**GOSPORT BOROUGH COUNCIL (GBC)**

**PROVISION OF AN ELECTORAL MANAGEMENT SYSTEM (EMS) FOR THE BOROUGH OF GOSPORT**

**RESPONSE DEADLINE: 12:00 ON MONDAY 14 NOVEMBER 2022**

**PART B – TENDER RESPONSE**

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1. **SUPPLIER INFORMATION**

Please answer the following questions in full.

|  |  |  |
| --- | --- | --- |
| 1.1.1 | Full name of the potential supplier submitting the information, insert response below | |
|  | |
| 1.1.2 | Registered office address (if applicable), insert response below | |
|  | |
| 1.1.3 | Registered website address (if applicable), insert response below | |
|  | |
| 1.1.4 | Trading status (please delete all classifications that are not applicable)   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please provide information on your trading status below) | |
|  | |
| 1.1.5 | Date of registration in country of origin |  |
| 1.1.6 | Company registration number (if applicable) |  |
| 1.1.7 | Charity registration number (if applicable) |  |
| 1.1.8 | Head office DUNS number (if applicable) |  |
| 1.1.9 | Registered VAT number |  |

|  |  |  |
| --- | --- | --- |
| 1.1.10 | Provide trading name(s) that will be used if successful in this procurement below. | |
|  | |
| 1.1.11 | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | |
|  | |
| 1.1.12 | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? |  |
| 1.1.13 | Provide details of immediate parent company below:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Company registration number (if applicable)  (Please enter N/A if not applicable) | |
|  | |

|  |  |  |
| --- | --- | --- |
| 1.2 | Are you able to provide a copy of your audited accounts for the last full year, if requested?  Suppliers are also required to provide the details set out in section A. Alternatively where suppliers cannot provide the details outlined in section A, the Council will require the information outlined in section B or C below - | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes  No |
| 1.3 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| 1.4 | Do you have a corporate accident reporting policy and / or system in place? | Yes  No |

|  |  |  |
| --- | --- | --- |
| 1.5 | Has your organisation or any of its directors or executive officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?  *If your answer to the this question is yes, please provide details in a separate appendix of* any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  *The Authority will not select suppliers that have been in receipt of enforcement/remedial action orders unless the supplier can demonstrate to the council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.* | Yes  No |

1. **MANDATORY REQUIREMENTS**

Minimum Mandatory Criteria – This must be completed by the bidder, failure to complete this will disqualify any bidder from the evaluation process and any submission will be struck out.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Requirement** | **Please confirm compliance and insert (x) into the appropriate box** | |
| MR1 | EMS must match the specified requirements. The Provider confirms acceptance of the Specification as set out in this ITT and Appendix 2 | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR2 | The Provider confirms that the EMS is compatible with the existing hardware, specified in this ITT | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR3 | The Provider accepts the Insurance requirements as outlined in this ITT and agrees to provide evidence of the insurance levels in place following contract award and before contract commencement | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR4 | The Provider confirms and agrees to provide proof that the EMS meets the DLUHC and Cabinet Office requirements for the implementation of the Elections Act 2022 | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR5 | The Provider confirms acceptance of the GDPR compliance and data sharing requirements as set out in this ITT | YES  (PASS) |  |
| NO  (FAIL) |  |

1. **EXECUTIVE SUMMARY**

|  |
| --- |
| Each Respondent must also provide an executive summary of its Tender in the box below (expand as necessary).  Each Respondent must include in its executive summary:   * an outline of the way in which the Council’s requirements are to be met by its proposal; * a summary of all the services offered by the Respondent in response to the ITT; * an overview of the Respondent’s overall costs and proposals in relation to pricing; * a clear statement of whether it is a consortium or a group of companies with one supplier; * a clear statement of its commitment to meet the Council’s requirements and the pricing, payment and performance model; * confirmation that the Tender(s) will remain open for a period of 90 days. |
| **Response:** |

1. **QUALITY**

**Customer Services/Client Care Resolution**

**Weighting: 10%**

|  |  |  |  |
| --- | --- | --- | --- |
| Indicative Priority/Issue Level | Description of Service Required | Time for resolution outside of an election period | Time for resolution during an election period or a week of annual publication of register |
| 1 (high) | EMS system down and all users unable to work |  |  |
| 2 | All users affected by a critical business process and no workarounds exits |  |  |
| 3 | Single user affected |  |  |
| 4 | Minor Issue |  |  |
| 5 (low) | Change request |  |  |

**Staff training**

**Weighting: 10%**

|  |
| --- |
| Provide details of the training provided to GBC, e.g. user training, super user/administrator training, and timeline for the delivery of this training taking into consideration of the contract start date and publication of the annual register statutory deadline. |
| Response: |

**References**

**Weighting 20%**

Provide 2 References from two local authorities which have been using the EMS for at least three years.

Respondents are required to supply 2 references to support your bid and these will be used to verify the technical proposals put forward in this Opportunity/ Tender. Failure to provide the references will invalidate your bid and it will not proceed to evaluation.

You must use the reference questionnaire included as schedule 3 and your references should relate to the technical capability of the EMS. You must complete Section 1 of the reference questionnaire which you should then forward to your referees. They must complete Section 2 and send this DIRECTLY to [procurement@gosport.gov.uk](mailto:Purchasingandprocurement@gosport.gov.uk)

It is then the respondents’ responsibility to check that the Council has received the required number of references in the required format before the closing date of this opportunity, please do this by e-mailing as above. This e-mail must only be used for reference issues, any other questions regarding this opportunity must be raised via the Proactis messaging facility. In urgent time limited circumstances please call 02392 545610.

