PLEASE NOTE: THIS IS A SOFT MARKET TEST ONLY TO ASSIST THE COUNCIL WITH RESEARCH AND PREPARATION AND IS **NOT**A FORMAL TENDER. THIS MAY LEAD TO A PROCUREMENT OPPORTUNITY IN THE NEAR FUTURE

Cheshire West and Chester Council is currently considering options for Committee Management System (CMS) and is testing the market to establish if there are suitable providers that can provide a system of this type.

Interested parties must respond via the CHEST [www.the-chest.org.uk](http://www.the-chest.org.uk) with their expression of interest and any associated questions by no later than 12noon 12th March 2021. Providers who are interested must complete the answers to the questions below. Please submit your response by following the steps on the Chest- Please submit via messaging facility on the Chest

**Can all interested suppliers review the system requirements and indicate if they can meet them or not**.

|  |  |
| --- | --- |
| System Requirement | Provider Response |
| Provide and full and comprehensive committee management system   * Collate, publish and store minutes and agendas * Recording Individual Member Decisions * Retain historical information * Private Reports (Restricting Access) * Forward Plan & Key Decision Plan * Constitution * Workflows/Decisions * Report Management * Outside Bodies * Compatible with Council’s website allowing for public viewing access |  |
| Provides a solution that seamlessly integrates with a third party remote / virtual / hybrid meeting software |  |
| Provide a paperless app, compatible with WIN 10 |  |
| Provide adaptable workflows that support the decision-making process and has the capability to generate statistics and reports. |  |
| Provide a system that provides an auditable review of reports and sign off |  |
| Provide a system that holds Members profiles inclusive of the following and provides Members with a self-serve function:   * Contact Details * Attendance * Decisions & Votes * Elections Results * Declaration of gifts or hospitality * Register of Interests * Outside Bodies |  |
| Provide a system that manages consultations and paper petition, e-Petitions and allows people to subscribe to updates. |  |
| Integration with other third-party solutions including Election Management System (Xpress) and integration with webcasting, auditel and audiominutes. |  |
| Provide training and technical support throughout the duration of the contract. |  |

This process is intended to inform Councils' understanding of the market and is not part of a formal procurement process. Should the Council decide to proceed, a formal procurement process may follow at a later date.

Any responses received will not prejudice any involvement in a future procurement process and will not include or preclude any organisation from participating in any future procurement process. All information provided as part of this exercise will be provided to all parties involved in any future procurement exercise. Local Authorities are subject to the Freedom of Information Act 2000, and cannot guarantee that information received will remain confidential.