AWARD Evaluation

1.1 Introduction

The Authority is using the AWARD evaluation software for on-line electronic interaction for this ITN. AWARD will be used to:

a. Manage the procurement process including the distribution of the ITN and the Annexes, ITN Documentations, and for submission of completed Tenders.

b. Provide a portal for formal submission of Tenders.

c. Allow Tenderer's to raise Clarifications and respond to Requests from the Authority.

d. Support the Authority's evaluation process.

1.2 Getting Started

Each Tenderer can request up to two (2) individual logins to the AWARD system. The login details will be forwarded by the Authority.

AWARD is an intuitive Internet-based system and contains on-line guidance.

AWARD will be used to manage distribution of the ITN, supporting documents, and collection of ITN material.

In order to access the system, a user will need to state that they have read the Terms and Conditions of use and that they accept them.

1.3 General Topics

Clarification: If a Tenderer wishes to raise a clarification on supplied information then a Clarification should be raised in AWARD. The Authority Commercial point of contact will be notified of your request. The person who raised the request will be alerted by AWARD when a response is available. Each Request should consist of a single topic.

If the Authority wishes a Tenderer to clarify some provided information the Authority will raise a Query. The Tenderer will be Alerted by AWARD and respond accordingly.

Notifications: The Authority will notify all Tenderers of information resulting from a Tenderer raised clarification. All Tenderers will be alerted by AWARD at the same time that a notification is available.

Alerts: AWARD will send alerts to user's email address.

Files: Tenderers should endeavour to ensure that individual files are no larger than the recommended size where possible. Larger files may take significant time to open over poorer connections and cause delays in evaluation. To facilitate the limit, images shall be compressed to a quality suitable for printing on A4 or A3 paper and viewing on a 1024x768 pixel screen. The Tenderer should not use images that add no value to the submission.

1.4 Technical

The AWARD system will be operating on an Internet-hosted service supporting up to Official-Sensitive information. Tenderers will be able to access the model anywhere that they can access the Internet.

1.5 Award Process Overview

Tenderers will be required to submit a response on-line using AWARD by the published close date, in addition to the hard copies required at Section E of the Instructions to Tenderers.

Background information will also be made available in AWARD. The assessors will review the Tenders against the published ITN criteria using the Tenderers written responses.

Tenderer clarifications from the Authority will be handled in AWARD. Internal Assessment Clarifications will also be handled in AWARD.

AWARD provides the ability to monitor progress and ensure that the submission timescales are being kept to. This will enable the Authority to manage the interaction process effectively and understand any obstacles should they arise.

1.6 AWARD Helpdesk

For technical support:

Dial 0845 652 0252 / +44 (0)1235 431100;

Or email us at support@commercedecisions.com