

**DEMONSTRATION & NEGOTIATION STAGE GUIDANCE (EVENT 3)**

**TECHNOLOGY EXPENSE MANAGEMENT (TEM)**

**REFERENCE NUMBER**

**RM3802**

**ANNEX 3 of ATTACHMENT 1a**

## **1. INTRODUCTION**

- 1.1 The purpose of this event 3 Demonstration & Negotiation Stage Guidance is to provide information and instructions about the, demonstration & negotiation process to Potential Providers.
- 1.2 The Invitation to Tender (Attachment 1c) provides more information about the Authority's requirements as set out in paragraph 9.
- 1.3 The defined terms referred to within this document have the meaning given to them in the Glossary set out in paragraph 15 of the Invitation to Tender (Attachment 1a).
- 1.4 For the purposes of this event 3 Guidance the terms "CCS", "we", "us" or "our" refers to the Authority (Crown Commercial Service).
- 1.5 For the avoidance of doubt in this event 3 Guidance the terms "you" or "your" mean your organisation, or the organisation you represent in this Procurement process.

## **2. INSTRUCTIONS TO PARTICIPATE**

- 2.1 In event 3, a maximum number of eight (8) successful Potential Providers (maximum of four (4) per Lot) will be invited to participate in a demonstration and negotiation meeting (event 3 meeting) against a set agenda (as set out in paragraph 3.1 of this Annex); Award Questionnaire responses and criteria relating to the Framework Agreement Schedule 2: Part A: Services.
- 2.2 The language that the event 3 meeting will be conducted in will be English.
- 2.3 Potential Providers need to ensure that they have appropriate technical and financial support during this phase of the Procurement and maintain continuity of these personnel throughout this process.
- 2.4 Potential Providers may bring a maximum of five (5) attendees to the event 3 meeting. All attendees can only attend in person. No legal representatives will be allowed.
- 2.5 The Authority is utilising the e-Sourcing Suite messaging facility to manage event 3 and to issue your invitation to the event 3 meeting.
- 2.6 No hard copy documents will be issued and all communications with the Authority will be conducted via the e-Sourcing Suite. You must ensure that the details of the point of contact you nominate in the e-Sourcing Suite are accurate at all times as the Authority will not be under any obligation to contact any other point of contact;

### 3. EVENT 3 DEMONSTRATION / NEGOTIATION STAGES

3.1 The event 3 meeting format will be as follows:

Activity	Time Allowed
<p><b>Demonstration:</b></p> <p>The meetings will take place, <b>face to face</b>, in Crown Commercial Service, Rosebery Court, St Andrews Business Park, Norwich, NR7 0HS.</p> <p>The Potential Provider will be required to provide a practical demonstration via the internet (details at paragraph 3.6). This demonstration should include references to the answers provided in response to the Award Questionnaire, in particular AQA1, AQB5, AQB6 and AQB7.</p> <p>The negotiation team will be using Attachment 3a Potential Provider Demonstration Assessment Form to assist them in evaluating the demonstration in terms of capability and functionality.</p> <p>Failure to provide an appropriate demonstration may have an adverse effect on the scores previously awarded for your Tender 1 response. In certain subjects (as listed in the subject column of the Potential Provider Demonstration Assessment Form) may affect more than one response.</p> <p>Consensus will be reached amongst the Negotiators post the Demonstration and Negotiation meeting which will result in an agreed score for each question where the Demonstration and Negotiation has relevance to (AQA1, AQB5, AQB6 and AQB7). Potential Providers will be notified if the original score given at Tender 1 have been changed as a result of the Demonstration and Negotiation meeting and any impact this may have.</p>	<p>Maximum 1 hour 20 minutes (plus 30 minutes for questions and answers).</p> <p>Total 1:50</p>
<b>Break</b>	10 minutes
<b>Negotiation</b>	Maximum of two hours.
<b>Total maximum duration of the meeting:</b>	4 hours

3.2 No additional time will be added to any section of the above agenda.

3.3 Any questions in relation to event 3 should be raised as early as possible.

3.4 An invitation letter will be issued to Potential Providers who are successful at event 3, to participate in an event 3 Meeting.

