

INVITATION TO TENDER
for the provision of
Central Project Register & Tracker

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CONTENTS

WEST OF ENGLAND MAYORAL COMBINED AUTHORITY	3
1. THE REQUIREMENT	4
1.1. Introduction.....	4
1.2. What will the project deliver?	4
1.3. Specification	6
1.4. Terms of Contract.....	9
1.5. Contract Value.....	9
2.0 INSTRUCTIONS TO BIDDERS.....	10
2.1 E-Tender System	10
2.2 Register Intent or opt out.....	10
2.3 Preparation of Tender	11
2.4 Pricing Schedule	11
2.5 Other Documents or Supporting Evidence.....	11
2.6 Submission Deadline	12
2.7 Tender Validity	12
2.8 Communication	12
2.9 Confidentiality	13
2.10 Disclaimer	13
2.11 Freedom of Information Act.....	13
2.12 Transparency	14
2.13 Procurement Timetable.....	14
2.14 Required documents.....	14
3. QUESTIONNAIRE	15
3.0 Notes for completion	15
3.1 Questionnaire (General Information).....	16
4. EVALUATION AND AWARD	18
4.0 Evaluation	18
4.1 Scoring Methodology	21
4.2 Contract Award	22
APPENDIX A: NON-COLLUSION CERTIFICATE	13
APPENDIX B: PRICING SCHEDULE.....	14
APPENDIX C: MCA DRAFT TERMS & CONDITIONS.....	15

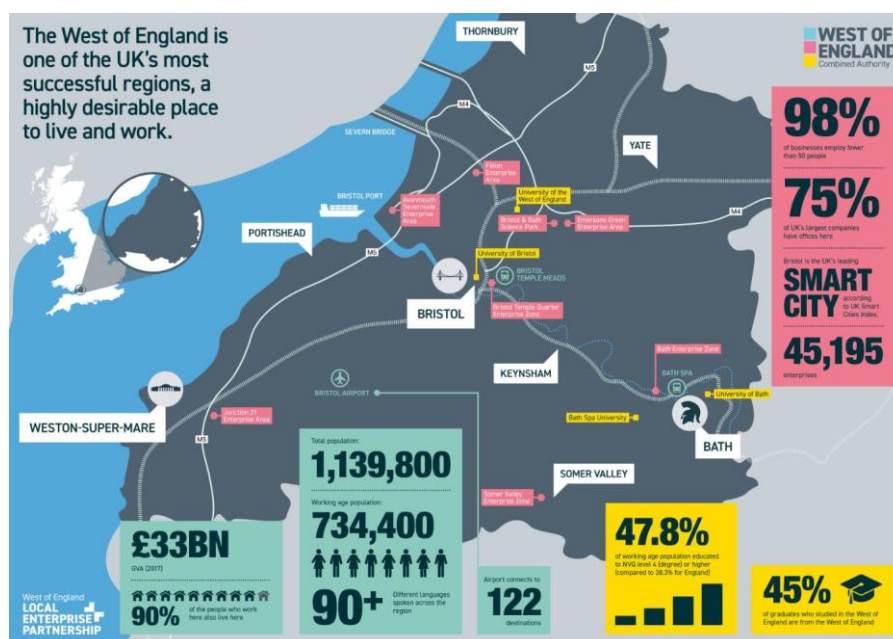
WEST OF ENGLAND MAYORAL COMBINED AUTHORITY

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The Mayoral Combined Authority was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the Mayoral Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

The Mayoral Combined Authority is made up of three of the local authorities in the region – Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Mayoral Combined Authority continues to work closely with North Somerset Council. The Mayoral Combined Authority also the accountable body for the West of England Local Enterprise Partnership.



1. THE REQUIREMENT

1.1 Introduction

The MCA has grown rapidly in scale and complexity in the last 7 years. Processes and tools that were adequate for managing a smaller organisation cannot be easily scaled up to manage the growing volume of activity and number of projects.

There is currently no central list of all projects and activity across the MCA, or consistent recording of project attributes. Whilst individual business areas keep track, this is done inconsistently across the organisation and relies on heavy use of spreadsheets - compromising accuracy, completeness and timeliness of reporting. Summary reporting against strategic objectives and business plan deliverables is a very unreliable, cumbersome and manual process.

