



**Appendix B**  
**Demonstration / Presentation Requirements**

**Contract Reference**

**T01019ChS**

**Contract Title**

**Torbay Virtual School - Electronic Personal  
Education Plan System 2019**

## 1 Demonstration / Presentation

The Authority intends to invite all Applicants who have passed the Selection stage of the tender process to attend a demonstration / presentation.

Applicants must be available for the timescales indicated within the procurement timetable at section 2.7 of Part 1 Information.

Applicants will be contacted via the Supplying the South West e-tendering portal during the evaluation period. The invite will detail the date, time and location and the required content of the presentation, which will include any specific questions/topics to be covered and the scoring system. Applicants should also note that the notice period is likely to be very short due to tender timescales. Please refer to section 2.7 Information.

The demonstration / presentation will be assessed on a practical basis to demonstrate ease of use of the web-based interfaces. They will not be scored.

Torbay Council will invite Applicants to demonstrate how their website / system operates, and include a mock run-through of the 'life cycle' of a Personal Education Plan (PEP). This will need to be done with full support from Applicants; by providing access to a 'live' site or by a demonstration, at the Council's offices in Torquay.



Specific times (within the timescale indicated within the procurement timetable at section 2.7 of Part 1 Information) for each Applicant's demonstration / presentation, will be finalised once those Applicants who are successful at Stage One – Standardised Selection Questionnaire process are identified.

Demonstrations / Presentations will not be scored, but will be for the purpose of ensuring that Applicants have full comprehension of all that is required under this Contract and that all information submitted is accurate and may lead to revised scoring of Applicants' bids as part of the evaluation, should clarification elucidate issues that would otherwise have been unclear.

The required content, including any specific questions/topics to be covered, is detailed at Section 2 below.

**Applicants will not be able to bring their presentation on a memory stick due to Council security requirements, and should therefore either bring their presentation on a laptop, or e- mail the presentation 24 hours before the presentation date to: [lawrence.brown@torbay.gov.uk](mailto:lawrence.brown@torbay.gov.uk).**

## 2 Demonstration Requirements and Timetable

Format and Questions	Please treat these allotted times as maximum periods
Housekeeping and Introductions (including introduction to Applicant's organisation)	<b>Five (5) minutes</b>
Please demonstrate your web-interface including the following topics:	
1. Ease of use to enter and retrieve information.	  <b>Maximum</b>        <b>Forty (40)</b>        <b>minutes</b>    
2. Reporting.	
3. Presentation on mobile devices.	
4. Alerts/Notifications to users – when are they alerted and how?	
5. Demonstrate consistency of data throughout all subsequent Personal Education Plans (PEPs).	
6. Ability to differentiate current PEPs from completed/archived ones.	
7. User permissions/access to the system.	
8. Linking Attachments to a user profile or a PEP.	
9. Security features.	
10. Future innovations and/or enhancements	
Total	<b>Forty five (45) minutes</b>

### 3 Evaluation

Demonstrations will be used for clarification purposes and will not be scored. But they will be for the purpose of ensuring that Applicants have full comprehension of all that is required under this Contract and that all information submitted is accurate. This may lead to revised scoring of Applicants' Method Statement and/or Technical Question submissions as part of the evaluation, should clarification elucidate issues that would otherwise have been unclear'.