- 3.5 The invitation letter shall confirm the event 3 Meeting date, time, and location. The invitation letter will be issued, as a minimum, three (3) working days prior to the event 3 Meeting.
- 3.6 The Authority will provide for the Potential Provider's use:
- 13 amp electrical power sockets;
  - a display screen with VGA interface cable; and
  - access to the Authority's wifi if required (password to be provided with the invitation to the Demonstration)
- 3.7 The Potential Provider must provide any required client devices (laptops, PCs etc.) and access to their Solution.
- 3.8 Potential Providers who have received an invitation to event 3 are able to ask any questions they have during the negotiation part of the event 3 meeting. No questions are permitted between the conclusion of event 3 and the commencement of event 4 Final Tender. Potential Providers who have received an invitation to event 4 Final Tender will have a further opportunity to ask questions from the commencement of event 4 and the submission deadline for event 4.
- 3.9 All Potential Providers will be given the same amount of time with the Authority.
- Late attendees to any event 3 Meeting may result in the Potential Provider being deemed as non-compliant and the Potential Provider may be excluded from this Procurement process.

#### **4. NEGOTIATION STAGE**

- 4.1 The attendees can be the same as those at the demonstration, however there is no requirement for them to be the same.
- 4.2 The Potential Provider should ensure that attendees have the sufficient authority and capability to meaningfully progress the Negotiation stage.
- 4.3 Examples of roles the Authority would expect to attend the Demonstration and Negotiation meeting would include Systems Specialist, Contract Manager, Finance Officer, Security Specialist, Senior Decision Maker. There should be a maximum of five (5) attendees from each Potential Provider in attendance. (In exceptional circumstances the Authority may grant permission for more attendees, the Authority would need to know why you require more attendees, the names of the attendees and their role prior to attendance).
- 4.4 The Authority anticipate having 5 - 6 people at the negotiation stage. This will enable verification of your bid and recording of the sessions including:
- 4.4.1 Facilitator / Lead
  - 4.4.2 Subject Matter Specialists/ Evaluators
  - 4.4.3 Compliance Officer
- 4.5 Please note the lead Potential Provider must be in attendance for negotiations, however subcontractors or other consortium members are welcome to attend if required.

- 4.6 The event 3 Negotiation stage will be used to discuss particular aspects of your Tender 1 response. Unless it is to discuss a clear error that had not previously been recognised during the clarification period the Authority will not be discussing / negotiating the Terms and Conditions of the Framework Agreement or Call Off Contract, unless it is directly related to a question in the Award Questionnaire.
- 4.7 The areas covered in the Negotiation stage will be as per the Award questions and pricing as detailed in your Tender 1 Submission at event 3 AQD1 Pricing.
- 4.8 Potential Providers must note that the event 3 Negotiation stage is not an opportunity to market your organisations or attempt to overtly influence the Authority. Potential Providers are not to make any direct contact with staff from Crown Commercial Service once they have met them in negotiation.
- 4.9 Please note, no feedback will be provided on the day of the event 3 meeting.

## 5. Timetable

- 5.1 The Authority anticipates that event 3 will be run in accordance with the following timetable:

Issue invite to successful Potential Providers to participate in event 3 Meeting.	06/04/2018
Staggered dates for event 3 Meetings	13/04/2018 - 24/04/2018
Staggered dates for Tender 2 submissions	20/04/2018 - 01/05/2018

- 5.2 Whilst the Authority intends to adhere to the timetable, please note that it is indicative only and assumes that all activities are completed on time and that all necessary resources are made available. The Authority expressly reserves the right to amend this time table at its discretion at any time.

## 6. End of Event 3 Meetings

- 6.1 All Potential Providers who progressed to event 3 will be invited by the Authority to submit their Tender 2 via the e-Sourcing Suite after they have completed the event 3 meetings.
- 6.2 Deadline for Potential Providers submission of Tender 2 will be notified through e-Sourcing Suite. Changes to any of the dates will be made in accordance with the Regulations (where applicable). You will be informed through the e-Sourcing Suite if the Authority decides that changes to this timetable are necessary.