Project progress is currently monitored through the collation of 'highlight' reports from project managers. The format for these reports is currently either MS Excel or MS Word. Whilst the Excel version does provide some structured data for onward reporting it is a manual process to transform the data into a suitable format. The quality and completeness of the reports is inconsistent and there is considerable manual validation and correction required. The Word version provides mainly unstructured data and so the process for reporting from these is even more resource intensive. In addition, with over 100 projects, the number of highlight reports that are manually requested, checked and then filed is significant.

The objective of this work is to ensure that the MCA has a robust and accurate set of key information about all projects in development and delivery. The data will be in a format that can be maintained and accessed by teams across the regional partnership and that can be used to meet many different reporting requirements. This will facilitate oversight and assurance of developing proposals and management of the performance of schemes in delivery. It will enable the MCA to evidence how much it has invested in projects across each strategic priority, how well those projects are performing against plan and what outputs and outcomes they're delivering.

1.2 What will the project deliver?

Implementing a cross-MCA digital solution to store and track our project data is a critical enabler for strengthening our corporate performance and risk management approach:

- It will enable more accurate and timely performance management by providing a consistent, high quality foundation of data to report from.
- It will provide access to a one-stop shop for all project stakeholders - from project managers (internal and external) to the Corporate Leadership team - that provides instant access to information about all funded activity across the

MCA. This will help the Mayoral Combined Authority to identify and address performance risks as they arise, provide robust assurance of scheme development, provide more comprehensive statements of our impact and improved strategic decision making.

- It will improve our ability to learn from delivery, by enabling access to historic data on project performance and post-business case changes (even after the project has closed and the project manager has left the business). Ensuring future business cases are well informed, investment decisions are evidence led and new projects are better set up to succeed.

The solution will result in greater efficiency and effectiveness in our organisational processes and help to build a more motivated and high performing workforce by:

- Assisting grant management and assurance, programme and project management, and monitoring and evaluation processes (including the Gateway Review) by enabling faster analysis of project information and simpler overviews of the position across large portfolios.
- Creating time savings for colleagues by standardising data entry, reducing duplication of reporting and reducing manual validation. This would include removing the need to manually collate, manipulate and re-key highlight reports. This will allow more time to be spent on delivery, analysis and insight - enabling colleagues to focus on adding value in their area of expertise and in turn increasing motivation and job satisfaction. Projects are the core of the MCA and managing the data associated with them should be as time efficient as possible.
- Enabling easier syndication of project data with data from other organisational systems such as HR, finance and contracts (through the data lakehouse). Creating the ability to carry out advanced holistic analysis e.g. linking performance of projects to the actual project resource allocation.
- Improving learning by enabling access to historic data on project performance and post business case changes (even after the project has closed and the project manager has left the business). Ensuring future business cases are well informed, investment decisions are evidence led and new projects are better set up to succeed.
- Modernising the MCA and bringing it in line with the way many of its larger delivery partners are working, streamlining inter-organisational transactions.

The proposed system will enhance stakeholder experience for delivery partners outside the MCA. It will create an offer to smaller delivery partners that will provide a reporting tool for them to access that will support them to manage projects more efficiently and will simplify their interactions with the MCA – making the MCA a more inclusive funding partner.

Finally, the system will help to build a high performance culture within the regional partnership, by providing project managers and managers at all levels with clear visibility of progress and issues, and a reporting mechanism with reduced friction.

1.3 Specification

We are procuring a project tool that will provide a central repository for key information about all projects, whether in design and development or in delivery. The register will hold the core baseline attributes against each project such as name, programme, reference number, funding source, delivery partner, service area, agreed budget, timelines, expected outcomes, responsible persons, key decisions and alignment to strategic objectives. It also needs to function as a progress tracker (replacing the existing highlight reporting process) and contain project monitoring information including updates to spending and delivery profiles, status ratings, summary narrative and reports against outputs and outcomes.

Due to limited capacity in-house to manage bespoke software we anticipate that the solution will be an off-the shelf product. However we would welcome alternatives provided there is a good level of on-going support post-implementation. On-going support will form part of our evaluation criteria.

Implementation needs to be swift and meet an immediate core need and as such we will be focussing on procuring a tool that meets the following essential functional requirements in the first instance.

1.3.1 Essential Requirements

The MCA currently holds a Microsoft Enterprise Level 3 license (MS365 E3). All solutions must be compatible with this license.

