



BANK OF ENGLAND

Bank of England Strategic Data Collection Portal

Pricing Schedule Guidance Note

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The terms defined in the Glossary of the Instructions to Suppliers and Evaluation Criteria document and the SOUR shall apply to this Pricing Guidance document.

1. Introduction

- 1.1. This document provides guidance for Suppliers on how to complete the Pricing Schedule, which should be submitted as part of their Initial Response. Failure to complete all aspects of the Pricing Schedule may result in Suppliers being removed from the process. For the avoidance of doubt the pricing provided shall be as against the Requirements set out in the Tender Materials and shall not presume any changes which may be made following negotiation if the Bank does not choose to award the Contract following Initial Responses.
- 1.2. Suppliers should not incorporate the anticipated cost of the Bank's Future Requirements when providing either its Implementation Service Charges or Migration Service Charges. If and when the Bank requires the Supplier to implement any of its Future Requirements, such implementation charges will be payable on the basis of Schedule 7 of the Draft Contract (which ensures professional service charges are determined in accordance with the Rate Card set out at worksheet 3 of this Pricing Schedule).
- 1.3. All prices to be inserted in the worksheets are to be exclusive of VAT.
- 1.4. Please refer to the Instructions to Suppliers and Evaluation Criteria document for detail on how the Pricing Schedule will be evaluated.
- 1.5. As set out in section 4 of the Instructions to Suppliers and Evaluation Criteria, if the Bank does not award a Contract following evaluation of Initial Responses, it shall negotiate with all Suppliers on its Requirements (excluding Minimum Requirements) and the Supplier's Initial Responses. Following this it may re-issue updated Final Tender Materials against which Suppliers shall submit Final Responses. If so, a new Pricing Schedule will be issued at this point.

2. Worksheet 1 – Commercial Evaluation – 30% of overall evaluation

Payment Profile

- 2.1 As detailed in Schedule 5 of the Draft Contract the Bank proposes the following payment profile (this is not a Contractual Minimum Requirement).
- 2.2 Upon signature of the Contract - £0
- 2.3 Upon the Bank's acceptance of the Implementation Services (as defined in the Contract, detailed in section 2.6 of the SOUR and governed largely by Schedule 3 of the Contract)
 - a. 100% of Implementation Service Charges (section 4(a) of worksheet 1 of the Pricing Schedule),
 - b. 100% of the Licence Charges (section 1 of worksheet 1 of the Pricing Schedule); and
 - c. the first year's Maintenance and Support Services Charges (section 2 of worksheet 1 of the Pricing Schedule; which will be chargeable from the date of the Bank's



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acceptance, in accordance with the Contract, of the successful delivery of the Implementation Services).

- 2.4 Upon acceptance of the Migration Services (as defined in the Contract, detailed in section 2.4 of the SOUR and governed largely by Schedule 3 of the Contract) - 100% of Migration Service Charges (section 4(b) of worksheet 1 of the Pricing Schedule).
- 2.5 Upon acceptance of the Initial Training Services - 100% of Initial Training Charges (section 6 of worksheet 1 of the Pricing Schedule).
- 2.6 Maintenance and Support Charges for year 2 onward will be payable annually in advance upon each anniversary of the Bank's acceptance, in accordance with the provisions of Schedule 4 of the Contract, of the successful delivery of the Implementation Services.

Section 1 – Licence Charges

- 2.7 Detail here, as far as applicable, a product breakdown by price of the Licence Charges for the Solution proposed by your Response to deliver the Licence Requirements detailed at section 2.7 of the SOUR. For the avoidance of doubt the Licence Requirements are Minimum Technical Requirements and the Bank will not negotiate on those.
- 2.8 Please ensure that, to the extent that Maintenance and Support Charges are on a per licensed product basis, that each licensed product has its own entry for Maintenance and Support Charges, in section 2 of the Pricing Schedule.

