

**CONTRACTS FINDER ADVERTISMENT**

**Project Reference 2019-406**

**INVITATION TO TENDER FOR**

**Citation and Abstract Database Services**

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1. **Introduction**

The Information and Library Service supports all divisions at AHDB and provides stakeholders with current books, journal subscriptions (both online and print), document supply and other materials. In addition, it funds the development and maintenance of a digital repository and archive collection.

The aim is to provide a relevant and cost-effective information service to AHDB divisions to support them in making our industry more competitive and sustainable, by promulgating factual, evidence based advice and information. For more information about what we do please see these relevant links from our webpage:

* <https://ahdb.org.uk/research-and-knowledge-exchange>
* <https://ahdb.org.uk/what-we-do>
* <https://ahdb.org.uk/projects>
1. Background

*AHDB*

The Agriculture and Horticulture Development Board (‘AHDB’) is a non-departmental government body, funded by levy income. The role of the AHDB is to help improve the efficiency and competitiveness of various agriculture and horticulture sectors within the UK. Our statutory functions encompass meat and livestock (cattle, sheep and pigs) in England; horticulture, milk and potatoes in Great Britain; cereals and oilseeds in the UK.

The responsibility for setting and delivering strategies to deploy AHDB levy income is delegated to the executive boards of our six sector divisions: horticulture; beef & lamb; dairy; cereals and oilseeds; pigs; and potatoes.

*The Service*

AHDB are looking to appoint a sole supplier to provide a high quality, reliable and effective Citation and Abstract database that would cater for our needs (which currently up to 200 individuals use).

The contract will commence on the 01/05/2020 for two years followed by an option to extend yearly for two more years thereafter the opportunity will be put out to tender again.

1. Services required

The Library Service are looking for:

* A Citation and Abstract Database offering a wide range of Journals (with a high emphasis toward articles related to the Agricultural and Horticultural Industry) which is easy to use and cost effective.
* To be able to email citation to colleagues, download and print to share internally.
* Full text articles available through open access
* Ability to search for articles, using Boolean language
* Able to filter/sort citations and format of the database
* Have a wide range of databases available. The Citation and Abstract Database must contain an extensive range of animal health and production, horticulture and agriculture information.
* The Database should allow citations software such as EndNote Web
* The interests include but are not limited to providing database and full text articles concerning:
* UK & Global coverage: livestock and poultry production, breeds, diseases and pathogens, animal health etc.
* UK & Global Horticulture: Food Safety, Harvesting, Postharvest Storage, Cultivation, Techniques, Decision Support Systems.
* UK & Global Cereals & Oilseeds
* UK agricultural and environmental issues to UK Farming
* Evidence-based research in the areas of agriculture, plant sciences, veterinary sciences, environmental science, food, nutrition-UK and Worldwide.
* Understanding the genetic basis of resistance and resilience to animal and plant pests and diseases for UK Farming.
1. **Clarifications**

If you have a specific question related to this tender please email Maya.McCoy@ahdb.org.uk stating the Tender reference 2019-406. All responses to questions received as part of the process will be recorded, anonymised and shared as an edit on this notice, so it is highly recommended that, **if you are interested in this opportunity that you select “Watch this notice” against this advertisement therein**.

1. Response

In order to facilitate and standardise responses to this tender, we have provided a form alongside this document which we require you to populate for sections 1 & 3. For section 2 please provide your responses in word or pdf format, each page containing your Company name and which question is referred to. Please also take note of the requested answer length.

1. Mandatory requirements - you are required to fulfil certain mandatory criteria - Please confirm your ability to meet the below criteria in section 1 of the accompanying response form.
	* + 1. Do you currently provide a Citation and Abstract Database?
			2. Will it have functionality to email citation to colleagues, and download and print to share internally?
			3. Does the Database allow citations software?
			4. Is it able to filter/sort citations and format of the database?
			5. Does it have the ability to search for articles using Boolean language?
			6. Please confirm you would provide a dedicated Account Manager we would have direct access to during normal working hours

If you cannot meet all of the above, then please do not submit a response to this Tender.

1. Quality Assessment (50%)

Please provide your response to the questions below. Each element of these responses will be marked on a score of 0-5.

* + - * What do you have to offer above and beyond the scope described that would be of use to AHDB specifically?
			* How is your database suited to AHDB and relevant to the Agriculture and Horticulture industry?
			* What makes your database different to your competitors?
			* Are there any relevant journals to AHDB you can offer? Specialised journals etc.
			* Is the database live information or how often/what times it is refreshed and updated?
			* Are there a wide range of databases available (Please state number)
			* Please list which citations software/s your database allows
			* Are full text articles available through open access (free full text articles) *or* (at least 70% articles are available for free full text) – please state which applies
			* Please provide us with one of the below (options 1 or 2 preferred if possible):
				1. Option 1: Log on details to a test site
				2. Option 2: A live system as a guest user where we can view the database functionalities
				3. Option 3: Screenshots
			* **Service**
				1. Please can you submit your policy on technical support/breakdown procedures
				2. Please advise how you would deal with a problem that occurs out of normal working hours?
				3. How quickly will we get a response from the account manager or technical staff if there are any issues with the database?
1. Price (50%)

Please provide your quotation for the supply of the services in section 3 of the accompanying response form. AHDB does have a rough budget estimate of circa £12,000 per annum, however we will be interested in any/all suggestions, from simple to complex, which will be reviewed in line with associated time and cost implications.

In addition, there is an option to allow interested parties to submit their individual caveats in relation to any section of the Scope of the Service where they may identify outcomes that they may not be able to provide and/or offer alternative/additional suggestions. It should be noted by interested parties that in making these suggestions, the areas where this information may arise could be substantive in the context of the potential delivery of the service requirement.

This populated Response Form and supporting documents should then be emailed to**:** **Maya.McCoy@AHDB.org.uk** **by 5pm on the 31st January 2020.**

Submissions will remain unopened until after the closing date and time has passed.

AHDB will then assess those eligible suppliers based on the combination criteria of Price (50%) and Quality (50%) and the proposal that achieves the overall best score will be awarded the contract.

AHDB are not be obliged to return any materials submitted by interested parties before, during or after this advertised opportunity or any subsequent procurement process as a result of this tender.

Please note that AHDB will not reimburse any expenses incurred by interested parties in preparing their responses to this Tender.

1. Timetable

|  |  |
| --- | --- |
| Opportunity Published | 09/12/2019 |
| Last date for suppliers to ask clarification questions | 24/01/2020 |
| Deadline for receipt of submissions/quotes | 31/01/2020 |
| Award of contract | 16/03/2020 |
| Contract commencement | 01/05/2020 |

1. Conditions of contract

Please note that AHDB Standard Terms and Conditions will apply to the contract, a copy of which can be found on the AHDB website: <http://www.ahdb.org.uk/about/Procurement.aspx>

Tenderers are advised to familiarise themselves with these Terms and Conditions prior to submitting the proposal. The successful supplier will be required to sign a contract with AHDB before commencement of services.

The prices quoted in the response will form part of the contract.