

Forestry Commission England
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Bristol
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Development and Change Manager
Andy Goodsir

16th January 2012

Dear Sirs

**INVITATION TO QUOTE FOR eFORMS FOR FORESTRY COMMISSION
(England) REF NO: FS0011Dev**

You are invited to submit a quotation for the supply of the above to the Forestry Commission.

The following documents form the Invitation to Quote and provide details of our requirement:

- Invitation to Quote (ITQ)
- Statement of Requirement
- Our standard terms and conditions of contract for Consultancy Services

You need to complete and return the following items:

- Part A – Organisation and Contact Details
- Part B – Details of Insurance Policies
- Part C – Health and Safety Questions
- Part D – Specific Questions
- Part E – Pricing Schedule
- Part F – Declaration
- Part G – Certificate of Bona Fide Tender

Please send your completed quotation and any enquires about this invitation to:

Andy Goodsir

620 Bristol Business Park

Coldharbour Lane

Bristol

BS16 1EJ

Tel 0117 3721086

Fax 0117 931 2859

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Email: andy.goodsir@forestry.gsi.gov.uk

Please mark the envelope with the initials 'ITQ' for eForms for Forestry Commission England - Not to be opened until 10th February 2012.

We must receive your completed quote by 10th February 2012 at 3pm. We will keep quotes that we receive earlier and not open them until after the deadline. We will not consider any quotes received after the deadline. Please be aware that we may copy your documents, but only for our own use.

FCE would appreciate notification from suppliers of their intention to bid at the earliest opportunity. FCE is open to receive clarification questions from suppliers prior to submission of their proposal.

Following receipt of proposals, FCE may request a meeting or conversation with suppliers for clarification purposes.

All quotes will be evaluated objectively as detailed in the Evaluation Matrix in the ITQ document.

You must follow these instructions:

- Any contract concluded as a result of this ITQ shall be governed by English Law and the Forestry Commission's Standard Term and Conditions of Contract, and any additional terms specified as attached to this ITQ, will apply. Your terms will not apply.
- Your quote and all accompanying documents are to be in English.
- All prices must be in sterling and exclusive of VAT.
- Costs remain the responsibility of those submitting a quotation.
- We will not return any part of the documents forming your quote.
- We reserve the right to cancel or withdraw from the process at any stage.
- We do not undertake to accept the lowest priced quote, or part, or all of any quote.
- All information supplied to you by us must be treated in confidence and not disclosed to third parties.
- All details of your quote, including prices and rates, must be valid for our acceptance for a period of 60 days.
- Once we have awarded the contract, we will not accept any additional costs incurred which are not reflected in your quote.
- Offering an inducement of any kind for obtaining this or any other contract with us will disqualify your quote and may constitute a criminal offence.
- We have not asked for financial details in this document; however we reserve the right to carry out checks if we think it is necessary.

Yours faithfully

Andy Goodsir

Development and Change Manager

Statement of our Requirements

Background

Forest Services is the part of Forestry Commission England (FCE) working to put in place the conditions that enable landowners and managers, businesses, civil organisations, and local communities to protect, improve and expand the entire woodland resource in England. We provide a service based on evidence based standards, expert advice, communications, partnerships and grants and by regulating forestry.

One aspect of our work is the administration of Grants and Regulations. In the main this relates to management of Grants as part of the EWGS (English Woodland Grant Scheme) and Regulations of woodland including administration of felling licences.

An important part of future plans is to improve customer service and operational efficiency. Following a number of recent engagements with stakeholders there is a requirement to provide electronic access to many of our paper based forms to enable them to be completed, saved, changed and emailed to stakeholders such as land agents, land owners and eventually to and from Forestry Commission staff.

This Statement of Requirements describes the high level requirements for the provision of a new eForms based solution and delivery of an initial set of eForms for key business forms. It invites potential suppliers to propose a suitable solution and provide a quotation for this work.

The Forestry Commission requires an initial set of eForms (described below as Phase 1) to be available for public use from 1st April 2012.

