

INVITATION TO TENDER DOCUMENT

MINI-COMPETITION

ICT INTEGRATED SERVICES FRAMEWORK

LOT 4 INFORMATION ARCHITECTURE

**PROVISION OF SPECIALIST STANDARDS SERVICES
FOR THE HSE**

HSE Tender Reference: Project 2550

**This document should be read in conjunction with the
Tender Response and Competition Rules Documents**



Invitation To Tender – Open Procedure

Tender Title	ICT Specialist Standards Services – Mini Competition ISF FA Lot 4
HSE Ref	HSE Project 2550
Tender Description	<p>The HSE invites the Appointees to Lot 4 Information Architecture of the ICT Integrated Services Framework Agreement to submit tenders for the provision of specialist standards services based on the following order of approach:</p> <p>Part1 Determination of the (Standards Based) Information Model</p> <p>Part 2 Specification for the (Standards Based) Data Dictionary</p> <p>Part 3 Terminology Assurance</p> <p>Part 4 Support Processes and Services</p> <p>A detailed specification is provided in Schedule 1 Requirements Specification Document.</p> <p>The Tender Documentation consists of the following:</p> <ol style="list-style-type: none"> 1. Invitation to Tender Document 2. Tender Response Document 3. Tender Competition Rules 4. Form of Tender 5. Terms and Conditions of Contract & Associated Schedules as follows: <ol style="list-style-type: none"> a. Schedule 1 Requirements Specification b. Schedule 2 Payment Schedule c. Schedule 3 Service Level Agreement d. Schedule 4 Service Providers Tender e. Schedule 5 Change Control Procedures f. Schedule 6 Timetable g. Schedule 7 Lot Agreement h. Schedule 8 Acceptance Procedures i. Schedule 9 Termination Assistance
CPV Code[s]/Description[s]	<p>72221000 Business analysis consultancy services</p> <p>72222000 Information systems or technology strategic review and planning services</p> <p>72222100 Information systems or technology strategic review services</p> <p>72222200 Information systems or technology planning Services</p> <p>72222300 Information technology services</p> <p>72224200 System quality assurance planning services</p> <p>72227000 Software integration consultancy services</p> <p>72241000 Critical design target specification services</p> <p>72242000 Design-modelling services</p> <p>72330000 Content or data standardization and classification Services</p>
Contract Duration	6 months from date of award with the option to extend by two further periods of 6 months at the discretion of the HSE.
Completed Tenders must be returned to:	miriam.rourke@hse.ie
Closing Date	12 Noon Friday 31 st May 2013
Queries Deadline	12 Noon 24 th May 2013
HSE Contact	<p>Miriam Rourke, Category Specialist miriam.rourke@hse.ie</p> <p>Please sign and return the Appendix 4 Tenderers Statement of the Tender Response Document.</p>



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Note:

- It is imperative that all questions in the Tender Response Document are completed in the format provided as the Tender Response Document will be used as the basis for evaluation of selection and award.
- If you have any queries or problems completing Tender Response Document please email the HSE contact identified above.
- For general information on HSE refer to www.hse.ie
- Defined terms used in this Invitation to Tender include defined terms contained in the Tender Competition Rules available at www.hse.ie. This Invitation to Tender should be read in conjunction with the Tender Competition Rules.

1) SPECIFICATION OF REQUIREMENT

1.2 HSE Requirements

Please refer to Schedule 1 Requirements Specification Document

1.2 Specific Conditions of Contract

The Contract will be awarded on the basis of the Conditions of Contract document and associated Schedules 1-9 that is issued with this Invitation to Tender. **It is a mandatory requirement that all tenderers comply with these conditions and return a tender submission without qualification.** The HSE will not enter into negotiations on these Conditions of Contract after the closing date for receipt of tenders.

It is a mandatory requirement that all successful tenderers must agree to sign up to all ICT policies prior to awarding of any contracts.

These policies are published on www.hse.ie - <http://www.hse.ie/eng/services/Publications/pp/ict/>

2) EVALUATION PROCESS

2.1 Criteria for Award

Tenders will be evaluated using the criteria and associated weightings outlined below:

Award Criteria	Sub-Criteria	Weightings	Minimum requirements
Technical Merit	Proposed Methodology	15%	Must achieve 90 marks out of available 150
	Functional Merit	15%	Must achieve 90 marks out of available 150
	Project Management / Delivery Schedule	10%	Must achieve 60 marks out of available 100
	Ease of Implementation	10%	Must achieve 60 marks out of available 100
Ultimate Cost	Ultimate Cost	50%	

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Note: Overall Minimum Requirements for Award: Tender submissions must achieve **60%** of the available marks for each of the main sub criteria listed above. The HSE reserves the right to request presentations, demonstrations, site visits and seek references from some, all or none of the tenderers.

2.2 Guide to Award Evaluation Process

In relation to cost, the highest mark is assigned to the tender with the lowest **lifecycle** cost (typically consisting of running costs, cost effectiveness and purchase price but must also include cost of disposal where relevant/significant), that meets the minimum requirements identified in this Invitation to Tender. The score assigned for cost, for all other Tenderers, is calculated pro rata in relation to this score.

For non cost criteria identified in this Invitation to Tender (including sub-criteria) the scoring factors to be used are:

No response or response not deemed adequate to score: (0)

Poor (1 or 2)

Fair (3 or 4)

Good (5 or 6)

Very Good (7 or 8)

Excellent (9 or 10)

This is a guidance document; it is not intended to be definitive and if there is any procurement related issue that requires clarification it should be raised with the Procurement Lead for the specific process at the first opportunity.