

Clarification Answers to questions as part of the tender for the *Design and Implementation of a Facilities Management System for the Historic Ships Department, The National Museum of the Royal Navy*

04/01/2019

Question	Answer
<p>Can you let me know the numbers of all the items that need to be recorded? Do you have a list of the various item types?</p>	<p>I do not have exact number. Annex 6 gives you an example of the number of jobs that we have for annual maintenance per ship. These jobs will therefore be duplicated per ship, giving you an overall total number for the fleet. In terms of “items” we do not have that data currently within our system, for example, we do not have each light fixing on HMS Victory referenced on a spreadsheet. We hope to get to this point within a new facilities management system. If there is not enough time to achieve this within this financial year, then we could look to our contractors performing the works throughout 2019 to generate exportable records and populate the system over a year period.</p>
<p>Do you have any deck plans for the ships involved? This would help us with mapping the locations of all the items involved</p>	<p>We do have deck plans for the vessels, of varying quality and format. Attached is a deck plan of HMS Victory, who also has a point cloud and 3D model. I have also attached HMS Warrior’s deck plan (we also have a longitudinal cross section down the centre). I have also attached M.33’s drawings which as you can see are less detailed.</p>
<p>What documentation do we need to submit to you after expressing interest?</p>	<p>The submission deadline is the 14th January at 17.00.</p> <p>The contracts finder link below brings you to our advert for the piece of work. It has accompanying attachments. One of the attachments is the Brief which sets out the contract requirements and the submission content which tenderers need to submit before the deadline.</p> <p>https://www.contractsfinder.service.gov.uk/Notice/232dd20a-c7d2-4728-8e44-9e7faad70e2e?p=@UFQxUIRRPT0=NjJNT08</p>
<p>Please will you confirm your tender submission deadline <u>time</u> on Monday 14 January?</p>	<p>I can confirm the tender submission time is 17.00 on the 14th January.</p>
<p>We have a clarification question</p>	<p>I can confirm that “emergency contact information” means</p>

<p>related to Item 4 within Section 2. Statement of Requirements.</p> <p>Can you provide more details on what is meant by 'Emergency Contact Information'? Is this related to information to be made available within a particular maintenance task type e.g. Asbestos or working at height or contact details related to the staff member undertaking the task?</p>	<p>the contact details for members of staff and/or contractors both undertaking the task in the planned maintenance schedule and also contacts for those who, when undertaking the task, can use in the case of an emergency when conducting the task.</p>
<p>In the tender it states the existence of a "data manager" at NMRN.</p> <p>Who is this person and would it be possible for me to talk to them directly so I can best prepare our response?</p>	<p>We do have an Archaeological Data Manager who looks after the HMS Victory data archive. This involves use of ADLIB, AutoCAD and Rhino systems. The Data Manager is not directly involved with coordinating the current planned maintenance, which is all done via excel predominantly, on all of the vessels. If you wish for greater understanding on processes then I am the best person to discuss this with you. You can still talk to our Data Manager if you wish.</p>
<p>ITT Annex 2 Part 2(page 11): what do the acronyms POIA and EIR relate to?</p>	<p>I can confirm that POIA is the Public Online Information Act and EIR is the Environmental Information Regulations.</p>
<p>I was wondering if you could clarify some of the roles in the structure below so we make sure the correct number of licenses and training included in the tender.</p> <p>What are the roles of</p> <ol style="list-style-type: none"> 1. Shipkeeper? 2. Rigger? 3. Shipwright? 	<p>Shipkeeper is a cleaner of our ships who have had some special training.</p> <p>Rigger is someone who looks after the masts and the ropes on a ship</p> <p>Shipwright is someone who can build and repair ships (wood and metal)</p>
<p>I was wondering if we are able to have a copy of the ITT Brief in Word?</p>	<p>Yes. Attached.</p>
<p>In your tender under Part 1 : Checklist Ref 1.1 you ask for the CV's of staff members that could be working on the project. I was wondering if you can give me a legitimate reason for wanting this information?</p>	<p>The request for CVs is predominantly based on demonstrating the experience of those who will be working on the project.</p> <p>We do have our own GDPR policy which you may wish to review if you are worried about personal details being sent through to us (please see attached). If you are unwilling to send through CVs with personal details we would be happy to receive CVs or documents which exclude this personal information and purely focus on experience.</p>

Would the NMRN be willing to extend the project running time?	Within the ITT document (Annex 1, Section 4) I do allow for flexibility relating to the implementation process, which invites suppliers to offer a phased approach for implementation and then populating.
We note that the project appears to be aimed at the development of a completely bespoke system whereas we are enquiring whether you would consider an alternative approach especially given the relatively tight project timescales.	We do have a limited budget so we are not looking for a bespoke system but one which would work when applied to our historic ships.
Do you search for already made solution or would you prefer custom made solution?	We do have a slightly unique role as a department, maintaining historic ships, however, we are not looking for a heavily customised solution.
Please could you kindly provide us with the budget for the Facilities Management System?	I can confirm we do have a budget for this FM system this financial year which is up to £30,000.

