**Regulated Below-Threshold Tender**

Invitation to Tender – Response to Tender

Risk Management Software

2425-0022

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# Bidder Information

## Bidders are required to either:

## Complete and share their Supplier Information via the Government Central Digital Platform, or

## Complete the following table to provide your information as detailed in the Instructions to Bidders as part of their submission

## Bidders must provide complete, accurate and up-to-date information in accordance with either the questionnaire below or by submitting their Supplier Information on the Central Digital Platform. If information is incomplete or inaccurate, the bid may be excluded.

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Bidder Response** |
| 1 | What is your name? (Bidder’s legal name) | [Insert name] |
| 2 | Who is the contact for the purpose of this tender? Please provide contact details: | [Insert name]  [Insert email address]  [Insert contact number] |
| 3 | Are you registered on the Central Digital Platform? If yes, please provide your identifier.  *If* ***No,*** *go to* ***Question 4*** | [Insert Yes or No] |
| 3.1 | If you are registered on the Central Digital Platform, please confirm your unique identifier | [Insert Unique Identifier] |
| 3.2 | Please confirm you have submitted your up-to-date Supplier Information via share code or PDF?  *If* ***Yes****, go to* ***Question 7***  *If* ***No,*** *continue to* ***Question 4.*** | [Insert Yes or No]  [Confirm Share Code or PDF] |
| 4. | Please provide the following information: |  |
| 4.1 | Your company’s registered address. | [Insert address] |
| 4.2 | Registration number (company, partnership, charity, etc if applicable). | [Insert Registration No.] |
| 4.3 | Trading status (i.e. private limited company, sole trader, partnership etc.) | [Insert Trading Status] |
| 4.4 | Are you an SME (as per the definition in the Procurement Act, section 123(1)) | [Insert Yes or No] |
| 5. | Confirm your turnover for the past 3 years (if information is not available, please provide details as to why). | [Year 1]  [Year 2]  [Year 3 (current year)] |
| 6. | Do any of the exclusion grounds set out in Schedule 6 or 7 of the Procurement Act apply to you, your Connected Persons, Associated Persons or any subcontractors? (as defined in the Instructions to Bidders) | [Insert Yes or No]  [If Yes, provide details] |
| 7. | Are you, or any of the subcontractors you intend to deliver this contract, on the debarment list? | [Insert Yes or No]  [If Yes, provide details] |
| 8. | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. | [Insert Yes or No]  [If Yes, provide details] |

# Gateway Questions

## Bidders must complete the table below, answering “Yes” or “No” to each of the questions.

## Please note that answering “No” to one or more of these questions will result in a “fail”, meaning that the Bidder’s tender will not be considered any further. Failure to answer one or more questions may also result in a “fail”.

|  |  |  |
| --- | --- | --- |
| **Ref.** | **Gateway Question** | **Assessment Criteria** |
| **1.** | Confirm you comply with the Terms and Conditions of the Contract | [Yes / No] |
| **2.** | All contractors and sub-contractor employees need to be employed on or at least the National Minimum or National Living Wage, where applicable. Please confirm your acceptance of this. | [Yes / No] |
| **3** | Ensure all contractors (including sub-contractors) operating on NYP or NYFRS sites need to operate to the respective Code of Ethics, which can be found at [Ethics and standards | North Yorkshire Police](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.northyorkshire.police.uk%2Fpolice-forces%2Fnorth-yorkshire-police%2Fareas%2Fabout-us%2Fabout-us%2Fethics-and-standards%2F&data=05%7C02%7CPatricia.Green%40northyorkshire.police.uk%7C07a8d799282a41a43a5308dd0e577c03%7C2c84bc9193af476e9721cdad67cb3ead%7C0%7C0%7C638682491093152998%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RZgh1M3xKfdjpo4KNBmHU45KdpgLSG121urqTwJ3H9g%3D&reserved=0) and [Vision and Core Code of Ethics - North Yorkshire Fire & Rescue Service (northyorksfire.gov.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.northyorksfire.gov.uk%2Fabout-us%2Fwho-and-what%2Fvision-and-values%2F&data=05%7C02%7CPatricia.Green%40northyorkshire.police.uk%7C07a8d799282a41a43a5308dd0e577c03%7C2c84bc9193af476e9721cdad67cb3ead%7C0%7C0%7C638682491093165710%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=orQNyD8ZMuOuuIqLexkO%2BmYT2A8mY%2BnCYCve6zgzQJk%3D&reserved=0) | Not Applicable |
| **4** | Confirm that you will agree to completing and signing a ‘Security Standards Agreement’ (SSA) and a ‘Cloud Security Questionnaire should you be successful. | [Yes / No] |