Section 2 - Support & Maintenance Charges

- 2.9 Pricing Schedule responses should detail, in the separate tables provided, the prices for each of:
 - a. 0800 and 1800 (including 24 Peak Days Allowance)
 - b. PAYG Peak Days
 - c. 24 x 5 (including 6 Peak Days Allowance)
 - d. 24 x 7

In each case consistent with the Service Requirements described in section 2.3 of the SOUR.

As far as applicable, responses to 2(a) should provide a breakdown of Maintenance and Support Services by product (the products listed in table 1(a) responses

- 2.10 Supplier's responses to section 2 will be evaluated only on the basis of section 2(a). Responses to sections 2(b)-(d) are for information only (although they will form part of the Contract awarded).
- 2.11 Maintenance and Support Charges will be (as detailed in Schedule 5 of the Contract) fixed for four (4) years, thereafter increasing annually by no more than a percentage equal to the then current Consumer Price Index (CPI) for the relevant year. This price adjustment mechanism is a Contractual Minimum Requirement and as such non-negotiable.



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- 2.12 For the avoidance of doubt the Supplier shall not increase its Support and Maintenance Service Charges following the addition of any Future Requirements and such charges can only be increased as referenced above.

Section 3 – Other Charges (incl. Escrow)

- 2.13 Suppliers are expected to only use this table to insert pricing that is a necessary part of their Response and that does not fit within the description of any other elements of the Pricing Schedule.
- 2.14 Leaving this section blank as there are no additional costs to convey to the Bank is totally permissible, provided that such a response indicates that Escrow Charges are zero for the entire duration of the Contract (and therefore included within the Licence Charges).

Section 4 – Professional services

(a) – Implementation Charges

- 2.15 Suppliers should complete the table, entering: the anticipated number of days required from each consultancy grade for (broken down to the design and platform delivery phases) delivering the Implementation Services; and the daily rates for each consultancy grade. This will provide, for the Bank's evaluation, a total cost of Implementation Services. The table must be completely aligned to your response to the SOUR. Where the supplier has provided a SRC of C ('Configuration by the Supplier'), D ('Customisation') or E ('Bespoke') in response to any requirement Suppliers must provide a more detailed breakdown of these costs in the 'SRC (C, D & E) breakdown' worksheet (worksheet 2) which allows Suppliers to show the costs associated with each individual Requirement.
- 2.16 All professional services (day rates) (for Implementation Services) will be fixed for the first two years of the Contract, thereafter increasing annually by no more than a percentage equal to the CPI for the relevant year. This price adjustment mechanism is a Contractual Minimum Requirement and as such non-negotiable.
- 2.17 The Bank requires a fixed price for Implementation Charges, in accordance with the assumptions set out at paragraph 2.6 of the SOUR and Schedule 3 and 5 of the Draft Contract. Please note these assumptions are not Contractual Minimum Requirements.
- 2.18 Definitions of the consultancy grade definitions can be found within the "Grade Definitions", worksheet 4 of the Pricing Schedule.
- 2.19 All Implementation Charges must be inclusive of expenses.

(b) – Migration Charges

- 2.20 Suppliers should complete the table, entering: the anticipated number of days required (broken down to the design and delivery phases) from each consultancy grade for the



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Migration Services (as detailed in Appendix E of the SOUR “Migration of existing Data Collections: Information for Suppliers”); and the daily rates for each consultancy grade. This will provide, for the Bank’s evaluation, a total cost of Migration Services.

- 2.21 Suppliers’ submitted data in the table must be completely aligned to their response to the SOUR.
- 2.22 All professional services (day rates) (for Migration Services) will be fixed for the first two years of the Contract. Thereafter increasing annually by no more than a percentage equal to the then current CPI, for the relevant year. This price adjustment mechanism is a Contractual Minimum Requirement and as such non-negotiable.
- 2.23 The Bank requires fixed Migration Charges, in accordance with the assumptions set out at paragraph 2.4 of the SOUR and Schedule 3 and 5 of the Draft Contract. Please note these assumptions are not Contractual Minimum Requirements.
- 2.24 Definitions of the consultancy grade definitions can be found within the “Grade Definitions”, worksheet 4 of the pricing schedule.
- 2.25 All Migration Charges must be inclusive of expenses.

