

# Request for Information

---

CONTRACT LIFECYCLE MANAGEMENT SYSTEM  
REF: AFC001.23/JS

RFI Closing Date: 30th June 2023  
DOCUMENT A | REQUEST FOR INFORMATION





<b>PART 1 – BACKGROUND.....</b>	<b>4</b>
1.1 <i>Action for Children Overview.....</i>	4
1.2 <i>The Opportunity .....</i>	4
1.3 <i>Purpose of the RFI.....</i>	5
<b>PART 2 – Instructions for Completion .....</b>	<b>6</b>
2.1 <i>Instructions.....</i>	6
2.2 <i>RFI Key Dates.....</i>	6
2.3 <i>Queries and Questions during the RFI Period .....</i>	6
2.4 <i>Opportunity: System Demonstration.....</i>	7
2.5 <i>Response Methods and Requirements .....</i>	7
2.6 <i>Suppliers to Inform Themselves.....</i>	7
2.7 <i>Costs of Preparing the Response .....</i>	7
2.8 <i>Confidentiality .....</i>	7
2.9 <i>Acceptance of these Conditions.....</i>	8
2.10 <i>RFI Documents.....</i>	8



Dear Sir/Madam,

**RE: Request for Information for the Provision of a Contract Lifecycle Management System**

Action for Children (AfC) is currently reviewing the provision of a Contract Lifecycle Management System. As part of developing our plans to meet this requirement, we are issuing this Request for Information (RFI). This RFI does not constitute a call for competition; it is an aim to collate views from the market participants. This information may be utilised in developing the procurement strategy to help deliver arrangements for AfC's project requirements. Additionally, AfC can gain a greater understanding of specific suppliers' abilities, core business and strategic outlook with respect to the provision of Contract Lifecycle Management System.

You are invited to submit a response to this RFI. We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely

**Julie Stenlake MCIPS**  
**Category Manager**



## **IMPORTANT NOTICE**

The tender process for the Contract(s) does not fall within the public Procurement Regulations 2015, however, Action for Children are committed to fair and open competition and will carry out this tender by adopting similar Procurement processes, to the Public Contract Regulations 2015.

This RFI is issued by Action for Children on the terms set out below for the exclusive use of parties interested in bidding for the Contract(s)/Framework(s) and their advisers. It has been prepared for the purposes of providing information in connection with the Contract(s)/Framework(s).

If there is a need for any changes to this RFI, suppliers will be informed of the changes and given adequate time to respond.

The RFI (and the information contained in it) does not form the basis of any contract(s) nor does it constitute an invitation or offer to participate in the Contract(s)/framework(s).

The information in this RFI is confidential and is made available to Action for Children only.

Action for Children expressly reserves the right (i) to terminate the pre-qualification or tender procedure at any time; (ii) to negotiate with one or more parties at any time; (iii) to terminate, at any time, all further participation by any party in respect of the pre-qualification or tender process; and (iv) without prior discussion with any supplier to modify the rules and procedures set out in this RFI or any other procedures relating to the pre-qualification or tender provided that such modifications will be notified to suppliers.



---

## PART 1 – BACKGROUND

---

### **1.1     *Action for Children Overview***

Action for Children is seeking a contract management and approving tool to radically improve our contract reviewing, signing and storing processes within our revenue generating Directorate.

### **1.2     *The Opportunity***

AfC is considering options for the provision of a Contract Lifecycle Management System (“Opportunity”). Currently we have a basic contract signing tool for all areas of our organisation. The Opportunity includes, but is not limited to, the following activities:

- This tool must interface with Salesforce and be able to track and monitor a contract throughout its journey within our organisation.
- We have various different teams who review contracts, this tool, must be able to track their comments and approval simultaneously to reduce the time spent on reviewing the document before handing over to our Executive Leadership Team to approve.
- It must provide version control, the ability to review tracked changes and highlight recurring terms and themes within a document.
- It must be able to support multi-layer approval and provide approvers with a definitive document for them to approve.
- It should provide a summary of the document for users, which shows who has reviewed and approved already, identifying key terms and dates for the approver to be able to review without needing to search the document.
- It must allow for our legal teams to highlight to approvers pertinent information around financials, insurance, risks & certain clauses.
- It should be visually appealing to our users, and provide a timeline from when the contract was received to the due date by which it has to be signed.
- It should provide reminders and notifications at each critical stage along the journey. It should have a reporting function to provide information on volume and time to sign.