## Please note that, if answering “Yes” to a question, evidence will be required (if applicable) should the Bidder be identified as the Highest Scoring Bidder

# Quality - 40%

## Quality is comprised of Technical Questions and Social Value and will be assessed based on the methodology provided in the Instructions to Bidders.

## The total weighting for Technical Questions is 40**%**

The sub-criteria for the Technical Questions are as follows:

|  |  |
| --- | --- |
| System Implementation | 7.5% |
| Software Licensing | 5% |
| Project Delivery – Pre-Requisites | 5% |
| Project Delivery – Go Live | 2.5% |
| System Users | 0% (Not Evaluated – information only) |
| System Configuration | 16% |
| Training | 2% |
| Business Continuity | 2% |

## The total weighting for Social Value Questions is **10%**.

## Bidders will be required to submit responses to each of the following questions in the template below. to demonstrate how their proposals will meet the Specification as provided in the ITT Statement of Requirements. Where a Section contains more than one question, the relevant % weighting of that question is listed in the template.

## Unless otherwise stated, your response to each question must be in the form of a method statement, which must be provided in the template below. Your statements should be concise, in a minimum 11-point font and no more than 1500 words per question (unless stated otherwise), excluding any diagrams. You may expand the text boxes in the template to fit your response.

**Response Template – for Completion by Bidders**

**A) Technical Questions (total weighting 40%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **TECHNICAL QUESTIONS** | | **Weighting:**  **40%** | **Score Available** |
| **Q5** | Please provide a high-level plan detailing how you will perform the following: UAT testing, implement the new software and migrate the existing data, within the key milestones to the 3 clients. Include any risks and disruptive requirements to deliver this upgrade.   * UAT Testing (2.5% of available marks) * Implementation the Software (2.5% of available marks) * Migration of the software (2.5% of available marks)   (Maximum word count is 1,500 and 7.5% available marks) | | 5 |
|  | Response: | |  |
| **Q6** | Please describe what licensing structure would be included and deployed within the solution, as described above, and how this would benefit the organisation.  (Maximum word count is 1,000 and 5% of available marks.) | | 5 |
|  | Response: | |  |
| **Q6** | Please describe all pre-requisite work that will be undertaken to ensure a thorough understanding of the current risk software environment including how this will mitigate any migration risks in implementation of the new software  (Maximum word count is 1,000 and 5% of available marks) | | 5 |
|  | Response: | |  |
| **Q7** | Please describe how you will communicate, co-ordinate and manage the Go-Live process across the 3 customers to ensure that the transition is seamless and without difficulty.  (Maximum word count is 1,000 and 2.5% of available marks) | | 5 |
|  | Response: | |  |
| **TECHNICAL QUESTIONS – End User Questions** | | | |
| **Q8** | Please provide a high-level summary of how end users would:   * access the system, * add: risk registers/risks, * amend existing risks and risk mitigations. * access the reporting suite * run reports and how reports can be configured   This question is for information purposes only and will not be marked.  (Maximum word count is 1,500) | | N/A |
| **Q9a** | Please explain how the system can be configured for 3 different organisations.  (Maximum word count is 750 and 6% of available marks) | | 5 |
|  | Response: | |  |
| **Q9b** | How do you ensure segregated security for each organisation/user?  (Maximum word count is 750 and 5% of available marks) | | 5 |
|  | Response: | |  |
| **Q9c** | How do you configure fields to mirror organisation language and bespoke probability and impact grids?  (Maximum word count is 750 and 5% of available marks) | | 5 |
|  | Response | |  |
| **Q10** | How will you train the administrators of the software to be able to understand its capabilities fully so that they can train the end users in its day-to-day use.  (Maximum word count is 750 and 2% of available marks) | | 5 |
|  | Response: | |  |
| **Total Score Available for this Section** | | | **40** |
| **B) Social Value Questions (total weighting 10%)** | | |  |
| **SOCIAL VALUE** | | **Weighting:**  **10%** | **Score Available** |
| **Q11** | The Force’s environmental strategy seeks to reduce energy and fuel use in business operations. Please  detail how you will support this strategy through the delivery of this contract in both your organisation and  supply chain. Include as part of your response:  • How you will develop the products delivered under this contract to be more environmentally friendly.  (5% of available marks) | | 5 |
|  | Response: | |  |
| **Q12** | Please describe the safeguards and mitigations you have in place to reduce the likelihood and impacts of  Modern Slavery in both your organisation and supply chain. Include as part of your response:   * How you ensure transparency of practices through your supply chain. * The awareness and training that is provided to staff in your organisation and throughout your supply chain.   (5% of available marks) | | 5 |
|  | Response: | |  |
| **Total Score Available for this Section** | | | **10** |