Section 5 – Dual running costs – migration

- 2.26 The Bank seeks to ensure value for public money by factoring some of the dual running costs of migrating from the incumbent supplier to any new Supplier into its evaluation criteria.
- 2.27 If you are not the incumbent, a figure will be added to the total cost of your commercial proposal detailed in your response at worksheet 1 of the Pricing Schedule. The figure added will be calculated by multiplying the current system’s quarterly running cost (£65,574) by the number of quarters that your Migration Services will take to deliver (as indicated by responses to section 5 of the Pricing Schedule). For clarity, this total will be added to Supplier’s commercial proposals for evaluation purposes only in order to give a representative value of the total cost of that proposal to the Bank; the Bank does not expect Suppliers to pay these amounts to the Bank.

Section 6 – Initial training costs

- 2.28 Suppliers should provide the Initial Training Services that will be delivered to enable the Bank to utilise the Solution in accordance with the Contract from the Go Live Date.
- 2.29 All pricing inserted is to be inclusive of expenses.

Section 7 – Bank of England resources

- 2.30 Data to be provided by the Suppliers is for information only.



Evaluation

- 2.31 Evaluation of worksheet 1 will be conducted in accordance with the Instructions to Suppliers and Evaluation Criteria document with the Supplier's total submitted price consisting of:
- a. Licence Charges detailed in section 1;
 - b. Maintenance and Support Service Charges (0800 - 1800 support on UK workdays with a 24 Peak Days allowance) detailed in section 2a;
 - c. Other Charges (incl. Escrow) detailed in section 3;
 - d. Implementation Service Charges detailed in section 4a;
 - e. Migration Service Charges detailed in section 4b; and
 - f. Initial Training Charges detailed in section 6.
("together the Designated Charges")
- 2.32 All other elements will be for information purposes only and will not be evaluated.
- 2.33 Where inconsistencies are present in relation to responses which are "for information only" against evaluated responses and or the Suppliers response to the Technical Requirements and are deemed to be sufficiently serious the Bank reserves the right to disqualify or otherwise mark down any Response which is scored in accordance with paragraph 8.4 of the Instructions to Suppliers and Evaluation document.

3. Worksheet 2 – SRC (C, D & E) breakdown – 0% of overall evaluation

- 3.1 The table within this worksheet is to be completed by Suppliers to show the price implications of where they have provided a SRC of C ('Configuration by the Supplier'), D ('Customisation') or E ('Bespoke') in response to any implementation Requirement. The response provided by a Supplier must show the costs associated with each individual Requirement.
- 3.2 Whilst not contributing to the evaluation of tender submissions, the contents of the Suppliers' Initial Responses will be used by the Bank in consideration as to whether any Requirements (excluding the Minimum Requirements) may need to be adjusted prior to Final Responses to attract greater value for money proposals.

4. Worksheet 3 – Rate card evaluation – 5% of overall evaluation

- 4.1 The Supplier is requested to insert the unit costs for each of the consultancy grades listed (see worksheet 4 for grade definitions). The weightings attributed to each of the grades to enable the Bank to evaluate are listed within the table contained within this worksheet and the calculation based on the formulae included in the worksheet. The total Supplier score will



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then be compared against other Supplier scores for this part of the evaluation. The Supplier with the lowest score will be allocated the full 5% with other Suppliers scores being derived by the Bank through utilising a pro-rata methodology as explained in paragraph 15 of Instructions to Suppliers and Evaluation document.

5. Worksheet 4 – Grade definitions – 0% of overall evaluation

- 5.1 No response from the Supplier is necessary. This worksheet is provided to show the grade definitions of the grades to be priced in the 1st and 3rd worksheets within the Pricing Schedule.