**Table of Contents for Offer Document Pack**

**Offer Volume 1**

**Detailed Offer**

The offer is to be presented in large Lever-Arch files (5 sets) with the following contents – files and sections are to be numbered in accordance with this schedule. The pages in the entire file set are to be numbered on a per section basis with a Table of Contents referring to these page numbers. Page numbers may be handwritten.

This document is for the convenience of bidders and to ensure that all bid documents are structured in a similar manner for ease of evaluation. In the event of a documentation requirement specified elsewhere not being catered for here, that requirement can either be catered for in the comments on individual bid pack documents or in the Other Documents section, Section 6 of this document.

The pricing schedule in the form of the fully completed Bill of Services and the Software Schedule are to be bound as a separate A3 volume.

The entire document pack is also to be supplied electronically on CD (5 CD’s – 1 per document set) with the same structure as this Table of Contents with all items in Adobe pdf format.

The Excel spreadsheets for schedules prepared in Excel must be on the CD as well as in pdf format.

1. **Contractual Summary**

The core contractual documents that summarize the entire offer

* 1. **Covering Letter**

Covering letter including contact details of bidding company, bid company contact person, etc

* 1. **Signed Confidentiality and Non-Disclosure Agreement**
	2. **Overview of the Offer**

A few pages setting out the offer in summary highlighting the key elements of the offer and what differentiates it

* 1. **Financial Summary of the Offer**

A concise document setting out the commercial proposal and headlines of the offer.

* 1. **Table of Contents of the entire file set with page numbers (pages can be manually numbered)**
	2. **Certificate of Compliance and Acceptance**

Certificate by a Director of the bid company signifying compliance with the terms of the bid and acceptance of the terms of the bid – see template provided in Section 10 of this file.

* 1. **Board / EXCO Resolution**

Resolution by the Board or Executive Committee of the Prime Contractor mandating the Bidding Director to contract the Bid Company.

* 1. **Summary Financial Statements for Bidding Company (or copy of Annual Report)**

Summary Financial Statements or Annual Report to demonstrate that the Bidding Company has the financial muscle and balance sheet to underwrite its offer.

* 1. **Formal Proposal with regard to safe guarding Client Interests with regard to a twenty year investment life**

Document that addresses the issues of sustainability of the software investment for a minimum of 20 years and the Right to Maintain and Repair is recognized.

* 1. **Confirmation that the Request for Proposal document has been read and understood**
	2. **Confirmation that the Headline Requirements Specification document has been read and understood**
	3. **Gantt Chart for the project**
1. **Further Contractual Information**

Further contractual documents relating to the offer

* 1. **Other information requested during the bid process**
	2. **Written guarantee that with proper configuration the software will meet the requirement**
	3. **Written guarantee that the Implementer carries Professional Indemnity insurance sufficient for a project of this magnitude and accepts the role of trusted professional advisor – letter from insurer**
	4. **Written guarantee by Implementer that they will sign a legally enforceable go-live readiness certificate and will accept liability if configuration related issues cause commissioning damage**
	5. **Written guarantee by Software Vendor/s that they will sign a legally enforceable go-live readiness certificate and will accept liability if software related issues cause commissioning damage**
	6. **Software Cost Summary**

Schedule listing all software proposed, whether it is a core offering or a third party specialist add-on product and names of specialist team to support the software.

The detailed schedule is to be bound with the Bill of Services as an A3 document

* 1. **Bill of Services Cost Summary**

Signed Bill of Services Summary containing the FINAL offer price – use Excel schedule provided – the main schedule is to be submitted as a separate A3 bound document

* 1. **Assumptions made in the Bill of Services Costing**
	2. **Hardware Cost Summary**

Schedule listing all hardware proposed

* 1. **Schedule of Software License Costs for the first five years**

Annual license fees for software for first five years and maximum annual increase thereafter

* 1. **Schedule of Team Members and Rates**

Schedule listing the Key Team Members who will form the backbone of the team and confirming that they will be bound to the contract subject to commencement of work on the advertised date. This schedule must also list the rates for the team members. Details regarding team members are to be provided in section 3.

* 1. **Signed and Completed Bid Compliance Checklist**

Signed and initialed schedule Bid Compliance Checklist. Every item in the Bid Compliance Checklist must be initialed, either in the “Yes” column to signify compliance or the presence of the required item or in the “No” column to signify non-compliance or the absence of the item or non-acceptance.

Client reserves the right to disqualify any offer that contains items excluded on the Compliance Checklist or elsewhere.

* 1. **Signed Bid Adjudication Form**

Rating form signed to signify that the basis of adjudication has been noted and taken into account in the proposal and that all items on the schedule have been addressed

* 1. **RFP Exclusions**

Document listing any items in the RFP that the bidder is NOT prepared or able to comply with and, where appropriate, suggesting alternative terms or measures.

Bidders must be aware that Exclusions or Non-Compliance may result in the bid being disqualified.

* 1. **Exclusions from Headline Requirements Specification**

Document listing any items in the Headline Requirements Specification that the bidder is NOT prepared or able to comply with and, where appropriate, suggesting alternative terms or measures.

Bidders must be aware that Exclusions or Non-Compliance may result in the bid being disqualified.

* 1. **Bill of Services Exclusions**

Document listing any items in the Bill of Services that the bidder is NOT prepared or able to comply with and, where appropriate, suggesting alternative terms or measures.

Bidders must be aware that Exclusions or Non-Compliance may result in the bid being disqualified.