The solution is required to:

1. Enhance data quality and collection methods through:
 - Allocation of a unique reference number for all projects with clear parent/child hierarchy
 - Use of mandatory and validated fields, with options for a variety of data types (e.g. text, numeric, date, bool, list)
 - Approval of project data before it goes live

- Auto notifications to request updates potentially at different regularity for different projects
2. Enable dynamic project progress tracking and reporting, becoming a one-stop shop for all core project related attributes and documents:
 - Use friendly interface with controllable access for internal colleagues and external partners with the ability to set different levels of view and edit permissions at programme and project level.
 - User authentication to the tool should use our existing MCA Microsoft accounts and Single Sign On (SSO) if possible
 - Storage of key documents against the project and/or link to sharepoint e.g. business case, M&E plan, grant offer letter, change requests
 - Retain historic updates and progress reports to enable trend analysis and tracking, keeping an audit trail of changes
 - Dashboard for project and programme managers and for staff in central teams including performance, grant management, and evaluation (please note that we use Power BI for reporting so whilst we would like some dashboards, a full reporting system isn't essential)
 - Provide data exports or a data pipeline to the organisational data warehouse/lakehouse and for onward reporting and analysis such as through Power BI
 3. Incorporate unlimited customisable fields and the ability to tailor language to suit the organisation.
 4. Allow full administration access for key MCA colleagues to alter and maintain the structure and the content.
 5. Require security controls to prevent unauthorised or malicious access.
 6. Have the ability to import data from other sources (spreadsheets at a minimum)
 7. Have the ability to extract all data as and when the MCA requires it, in a structured format. The MCA will need to maintain ownership of the data and the ability to access it and transfer it to other systems at all times, including at end of contract.

1.3.2 Future development/Desirable:

It is likely that in the future the MCA may require more functionality for example those listed below. Whilst these are outside the scope for this piece of work it would be useful, as part of the tender process, to understand the additional capabilities of any system with an eye on future development.

- Interface automatically with other MCA data recording systems e.g. Agresso (finance).
- Data quality exception reporting with metrics to include uniqueness and completeness.
- Dynamic project management for comprehensive planning, roadmaps, resource allocation and real time budget tracking.
- Corporate risk management
- Corporate KPI scorecard management
- Decision pathways and gateways
- Change process management

1.3.3 Key stakeholders

We expect the contract to incorporate training on use of the tool for key members of staff as outline below.

Viewers/Users – delivery roles:

- Project Managers – MCA internal – Input project updates. Use dashboards to inform regular project performance and risk conversations and to provide onward reporting as required. Review progress reports for accuracy if completed by others. Regularly update project progress. Keep a record of any change requests. Identify issues that need action or escalation.
- Project Managers – external delivery partners – Input project updates. Use dashboards to inform regular project performance and risk conversations. Regularly update project progress. Keep a record of any change requests. Identify issues that need action or escalation.
- Portfolio Managers/Heads of Service – use dashboards to review projects at a summary level with the ability to drill down to individual projects as needed. Review progress reports for accuracy. Identify issues that need action or escalation. Use data for learning, to inform future decisions on investments, business case development and to make improvements to future project management processes.

Viewers/Users – central support roles:

- Assurance – quality control and validation of content
- Maintenance – system administration, setting up users, updating fields etc
- M&E – timetabling and oversight of monitoring and evaluation activity

- Performance - Export key information (quant and qual) by project to enable reporting against delivery activity and outcome KPIs, against annual business plan deliverables and to meet external regulatory reporting requirements
- Data - Build pipelines to the MCA lakehouse

External IT partner - Our IT provider may be required for additional security configuration & access changes that require elevated permissions. Publicly exposed endpoints must be shared for scan/pen-testing purposes if necessary. Support and service delineation must be clarified and shared with our IT provider to limit and define where responsibilities sit in case of data breach or technical failure of the solution.

1.4 Terms of Contract

Delivered according to the **MCA Contract Terms & Conditions (Appendix C)**. Please note that by submitting a bid you acknowledge that the authority's terms and conditions will apply and are mandatory. Please note the contract is non-negotiable i.e. no amendments will be allowed to the contract. As payments are issued from a public fund, all intellectual property arising from the contract scope shall give the full rights to authority to use the outcome deliverables from the project including the submitted bid.

