



Invitation to Tender

For provision of a Portfolio & Programme Management Workflow Tool

Return date and time: 27 January 2023 at 5pm

This document provides an introduction to the proposed Portfolio & Programme Management Workflow SMART tool Project. The document incorporates high level details for vendors to formulate a response to Invitation to Tender covering two stages. The 1st Stage is the Technical Compliance qualification and outline solution. For the 2nd Stage Full Solution Functional Compliance stage, a more detailed matrix of requirements will be provided to vendors to assist with preparing a full response.

A data pack containing templates of currently used forms, tools and databases can be provided to potential vendors upon request via Procurement@ati.org.uk which will assist with the development of the responses to tender.

Contents

Acronyms:.....	2
Strategic Management of ATI Research & Technology (SMART) Portfolio Tool.....	3
1. Introduction:.....	3
a) Statement of Purpose	3
b) Organisation Background.....	3
c) Project Vision.....	3
d) Scope of Work	4
e) Project Timelines.....	4
2. Current Programme Management Process	5
a) Project Lifecycle.....	5
Stakeholders.....	5
3. Project Requirements:	8
a) Pipeline Database:.....	8
b) Functional Requirements:.....	8
c) Technical Specifications:	14
d) User Acceptance Testing (post contract award):	16
e) Project Development and Governance (pre and post contract award):	16
4. ITT Response:.....	17
a) Format of Response to ITT	17
b) Scored criteria.....	18
c) Project Schedule	18
d) Vendor Response Evaluation:	19
e) Vendor Qualifications:	19
f) Non-Disclosure Agreement:.....	19
g) Conflict of Interest:.....	20
h) Risks and Challenges:	20
5. Contact.....	20
6. Appendix.....	20

Acronyms:

ATI	Aerospace Technology Institute
BEIS	Department of Business, Energy, and Industrial Strategy
Bn	Billion
DR	Disaster Recovery
EOI	Expression of Interest (Stage 1)
FSA	Full Stage Application (Stage 2)
GDPR	General Data Protection Regulation
ITT	Invitation to Tender
KPI	Key Performance Indicator
NATEP	National Aerospace Technology Exploitation Programme
NIST	National Institute of Science and Technology
OWASP	Open Web Applications Security Project
PCR	Project Change Request
PDF	Portable Data Format
RFP	Request for Proposal
SIEM	Security Information and Event Management
SLA	Service Level Agreement
SME	Small and Medium Enterprises
SPM	Strategic Portfolio Manager
R&T	Research and Technology
UID	Unique Identification Number
UK	United Kingdom

Strategic Management of ATI Research & Technology (SMART) Portfolio Tool

1. Introduction:

a) Statement of Purpose

This RFP document is an invitation to submit proposals for developing a Portfolio & Programme Management Workflow Tool to replace an existing set of tools, software systems and allied processes while providing efficiency to the overall business processes and capabilities.

The proposed tool shall offer smooth workflow management with single data entry points, integration of processes, reports, dashboards, project status visibility and freedom from manual verification and cross-checks.

This RFP intends to obtain proposals from competent and experienced vendors in developing similar tools and provides background information for Software Service Providers to participate in this Project. Through this process, the Aerospace Technology Institute (ATI) seeks to develop an operational relationship with a vendor who can meet and deliver the project objectives and provide a sustainable and stable tool for the smooth and efficient operation of the programme.

b) Organisation Background

The ATI is an independent organisation that works alongside government and industry to transform aerospace through technology and innovation. The ATI is funded equally by the Department for Business, Energy, and Industrial Strategy (BEIS) and by industrial recipients of project grants who pay a small levy.

Our role is to establish a challenging technology strategy for the sector and to develop a portfolio of research and technology (R&T) activity to realise that strategy, exploiting the sector's strengths to the full and creating new capabilities for the future market. The government and industry have agreed to provide funding to the ATI Programme until 2031, creating an ongoing commitment to developing the UK sustainable aerospace sector. ATI creates the technology strategy for the UK aerospace sector and funds world-class research and development. 300+ projects make up the portfolio. More than GBP 1.5 Bn has been awarded to UK organisations.

