**Early Market Engagement**

Provision of Project Accelerator Expertise

Intellectual Property Office

**Contents**

[**Introduction of Preliminary Market Consultation** 1](#_Toc116649539)

[**Background** 2](#_Toc116649540)

[**Instructions for Participation** 2](#_Toc116649541)

[**(Draft) Specification** 2](#_Toc116649543)

# **Introduction of Preliminary Market Consultation**

1. The Intellectual Property office (IPO) is conducting Early Market Engagement (Engagement) for the provision of Project Accelerator.
2. The purpose of the Engagement is to provide the market with the opportunity to influence the potential structure of the proposed tender process. Through this process you can express views and confirm latest product/service developments, ways of working etc which may meet the need of the IPO.
3. This Engagement is not a formal procurement process, although it may form part of a tender opportunity in the future and as such will be conducted in accordance with PCR2015. Neither this document nor any associated Prior Information Notice constitutes a ‘call for competition’.
4. No contract or offer of award will be made following participation in this Engagement. The IPO may decide, following this process, that a future procurement process is not the right solution to meet the specific need identified.
5. Any information is given entirely in good faith and liable to change as the future procurement process progresses. All costs and expenses associated with participating in this Engagement process, including any invitations to meetings and/or presentations, will not be reimbursed.
6. The IPO has an obligation to ensure the principles of equal treatment and transparency as required by PCR2015 are upheld throughout this process. It may be required therefore to make publicly available any of the information provided during this Engagement process. Respondents should also be aware that the IPO is subject to the Freedom of Information Act 2000.

# **Background**

1. More information on the IPO can be found here - [Intellectual Property Office - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/intellectual-property-office) .
2. The purpose of this Engagement is two-fold; firstly, to raise awareness across the market of the intention to issue a tender for the described services. Secondly, we are seeking supplier feedback on the scope of the proposed tender and your experience in this area.

# **Instructions for Participation**

1. Please complete the attached questionnaire (found on the IPO’s e-sourcing platform Atamis) which seeks your feedback on our proposed strategy.
2. The requested date for the submission of your feedback to the Engagement is 21/12/2023 at 12:00.
3. Clarifications and questions regarding this Engagement process should be raised via Atamis.
4. Suppliers are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Engagement. If Suppliers are not interested, it is requested that they inform the IPO and provide a reason why.

# **Proposed Procurement Timelines**

|  |  |
| --- | --- |
| **Publication of the RFI** | 06/12/2023 |
| **Clarification Opens** | 06/12/2023 |
| **Clarification Closes** | 13/12/2023 at 12:00 |
| **Deadline for publication of responses to clarification questions** | 15/12/2023 at 12:00 |
| **Deadline for RFI responses** | 21/12/2023 at 12:00 |

# **(Draft) Specification**

1. The draft specification (below) states the services that a customer may require. More specific details will be available during any subsequent tender stage.
2. Note that this is a draft version only at this stage and this may change following the feedback from the Engagement process.

**Specification (Draft)**

**Background to the need:**

The IPO are currently using Project Online integrated with Power BI to manage their IT project portfolio, planning and capacity management. As Microsoft have announced the Project Online end of life dates, we are now looking to move away from Project Online to a replacement tool by March 2024 so the new FY plan can be added into the new tool in line with the IPO planning process.

Following a review of our IT and Organisational requirements and a number of road mapping workshops we have made the decision to move to a Power App hosted solution using the Project Accelerator tool. IPO are now looking for a partner to help build the current Project Online functionality into the Project Accelerator, with an aim to allow future iterations to integrate with Azure Dev Ops.

* Our current Project Online configuration is a single Project Web App and Enterprise Project Type with 3 simple Project Details Pages’ covering: -
  + - High level Project information (23 fields)
    - Project status (10 fields)
    - Schedule (Project Task & Resource Management)
* The IPO current utilise the Project Online resource centre, we will require this migrating to the Project accelerator platform, with capacity data being repointed to the portfolio reports.
* For reporting we have 8 supporting Power BI reports that pull various data from the Project Detail Pages as work progresses. The partner will be required to repoint the new project tool to the existing reports.
  + - Portfolio view
    - Gantt view
    - Progress tracker
    - Budget tracker
    - Exception report
    - Project One pager
    - Team backlog report
    - Project change dashboard
* The IPO has current Power Platform environment and capabilities so will be looking for the successful partner to build the Project Tool to our specification and migrate into our tenant following successful testing.
* We anticipate minimal data migration due to the timing in the FY cycle, all new project will be loaded into the tool by the IPO DDaT Planning team.

**Anticipated Spend**

It is estimated that the scope of works described above will cost up to £20,000 and will need to be incurred/spent by March 2024.

We intend to further develop and iterate the Project Online Platform following on from March 2024, and reserve the right to call-off additional pieces of work to develop the platform up to the value of £30,000.