ○ Requirements ○ Specifications

Support Contract	<ul style="list-style-type: none"> ● 24/7 Support ● Customer facing ● Notes/Information keeping
Chat	<ul style="list-style-type: none"> ● AWS ● AppSync ● Notifications ● Analytics ● Permissions ● Real time
Gamification	<ul style="list-style-type: none"> ● Push notifications ● Activity Feed ● Dedicated section within all apps ● Custom reports per group/event
Activity Feed	<ul style="list-style-type: none"> ● Relationships ● Feed ranking ● Aggregated Feeds ● Real Time ● Personalised ● Performant ● Push notifications
AWS	<ul style="list-style-type: none"> ● Cloud architecture design ● Network design ● Load balancing ● Async Queues ● Lambda ● EC2 ● Autoscaling ● RDB ● CloudWatch ● S3 ● Elastic Beanstalk ● Elastic Search ● Big data
Web Application	<p>Must be able to support:</p> <ul style="list-style-type: none"> ● Evergreen - Last 2 ● Mobile ● Desktop ● PWA

React Native Application	<p>Must be able to support:</p> <ul style="list-style-type: none"> ● iOS ● Android ● Mobile / Tablet ● MacOS
Admin Application	Staff permissions
Payment System	<p>Must be able to support:</p> <ul style="list-style-type: none"> ● Apple Pay ● Google Pay ● Mobile contract payments ● Direct bank transfers ● Cards <p>Features</p> <ul style="list-style-type: none"> ● Full audit trail ● Support for different providers (Worldpay, Stripe, Paypal etc) ● Credit System ● Refunds ● Scheduled Payments ● Single Payments
Sales Force	<p>Integration with Mailchimp</p> <p>Integration with Facebook Pixel</p> <p>Round-up email generation based on activity</p> <p>Data Collection</p> <p>Enhanced deeplinking</p> <p>Referral system support</p>

For your response, **please complete the Compliancy Matrix Enclosure 1** as to how you will meet the requirement, the allocate hours for each of the specification and the cost against each area of the project.

2.2 Supporting evidence. Please provide the following:

2.2.1 Three case studies outlining areas of previous comparable work. (maximum 2 sides of A4)

2.2.2 Provide information regarding the team and their roles that will be dedicated to this account, including a summary of their skills and experience (maximum one page of A4 per person).

2.2.3 Two references from clients where you have delivered similar projects. This should include the brief, deliverables and project cost (maximum 2 sides of A4)

3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Contracts Finder	17 th September 2020
Last date for raising queries	25 th September 2020
Last date for clarifications to queries	30 th September 2020
Deadline to return ITT	2 nd October 2020
Evaluation of ITT	3 rd October 2020
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and the Orfi Sports Group Ltd that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Orfi Sports Group Ltd that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit Orfi Sports Group Ltd, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

Exclusion

Orfi Sports Group Ltd shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

5 Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

6 Tender Application Requirements

The tenderer should include a covering letter providing the information detailed in section 6.1-6.6:

- 6.1 Confirmation that **you the supplier** are able to meet the requirements outlined in the specification above. Table included with a breakdown of hours and cost.
- 6.2 **Dated** your response, used our company's full postal address (albeit you submission might be by email) and included the **Reference: Development of an online marketplace BIGTP068**
- 6.3 Details of who to **contact** in your company in relation to this tender
- 6.4 **Company registration Number and VAT number (if appropriate)**
- 6.5 Total cost of providing the service as detailed within the specification requested in the format required with a breakdown as described in the enclosed.
- 6.6 That the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
- 6.6.1 Professional indemnity insurance with a limit of liability of not less than £1 million for independent advice; and
- 6.6.2 Public liability insurance with a limit of liability of not less than £2 million; and
- 6.6.3 Employers liability insurance with a limit if liability of not less than £2 million for any one occurrence or series of occurrences arising out of any one event.
- 6.7 Three case studies outlining areas of previous comparable work.
- 6.8 Provide information regarding the team and their roles that will be dedicated to this account, including a summary of their skills and experience (maximum one page of A4 per person).
- 6.9 Two references from clients where you have **delivered similar** projects. This should include the brief, deliverables and project cost (maximum 2 sides of A4).
- 6.10 The total costs including any travel and other expenses excluding VAT.

7. Tender evaluation methodology

Each tender will be checked for completeness and compliance with all requirements of the ITT.

Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the following award criteria:

Ref 6.1 -6.6 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1-6.6	Pass/ Fail
Ref 6.7 Case studies outlining areas of previous comparable work.	Total available = 30 marks (10 per case study)
Ref 6.8 Provide information regarding the team and their roles that will be dedicated to this account, including a summary of their skills and experience	Total available = 10 marks

Ref 6.9 References	Total available = 20 marks (10 per reference)
Ref 8.8 Budget	40 marks
A fixed fee for the work (exc VAT) including travel and other expenses as detailed in Enclosure 1: The lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid	

8. Tender assessment

Each Tender will be checked for completeness and compliance with all requirements.

During the evaluation period, ORFI ACTIVE reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender.

Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings detailed in the criteria table above.

ORFI ACTIVE is not bound to accept the lowest price or any tender. ORFI ACTIVE will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with ORFI ACTIVE's internal procedures and ORFI ACTIVE being able to proceed.

The reviewer will award a percentage of the marks depending upon their assessment of the tenderer's response. The following scoring, or graduations of such, will be used to assess the tenderer's response.

Scoring Matrix for Tender Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required supporting the response.

80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

9. Tender Returns

Tenders are to be returned by email .

Latest date to be returned: 02/10/2020

Latest time to be returned: 1700

Tenders should be sent electronically to hello@orfiactive.com with the following message **clearly noted in the Subject box; ' Development of online market place ref BIGTP068'**

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

10 Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is as detailed in the Tender Timetable in section 3. All e-mailed queries should be sent to:-

Name: Jonas Urbonas

E-mail: hello@orfiactive.com

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed contract shall bind us unless such representation is in writing and duly signed by Jonas Urbonas of Orfi Sports Group Ltd. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and Orfi Sports Group Ltd

Responses to any queries will be shared through Contracts Finder website

11 Disclaimer

The issue of this documentation does not commit Orfi Sports Group Ltd to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Orfi Sports Group Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Orfi Sports Group Ltd and any other party (save for a formal award of contract made in writing by or on behalf of Orfi Sports Group Ltd).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by Orfi Sports Group Ltd or any information contained in Orfi Sports Group Ltd's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Orfi Sports Group Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. Orfi Sports Group Ltd reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Orfi Sports Group Ltd liable for any costs or expenses incurred by bidders during the procurement process.

Enclosures:

1. Compliancy Matrix