Destination Zero is the technology strategy for UK aerospace, focusing on zero carbon emission, ultra-efficient and cross-cutting enabling technologies.

Our strategy is to establish a challenging technology strategy for the sector and to develop a portfolio of Research and Technology activity to realise that strategy, exploiting the sector's strengths and creating new capabilities for the future market.

The ATI Programme has generated an extensive portfolio of cutting-edge projects encompass the breadth of the UK. Project partners include SMEs, large companies, research centres and academia, reinforcing the UK's capabilities in aerospace R&T through fostering collaboration. For more details, please visit <https://www.ati.org.uk>.

c) Project Vision

The ATI's vision for the SMART Portfolio Tool is to integrate multiple business processes for different aspects of the ATI funding programme. These processes include submission of draft project applications, assessment of the projects, feedback process, analysis of data and the projects' flow to different stages of the competitions up to closure.

The tool shall match the technology trends of the era and provide a reliable platform for ATI staff to manage the funding programme with maximum efficiency resulting in the smooth operation of the programme. External stakeholders will also use the tool to submit draft applications, receive feedback and to book meeting to engage with ATI Technologists on their projects.

The tool shall facilitate the management of the following:

- 1) Current and future competitions under the ATI Programme
- 2) Workflow tracking
- 3) Projects Portfolio and Pipeline Management
- 4) Metrics and Analysis

d) Scope of Work

Broad level scope of the Portfolio & Programme Management Workflow Tool, (SMART Portfolio Tool), shall include but not be limited to:

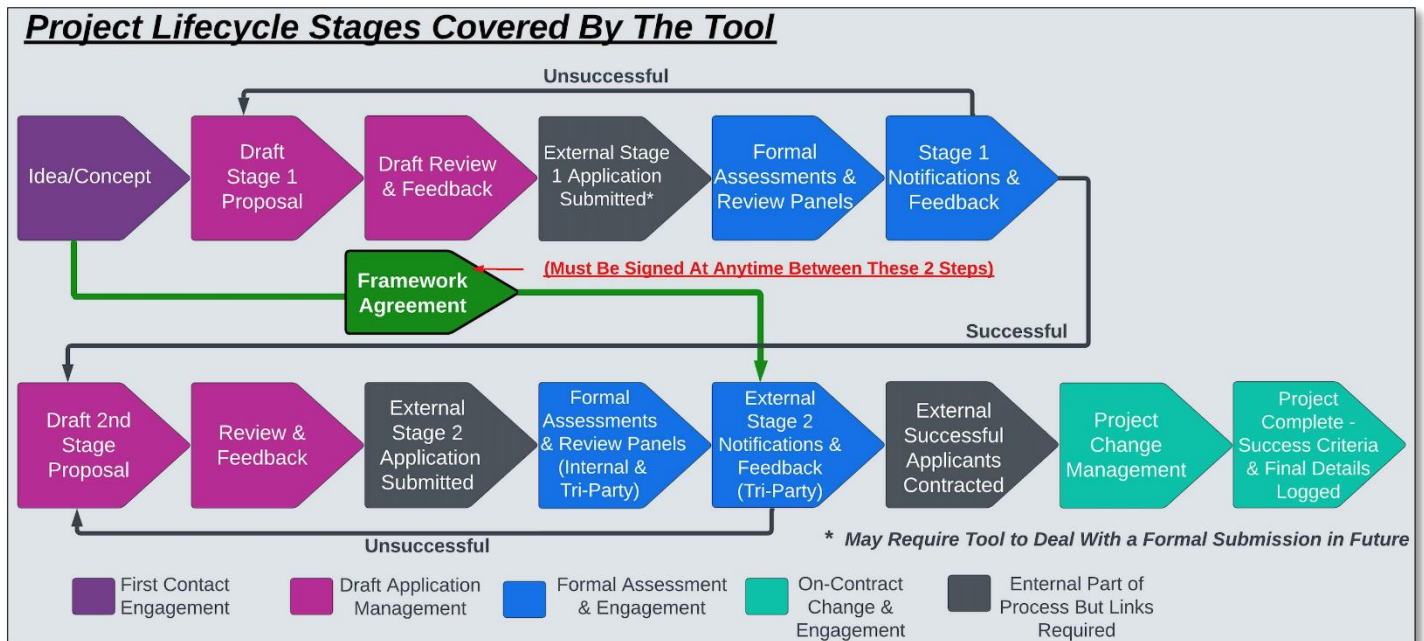
- Build-up and deployment of a fully functional and efficient technology solution to replace the myriad of the existing tools/ spreadsheets/ data forms/ manual inputs, operations and checks to deliver efficient business processes
- Improved User Experience and Training
- Documentation

