

**SOFT MARKET TESTING**

**PROCUREMENT RELATIONSHIP MANAGEMENT SYSTEM**

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**Procurement Relationship Management System**

# Introduction and overview of STAR’s service

STAR is a shared service that delivers procurement between Stockport, Trafford, Rochdale and Tameside Councils and other associated partners. Our core service is offering assurance and compliance with sourcing processes.

Serving multiple service areas across a range of different category areas (People, Place and Professional), STAR are involved from pre-procurement up to the award. Once the contract is awarded, the contract is handed to the service area for it to be delivered and managed.

The main challenge for STAR is managing services across four major partners and their associated partners. There is an ambition to standardise processes via systems and embrace a Procurement Relationship Management system, moving away from human error and managing emails in outlook. STAR needs to offer a more assured process whereby clients can track where a sourcing process is up to and the responsibilities; who, what, why and where.

STAR is only intrinsically linked to Trafford Council’s servers, meaning it is likely that STAR requires a web-based system that can be accessed by all partners without the need of requesting server access.

# Social Value

We are committed to acting in a socially responsible way and to influence others with whom we work to do the same. In accordance with the Social Value Act 2012 we must consider social value in our decisions and want to ensure that those we work with have the potential to make a major contribution to delivering positive social, economic and environmental outcomes for the borough.

It is increasingly important to secure the maximum possible value from every pound of public money that we spend and every contract we enter into. This means taking into account the cost of each contract, but it also encompasses a broader evaluation of the value of each contract – including the wider social, economic and environmental outcomes each contract can deliver.

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# Requirements

**R1.1 – Tracker (Must Have)**

A tracker that presents to STAR and service offers (and other interested stakeholders) where a sourcing exercise is up to in the form of an ‘event’. STAR will be able to customise the trackers based on the type of sourcing exercise, however, the shared service will also have standard tracker templates for ‘business as usual’ processes.

**1.2 Present/Assign (Must Have)**

The tracker must have the ability to show who is responsible for the current ‘event’. This needs to be customisable, where by the responsible person can update the workflow if they have finished the task required and need the ‘event’ to be assigned to someone else for the next task. Once a ‘event’ is fully complete, the tracker will automatically move.

**1.3 Task List within event (Must Have)**

The ‘events’ within the tracker require an associated task list. This ensures both the STAR shared service and the service understand the tasks required to complete the event.

**1.4 Workflow (Must Have)**

STAR shared services should have the ability to create a workflow based on different within ‘events’/projects based on approvals and the order of the process.

**1.5 Notifications (Must Have)**

Involved stakeholders must receive notifications by emails and within the system when a project changes or progresses. Notifications must also be sent when there has been an idle amount of time on a task/’event’.

**R2.1 – Project Status (RAGB) (Desirable)**For each project, STAR shared service and other involved stakeholders must be presented a project status i.e. is the project running on time, running early or running behind. This will be based on a days per ‘event’ and contract award target.

**R3.1 – Document management (Must Have)**

For each project, STAR shared services and involved stakeholders must have the ability to upload documents per ‘event’ or in the general project area. This is to ensure that the most up to date internal documents are worked on.

**R3.2 –** **Version control (Desirable)**

Each document should be subject to version control, where stakeholders can only open documents as ‘read only’ if someone has already accessed the document in ‘edit’ mode.

**R4.1 – Access (Must Have)**

The procurement relationship management system must have the ability for STAR to give stakeholders access to the system to different projects and access levels.

# Innovation

We would expect prospective software suppliers to tell STAR how their solution can improve our processes with their software.

# Soft Market Testing

**THIS IS NOT A CALL FOR COMPETITION**

The Soft Market Test is intended to allow a limited number of interested organisations with relevant experience to outline their views and provide information with no commitment to themselves or the Council.

STAR Procurement is interested in any other functionality that would reduce costs and benefit their partners and their customers.

**Stage 1** – interested suppliers are required to complete the following company information form and a short questionnaire (Appendix 1). Suppliers who complete and return the questionnaire ***may*** be invited to meet with STAR representatives to discuss their requirements. The questionnaire should be completed via The Chest – <https://www.the-chest.org.uk> by noon on 30 April 2020.

If Suppliers have any questions about the soft market test, such questions should be submitted to STAR using the ‘Question and Answer’ facility within the opportunity advertised on The Chest. A copy of the question and a copy of the written reply may be circulated to all Suppliers, with anonymity of the Supplier preserved. Suppliers may not raise questions through any other channels, including emails direct to to STAR Procurement. No questions will be responded to, other than those raised through The Chest as described above.

**Step 2** – shortlisted suppliers may be invited to a meeting to explore further their approach, suggestions and solutions to deliver the requirements. These meetings will be arranged after the submission date but would be expected to take place early May 2020. Dependent on the situation these meetings may be held by teleconference or face to face but this will be advised closer to the time and at least 5 working days’ notice will be given.

**We encourage your participation in this soft market testing exercise, but must emphasise that your involvement in this exercise will not carry any commercial advantage in any ensuing procurement process.**

**No information provided in response to this soft market testing exercise will be used in any evaluation of any subsequent response to a procurement exercise.**

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# General Information

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| --- |
| **COMPANY INFORMATION** |
| **Full name of your organisation:** |  |
| **Contact Details****Name:** |  |
| **Contact Details****Job Title:** |  |
| **Contact Details****Address:** |  |
| **Contact Details****Telephone Number:** |  |
| **Contact Details****Mobile Number:** |  |
| **Contact Details****Email address:** |  |
| **Web Address:** |  |
| **Are you an SME:** | Yes/No (Please delete as applicable) |

# Undertaking from Supplier

|  |  |
| --- | --- |
| **Name:** |  |
| **Signed:** | Duly signed on behalf of the Supplier(electronic signature required here) |
| **Position:** |  |
| **Date:** |  |

# APPENDIX 1 – QUESTIONNAIRE

Please complete the following questionnaire in full, highlighting any information that you consider to be commercially sensitive.

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| 1. Please detail below why your organisation believes it can fulfil the requirements and detail any case studies of successful assignments that demonstrate any previous capability with this type of business improvement/change assignment.
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|  |
| 1. If STAR decided to go out to tender following the Soft Market Test, is there anything in addition to the information in this brief that your organisation believe is necessary to better understand these requirements and if so can you outline what these items are and how they should be applied?
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|  |
| 1. Given the requirements and objectives set out in this Soft Market Test brief, please give some indicative pricing and timescales for implementation
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|  |
| 1. Please can you detail a brief statement to demonstrate what added value your organisation can offer in the market? Please use this response to include information about other modules and functionality that you feel would benefit STAR and its partners to meet their future objectives.
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