

**SSRO-C-149 Website re-design, development and maintenance**

Appendix 2: Response to Tender Questions

[Name of bidder]

**Introduction**

This document sets out the questions that the SSRO requires to be addressed as part of its assessment of the tender requirement for the Quality section. Quality carries an overall weighting of 70 per cent. The SSRO encourages bidders to present innovative methods of service delivery that will add value to the services. Such proposals are likely to attract the highest scores. Responses (other than to question 6) will be scored in accordance with the methodology set out in the Invitation to Tender document.

Bidders should note that question 6 (Sustainability) is not scored or weighted, but that a response must still be provided.

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| **Quality Requirement (70%)** | | |
| **Website general requirements** | | **50%** |
| **1** | Please describe your proposed website solution and how it meets the service requirements in section 4 and the general requirements (ref 1.1-1.18) in section 5 of the Specification. You may make reference to other organisations for whom you are or have provided a similar solution, if that would be helpful.  Maximum 2000 words | 25% |
| **2** | Please explain your understanding of the SSRO’s stakeholder communities detailed in section 6 of the Specification, who we are trying to reach with our website content, and how that will influence your proposed solution.  Maximum 500 words | 10% |
| **3** | Please explain how you will work with the SSRO to design the website solution and ensure that the Minimum Viable Product as described in section 7 of the Specification, will be delivered by 1 April 2025. A project implementation plan, (which is excluded from the wordcount) aligned with section 8 of the Specification, can be used to support the answer provided.  Maximum 1000 words | 10% |
| **4** | Please describe how your organisation will deliver initial training needs (ref 1.18 of the general requirements in section 5 of the Specification) within the implementation timescales, and on-going technical support (ref 1.25 of the technical requirements in section 5 of the Specification) for the duration of the contract.  Maximum 500 words | 5% |

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| **Website technical requirements** | | **20%** |
| **5** | Please describe how your organisation is able to meet the technical requirements (ref 1.19 – 1.26, but excluding 1.25) in section 5 of the Specification.  You may include relevant supporting documentation and diagrams (which shall be excluded from the wordcount).  Maximum 1000 words | 20% |

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| **Sustainability** | |  |
| **6** | Please provide details of your organisation’s policies in the following areas:   * Sustainability; and * Equality, Diversity, and Inclusion. | **Not scored or weighted** |