The development of a Research Library for the Organics Recycling Industry

Tender Invitation Document – Q&A

1. *"You mention the digital platform will be hosted on an existing REAL website, or similar. Do you plan to provide access during the development phase? Or would a separate platform hosted elsewhere but connected into an existing site be more appropriate?"*

   No access will be provided to the digital platform during the development phase. REAL foresee, once completed, that the Research Hub website will provide an ideal space to host the Research Library. Alternatively, the Research Hub website can provide a URL link/portal to the platform should it be hosted elsewhere.

   Tenderers may wish to consider the option of sub-contracting a website developer.

2. *"Do you envisage any need for users (excl. admin) to login to access further details, or will the content be entirely open to CCS/BCS operators and the wider industry?"*

   All CCS/BCS Operators will be granted access to the Research Library. It will be necessary however, that Scheme Operators log-in to the portal with credentials provided by REAL – the content of the library will not be publicly available. Select individuals and organisations, other than Scheme Operators, may be granted access to the Library at REAL's discretion. The level of access provided to those other than Scheme Operators will be decided by REAL on a case-by-case basis.

3. *"Should any provision be made for maintenance of the platform after the end of the initial contract period?"*

   Yes, provision will need to be made for the maintenance of the platform once the contract period has ended.

4. *"Are you able to provide an indicative budget, as this could guide the level of sophistication and design that's built into the platform along with the core functionality?"*

   REAL have budgeted the amount of money available for Research Hub research projects in 2019 to be £142,000. REAL do not predict that the first project of the Research Hub, 'The development of a Research Library for the Organics Recycling Industry', will consume this budget.

   REAL would like to provide the opportunity for contractors to approach the tender creatively and will consider a wide range of proposals. During the tender evaluation period, REAL may liaise with the tenderers should they have any questions in relation to the tender documents submitted, this includes questions related to financials; REAL are open to negotiation. We look forward to receiving your suggestions.

   NB *within Section 4, Evaluation Criteria, of the [Tender Invitation Document](), REAL have weighted the cost of the work at 20%.*

5. *"Please can you confirm if the copy of your Environmental Policy and evidence of any accredited Environmental Management System can be part of the appendices? This is the standard case with Defra, WRAP and other organisations."*

   Yes, it is acceptable that the Environmental Policy and evidence of any accredited Environmental Management System form part of the appendices. These documents needn't be included within the tender document 10-page limit.

6. "Is there a maximum budget for the tender?"

   Please refer to question number 4.

7. "Does the copy of the Environmental Policy need to be included within the tender document 10-page limit or can it be included in the appendices?"

   Please refer to question number 5.