**C) Business Continuity (total weighting: 2%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUSINESS CONTINUITY**  North Yorkshire Police as Category One responders are required by the Civil Contingencies Act 2004, to have a Business Continuity Management (BCM) system in place. Through the full application of this system, each Force has identified their Mission Critical Functions, together with the Departments and critical resources that support these. BCM plans are now in place for these areas of business, to ensure the continuous provision of those functions and to mitigate disruption.  BCM is a critical area of business within each Force, therefore where it is necessary to procure goods or services that underpin these Critical Functions from external suppliers, documentary evidence will be required from them of their BCM processes and plans, that ensures the continuous provision of that product or service. | | **Weighting: 2%** | **Score Available** |
| **Q14** | Do you provide an ‘Escrow Agreement’ for the software ‘Source Code’?  (2% of available marks) | | 5 |
| **Total Score Available for this Section** | | | **5** |

# Suitability Questions

## Bidders must meet the criteria to Pass each of the requirements below and be able to provide evidence of this when requested by the contracting authority prior to contract award, otherwise your bid will be excluded.

|  |  |  |
| --- | --- | --- |
| **No.** | **Suitability Question** | **Bidder Response** |
| 1 | **Financial Capacity:** Assessment is based on the adequacy of the Bidders financial standing.  The Authority will undertake credit checks via a third-party Financial Organisation to check on the Bidder’s credit rating the risk score. The report will be obtained on or after 13th August 2025. If the financial risk score is less than 51 or no financial risk score is available, then we will request and assess your audited accounts / alternative means of demonstrating financial status.  Failure to complete question(s) in full, provide additional information on reasonable request or demonstrate adequate financial standing will result in the tender being excluded. | |
| 2 | **Insurance:** Do you have, or agree to get, the following insurance(s) required to deliver the contract:   1. Employer’s (Compulsory) Liability Insurance\* = £10 million 2. Public Liability Insurance = £10 million 3. Professional Indemnity Insurance = £5 million 4. Product Liability Insurance = £10 million   \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf).  Bidders must confirm they have insurance(s) or agree to get them if their tender is successful. Failure to do so will result in a fail and the tender being rejected. | [Insert Yes or No]  [Insert Yes or No]  [Insert Yes or No]  [Insert Yes or No]  [Confirm which, if any, insurances you currently have in place, and the associated values] |
| 3 | **Information Governance:** The parties acknowledge their respective compliance obligations arising under the General Data Protection Regulation 2018 (GDPR), Data Protection Act 2018, Human Rights Act 1998, Freedom of Information Act 2000, and under the Common Law Duty of Confidentiality. | Yes  No |
| 4 | **Modern Slavery:** Are you a relevant commercial organisation as defined in Section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“the Act”)? | Yes  No |
| 5 | **Modern Slavery** If you have answered **YES** to Question 4 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  No |
| 6a | **AI Disclosure Question**: Have you used AI or machine learning tools, including large language models to assist in any part of your ITT submission? This may include using these tools to support the drafting of responses to Award questions | Yes  No |
| 6b | If you have answered **YES** to Question 6a where AI tools have been used to support the generation of RFQ responses, please confirm that they have been checked and verified for accuracy | Yes  No |
