**SQ Clarification Questions and Answers 28/09/2021**

Are UK Sport only looking for binary YES/NO responses only at this stage?

**Yes.**

Or should tenders replace the text under the “Technical Notes” column with appropriate narrative?

**No.**

Can UK Sport kindly confirm the 11 questions in the specification requirements table are as they should be?

**Yes.**

There appear to be more fundamental functionality requirements in the ITT specification so would appreciate the clarity

**There is a separate period for questions about the ITT, the ITT will be marked separately to the SQ.**

Should there be joint bidders wishing to respond (Software / Professional services) is this acceptable? i.e., Would it be acceptable to have 2 contracting entities? Or would you require a sole contracting entity?

**Either is acceptable.**

What is UK Sport’s advice for the most appropriate way for software & services providers to bid in light of the contractual draft you have shared?

**A joint bid clearly stating which entity will be fulfilling each service.**

Can UK Sport give guidance to end state user numbers expected at the end of Year 1, 2 & 3.

**Approximate user numbers.**

**Y1 – 50-70 internal staff / 50-100 external partners**

**Y2 – 70-100 internal staff / 100-200 external partners**

**Y3 – 100-150 internal staff / 200-250 external partners**

Typically, license terms are in increments of 1 year, can UK Sport confirm they are accepting a 3-year term? This most closely matches the indication in the ITT.

**Yes.**

Re: Budget, can UK Sport indicate the range that has been budgeted for this project? Both for initial implementation & for on-going license cost?

**We estimate a total of up to £250K for solution implementation, onboarding, and training across each phase of deployment over three years and up to £100k per annum for support and licencing.**

Please can you confirm whether you are looking for a Document Management solution or a Knowledge Management solution?

**A Knowledge Management System.**

The solution for this can be delivered using our intranet platform which we proposed for your earlier, ongoing intranet tender – this would save UK Sport time, money and ensure a single supplier for the whole intranet and KMS piece. Our intranet product requires SharePoint Online which UK Sport already have licences for so will UK Sport accept the use of SharePoint Online for this solution?

**Yes.**

Will all users of this solution be covered by the 180 E5 licences you already have?

**No.**

What information is required to be migrated over to the new intranet/KMS? Pages/databases/other solutions? If yes, can you list them and if not widely known/used the technology used?

**The new intranet is separate from the Knowledge Management System.**

**Pockets of information reside in excel documents stored in SharePoint & OneDrive or user mailboxes etc. The intention is to transform this information from unstructured or semi-structured to structured.**

Will external users such as sports, partners and the wider stakeholders need access to the KMS?

**Yes.**

What type of Office 365 licenses does UK Sport have?

**E5**

Does current licensing allow access to additional services (e.g. stream)

**Yes**

Would it be possible to use 3rd party services (e.g. ShareGate) - if so, is it required to price them as well?

**Yes 3rd party services would need to be priced.**

Is it required to include all security processes (MFA / MDM) or will the infrastructure teams perform this?

**Yes, please include all security processes.**

Would it be possible to use 3rd party services? if so, is it required to price them as well? Alternatively, would it be possible to use SP / Power BI?

**Yes 3rd party services would need to be priced.**