

Bodmin Town Council

Shire House, Mount Folly Square, Bodmin, Cornwall PL31 2DQ

www.bodmin.gov.uk

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Bodmin Town Council Risk Management and Health and Safety Inspection Compliance Software Solutions - Request for Information

Introduction

Bodmin Town Council is seeking to gain a better understanding of Risk Management and Health and Safety Compliance Software packages on the market, and what potential suppliers can deliver to assist in all Risk Management, Risk Assessment and Health and Safety Inspection aspects associated with the Council's daily working and core policies.

The functional capabilities and indicative prices supplied will hopefully enable us to develop a business proposal; this will then go before Bodmin Town Councillors. The proposal would be subject to the development and approval of the Town Council, and, as such, this exercise implies no commercial commitment.

The software solution requirements detailed below are designed to allow potential suppliers to highlight their solution features. Please respond to each point, highlighting areas that can be met and any areas that may not be met by your solution. Please return your response to us no later than **5.00pm 2 June 2017**.

Software Requirement solutions

In developing the business proposal the Council needs to consider the benefits of the different functions of potential solutions and their ability to meet our objectives. The following areas of functionality are considered essential:

- The ability to identify, manage and reduce risk (Corporate/Project/Operational)
- Fleet Management - the ability to monitor and alert users when vehicle servicing, MOT, Tax and Insurances are due
- Risk Assessments
- Property – Management & Compliance
- Inspections
- Audits
- Asset Register / Inventory monitoring
- Mobile device capabilities

General Information

Please provide an overview of your organisation, e.g. a brief history, staff numbers/resources, turn-over.

Please provide an overview of the number and type of organisations currently using your solution especially highlighting any Local Authorities or councils.

Please indicate recent implementations and provide details of a suitable customer point of contact the Council could use to gain feedback of their experience of the implementation and use of your solution.

Technical Requirements

Licensing/Hosting:

Please indicate your solution license model. Please indicate whether your solution can be internally and/or externally hosted, and the infrastructure required to support the solution.

Pricing

Please provide cost estimates for your solution broken down into the following areas:

Core Solution

- Software license/hosting/service cost
- Implementation cost
- Annual support cost

Optional Modules

- Software license/hosting/service cost
- Implementation cost
- Annual support cost

Implementation

Please indicate the typical project timescales for implementation of your solution.

Please provide your response by no later than **5.00pm 2 June 2017**. Emails should be addressed to: michelle.evans@bodmin.gov.uk

Michelle Evans

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