e) Project Timelines

15 December 2022	Invitation to Tender (ITT) opens
9 – 13 January 2023	Q&A from the Vendors - Questions and Clarifications are to be sent to Procurement@ati.org.uk
27 January 2023, 5pm	1 st Stage - ITT Closes (Technical Specification Compliance)
30 January-3 February 2023	Shortlisting of vendors
6 February 2023	2 nd Stage – RFP for Full Solution (Functional Requirement compliance) to shortlisted vendors
13-17 February 2023	ATI Presentation of functional requirements to vendors with Q&A
7 March 2023, 5pm	2 nd Stage – RFP for Full Solution (Functional Requirement compliance) closes
13-17 March 2023	Vendors Presentations to the ATI Management Team
20-24 March 2023	Shortlisting of the vendors
27 March 2023	Notifications to unsuccessful and shortlisted vendors
27 March - 7 April 2023	Clarification period with shortlisted vendors. Which may require a follow up vendor presentation
10-14 April 2023	Final selection and decision
May 2023	Award of the contract

2. Current Programme Management Process

a) Project Lifecycle

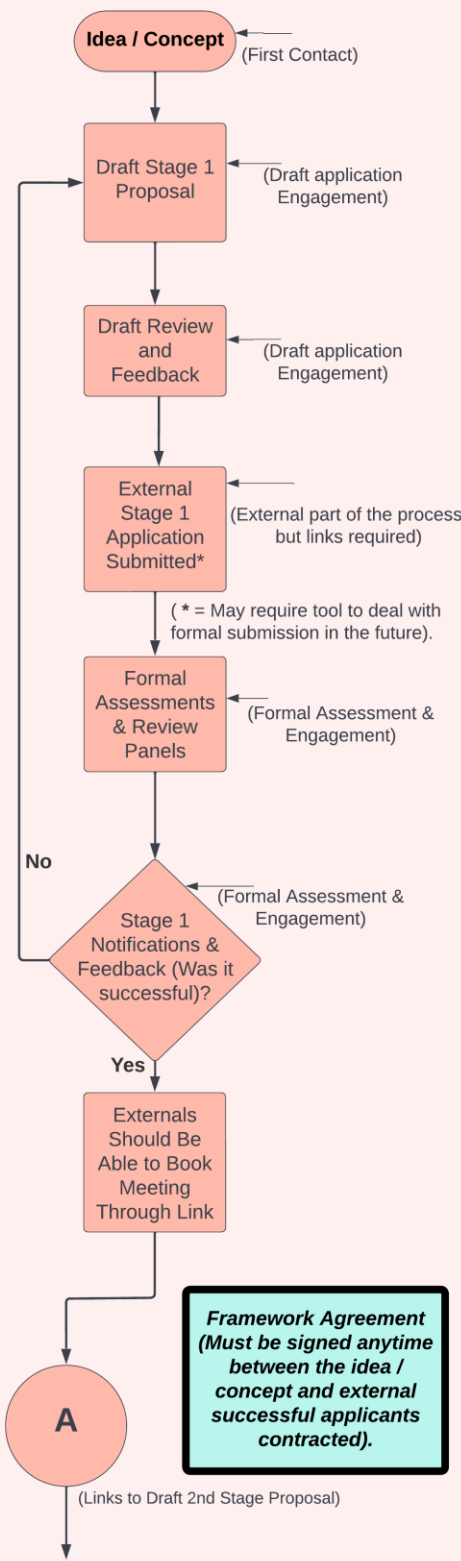


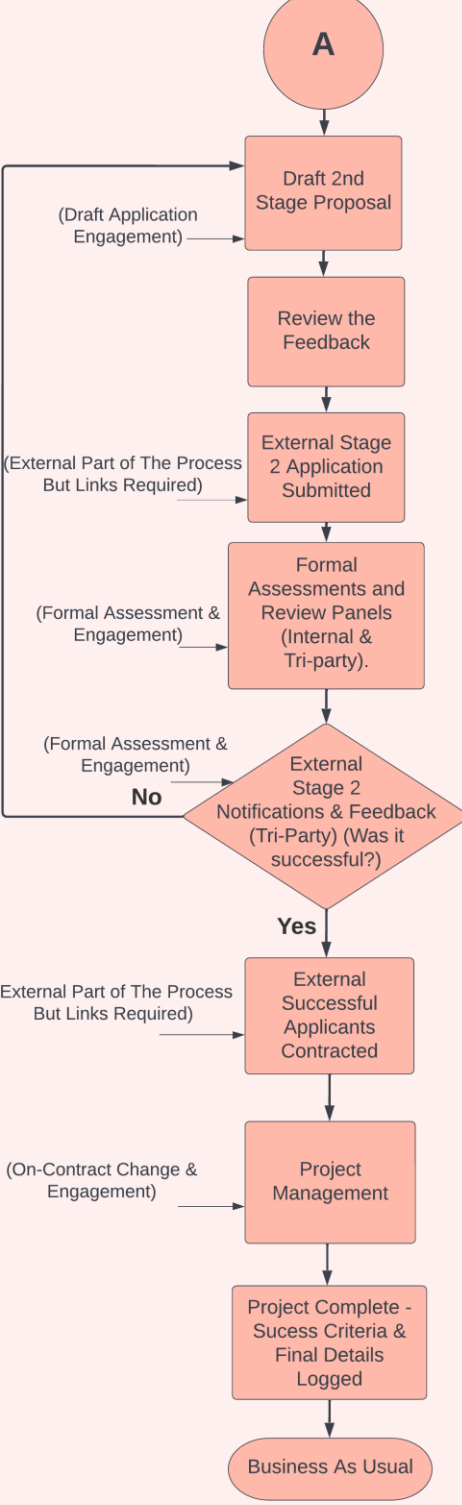
The flow diagram above indicates various stages of the Project and reflects on the technical and functional specifications. The lifecycle includes:

- 1) Idea/Concept
- 2) Draft Stage 1 Proposal
- 3) Draft Review and Feedback
