



Specification

Consultancy Support – IM Options Review General Counsel's Office

Contract Reference: PPRO 04/98/04

Framework Agreement Ref: G CLOUD, Specialist Cloud Services (RM 1557)
Date: 5th November 2014
Version: 0.3

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1 Introduction

In accordance with the terms and conditions of the G Cloud Framework, Specialist Cloud Services (RM1557) the Department for Transport (DfT) invites proposals for the following consultancy services.

Bidders intending to bid for this requirement are requested to confirm their intention to submit / or not to submit proposals via email to [REDACTED] Group Procurement and Property, [REDACTED] [@dft.gsi.gov.uk](mailto:[REDACTED]@dft.gsi.gov.uk) by Wednesday 11am on 12th November 2014

2 Background to the Requirement

The central Department for Transport is reviewing its options for an improved information management solution. It currently uses a system of file plans and shared drives for records management, and is looking to move to a solution that better supports knowledge and information sharing, collaborative working, efficient email management etc.

3 Procurement Timetable

Description	Date
Invite to Quote (ITQ) issued:	17 th November 2014 (confirm bidding by 19 th November)
ITQ clarification questions to be received no later than:	21 th November 2014
ITQ receipt of bids by:	26 th November 2014
ITQ clarification of bids (if required):	3 rd December 2014
Evaluation completed	5 th December 2014
Award Letter	8 th December 2014
Start of service	5 January 2015

4 Scope

To provide expert information management consultancy services to central DfT to assist in the creation of a robust business case for a new information management solution. The scope does not extend to the implementation of any such solution.

5 Implementation and Deliverables

The work is to commence on 5 January 2015 and continue through to the end of March 2015 at the latest. The supplier should ensure that the personnel put forward to work on this project are available to start on 5 January 2015. It is not envisaged that the service provider will work continuously throughout this period. The latest dates for completion of each of the milestones are:

Statement of business requirements: 13 February 2015

Options review: 16 March 2015

Outline business case: 27 March 2015.

6 Specifying Goods and / or Services

Specialist information management consultancy services are required from a provider who has a wide-ranging knowledge of the market in information management solutions, but is independent of suppliers of such solutions. There are 3 stages to the work:

Stage 1: Complete our statement of business requirements

- Stage 2: Undertake an objective review of the options that are capable of meeting those business requirements
- Stage 3: Draft an outline business case, for approval by DfT's Executive Committee

- 6.1 The provider will be expected to bring considerable added-value to DfT's own information management resource, working at SFIA Level 5 ('Ensure/Advise').
- 6.2 They should be able to demonstrate a track record of providing identical or very similar services in the public sector, ideally to central Government, along with practical experience of implementing information management solutions.
- 6.3 They must clearly explain the suitability of their staff to carry out the service, and must demonstrate how they will achieve continuity of expertise and capability throughout the duration of the contract.
- 6.4 The service will be evaluated by DfT upon completion of each of the above stages, and progression to the next stage will be dependent upon the evaluation being found satisfactory.

The purpose of the requirement is to get DfT to the point where its Executive Committee can make an informed decision about a new information management solution. The requirements does not include the implementation of a solution.

7 Quality Assurance Requirements

Quality Assurance processes should be applied in line with the G Cloud Framework.

8 Service Conditions and Environmental Factors

Access to Government secure platforms will be on site under supervision of the internal team. All contractors will require Disclosure Scotland as a minimum.

9 Management and Contract Administration

Throughout the period of the contract, DfT's Contract Manager and the provider will hold weekly performance review meetings by telephone conference call. The provider shall provide updates on progress made towards completion of each of the stages listed at section 6 of this specification document. Only if each stage is completed satisfactorily will the contract remain in force to deliver the next stage.

Following satisfactory completion of work in any given month, the provider will submit a monthly invoice. The invoice will need to quote a purchase order number which will be provided post contract signing and prior to first call-out.

10 Security

Suppliers MUST confirm that the personnel put forward have the accreditation IL3 which will be given a PASS/FAIL mark before evaluation is carried out in accordance with section 13 of this SOR.

11 Training / Skills / Knowledge Transfer

Not applicable.

12 Documentation

Invoices should be submitted in paper format, clearly stating the Purchase Order. Electronic or copy invoices will not be accepted and addressed to:

Shared Services Avarto,
5 Sandringham Park
Llansamlet
Swansea Vale
Swansea SA7 0EA

13 Evaluation Criteria

Subject to meeting the PASS/FAIL requirement at section 10, this tender will be evaluated using the following weightings to obtain the optimal balance of quality and cost:

Quality Factors	70%
Financial / Price Factors	30%

Suppliers may be asked to provide additional information or clarify specific points in their tender proposals prior to final evaluation.

Quality Factors Scoring Methodology (carrying 70% of the overall score)

This Quality Factors will be assessed against the criteria specified in Annex 1. Only those tenders achieving a minimum score of 4 for each of those criteria will be accepted.

Score	Definition of Score
5	The Tenderer demonstrates fully that they can meet the requirement as detailed in the Specification
4	Meets all critical requirements but with minor issues
3	Meets some requirements but with a few major gaps or issues
2	Meets some requirements; major concerns
1	Meets few requirements; serious concerns
0	The method of fulfilling the stated requirement is inadequate / not addressed

Financial / Price Factors Scoring Methodology (carrying 30% of the overall score):

The Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

Firstly, the lowest tendered price will be scored 100, and each subsequent bid will be baselined to this score. So a bid which is 30% more expensive on price than the lowest tendered price will be allocated a score of 70.

14 Points of Contact

Procurement Contact	Name	[REDACTED]
	Tel	[REDACTED]
	e-mail	[REDACTED] dfat.gsi.gov.uk
	Address	
Project Lead / Deputy Lead GCO Directorate	Name	Lead – [REDACTED] Deputy Lead - [REDACTED]
	Tel	[REDACTED]
	e-mail	[REDACTED] dfat.gsi.gov.uk [REDACTED] @dfat.gsi.gov.uk

All queries/ questions should be sent to the procurement contact

Annex 1 – Evaluation Criteria: Quality Factors

Primary Criteria	Primary Criteria Weighting (%)	Sub-criteria weighting and description	Individual Sub-Criteria Weighting (%)
IL3 accreditation (as required in Section10)			PASS/FAIL
Technical merit and functional fit	100%	Wide knowledge of the market in information management solutions (including implementation costs), and practical experience drawn from involvement in the implementation of such solutions in the public sector (Section 6.1, 6.2 and 6.3)	70%
		Experience of carrying out options reviews for information management solutions (Section 6.1, 6.2, 6.3 and 6.4)	10%
		Experience of producing business cases for information management solutions (Section 6.1, 6.2, 6.3 and 6.4)	10%
		Experience of producing business requirements for information management solutions. (Section 6.1, 6.2, 6.3 and 6.4)	5%
		Supplier must confirm the availability of personnel to carry out work from 5 January 2015 (Section 5)	5%
Whole life cost	N/A		
Non-functional characteristics	N/A		
After sales service management	N/A		
	Total = 100%		