Overview of Current Situation

Forest Services currently engages with its customers in the following major areas;

- EWGS system (GLOS) through which applications for grants are submitted, amendments are made and claims submitted. Application forms are available from the Document Library at <http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-6m7lev>
- Felling Licences. Applications made and approved for felling are available on the Felling Licence Application page at <http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-6kxfs6>
- Information Requests. FCE currently provides a significant amount of information to agents, landowners and the public through its public facing websites. This information is available on the public facing Grants and Regulations Page at <http://www.forestry.gov.uk/forestry/infd-6dfk2u>

For EWGS, the majority of transactions with customers are paper based. There are 7 main application forms for grants including a general details form and 6 grant specific forms. These are supported by guidance forms that are provided on-line (pdf), and by score forms and Woodland Improvement Grant (WIG) calculators to support the process. In addition, an Amendment form is provided to enable customers to notify FCE of changes, and a Claim Form.

For Felling Licences, the website provides a full set of PDF based guidance forms, and an Application Form.

All application forms are currently provided in pdf format, are downloaded by our customers hand written and returned for processing by one of our 8 Regional teams.

FCE uses GLOS as its key business application for processing and managing grants. This is a case based bespoke Oracle/Java based system providing access to all admin staff and woodland officers to manage grant schemes. Data from the paper based forms received is manually entered into GLOS. For Felling Licences, a separate Oracle Apex system (FLDB) and again, applications received on paper forms are keyed into to FLDB.

Over recent years FCE has carefully considered the need and benefits in providing customers with facilities to engage with us and transact through eBusiness. To meet this requirement our EWGS System (GLOS) has been developed with an eBusiness module allowing external users to register and use the system to make Grant Applications. This facility tends to be used by our main agents who process higher numbers of applications. GLOS eBusiness is available to customers who choose to register through the eforestry website at http://portal.eforestry.gov.uk/portal/page?_pageid=33,496464&_dad=portal&_schema=PORTAL.

Whilst the use of the eBusiness solution will continue to be encouraged, it is considered that a simple eForm solution is important to provide our customers, especially those less familiar with the Grant Application process, with a more flexible and easy to use method particularly at the early stage of their application.

As part of our Spending Review Programme it is planned that our existing 8 Regional Teams with administration distributed across 17 offices will be streamlined into 5 Areas each with a single Administration Hub. It is felt that a move towards electronic forms will help underpin the new ways of working required internally.

Required Forms

The FCE business requirement is to provide its key forms to customers so that they may complete them and return them in an electronic format. This requirement has been expressed by our Applicants Focus Group and became a recommendation of the recent Task Force Review of regulations.

The scope covers the provision of the following functional areas:

- A facility to enable our customers (woodland owners, land agents and citizens) to download electronic forms from links on its www.forestry.gov.uk website.
- The facility for a customer to be able to complete the form(s), save it and amend it as necessary and email it to other external recipients then submit it to FCE for review and processing.

Phase 1

FCE has a number of key business forms that it wishes to provide electronically. There are a number of key forms required as 'must haves' in **Phase 1** to be ready for external use by 1st April 2012 as follows:

- EWGS 1 – General Details
- EWGS 2 – Woodland Planning Grant (WPG)
- EWGS 3 – Woodland Assessment Grant (WAG)
- EWGS 4 – Felling Permissions and Woodland Regeneration Grant (WRG)
- EWGS 5 – Woodland Improvement Grant (WIG)
- EWGS 6 – Woodland Management Grant (WMG)
- EWGS 7 – Woodland Creation Grant (WCG)
- EWGS 8 – Claim Form (including Woodfuel WIG claim form)
- EWGS 9 – Amendment Form
- Felling Licence Application (FLA)

FCE require suppliers to provide a firm proposal for the establishment of a solution and services to deliver these forms.

Phase 2 onwards

Further phases of forms may be included. A **2nd Phase** of forms may be required and may include the following range of forms:

- WIG Cost Calculator (including Woodfuel WIG)
- Map Request Form
- Upload Work Areas Spreadsheet
- Environmental Impact Assessment (EIA)

- Other associated EIA forms
- Change of Ownership Form
- Agent Authority Form
- Transfer of Obligations
- Regional Score Forms

These forms are also available within the Document Library on the website. FCE does not require a detailed proposal for Phase 2 forms at this time as it may seek to achieve this through a self sufficiency approach. Suppliers are asked though to indicate their recommended approach for further forms and provide a day rate for further services should that be required.