For an 'off the shelf' based solution - It is anticipated that there will be a period of 2-3 months for initial implementation with ongoing support for evolution of the product over the following 6 months. We would then expect an ongoing licence agreement (with customer support included) which we anticipate needing for 24 months minimum.

For a bespoke solution we would expect the design and implementation process to take no longer than 6 months. This would be followed with a support agreement in place for the remaining contract period.

It is anticipated that a substantial portion of the work will be conducted remotely (preferably using MS Teams) on a full-time basis. Where there is a requirement to visit the Combined Authority e.g. to meet project leads, for demos, training workshops and presentations to senior leaders such work will occur at 70 Redcliffe Street, Bristol, BS1 6AL. Advance notice will be provided whenever such collaboration is foreseeable. Expenses will be capped at £2000 for the duration of the project

1.5 Contract Value

The indicative budget available for this project build is:

- For an off-the-shelf/annual license fee model:
 - The total cost of implementation (including post implementation support for training and evolution) should not exceed £20,000.
 - The cost of an annual license should not exceed £30 per user per month. We would anticipate the number of licenses potentially building up to 100 as the solution embeds.
- For a bespoke, MCA owned build (no license fee) the total cost including ongoing support should not exceed £60,000

Inclusive of all supplier fees, expenses and exclusive of VAT, if this is expected to be insufficient, please advise via clarification.

2. INSTRUCTIONS TO BIDDERS

2.1 E-Tender System

The Mayoral Combined Authority uses ATAMIS as its e-procurement system. Assistance in relation to the e-procurement system is available to suppliers via the Supplier Help Icon within the system. Supplier Guidance documents are also available to view and download.

Suppliers must ensure that they have the most up to date Invitation to Tender document by registering on the e-tendering system at <https://weca-atamis.my.site.com/s/Welcome> and expressing an interest. This will enable suppliers to view the latest documents and see any comments and discussions on those documents.

If you are still unable to resolve your issue in using the system you should contact Atamis Support via the Help section of the portal explaining the nature of your query.

2.2 Register Intent or opt out

Once the Tender Information has been viewed suppliers will be able to “Register Interest” which will inform the Authority of your intention to respond to this opportunity.

If a supplier does not wish to or is unable to submit a Tender and not interested in proceeding, then they can decline the opportunity.

2.3 Preparation of Tender

Suppliers must obtain for themselves all information necessary for the preparation of their Tender response and all costs, expenses and liabilities incurred by the supplier in connection with the preparation and submission of the Tender shall be borne by the supplier, whether or not their offer is successful.

Information supplied to the supplier by Authority staff or contained in Authority publications is supplied only for general guidance in the preparation of the Tender. It shall remain the property of the Authority and shall be used only for the purpose of this procurement exercise.

Suppliers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Authority for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.

2.4 Pricing Schedule

As part of your return in response to the ITT please provide a breakdown of how you expect to allocate your proposed budget (in pounds sterling (£s) between your partners (staff)/subcontractors (if any) and assigned by deliverable element(s) you are proposing by completing **Appendix B – Pricing Schedule**.

The pricing schedule includes the core elements of the project. If your organisation has any further costings that are required to meet the specification, this must be included within the pricing document.

Please note that these prices should be exclusive of VAT.

2.5 Other Documents or Supporting Evidence

If instructed to do so within the e-procurement system, the supplier must complete and upload other documentation that may be provided with this Invitation to Tender, or upload evidence to support their submission.

Documentation: Do not include any macro enabled spreadsheets or embedded documents. Acceptable file formats are: *txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers and pages*. If you are uploading multiple documents, it is recommended that you zip them using WinZip or WinRAR

Tenders must not be qualified or conditional. Only Tenders submitted without qualification will be accepted for consideration. If a Tender is excluded from consideration, the supplier will be notified.

2.6 Submission Deadline

Suppliers are required to submit their Tender within the e-procurement system by **the date and time quoted in the indicative timetable in section 2.13 below** and you should allow enough time to complete the questions and upload documentation where requested to do so. Tenders received after the closing date will not be considered and will result in the Authority rejecting the Tender as a Fail / Non-compliant Tender. Emailed or hard copy Tenders will not be accepted.

The Authority is under no obligation to consider partial or late submissions.

If the Authority issues an amendment to the original Tender and if it regards that amendment as significant, an extension of the closing date may, at the discretion of the Authority, be given to all Organisations.