- If it does not have a native reporting function, this data must be exportable to Salesforce.
- The tool must be able to receive documents from a variety of electronic providers as well as our team being able to manually upload to the tool.
- It should be able to hold several different contract templates for issuing contracts or this should be on the tools development roadmap.

### **1.3 Purpose of the RFI**

The purpose of this RFI is to allow AfC to assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity.

- This RFI will help us to refine the requirements.
- No down-selection of Potential Providers will take place as a result of the responses or interactions relating to this RFI.
- We expect that all responses to this RFI will be provided by Potential Providers in good faith to the best of their ability in the light of information available at the time of their response.
- No information provided by a Potential Provider in response to this RFI will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Provider, in any subsequent formal procurement process.
- This is not an Invitation to Tender and we will not accept any proposals offered in response to this RFI.



---

## PART 2 – Instructions for Completion

---

### 2.1 *Instructions*

This Part sets out instructions regarding submission of responses to this RFI. The information provided will enable Action for Children to determine which suppliers are best placed to deliver our requirements.

Receipt of this document completed in full and on time does not oblige Action for Children to place the supplier into the ITT stage. Also, the addition of the supplier to the ITT is not a guarantee of business.

Please answer the questions clearly and concisely, irrelevant information will be disregarded and may obscure relevant information. Suppliers must complete all sections of this document. Ensure that copies of all relevant documentation are submitted.

Please supply the requested information at Organisation level unless otherwise specified. Where it is intended that the supplier is relying upon the resources of other members of its group in response to a particular question, the supplier should specify this and confirm how these resources will be made available. The information supplied will be treated in the strictest commercial confidence.

### 2.2 *RFI Key Dates*

The following key dates apply to this RFI:

<b>RFI Issue Date:</b>	<b>Date:</b>	31 May 2023
<b>RFI Questions Deadline:</b>	<b>Date:</b>	23 June 2023
<b>RFI Deadline:</b>	<b>Date:</b>	30 June 2023
<b>Opportunity: System Demonstration</b>	<b>Date:</b>	Week Commencing 10 <sup>th</sup> July

### 2.3 *Queries and Questions during the RFI Period*

All questions should be submitted to [Julie.stenlake@actionforchildren.org.uk](mailto:Julie.stenlake@actionforchildren.org.uk). Copies of any questions asked and responses given are shared with all other organisations who have expressed an interest to this notice so that each is equally informed.



## **2.4 Opportunity: System Demonstration**

AfC provide an opportunity to demonstrate the system to allow further understanding of the system capabilities. In addition, suppliers can further familiarise with the Opportunity during the demonstration. Date and time will be made available week commencing **10<sup>th</sup> July 2023** and will be arranged in due course.

**To register your interest, please return all documents stated in paragraph 2.10.**

## **2.5 Response Methods and Requirements**

Suppliers must submit their response to AfC electronically to

- a) Electronic copies are to be submitted in PDF format.
- b) Responses must be prepared in English.
- c) Suppliers are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable requirements described in Clause 2.5.
- d) There will be no allowance made by AfC for any delays in transmission of the response from the supplier to AfC.
- e) Any Proposal received later than the stipulated RFI closing date and time may be removed from attending the Opportunity System Demonstration.

## **2.6 Suppliers to Inform Themselves**

All reasonable care has been taken to ensure that the RFI is accurate; however AfC gives no representation or warranty as to the accuracy or sufficiency of the contained information.

## **2.7 Costs of Preparing the Response**

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. AfC shall not pay the supplier, wholly or in part, for its response.

## **2.8 Confidentiality**

Except as required for the preparation of a proposal, suppliers must not, without AfC's prior written consent disclose to any third party any of the contents of the RFI documents.

Suppliers must ensure that their employees, consultants and agents comply with this condition of confidentiality.





All responses will be treated as confidential and will not in any way be shared with or used in the later assessment of any proposals submitted by yourselves as part of a formal procurement.

## **2.9     *Acceptance of these Conditions***

Suppliers, by submitting a response to this RFI are deemed to have acknowledged and agreed to the conditions set out in this RFI.

## **2.10   *RFI Documents***

The Request for information consists of several documents listed below:

<b>Document</b>	<b>Description</b>	<b>Information to be returned from Document</b>
<b>Document A</b> Request for Information	Includes information about the project and how to respond to RFI.	For reference only.
<b>Document B</b> Supplier Information	Supplier information.	To be completed and returned.
<b>Document C</b> Project Requirements	Action for Children's requirements and supplier capabilities workbook in excel format.	To be completed and returned in excel format at the time of submission.