Amendment of Forms

Each eForm may be subject to change from time to time. Proposed solutions should therefore provide the facility for both FCE staff to change the forms themselves or for the changes to be requested via an on-going support service.

It is likely that FCE will prefer to become self sufficient so proposals should indicate how this self sufficiency will be achieved and indicate the type of skills required and any costs associated with training.

If a hosted service is proposed, then the charging mechanism for changes should be described.

Other Requirements

FCE require professional business level eForms that are:

- easy to use
- require little or no support and maintenance
- can be designed to take account of evolving government standards in respect to colours, font size, logos and branding
- are able to work with a wide range of customer browsers (such as IE various versions, Google Chrome, Firefox etc)

Suppliers should indicate the particular features of their proposal in respect to the above and draw out other features that may be relevant to eForms from a Government organisation.

Suppliers should indicate any particular details about the technical environment that the proposed solution will run on.

Some forms may benefit from a 'submit' type facility to be embedded in the form itself. Suppliers could highlight features of their solution that may support this requirement.

FCE may require an electronic signature on some forms. It would be helpful for suppliers to describe their approach and experience in this area.

FCE operates within the government secure network community and its internal network operates within the GSI. Whilst it is envisaged that forms will need to be completed and circulated outside of this environment, suppliers should highlight any potential advantages or risks of their solution in this context and any particular experience working in this area.

FCE operates in a Windows based server environment with a Microsoft based desktop. IS Services are provided by an In-house team. In this area some key line of business applications use oracle and java software.

Project Implementation and Contract Management

FCE recognise that from a technical perspective this is a relatively small project with a well defined scope. An important aspect of the project is that Phase 1 forms are available for public use by 1st April 2012. It is envisaged that testing and acceptance will occur prior to 31st March 2012. FCE anticipate a pragmatic and appropriate approach to project management and would expect to see aspects such as risks, issues and changes managed through clearly defined roles and responsibilities.

Proposals should include details of the suppliers approach and, as necessary, the costs associated with Project Management of Phase 1

FCE will provide Project Management resource to manage the internal roll out and communications including links to the existing web site.

Ongoing Support and Contract Management

Following the initial delivery of Phase 1 Forms, FCE will require adequate support to help them resolve any post go-live issues that may arise. Suppliers should indicate their approach to supporting FCE post delivery and beyond. It is envisaged that FCE will provide required support to the end users in respect to use of the forms.

Where the proposal comprises of any form of hosted services, suppliers should describe their approach to service management and level of support that may be available as part of their proposal.

Volumes

As a guideline, FCE estimates that it currently receives:

- 2500 EWGS Applications per year.
- 2000 Felling Licence Applications per year.

Solution Options and Information

FCE is open to receive proposals for a range of solutions. In initial investigations we have observed a range of solutions all of which may be appropriate and could deliver our business requirements. These include:

- Electronically completed PDF forms
- Web based forms
- Hosted forms solutions

FCE intend, at this stage to preserve the existing branding and form design but is not averse to suggestions that may combine groups of similar forms to make the customer experience more straightforward.

It is anticipated that forms provided will be accessible from the Forestry Commissions existing public facing website. Any work associated with updating the website and adding new links will be provided internally.

Whilst it is important that we provide the initial set of eForms for our customers by 1st April 2012, FCE also recognise that some future potential may arise from extracting data from the forms and loading it in to our GLOS system. FCE would like suppliers to comment on the potential of their proposals to provide data that could be subsequently loaded into back office systems. Information regarding the formats and methods available for this would be welcome.

Note:

If we ask, you must provide documentary evidence establishing your eligibility to tender and your qualifications to fulfil the contract if we accept your quotation. This may be in the form of literature, drawings or samples.

You must include details of any areas where you will not be able to comply with these requirements. If your quotation does not meet these requirements we reserve the right to reject it completely.

