RC°A
Royal College of Anaesthetists

| Date | ID | Question | Response |
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| 29/03/2018 | 1 | What is the expected contract length? | 3 to 5 years |
| 29/03/2018 | 2 | Is the budget value assigned on contract finders of between £30 - £85k, the total contract value or just licences or annual costs? | The budget on Contracts Finder is for the work required in the set up, migration and implementation of the new system. It does not include ongoing costs, but ongoing costs do need to be detailed in Document C: Pricing Matrix and will be scored. |
| 02/04/2018 | 3 | Are you using or plan to use SAP ERP? | We are not currently using SAP ERP. Enterprise resource planning is not in scope of this project. |
| 02/04/2018 | 4 | What are the exact qualification/eligibility criteria? | Please see RFP documents A (1), A (2) and B. |
| 02/04/2018 | 5 | Could you please send me the detailed tender? | The detailed tender documents can be found as attachments on the contracts finder notice: https://www.contractsfinder.service.gov.uk/Notice/2d86571b-727c-483e-91cb-cd74870b7769 |
| 03/04/2018 | 6 | Can you clarify the number of users required for expenses where you have indicated that you need 1,500? It would be useful to know to what extent all these users would use the system and whether that number is realistic. | Users in the case of the expense system are the expense claimants.<br>They will NOT have full access to the finance system and ledgers.<br>The only access they will have will be limited to log in to submit their claim which will involve the upload of supporting documents.<br>They will be able to receive notifications of the progress of their claim.<br>They will be able to access reports of their submitted claims.<br>Most claimants and volunteers rather than staff and some claimants will only claim once in a year. |
| 05/04/2018 | 7 | You have stated that you need 35 budget holders needing access to the purchasing and expenses module and reports and then a further 50 administrators who will need access to the purchasing module. Is an overlap of these users or do you in reality need 85 people needing access to the purchasing module? | The function of the budget holders will be to authorise purchase orders, there may also be occasions where they create a purchase order. The function of the administrators will be to create purchase orders only. There may be limited crossover between the two user groups but they will largely be seperate. For costing purposes assume 85 users for the purchasing module and provide details of the cost per user. |
| 05/04/2018 | 8 | Are you already using Optical Character Recognition (OCR) with your Exchequer system? | No we do not currently use OCR. |
| 05/04/2018 | 9 | Would a tender that is significantly over budget be automatically excluded? | Please refer to question 2 on what the budget covers. If your response was significantly over budget we would need to understand what was driving the cost. Cost scoring is weighted as 20% of total score. |
| 05/04/2018 | 10 | We notice that there is a total of around 3500 claims per year which only equates to just over 2 per user which would indicate that either some users rarely submit claims, or that the functionality will only be used very occasionally by most users.<br><br>In order to contain costs, are there some key users that submit more claims that can be included as users of the core system, with an alternative claims process adopted by all other users? If so please can you indicate the split that could be applied? | It is correct that many expense claimants may only submit a small number of claims per year.<br>Expense claims will largely be made by external volunteers who do not require access to the core system. We estimate this to be approximately 95% of claimants. |

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| 05/04/2018 | 11 | Within the functional requirements, OCR capability is referenced in two sections. In the Data Input section (questions 29&30) OCR is listed as a Primary requirement, however in the Purchase Ledger section (question 94) it is a Secondary requirement for the same functionality. Please can you clarify whether OCR is a Primary or Secondary requirement? | Apologies this is a duplication error. OCR is a primary requirement. If this has significant cost implications for your bid please detail the OCR costs seperately under *Other costs* in Document C: Pricing Matrix. |
| 05/04/2018 | 12 | Your response to question 2 implies that the budget declaration on the contracts finder is purely for services, there is no mention of software costs needing to be included in this figure. I would be grateful if this could be clarified. | The project budget stated on Contracts Finder should cover all items under *Design and Build* and *Implementation* in Document C: Pricing Matrix. Costs for software licencing, hosting and support should be provided and will be scored but will come from a separate budget, in addition to the project budget. |