**AHDB REQUEST FOR QUOTE**

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| **Contract Title:** | Team Orientated Project and Task Management Software Service/Product |
| **Contract Reference:** | **2016-188** |
| **Contract period:** | **03/10/2016 – 02/10/2019 with the option to extend for a further 12 month period** |
| **Date:** | **10/08/2016** |

1. **Introduction**

This document is an invitation to quote for the supply of a team orientated project and task management software solution. Submissions should be based on the information contained within this document and in the format outlined in section 4. Deadlines and submission instructions are contained in section 6.

1. **Background / Aims**

AHDB has recently established an in-house Digital and Design Team to eventually provide for all our communication needs. Team output includes design and development for multiple websites, mobile apps, email comms/campaigns, print comms, consumer marketing campaigns, exhibition stands and video production.

Our team works closely with various marcoms teams across the organisation who will be commissioning us and working closely with us on their projects. Most employees are based on site at our Kenilworth (UK) headquarters, but a significant number are regionally or home based.

We therefore require a project management software solution to maximise the efficiency of project/task planning and the associated communications as well as long term planning and reporting.

Initially we anticipate there being up to 20 users but this may need to increase if other teams decide to participate in the same solution.

Our key objectives are as follows:

* To increase efficiency in the team thereby saving time, money and increasing volume and quantity of output.
* To maximise the quality of communication within projects and tasks to ensure efficient use of time.
* To enable effective resource forecasting and to identify well ahead of time any possible conflicts that will require further recruitment or out-sourcing.
* To provide transparency, across our organisation, on activities and available resource.
* To provide comparison between scheduled time and actual time spent on tasks and therefore improve the long term accuracy of scheduling.
* To provide accurate project costs.
1. **Service Requirement**

We require a cloud hosted project management software service (hosted specifically within the EU) providing the following features (please only quote if you are able to fully meet all of the listed requirements below):

* Service hosted exclusively within the EU
* Service must already exist and be in use by an existing client base.
* Gant-chart style scheduling (visualisation)
* Individual user to-do lists
* Tasks/Projects can be allocated to multiple individual users
* Provide individual user calendars
* Commenting & messaging associated with individual tasks/projects/assets/etc.
* Email integration – at least automatic emails for key events, amends or messages within the software.
* Reporting or dashboard overviews
* User timesheets
* Financial and ‘time-spent’ summaries for projects.
* Ability to share files within a project context.

The following features are preferred but not essential

* Integration with Outlook (including calendars)
* Client login & commenting
* Mobile app integration
* Other interesting integrations?
1. **Structure / Format of Submission**

Please answer the following questions

**Quality**

1. Please confirm you can fully meet the above criteria (Yes/No )
2. Please summarise on no more than 2 A4 pages how you would implement this system into AHDB, including training, installation and lead times.
3. Please provide information of percentage down times over the last year and details of technical support we would receive.
4. Please provide a video or an already working demo site which will allow us to view the solution.

**Price**

1. Please provide a cost per user per month. (We expect to have approx. 20 users initially)

All prices must exclude VAT

Nb. Contract extensions will be subject to approval of annual renewal quotations.

1. **Evaluation and Award of Contract**

Evaluation of tenders will be on the following basis:-

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| --- | --- |
| Quality: | Scores (100) |
| Q1 Q2Q3Q4 | Pass/Fail252510 |
| Price: | 40 |

1. **Tender submissions**

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| **Quotes must be received by Noon:** | **31/08/2016** |

Submission instructions:- Please supply electronically:

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| --- | --- |
| Email address: | Garry.hart@ahdb.org.uk |
| Reference  | 2016-188 |

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

1. **Timetable**

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|  | Deadline |
| RFQ circulated | 10/08/2016 |
| Last date for suppliers to ask clarification questions**(suppliers are required to register their interest with AHDB in order to receive clarification information)** | 23/08/2016 |
| Deadline for receipt of submissions/quotes | 31/08/2016 |
| Notification of intended award of contract | 12/09/2016 |
| Contract commencement | 01/10/2016 |

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Please note these timescales are approximate and may change. A working trial account, for us to assess with our own data, will be required prior to contract award.

1. **Terms / Conditions of Participation**

AHDB Terms and Conditions for the supply of goods and services shall apply to any contract awarded as a result of this request for quote.

If you have any questions relating to this tender please contact:-

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| --- | --- |
| Email address: | Garry.hart@ahdb.org.uk |
| Reference  | 2016-188 |