Please note all attachments referenced in the answers are available through this Dropbox link:

https://www.dropbox.com/sh/1y604khw451usey/AAAwv_4WhZEN5o008MdbIKola?dl=0

09/01/2019

Question	Answer
Are we required to complete Annex 7 NMRN Standard T&Cs for Services?	The standard T&Cs apply to the tender process. By tendering you will be agreeing to comply with these T&Cs, unless expressed specifically otherwise as part of the tender process.
Can the interview be conducted in person and the demo be conducted remotely by the technical team?	If it is definitely not possible, we can accommodate remote demonstrations subject to us having the appropriate equipment.
Do all the ships have the same Annex6 maintenance schedule?	Yes that is correct. The example in Annex 6 is what we have for all of our vessels.

18/01/2019

Question	Answer
How many external contractors do you have on your Planned Conservation Schedule for each ship?	This varied for each vessel, however, the HMS Victory PCS has 47 external contractors booked in for the year.
Annex 3 – Pricing Approach	Admin user – x2. General User – x7 (likely to be the

<p>Please can you advise how many users (29) of the system will be required? Eg Admin user, general user, mobile App?</p>	<p>Conservation Works Coordinator, Foreman Shipwright, Foreman electrician, Master Rigger, Senior Conservator, Curator of Trinc and Curator of Caroline), Mobile user – c.23. Myself (Hist Ships Manager and the Dept Director of Heritage) will likely log into the general login on a 2 weekly-monthly basis.</p>
<p>Is there a minimal contract period required?</p>	<p>No</p>
<p>Is the system to be hosted on premise or externally?</p>	<p>We have internal servers which can host the system but if you wish to propose another option on top of internal hosting then please do.</p>
<p>Annex 1 – Do you require a response to 2 - Statement of requirements or can we just confirm we are compliant?</p>	<p>Yes</p>
<p>What formats are your current work orders</p>	<p>PDF and MS Word</p>
<p>What is the reason for the 31st March deadline? Is it administrative, legislative, financial?</p>	<p>The 31st March 2019 is the end of our financial year. This requires invoicing for our current 2018/2019 FY to be completed by the 31st March 2019. There are no other reasons for this deadline, only financial invoicing.</p>
<p>Are the two admin trainees willing to travel to our offices for training, due to the equipment we have?</p>	<p>Yes they are. However I would recommend the training for the larger group of users be done on our NMRN Portsmouth site.</p>
<p>Does one task on your PCS come with one work order?</p>	<p>It depends on the frequency of the task. If the task is annual then we will have one work order, with associated attachments, with a completion note. If the task is more frequent (monthly, bi-annual) then it will generate more completion notes and documents against that task.</p>
<p>What is your induction process for contractors?</p>	<p>Each new contractor has an onsite induction before they commence work. Regular contractors supply Risk Assessments and Method Statements for comment and approval by our in-house team. CDM requirements apply in the case of a CDM site.</p>
<p>What is the most desirable software you wish to link up with the FM system?</p>	<p>Our finance system so it can generate POs, reminders and GRN notes.</p>
<p>Do you currently have a contractor database?</p>	<p>Not a cohesive one. The PCS has three sections for three different contractors who have quoted per task as a reference. Our other teams (Riggers, Shipwrights, Electricians and Conservators) each have their own ways of recording their contractors</p>
<p>Do you currently have an inventory of</p>	<p>We have an audit inventory of timber yet each of our</p>

<p>your stock?</p>	<p>teams (Riggers, Shipwrights, Conservators, Electricians, Painters) each have their own way of tracking their stock (to varying degrees of accuracy). There is no unified system.</p>
<p>Do you have lists of the equipment / assets for each ship on Excel or do you still need to gather some of this information?</p>	<p>We would definitely need to gather this.</p> <p>For equipment we only have the tasks for maintenance of our workshop machinery on our planned maintenance schedule. We do not have a centralised database for all our equipment.</p> <p>In terms of assets for each ship, I am presuming that this is the materials we use on top of our equipment to conduct our maintenance each year? We do not have a centralised database on the stock we currently have of our materials which spans all teams in our department (Shipwrights, Riggers, Electricians, Painters, Conservators). We only have an excel spreadsheet on the HMS Victory timber stock as part of our audit.</p> <p>In terms of on the ships themselves, we do not have a detailed set of spreadsheets setting out each individual component yet on our ships, whether it is electrical fittings or each individual part within our rigging.</p>
<p>I know you said you had most information for Victory but you were still building up information for other ships? Is that correct?</p>	<p>We have a complete Planned Conservation Schedule (PMS) for HMS Victory, with the other vessels' Conservation Schedules nearly complete.</p>