Evaluation Matrix

| Section | Title | Weighting | Agreed Marking Criteria |
|---------|--|---|---|
| A | Form A – Organisation and Contact Details | Mandatory | Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies. |
| A | Form B – Grounds for Mandatory Rejection | Pass/Fail | If you answer 'Yes' to any questions relating to mandatory rejection you will fail this section and your submission will not be evaluated any further. |
| A | Form C – Grounds for Discretionary Rejection | Pass/Fail | If you answer 'Yes' to any questions relating to discretionary rejection you may fail this section, however we will look for information from you that clearly indicates that you have resolved any past conduct or problem and taken steps to prevent it recurring. If we are satisfied that this is the case, you will pass this section. |
| B | Details Insurance Policies | Pass/Fail | You must have the required levels of insurance as requested in Section B. If you do not have these, you must confirm that you will get them if successful, before the contract start date. If you do cannot confirm this, you will fail this section. |
| C | Health and Safety Questions | Pass/Fail | You must provide the information we have requested in Section C. |
| D | <p>D1. Background and Capability</p> <p>D2. Proposed Solution</p> <p>D3. On-going Support, Maintenance and Contract Management</p> | <p><u>Weight</u></p> <p>20%</p> <p>45%</p> <p>10%</p> | <p>The following evaluation system will be applied:</p> <p>0 – No response or totally inadequate response</p> <p>No response or an inadequate response</p> <p>1 – Major Reservations/Constraints</p> <p>The response simply states that the supplier can meet some of the requirements set out in the question or statement of requirements, but have not given information or detail on how they</p> |

| Section | Title | Weighting | Agreed Marking Criteria |
|---------|---------------------------------|----------------|---|
| | | | <p>will do this.</p> <p>2 – Some Reservations/Constraints Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p>3 – Fully Compliant Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p> <p>4 – Exceeds Requirements Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract</p> |
| E | Pricing Schedule | Weight % 25 | Weighted Average Price will be used as the basis to score the pricing |
| F | Declaration | Pass/Fail | You must provide a signed certificate with no exceptions on it. |
| G | Certificate of Bona Fide Tender | Pass/Fail | You must provide a signed certificate with no exceptions on it. |

Part A – Form A - Organisation and Contact Details

| Organisation Details | | | |
|-----------------------------|---|--------------------------------------|-----|
| | Question | Your Answer | |
| A1 | Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted). | [] | |
| A2 | Registered office address. | [] | |
| A3 | Company or charity registration number. | [] | |
| A4 | VAT Registration number. | [] | |
| A5 | Name of immediate Parent Company. | [] | |
| A6 | Name of ultimate Parent Company. | [] | |
| A7 | Type of organisation. | i) a public limited company | [] |
| | | ii) a limited company | [] |
| | | iii) a limited liability partnership | [] |
| | | iv) other partnership | [] |
| | | v) sole trader | [] |
| | | vi) other (please specify) | [] |
| A8 | How many staff does your organisation (including consortia members and named sub-contractors where appropriate) employ relevant to the carrying out | [] | |

| Organisation Details | | | |
|---|--|--|------------|
| | Question | Your Answer | |
| | of services and/or delivery of goods similar to those required under this contract? | | |
| A9 | Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc.) | [] | |
| A10 | Length of time your business has been operating. | [] | |
| A11 | Please state whether there is any potential conflict of interest in relation to this contract, for example if any of those involved with the contract share private interests with anyone within the FC. Examples include freemasonry, membership of societies, clubs and other organisations, and family. | No | Yes |
| | | [] | [] |
| | | If you have answered "YES" please give details. | |
| | | [] | |
| A12 | Consortia and Sub-contracting. | a) Your organisation is bidding to provide the requirement itself. | [] |
| | | b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services. | [] |
| | | c) The potential Provider is a consortium. | [] |
| If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company or organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. | | | |

Contact Details – Contact details for enquiries relating to this process

| | | |
|-----|--|-----|
| A13 | Name. | [] |
| A14 | Address, including country and postcode. | [] |
| A15 | Phone. | [] |
| A16 | Mobile. | [] |
| A17 | Email. | [] |