The Authority expressly reserves the right to require a supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Tender. However, the Authority is not obliged to make such requests.

Suppliers shall accept and acknowledge that by issuing this ITT the Authority shall not be bound to accept any Tender and reserves the right not to conclude a Contract for some or all of the services for which Tenders are invited.

2.7 Tender Validity

The Tender should remain open for acceptance for a period of 60 days. A Tender valid for a shorter period may be rejected.

2.8 Communication

All contact and communication during this procurement should be submitted in writing through the e-procurement system including any clarification questions in

sufficient time before the closing date, to enable to the Authority to respond to all suppliers. It is not acceptable for suppliers to seek clarifications via telephone or e-mail outside of the e-procurement system.

2.9 Confidentiality

The supplier must keep confidential and will not disclose to any third parties any information contained within their bid. They shall not release details other than on an 'In Confidence' basis to those whom they need to consult for the purpose of preparing the Tender response, such as professional advisors or joint bidders.

The Tender shall not be canvassed for acceptance or discussed with the media, any other Organisation, member/officer of the West of England Mayoral Combined Authority, or their representatives. Any supplier trying to exert any undue influence during the tender process could be excluded from the process.

2.10 Disclaimer

Neither the Authority, [nor any relevant Other Contracting Bodies], nor their advisors, respective directors, officers, members, partners, employees, other staff or agents:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT; or
- accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- Can be responsible for any costs you may incur in preparation and submission of your bid.

Any resulting Contract shall be governed by English law.

2.11 Freedom of Information Act

Suppliers should note that the Authority is subject to the 'Freedom of Information Act 2000'. Suppliers are requested to state which part, if any, of the information supplied with their Tender is confidential or commercially sensitive or should not be disclosed in response to a request for information and why. Suppliers' statements will be

considered however the Authority is unable to give any guarantee that the information in question will not be disclosed.

2.12 Transparency

Suppliers and those organisations who bid should be aware that if they are awarded a contract, the resulting contract between the supplier and the Authority will be published under the government transparency policy. To view details of what we must publish, see the Local Government Transparency Code 2015 at [Local Government Transparency Code 2015](#)

The Authority is required to publish details of all expenditure over £500 made to its suppliers and all contracts and framework agreements over £5000.

Details will be published on the Authority's website and the government's transparency website (data.gov.uk) and Contracts Finder.

2.13 Procurement Timetable

The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

Publish on	21/10/25
Clarifications received by: 12:00hrs (noon)	27/10/25
Clarifications responded by	29/10/25
Submissions by: 12:00hrs (noon)	04/11/2025
Evaluation Phase One	05/11/2025 (subject to responses)
Evaluation Phase Two	07/11/2025 (subject to responses)
Award Recommendation Report & Contract Award Notice	10/11/2025
Standstill Period	11/11/2025 – 21/11/2025
Contract Award	21/11/2025
Contract starts	21/11/2025

2.14 Required documents

Within this process suppliers have been provided with the following documentation. Where indicated these are required to be completed and uploaded within the e-procurement system.

You may choose the format of your submission; however, you must clearly state the question we are asking and proceed with your response. You may submit appendices to support your response, but they will only be considered if they are clearly referenced in your response and are clearly identifiable. Numbering or lettering your appendix as well as a title will meet this requirement.

DOCUMENT TITLE	COMPLETE AND RETURN
Section 1 - The Requirement including Specification	<input type="checkbox"/>
Section 2 - Instructions to Suppliers	<input type="checkbox"/>
Section 3 - Questionnaire	<input checked="" type="checkbox"/>
Section 4 - Evaluation	<input type="checkbox"/>
Appendix A: Non-Collusion Certificate	<input checked="" type="checkbox"/>
Appendix B: Pricing Schedule	<input checked="" type="checkbox"/>
Appendix C: MCA Low-Value Service Terms & Conditions	<input type="checkbox"/>

Please Note: The completion and electronic return of all the documents ticked above is mandatory.

3. QUESTIONNAIRE

The purpose of the Questionnaire is to enable the Authority to assess supplier suitability for providing goods and services.

3.1 Notes for completion

- i) Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If it does not apply to you, please state clearly 'N/A'.
- ii) Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.
- iii) Please return a completed version of this document with your Tender submission using the e-procurement system.