1. **PRICE (Schedule 4)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pricing (Weighting: 60%)** | | | |
| Please complete the following table showing the costing for the purchase, annual licence and the annual maintenance/support costs, training costs as well as the implementation and migration of data from the current to replacement system: | | | |
| Please also use the boxes below to provide a breakdown of your costs, for the purpose of the contract. | | | |
| 1 | | Price for the authority wide licence and usage for Electoral Registration, Election Management, postal vote personal identifier verification, customer services/call centre module, NLGP, election staff self service module, reporting functionality for registration and election management | £ |
| 2 | | Price for the provisions of election management system/module for the publication of election results on the www with full statistics breakdown for each electoral area – if not included in the price at number 1 above. | £ |
| 3 | | Price for the annual maintenance and updates to the EMS – if not included in the price at number 1 above. | £ |
| 4 | | Migration of data from the current EMS to the new one with data cleansing and formatting to ensure data matching is as close to 100% as possible.  Price to include UAT (user acceptance testing) and ‘dry run’ uploads between project kick-off/start and ‘go-live’ | £ |
| 5 | | Training of Electoral Services Core Team (x 4 staff), Customer Services team and IT staff. | £ |
|  | | **TOTAL** | £ |

1. **SCHEDULE 1 - FORM OF TENDER**

Respondents are to complete and include this Form of Tender to their completed Tender submission.

FORM OF TENDER

UNCONDITIONAL AND IRREVOCABLE OFFER TO GOSPORT BOROUGH COUNCIL

Re: Invitation to Tender dated 13 October 2022 for

Provision of an Electoral Management System (EMS) for the Borough of Gosport to

Gosport Borough Council

Town Hall

Gosport

Hampshire

PO12 1EB

Having carefully examined and considered the Invitation to Tender and in consideration of you considering this Tender:

1. We offer to supply and carry out the services specified and to complete the contract in accordance with the Contract Documents and our Tender; we offer to execute and complete in accordance with the conditions of contract described for the sum of:

£…………………… (…………………………………………………….) plus VAT

2. We confirm we are able to meet the specification and provide the service.

3. We agree that if errors in pricing or arithmetic are discovered in the Schedules etc. before this offer is accepted they will be dealt with in in writing between the two parties. This Tender remains open for consideration for 12 weeks from the date fixed for submitting Tenders.

4. We confirm that this offer is made in good faith and that the we have not fixed or adjusted the amount of the Tender by or in accordance with any agreement or arrangement with any other person. We certify that we have not and will not:

a) Communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the amount or approximate amount of the offer was necessary to obtain professional advice and/or tenders required for the preparation of the offer or for insurance purposes; and

b) Enter into any arrangement or agreement with any other person that the other person shall refrain from making an offer or as to the amount of any offer to be submitted.

5. We understand that the paragraph below will be a term of the contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone action on the Contractor’s behalf do or collude in any of the following things:

(a) offer, give or agree to give to anyone any inducement or reward in respect of this or any Council contract (even if the Contractor does not know what has been done), or

(b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) Local Government Act 1972, or

(c) commit any fraud in connection with this or any other Council contract, whether alone or in conjunction with the Council members, contractors or employees.

Any clause limiting the Contractor’s liability shall not apply to this clause.”

6. We agree that in delivering the services under the Contract we shall at all times assist and co-operate with the Council in the compliance of its corporate requirements and statutory obligations namely: equality and diversity; and the processing of information pursuant to The Freedom of Information Act 2005, Environmental Information Regulations 2004, and Data Protection Act 1998.

7. We confirm that if our Tender is accepted we will, upon demand:

a) produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force and will be retained in force throughout the contract period.

b) sign the Contract / formal documentation if required.

8. We confirm that the prices and charges offered are firm for the period of the Contract.

9. We agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

10. Unless and until a formal Contract is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand the Council is not required to accept any Tender it receives.

Authorised Signatory: ……………………… Date: ……………………………

Name: …………………………………………………………………. (Capitals)

Position in Firm or Company: ………………………………………………………...

Authorised Signatory: ……………………… Date: ……………………………

Name: …………………………………………………………………. (Capitals)

Position in Firm or Company: ……………………………………………………

Name and Address of Firm or Company:

…………………………………………………………………………………………...

1. **SCHEDULE 2 - FREEDOM OF INFORMATION EXCLUSION**

**PROVISION OF AN ELECTORAL MANAGEMENT SYSTEM (EMS) FOR THE BOROUGH OF GOSPORT**

Tenderers’ attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract. Tenderers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of the Customer.

### COMMERCIALLY SENSITIVE INFORMATION

I declare that I wish the following information to be designated as commercially sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the Contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR] ***delete as applicable***.

|  |
| --- |
|  |

Signed: ........................................................................................................

Date: ........................................................................................................

Name of Signatory: ........................................................................................................

Name of Organisation: ........................................................................................................

# ENCLOSURES CHECKLIST

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the Council needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:** |  |
| **Please also ensure that you have:** | **Tick Below** |
| Completed the Supplier Information section in Part B. |  |
| Completed the Mandatory Requirements section in Part B |  |
| Completed the Quality section in Part B |  |
| Checked GBC have received 2 References from your clients (as explained in Part A, Part B and Schedule 3) |  |
| Completed the Price (Schedule 4) section in Part B |  |
| Completed the Freedom of Information Exclusion Schedule (Schedule 2) |  |
| Completed to Form of Tender (Schedule 1) |  |
| Provided proof that the EMS meets the DLUHC and Cabinet Office requirements for the implementation of the Elections Act 2022 |  |

1. [↑](#footnote-ref-1)