

**CONTRACTS FINDER ADVERTISMENT**

**Project Reference 2019-406**

**RESPONSE FORM**

**for**

**Citation and Abstract Database Services**

**Note: Please ensure that you answer this questionnaire after having read and digested the Specification document**

**Please provide your name and contact details in the table below.**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Name of respondent and contact details** |  |

| **Bidder Information** - for information purposes only should you be awarded the contract and not evaluation. |
| --- |
| **Subject/Question** | **Response** |
| Please indicate the type of your organisation e.g. PLC, Ltd Company, Charity, Social Enterprise, NHS organisation, other (please state) |  |
| Number of employees in the organisation |  |

**Response Document**

| **Section 1 – Mandatory Questions** |
| --- |
| **Subject/Question** | **Response** |
| Do you currently provide a Citation and Abstract Database? |  |
| Will it have functionality to email citation to colleagues, and download and print to share internally? |  |
| Does the Database allow citations software? |  |
| Is it able to filter/sort citations and format of the database? |  |
| Does it have the ability to search for articles using Boolean language? |  |
| Please confirm you would provide a dedicated Account Manager we would have direct access to during normal working hours |  |

IF THE ANSWER TO ANY OF THE ABOVE IS NO, PLEASE DO NOT PROCEED ANY FURTHER, AS YOUR PROPOSAL WILL NOT BE CONSIDERED.

| **Subject/Question** |
| --- |
| Please provide your response to the questions below on a separate Word / PDF document, clearly referencing each question number.Each element of these responses will be marked on a score of 0-5. * + - 1. What do you have to offer above and beyond the scope described that would be of use to AHDB specifically?
			2. How is your database suited to AHDB and relevant to the Agriculture and Horticulture industry?
			3. What makes your database different to your competitors?
			4. Are there any relevant journals to AHDB you can offer? Specialised journals etc.
			5. Is the database live information or how often/what times it is refreshed and updated?
			6. Are there a wide range of databases available (Please state number)
			7. Please list which citations software/s your database allows
			8. Are full text articles available through open access (free full text articles) *or* (at least 70% articles are available for free full text) – please state which applies
			9. Please provide us with log on details to a test site (or a live system as a guest user) where we can view the database functionalities
			10. Service
				1. Please can you submit your policy on technical support/breakdown procedures
				2. Please advise how you would deal with a problem that occurs out of normal working hours?
				3. How quickly will we get a response from the account manager or technical staff if there are any issues with the database?
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| **Section 3 – Price** |
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| Complete the table below detailing the price options for the maximum 4 years of the contract (excluding of VAT)  |
| Number of Users | 01/05/2020 – 30/04/2022 | 01/05/2022 – 30/04/2023 | 01/05/2023 – 30/04/2024 |
| 100 |  |  |  |
| 200 |  |  |  |
| 300 |  |  |  |
| Charge per additional User |  |  |  |
|  |
| Is there a restriction on number of users? |  |
| Please also confirm any extra charges that may apply, e.g addition of new compendiums during the contract. |  |

**Submissions to be sent electronically:**

|  |  |
| --- | --- |
| Email address: | Maya.McCoy@ahdb.org.uk |
| Reference *(entered as the subject)*: | AHDB Citation and Abstract database 2019-406 |

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