Verification of Information Provided

- iv) Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. The Authority will request evidence from the winning Contractor only after the final Tender evaluation decision.

Sub-contracting arrangements

- v) The Supplier should advise in a separate appendix the names of sub-contractors, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

Confidentiality

- vi) The Authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- vii) The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

3.2 Questionnaire (General Information)

Contact details	
Supplier contact details for enquiries	
Name	
Postal address	
Phone	
Mobile	
E-mail	
Registered company/charity number	

Registered VAT number		
Name of parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes
Bidding model		
Please mark 'X' in the relevant box to indicate whether you are;		
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	<input type="checkbox"/> Yes	
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services	<input type="checkbox"/> Yes	

CREDIT REFERENCE CHECK DECLARATION

As part of due diligence, a business credit score will be obtained from a credit reference agency, and by signing this declaration you consent for a credit reference check to be carried out on your organisation by a third party which will leave a footprint on your organisation credit file.

I declare I consent for a credit search to be carried out on our organisation.

Name:

Position:

Signature:

Date:

4. EVALUATION AND AWARD

Tenders will be evaluated to find the most suitable supplier who can meet the Specification and provide competitiveness of price. The award will be based on the evaluation criteria as outlined in the table below.

Upon acceptance of the Tender, the Contract shall be formed and become binding on both parties. Suppliers must not undertake work without written notification that they have been awarded a Contract and are required to start work.

Suppliers should note that the Authority reserves the right to terminate this procedure without any decision to award and will not be liable for any costs incurred by suppliers in developing their Tender.

Suppliers should also note that, should they be successful the Authority reserves the right to terminate the Contract, if at any time it is discovered that the supplier made any material misrepresentation and/or have not notified to the Authority about any material changes in relation to the information provided in the Tender.

4.1 Evaluation

Your tender will be evaluated in two different phases. Phase one will be Quality and Phase two will be Price. Bidders who do not meet a minimum score of 60% overall in the quality phase, will not move to phase two.

The split of the scoring between Price and Quality is detailed below.

AWARD CRITERIA & WEIGHTINGS		
Price	20%	Total Price (considering both project cost and ongoing operational cost) on the pricing schedule.
Quality	80%	Question 1 - 40% Question 2 - 20% Question 3 - 20%

The quality questions that you are expected to respond to in your proposal are detailed in the table below:

No	Question	Weighting
1	<p>Proposed Solution</p> <p>Please detail your proposed solution addressing each of the evaluation criteria below individually.</p> <p>Responses should:</p> <ol style="list-style-type: none"> 1. Clearly articulate an understanding of the project's aims, objectives and scope. 2. Demonstrate an understanding of the unique nature of the Combined Authority and the challenges related to successful project management at a growing, multi-disciplinary public sector organisation. 3. Propose a cost-effective solution to the identified problem, outlining how the solution meets all the essential requirements detailed in section 1. 4. Clearly identify any limitations the solution may have in being able to meet all essential requirements. 5. Summarise the potential of the solution for future development, specifically with regards to the functionality outlined in section 1. <p>Responses should include up to 5 screenshots of relevant parts of the solution (or mock ups if the solution is to be bespoke). The Authority will not score any more than the value stated above.</p>	40%

2	<p>Experience and Expertise</p> <p>Please outline how the organisation and project team have the expertise and experience to meet the requirements set out in Section 1.</p> <p><i>Please limit your response (excluding CV attachments – 1 page per CV) to 4 sides of A4, Arial font size 11 for main body text. The Authority will not score any more than the value stated above.</i></p> <p>The response should:</p> <ul style="list-style-type: none"> • Provide clear evidence of the project team's expertise in developing project management solutions and demonstrate experience delivering at least two similar projects in the past three years on time, within budget, and meeting client requirements. • Provide an organogram (or similar) which clearly outlines the roles of the project team, their relevant skills and their key tasks mapped against the key requirements for this study. 	20%
3	<p>Project plan and management</p> <p>Please outline how the project will be managed effectively, including an indicative project plan/Gantt chart with key outputs and milestones and accompanying narrative for completing the work by the deadline.</p> <p>The response should:</p> <ul style="list-style-type: none"> • Clearly outline a project plan, including a breakdown of specific tasks, milestones and interdependencies for the successful delivery of the project. • Outline a resource schedule identifying staff time and budget allocation by key tasks. This should include an indication of likely time commitments for MCA employees. • Identify relevant project risks, including an assessment of the risk impact and how the risks will be mitigated throughout the project. 	20%

	<ul style="list-style-type: none"> Clearly state the level of post implementation support for ongoing day to day use of the solution and continued evolution of functionality. In line with the requirements outlined in section 1.4 	
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The most advantageous proposal will be determined by the evaluation with the highest TOTAL SCORE. This outcome will produce the preferred supplier.