These questions must be completed by Non-UK Businesses

| | | |
|-----|--|-----|
| A18 | <p>Registration with professional body.</p> <p>Is your business registered with the appropriate trade or professional register (s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state?</p> | [] |
| A19 | <p>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p> | [] |

Part A – Form B – Grounds for mandatory rejection

Important Notice:

In some circumstances we are required by law to exclude you from participating further in a procurement. If you answer 'Yes' to any question in this section it is very unlikely that we will accept your application, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

| Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? | Answer |
|---|---------------|
| (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended); | |
| (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended); | |
| (c) bribery; | |
| (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of: | |
| (i) the offence of cheating the Revenue; | |
| (ii) the offence of conspiracy to defraud; | |
| (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; | |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the | |

| | |
|---|--|
| Companies Act 2006; | |
| (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; | |
| (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or | |
| (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; | |
| (e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or | |
| (f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. | |

Part A – Form C – Grounds for discretionary rejection

Important Notice

We are entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

If you answer 'Yes' to any question in this section it is very unlikely that we will accept your application, and you should contact us for advice before completing this form. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by us when considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

| Is any of the following true of your organisation? | |
|--|--------------------------|
| <p>(a) <u>being an individual,</u> is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors, or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;</p> | <input type="checkbox"/> |
| <p>(b) <u>being a partnership constituted under Scots law,</u> has granted a trust deed, or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or</p> | <input type="checkbox"/> |
| <p>(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution, or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?</p> | <input type="checkbox"/> |

| Has your organisation | |
|--|-----|
| (a) been convicted of a criminal offence relating to the conduct of your business or profession; | [] |
| (b) committed an act of grave misconduct in the course of your business or profession; | [] |
| (c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; | [] |
| (d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or | [] |
| e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006? | [] |
| f) Has your organisation and/or any or your contractors had a gangmasters licence refused or revoked for any reason in the past. | [] |

Part B – Details of Insurance Policies

| Weighting: This is a Gateway Section (Pass/Fail) | | | | |
|---|----------------------------|------------|-----------|----------------------------------|
| You must either confirm that you have these levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract. | | | | |
| Insurance Policy | Indemnity Value (£) | Yes | No | Will secure if successful |
| Employers Liability (This is a legal requirement. There are a small number of exceptions. Please refer to HSE Guidance HSE 40 Employers Liability Compulsory Insurance Act 1969) | Min £5m per claim | | | |
| Public Liability | Min ██████ claim | | | |
| Professional Indemnity | Min £1m | | | |
| If you do not undertake to secure the stated levels of insurance, we will not consider your submission. | | | | |

Part C – Health and Safety Questions

This section allows us to assess your competency for health and safety. We have provided some guidance to help you understand the requirements for each area. You may also find it useful to refer to the Health and Safety Executive (HSE) website for some guidance before completing this section. You can find this here: <http://www.hse.gov.uk/>.

General health and safety questions

| | Question | Yes | No |
|---|--|-----|----|
| 1 | Does your organisation have a written Health and Safety Policy? | | |
| | Note: if your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy. | | |
| 2 | Please provide details of the health and safety training you provide to employees, relevant to this contract. If you do not provide any training, please tell us why this is not necessary. From your answer we will decide whether the training is appropriate or required for this contract. | | |

| |

Part D – Specific Questions

| | Question | Weight % |
|----|---|----------------------|
| D1 | <p>Background and Capability</p> <p>Within this section, suppliers should provide an introduction to their organisation and its background in respect to provision of these services. Organisations should use this section to demonstrate their capability and success working with customers with similar requirements</p> <p>FCE requests that suppliers provide two references for relevant work. References will not be contacted without prior notice.</p> <p>Organisations are requested to limit this response to no more than 5 pages of A4 excluding pictures, screen shots or diagrams. </p> | <p> </p> <p>20 </p> |
| | Answer: | |