* 1. **Software Schedule Exclusions**

Document listing any items in the Software Schedule that the bidder is NOT prepared or able to comply with and, where appropriate, suggesting alternative terms or measures.

Bidders must be aware that Exclusions or Non-Compliance may result in the bid being disqualified.

* 1. **Exclusions from the Reference Documents Pack**

Document listing any items in the Reference Documents Pack that the bidder is NOT prepared or able to comply with and, where appropriate, suggesting alternative terms or measures.

Bidders must be aware that Exclusions or Non-Compliance may result in the bid being disqualified.

1. **Bid Professional Team**

Contractual documentation relating to all professional team members – for the first round of bidding only the senior team members are required:

* 1. **Implementer Project Director**
		1. **Certificate of Commitment**

Certificate signed by the Prime Contractor and the team member binding the team member to the project for the duration of the contract – template provided.

* + 1. **Summary**

One page summary of why this person has been put forward for this role.

* + 1. **CV**
		2. **Other supporting documentation**
	1. **Implementer Team Leader**

Sections as above.

* 1. **Implementer Project Manager if different to Team Leader**

Sections as above.

* 1. **Implementer Strategic Solution Architect**

Sections as above.

* 1. **Implementer Transportation Team Leader**

Sections as above.

* 1. **Implementer Finance and ERP Team Leader**

Sections as above.

* 1. **Other team members -- Provisional**

The remaining names are to be put forward on a provisional basis with the understanding that their availability may change prior to award of the contract and they may be substituted. These names are provided to substantiate that the bidder has the resources to fully undertake the project.

1. **Details of the Core Software Offering**

Information relating to the core offering.

* 1. **Certificate of Compliance**

Certificate stating that based on the available knowledge the software proposed is capable of meeting the requirements of Client – use template provided.

* 1. **Overview of the Product Suite on a Module by Module Basis**

Follow the hierarchy used in the Request for Proposal

* 1. **Detailed Information on a Module by Module Basis**
1. **Details of the ERP and Finance Software Offering**

Information relating to the ERP and Finance offering.

* 1. **Certificate of Compliance**

Certificate stating that based on the available knowledge the software proposed is capable of meeting the requirements of Client – use template provided.

* 1. **Overview of the Product Suite on a Module by Module Basis**

Follow the hierarchy used in the Request for Proposal

* 1. **Detailed Information on a Module by Module Basis**
1. **Third Party Software and Associated Professional Teams**

Contractual documentation relating to all third party software contributions proposed

* 1. **Module Name – Software Product Name – Support Company Name**
		1. **Certificate of compliance**

Certificate signed by the lead contractor and the sub-contractor binding the software company and the service provider to the project and confirming that the software meets the headline requirements as far as can be determined – use template provided.

* + 1. **Overview of the software and service**

Why this product has been put forward and the qualifications and experience of the implementers.

* + 1. **Detailed information on the professional team**
		2. **Detailed information on the software**
	1. **Ditto for the next third party module, etc**
1. **Other Information**

Any other information that bidders consider appropriate or that is requested elsewhere and not explicitly provided for here.

1. **Full document set on CD**

A full set of the offer documentation, including the initialed copies, is to be provided on CD at the end of the main offer volume – there must be a CD in each of the five sets.

**Offer Volume 2**

**Detailed Bill of Services and Software Schedule in Separate Binder in A3 format**

Detailed Bill of Services and detailed Software Schedule bound in a separate A3 ring binder or file.

These schedules may be enhanced by the addition of additional rows and columns in designated locations in order to ensure that the offer is properly documented such that these schedules can form a key component of the final contract.

Comments and additional lines and columns required to align the methods of the bidder with the structure required by Client are to be inserted in the masters of the Bill of Services and Schedule of Software.

The hard copy documents in the Master set must be signed in full on the last page and initialed on every page. The other sets can contain photocopies.

Copies of the spreadsheets must be supplied on the disk referred to above.

**Offer Volume 3**

**Annotated Copies of Documentation**

Bidders will be supplied with electronic copies of all the documents making up the Client Request for Proposal and are required to comment in highlighted text boxes within the body of these documents in terms of the details of their offer, how the offer complies, concerns they may have, etc

1. **Annotated Copy of the Request for Proposal**

Annotated copy of the Request for Proposal – bidders will receive a copy of the document in MSWord format and are required to insert highlighted text boxes as appropriate in which they offer comments and responses in terms of how their offer will comply with the specific item to which the annotation refers.

These comments are only required where the other documentation does not address a particular point.

1. **Annotated Copy of the Headline Requirements Specification**

Annotated copy of the Headline Requirements – bidders will receive a copy of the document in MSWord format and are required to insert highlighted text boxes as appropriate in which they offer comments and responses in terms of how their offer will comply with the specific item to which the annotation refers.

1. **Annotated Copy of the Reference Documents Pack**

Annotated copy of the Reference Documents Pack – bidders will receive a hard copy of the document set and an electronic set on CD.

Bidders are required to insert notes as appropriate on the Reference Pack schedule in terms of how their offer will comply with the specific item to which the annotation refers or where there are exceptions or exclusions or suggested alternative approaches.

**Offer Volume 4**

**Signed copies of the entire Request for Proposal Pack**

Bidders are required to submit a copy of the Client Request for Proposal Pack signed in full on the front cover and initialed on every page of EVERY DOCUMENT to signify acceptance.

The copy with original signatures must be in a clearly marked “Master Set” – the other sets can contain photocopies.

Scanned copies of each of these signed documents are to be included on the Offer CD.