4.2 Scoring Methodology

Where responses to questions are to be scored, the following scores are applied by a panel of evaluators to a Bidder's submitted responses. The scores are awarded dependent on the level of evidence provided to each question.

0 – No response and/or evidence is unacceptable or non-existent, or there is a failure to properly address any issue. The Authority does not have any confidence in the Bidder's experience and/or capability to meet its requirements.

1 – The response and/or the evidence are deficient (or not relevant) in the majority of areas and the Authority has a low level of confidence in the Bidder's experience and/or capability to meet its requirements.

2 – Large portions of the response are not satisfactory and/or are not supported by a satisfactory level of evidence and the Authority has limited confidence in the Bidder's experience and/or capability to meet its requirements.

3 – The response is satisfactory and supported by an acceptable standard of relevant evidence but with some reservations/issues not addressed. The Authority is satisfied with the Bidder's experience and/or capability to meet its requirements.

4 – The response is comprehensive and supported by a good standard of relevant evidence and provides the Authority with a good standard of confidence in the Bidder's experience and/or capability to meet its requirements.

5 – The standard of the response is very high, and the relevance of the response and the supporting evidence is very comprehensive and provides the Authority with a very high level of confidence in the Bidder's experience and/or capability to meet the Authority's requirements.

This contract is being awarded on Most Advantageous Terms (MAT) which is the combination of both the Quality and Cost scores.

Quality – 80% Total

Each question within the evaluation carries a specific weighting, which reflects its relative importance in the overall assessment.

To calculate the score for each question, the weighting is divided by 5. This determines the percentage value assigned to each mark awarded.

Example:

- Question 1 has a weighting of 40%.
- Dividing 40% by 5 gives 8%.
- Therefore, each mark awarded for this question is worth 8%.

Scoring Breakdown:

- 1 mark = 8%
- 2 marks = 16%
- 3 marks = 24%
- 4 marks = 32%
- 5 marks = 40%

Price Evaluation – 20% Total

All price bids are compared against the lowest bid to reach the percentage difference from the lowest bid.

The lowest priced bid will receive 20%.

Other Suppliers cost score will be calculated using the following formula:

$$\frac{\text{Lowest Bid Price}}{\text{Your Price}} \times 20$$

Overall Score

Your TOTAL SCORE will be calculated by adding your Quality + Cost weighted scores.

4.3 Contract Award

The approval of the award will be made by the appropriate Authority representative, who will also debrief all suppliers in writing.

APPENDIX A: NON-COLLUSION CERTIFICATE

APPENDIX A: NON-COLLUSION CERTIFICATE

I, the undersigned, in submitting the accompanying Tender to

(Name of Client).....

.....

in relation to (details of Tender and reference).....

.....

certify on behalf of (name of supplier).....

that, with the exception of any information attached hereto (see * below):

- 1) this Tender is made in good faith, and is intended to be genuinely competitive;
- 2) the amount of this Tender has been arrived at independently, and has not been fixed, adjusted or influenced by any agreement or arrangement with any other undertaking, and has not been communicated to any competitor;
- 3) we have not entered into any agreement or arrangement with any competitor or potential competitor in relation to this Tender;
- 4) I have read and I understand the contents of this Certificate, and I understand that knowingly making a false declaration on this form may result in legal action being taken against me.

In this certificate, the word 'competitor' includes any undertaking who has been requested to submit a Tender or who is qualified to submit a Tender in response to this request for Tender, and the words 'any agreement or arrangement' include any such transaction, whether or not legally binding, formal or informal, written or oral.

* Information is/is not attached hereto (delete as appropriate)

SIGNED:

FOR AND ON BEHALF OF:.....

DATE:.....

**APPENDIX B: PRICING ANNEX
(ATTACHED SEPERATELY)**

**APPENDIX C – MCA DRAFT TERMS AND CONDITIONS
(ATTACHED SEPERATELY)**