| | | |
|----|---|----|
| D2 | <p>Proposed Solution</p> <p>Within this section, suppliers should provide details of their proposed solution providing:</p> <ul style="list-style-type: none"> - An overview of the proposed eForms solution. Responses should consider the details set out in the Statement of requirements. - Details of the approach to 'must have' Phase 1 forms. This is the primary objective of this tender and suppliers should describe their proposed approach in respect to the forms set listed for Phase 1. - Details of the Project Management approach including a high level plan to ensure Phase 1 delivery by 1st April 2012 - Details of the methods through which FCE may become self sufficient in forms production - An overview of the approach FCE should consider for Phase 2 future requirements <p>Within the responses above, suppliers should respond as appropriate to any particular requests for information as specified in the Statement of Requirements.</p> <p>Suppliers may wish to provide prototype examples of FCE some of the smaller FCE forms or perhaps web access to existing solutions if appropriate.</p> <p>Organisations are requested to limit this response to no more than 10 pages of A4 excluding any pictures, screen shots, diagrams or FCE prototype form examples.</p> | 45 |
| | Answer | |

| | | |
|----|---|----|
| D3 | <p>On-going Support and Contract Management</p> <p>Within this section, suppliers should describe their arrangements for any on-going support, maintenance and contract management that is included within their proposal.</p> <p>Organisations are requested to limit this response to no more than 3 pages of A4 excluding any pictures, screen shots or diagrams.</p> | 10 |
| | <p>Answer</p> | |

Part E – Pricing Schedule

Please provide details of your pricing in the schedule provided below.

FCE recognise that the range of solutions that may be proposed may lead to variations in the pricing table. FCE encourages suppliers to base their pricing submissions on the following table adapted where necessary to reflect any particular aspects of hosted or per user / per form pricing models that may apply.

| 1. Phase 1 Delivery | Item Description | Price | Note |
|---|--------------------------------------|--------------|-------------|
| | Eforms Provision | | |
| | - Item 1 | | |
| | - Item 2 | | |
| | Project Management | | |
| | Software Licensing Costs | | |
| | - Item 1 | | |
| | - Item 2 | | |
| | Hosted Service Charge | | |
| | | | |
| 2. Phase 2 Delivery | | | |
| | Day rate for future eForms Provision | | |
| | | | |
| 3. Training and Skills Transfer for self sufficiency | | | |
| | - Item 1 | | |
| | - Item 2 | | |
| 4. On-going support and maintenance | | | |
| | - Item 1 | | |
| | - Item 2 | | |
| | | | |

| | | | |
|-----------------|--|--|--|
| 5. Other | | | |
| | | | |

FCE prefer to receive proposals for the delivery of Phase 1 reports on a fixed price basis, but are open to other proposals should suppliers feel these provide better value.

Where a proposed solution requires FCE to purchase software licensing, as a government organisation it may be beneficial that FCE procure software directly through existing government agreements. All software required to support the suppliers proposal should be itemised and suppliers should indicate in the notes field where they consider it may be beneficial for FCE to procure directly through existing government agreements.

Prices should exclude VAT and proposals should state that clearly.

|
|

|

Part F – Declaration

Weighting: This is a Gateway Section (Pass/Fail)

I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for your requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if I have failed to answer all relevant questions fully, or if I provide false or misleading information.

Name: | |

Date: | |

Signature: | |

Capacity or Title: | |

For and on behalf of: | |

Part G – Certificate of Bona Fide Tender

Invitation to Quote No: **FS0011Dev** |
Due for Return by: 10th February 2012 |
Subject: eForms for Forestry Commission England |

The essence of selective tendering is that the Forestry Commission will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, we certify that this is a *bona fide* tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do so, at any time before the time specified for the return of this tender any of the following acts:

- communicate to a person other than the person calling for those tenders, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium insurance quotations required for preparing the tender;
- enter any agreement with any other person whereby they will refrain from tendering, or as to the amount of any tender to be submitted;
- offer or pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing, or having done, or causing, or having caused to be done, in relation to any other tender or proposed tender for this work, any act or thing of the sort described above.

In this certificate, the word 'person' includes any individual, partnership, association, or body either corporate or unincorporated; and 'any agreement or arrangement' includes any transaction, formal or informal, and whether legally binding or not.

Signature: | | Date: | |

Name: | | Position: | |

Signed for and on Behalf of: | |
