



Request for Tender– Contract Sign’s Database

About Your Company

Established for over 25 years, Contract Sign Systems are one of the UK and Europe’s leading sign consultants, designers, manufacturers and installers to over 400 Local Authorities, National and European Car Park Operatives and blue chip organisations, excelling in bespoke sign solutions nationwide.

Based in Cornwall in a purpose built 12,000 sq ft, hi-tech manufacturing facility, allowing room for further expansion, we also have sales offices in London, providing nationwide coverage.

Contract Sign Systems Ltd. operates ISO 9001:2015 quality assured procedures and ISO 14001:2015 environmental management standards.

Over recent years we are working closely with bigger organisations as we see growth within the rail sector over the next 5 - 10 years and long term growth within the business.

Requirement

Our company is seeking a formal tender request and costed quote, along with a proposed delivery plan, of the types of services that you might be able to supply matching the brief detailed below for its Cloud base Database Solution. The system is to offer a redesign and enhanced database.

Summary

Company invites quotes from suitably experienced organisations with abilities and a proven track record in delivering Databases. The successful organisation will work in partnership with the in-house delivery team to implement the chosen solution.

The Solution

The solution should provide a redesigned cloud based database solution to replace an existing bespoke Microsoft Access Database to include enhanced features.

Additional information and detailed specification is available upon request from Tina Smith, tina@contractsigns.co.uk. Please put in the email subject line “Contract Signs Database”

Reporting

We expect to be able to get ‘meaningful’ data from the system and would welcome your thoughts and ideas on how we can use this to provide intelligence to drive best use of the system.

Deliverer Profile The supplier will need to demonstrate:

- An ability to work with Contract Sign Systems LTD to ensure the development of accurate briefs that meet requirements
- Ability to demonstrate creativity and provide costed suggestions for the system and if necessary alternative solutions that still meet requirements
- A task and finish approach to project management
- Ability to keep accurate records and keep us informed at regular intervals of costs and to keep within budget

The successful organisation will be awarded a Contract, which is expected to commence in November 2017. It is expected that the solution can be installed at site and completed by the end of December 2017.

This would be subject to performance reviews and applicable procurement rules. The indicative value for the contract is £20,000.00 (plus VAT).

Intellectual Property

All Intellectual Property created by the successful Supplier in the course of performing the Services or exclusively for the purpose of performing the Services shall ultimately rest with Contract Sign Systems LTD

Tender Process

Interested organisations are required to submit a response including costs against the question set below:

Company Name:

Q1. Please detail your organisation's skills and experience in delivering the type of activity detailed in the request for quotation. Please include examples where similar developments have been delivered successfully previously.

Q2. Please provide details of the relevant professional experience of staff that will be involved in delivering the service

Q3. Please provide an outline plan for undertaking this work including expected time to start and finish including user testing time.

Q4. Please provide a brief description of how the development process works and how any communications would work with Contract Sign Systems LTD operational staff i.e. face to face phone e-mail web ex or conferencing tools such as Facetime\Skype.

Q5. How will you evidence value for money and how will you charge for your services? Please provide examples of costings and explain if your rates are hourly or costed based on an estimate following an agreed specification of work required.

Please ensure all responses are limited to 500 words per question.

Submission

Please return your completed response and quotation to Tina Smith, tina@contractsigns.co.uk by **17:00pm on 30/10/2017**. Please put in the email subject line "Contract Signs Database".

Please direct any questions you have about this quote or the process to the same email address using the email subject line "Contract Signs Database". The last time and date for clarification questions by **15:00pm on 27/10/2017**

Contract Award

Following the review of systems organisations may be asked to demonstrate an understanding of the systems with a potential demonstration of the proposed solution before a decision is made.

Please note that Contract Sign Systems LTD is submitting a funding application of which if successful the project is part funded by ERDF.

Contract Sign Systems LTD reserves the right to withdraw from the procurement at any point in time during the procurement process.

Contract Sign Systems LTD is committed to creating an environment where there is mutual respect, honesty and equality of opportunity for all. We expect suppliers to share and demonstrate this commitment in their policies and practices.