**Invitation to Tender**

***Development of a digital platform to support autistic children and their carer/ parents with everyday tasks.***

**Ref: RDI 027**

# 1. About SPECTRUM TAILORED TECHNOLOGIES LTD.

SPECTRUM TAILORED TECHNOLOGIES LTD are developing a digital platform to support autistic children and their carer/ parents with everyday tasks using a kid-co-development approach.

# 2. Background and Context

This piece of work will create a working digital platform from a wireframe prototype developed for us by Buzz Interactive Solutions Ltd. The digital platform will support autistic children and their carer / parents with everyday tasks. This work will involve creating carer /parent logins, setting up child users and an avatar, generating a step-by-step support process with integrated rewards for the autistic child, adding videos and implementing timers and music.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The technical specification can be obtained on receipt of a signed NDA (see Enclosure 1). On receipt of the NDA, the technical requirement will be supplied within no longer than one working day.

3.1 Tenders should note that the project must be completed by 30 June 2023 and that 3 face-to-face meetings with SPECTRUM TAILORED TECHNOLOGIES LTD and the successful tender will be required. Please note that these meetings will also have my autistic son in attendance.

4**. Budget**

The total maximum budget available for this commission is £30,225 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 30th June 2023. The timetable for submission of the Tender, completion of the programme is set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 12 April 2023 |
| Last date for raising queries | 18 April 2023 |
| Last date for clarifications to queries | 19 April 2023 |
| Deadline to return ITT | 1700:2 May 2023 |
| Evaluation of ITT | 3 May 2023 |
| Award of Contract | 4 May 2023. This is subject to successfully obtaining grant funding |
| Project commences | 5 May 2023 |
| Project delivered | 30 June 2023 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and SPECTRUM TAILORED TECHNOLOGIES LTD. during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£2,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than two million (£5,000,000).
7. Conflict of interest statement
8. Guarantee you will be able to attend three face-to-face meetings with the company director of SPECTRUM TAILORED TECHNOLOGIES LTD.

6.2 A detailed proposal of how you intend to meet the technical specification (No more than 4 sides of A4)

6.3 Two examples of previous projects of a similar budget (no more than 1 side of A4 per example)

6.4 Budget not exceeding £30,225 (exc VAT)

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with SPECTRUM TAILORED TECHNOLOGIES LTD.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and SPECTRUM TAILORED TECHNOLOGIES LTD. or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit SPECTRUM TAILORED TECHNOLOGIES LTD. to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised to:

rachaelmalthouse@gmail.comin accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by SPECTRUM TAILORED TECHNOLOGIES LTD. to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind SPECTRUM TAILORED TECHNOLOGIES LTD. unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Proposal | 40 |
| A detailed proposal of how the technical specification requirement will be met (No more than 4 sides of A4) |  |
| Ref 6.3 Examples | 20 |
| Two examples of previous projects of a similar budget (no more than 1 side of A4 per example) |  |
| Ref 6.4 Budget not to exceed 30,225 (exc VAT) | 40 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, SPECTRUM TAILORED TECHNOLOGIES LTD. reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

SPECTRUM TAILORED TECHNOLOGIES LTD. is not bound to accept the lowest price or any tender. SPECTRUM TAILORED TECHNOLOGIES LTD. will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with SPECTRUM TAILORED TECHNOLOGIES LTD’s internal procedures and SPECTRUM TAILORED TECHNOLOGIES LTD. being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the timetable and section 12.

# 14. Tender returns

Tenders are to be returned by rachaelmalthouse@gmail.com.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Tenders should be sent electronically to rachaelmalthouse@gmail.com with the following message clearly noted in the Subject box; ‘title of tender and the reference’

**Tenderers are advised to request an acknowledgement of receipt of their rachaelmalthouse@gmail.com.**

**15.** **Intellectual Property**

The project is likely to involve the following intellectual property rights ("**IPR**")

15.1 **Background IPR**

Any and all IPRs owned by or licensed to the Tenderer which are or have been developed independently must be clearly identified as part of your submission.

15.2 **Third Party Software**

The Tenderer may use software (including any open source software) which is proprietary to any third party and that is either licensed to or is used by the Tenderer in the development of the project. However, the Tenderer must detail what third party software it intends to use and shall procure the necessary licences for SPECTRUM TAILORED TECHNOLOGIES LTD.’s use. In the case of open source software the Tenderer wishes to use in the project, the Tenderer must ensure **that it does not include any open source software that contains a "copyleft" provision** and shall include full details of the licence terms for such open source software. Costs of any licences are required to be listed separately and the cost of Year 1 licences shall be included in your price; Year 2 and Year 3 costs must be detailed separately and shall not form part of the costs of this submission.

15.3 **Project IPR**

This is to be assigned to SPECTRUM TAILORED TECHNOLOGIES LTD. in accordance with the Deed Of Assignment of IPR at Enclosure 2

# 16. Disclaimer

The issue of this documentation does not commit SPECTRUM TAILORED TECHNOLOGIES LTD. to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between SPECTRUM TAILORED TECHNOLOGIES LTD. or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between SPECTRUM TAILORED TECHNOLOGIES LTD. and any other party (save for a formal award of contract made in writing by SPECTRUM TAILORED TECHNOLOGIES LTD. or on behalf of SPECTRUM TAILORED TECHNOLOGIES LTD.).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by SPECTRUM TAILORED TECHNOLOGIES LTD. or any information contained in SPECTRUM TAILORED TECHNOLOGIES LTD.’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by SPECTRUM TAILORED TECHNOLOGIES LTD. for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

SPECTRUM TAILORED TECHNOLOGIES LTD. reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render SPECTRUM TAILORED TECHNOLOGIES LTD. liable for any costs or expenses incurred by tenderers during the procurement process.

# 17. Enclosures

1. NDA
2. Deed of Assignment of IPR