| 7 | **Relevant Experience & Contract Examples:** | |
| Please complete the table(s) below to provide *at least two* examples of delivering a previous relevant contract, or an explanation as to why this can’t be provided. Bidders must demonstrate adequate experience in their response, or will receive a fail and the tender will be excluded. | |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Contract 1** | **Contract 2** | **Contract 3** | | **Name of customer**  **organisation who**  **signed the contract** | [Insert all details] | [Insert all details] | [Insert all details] | | **Name of supplier**  **who signed the**  **contract** |  |  |  | | **Point of contact in**  **the customer’s**  **organisation** |  |  |  | | **Position in the**  **customer’s**  **organisation** |  |  |  | | **Email address** |  |  |  | | **Description of**  **contract** |  |  |  | | **Contract start date** |  |  |  | | **Contract completion date** |  |  |  | | **Estimated contract**  **value** |  |  |  | |  |  |  |  | | [If you cannot provide at least two examples of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.] | | | | | [Insert information where relevant] | | | | | |

# Certificate and Declaration

## I/We hereby certify that all information supplied in relation to this Tender is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in the application I/we understand that false information could result in my/our exclusion from The contracting authority’s future procurement opportunities.

## I/We also understand that it is a criminal offence, punishable by imprisonment, to give, or offer any gift or consideration whatsoever, as an inducement or reward, to any servant of a public body, and that any such action will empower the contracting authority to cancel any contract currently in force, and may result in my/our exclusion from the contracting authority’s future procurement opportunities.

## I/We understand that the contracting authority, or their agents, will not accept any charges by the Bidder, its sub-contractors or any other party for:

## work in responding to this Invitation to Tender

## or any other associated activity

## I/We understand that this Tender, is not in any way binding and is not a commitment to enter into contract with the Bidder (you) or involve the contracting authority in any financial commitment whatsoever in this respect. The Bidder is also advised that the contracting authority does not bind itself to accept any of the submitted documents in whole, or in part.

## I/We declare that the Bidder has fulfilled its obligations relating to the payment of taxes under the law of any part of the United Kingdom, or of the relevant State in which the economic operator is established.

## I/We declare that as the Bidder we are not in any of the situations as outlined in Schedules 6 and 7 of the Procurement Act 2023 (Mandatory and Discretionary exclusion criteria).

## I/we declare that we have considered all requirements within this Invitation to Tender, and should we be identified as the Highest Scoring Bidder following the tender evaluation process, we agree to submit supporting evidence within 5 working days of the initial request.

## The parties hereto acknowledge and agree that any information requested under the Freedom of Information Act 2000 may be disclosed, provided such disclosure is appropriate and in accordance with the said Act.

## I/We hereby apply for consideration in connection with the provision of ‘Risk Management Software’ for the contracting authority and confirm that I am/we are prepared to answer any questions relating to this Tender, if so required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Name (Block Capitals):** |  | | |
| **For, and on behalf of:** |  | | |
| **Position in Company:** |  | **Telephone Number:** |  |
| **Email Address:** |  | | |