

## **Clarification questions – H&S System**

19.09.2022

**Q 1;** The tender indicates that the tender is valued at £12,000. Is this over the lifetime of the contract - 3 years?

**A;** We had to input the lowest expected value so based on some market research, this is an indication of the lowest expected figure per annum and we will consider a standalone implementation fee on top of this for year 1.

23.09.2022

**Q 2;** Re Appendix 5 List of System Requirements and Functions - Construction Management

*Q11. Ability to create and assign any actions or task relating to the project*

- Could you confirm what types of actions or tasks this question relates to?
- Are they only actions or tasks related to Health & Safety?
- Are there any examples that could be provided to assist here?

**A 3;** Q11 (I am assuming this is Q11 under the CDM tab of the excel spreadsheet)

The “ability to create actions and tasks” is seeking a simple solution that enables any health and safety matters pertaining to a construction project to be digitally assigned / logged against the respective construction project. For example, if H&S issues are found outside a routine H&S inspection/audit, this feature would still enable said issue to be digitally raised, recorded, assigned and monitored for completion. Another example maybe that the HSE issue “words of advice” (and not a formal notice), again such advice can be record against the project and actioned accordingly. This feature is primarily sought for actions/tasks associated to health and safety.

**Q 4;** Re Appendix 5 List of System Requirements and Functions - Construction Management

*Q12. Ability to run reports highlighting the position/progress of projects*

- What types of tasks need to be reported on?
- Are there any examples of current reports used that you could provide?

**A;** Q12 (again, I am assuming this is referring to Q12 under the CDM tab)

What we are seeking, is for the responsible construction managers to be able to provide a quantitative positional update on the progress of their respective projects. This helps not just inform risk but offers the business with some direction on overall progress. The solution could be as simple as a scale running from 0% - 100%. The below is merely an example.

0% - progress has not commenced (little active H&S risk)

50% - progress is at the halfway point (activate construction/H&S risks)

90% - progress is approaching an end (risks are likely to be less)

Alternatively, it could be a descriptor picklist (i.e. started, in progress, ahead of schedule, behind schedule, complete)

26.09.2022

**Q 5;** May I confirm if bidders are to provide their terms and conditions to be considered by Community Housing? Does Community Housing require bidders to review Community Housing's standard terms and conditions?

**A;** Will the terms and conditions provided be expected to be included in the contract if successful? If so, yes, bidders are able to provide their terms and conditions and if a bidder is successful, Community Housing and successful bidder may enter into a discussion around these and what's to be included.

Please see Community Housing terms and conditions by following this link <https://www.communityhousing.co.uk/legal/terms.php>

**Q 6;** Question 1 on the Accident-Incident reporting tab of Appendix 5 List of System requirements and functions, can you give further clarity on what is expected here?

**A;** Real time GPS capability instead of typing in a location address e.g. being able to select from Google Maps [Note this is listed as could on the spreadsheet, not must]

**Q 7;** Employee figures listed, do they all require access?

**A;** All employees are required to access the system, some for more in-depth use and more regular use than others. Managers will be required to review and report where as some employees may have infrequent use such as submitting an incident report.

**Q 8;** The functions you require are available in existing systems that we have developed and can be combined and adapted as necessary. Would this be acceptable?

**A;** Yes

**Q 9;** If the above is acceptable can such modules remain in the original programming language they were developed in or do you have a preferred language / platform they would need to be converted to?

**A;** As long it's provided and delivered as a SAAS platform and pick up all of the support, development and upgrades etc, back end is irrelevant to us. Outcome and output is what were interested in

**Q 10;** Training Matrix Report - are you able to provide details of what such a report looks like. Clearly, it is a matrix of people against training / courses but such reports can be very interactive while others are entirely functional static reports.

**A;** Ability to record attendance of training against every persons record or profile and run reports on compliance i.e. names for people that don't have up to date training or training that's lapsed [this is a more detailed report] but then have a simple summary report like a dashboard

**Q 11;** How important is branding and visual appearance of the system?

**A;** Very. Visual aesthetics, look good and feel of navigation is very important. Many of our frontline staff are not computer literate

**Q 12;** What do you currently use for TNA templates?

**A;** Excel

**Q 13;** Do you have TNA templates you wish to import or create?

**A;** Ideal world we would like an import

**Q 14;** Is there existing data to be imported into the new system? If so, what format is this data in and approximately how much is there?

**A;** Yes. We would need to ask our current system provider if they can provide a data extract and what format that will be in. Assume CSV or Excel.

**Q 15;** Will the proposed system need to integrate with other applications via an API?

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**A;** Yes, preference is authentication through SAML to active directory/azure active directory.

There would need to wider discussions outside of this tender exercise as to whether we wanted anything else but we welcome information on what you can do and at what cost e.g. true API integration, if we create a property within our property system, do we want this to transfer as a location into our H&S system.

**Q 16;** In **Business Intelligence Tool (Appendix 5)** question 9 it requires real time reports. Would it be useful if these were linked to the dashboard interface?

**A;** Yes

**Q 17;** Is there a requirement for incident reporting?

**A;** Yes

**Q 18;** Is there a requirement for integration with a mobile app? For example, this could be used to automatically geocode images submitted as part of reports.

**A;** Yes

**Q 19;** Do you require an automated Emergency Response if an incident is reported?

**A;** No

**Q 20;** Will each of the 500 members of staff be required to have an active user account they can log into and access?

**A;** All employees are required to access the system, some for more in-depth use and more regular use than others. Managers will be required to review and report where as some employees may have infrequent use such as submitting an incident report.

**Q 21;** Can we include letters of reference?

**A;** Yes