- 4) External Stage 1 Application Submitted
- 5) Formal Assessments and Review Panels
- 6) Stage 1 Notifications and Feedback
- 7) Draft Stage 2 Proposal
- 8) Review and Feedback
- 9) External Stage 2 Application Submitted
- 10) Formal Assessments and Review Panel
- 11) External Stage 2 Notifications and Feedback
- 12) External Successful Applicants contacted
- 13) Project Change Management
- 14) Project Complete: Success criteria and Final details logged

b) Stakeholders

Key Stakeholders in the Programme Management process include internal ATI staff and external stakeholders for submitting draft applications and communication. The flow charts below indicate stakeholders at each stage and associated activity at the project lifecycle stage.

Process	Stakeholders	Remarks
 <pre> graph TD A([Idea / Concept (First Contact)]) --> B[Draft Stage 1 Proposal (Draft application Engagement)] B --> C[Draft Review and Feedback (Draft application Engagement)] C --> D[External Stage 1 Application Submitted* (External part of the process, but links required)] D -- (* = May require tool to deal with formal submission in the future). --> E[Formal Assessments & Review Panels (Formal Assessment & Engagement)] E --> F{Stage 1 Notifications & Feedback (Was it successful?)} F -- No --> B F -- Yes --> G[Externals Should Be Able to Book Meeting Through Link] G --> H[Framework Agreement (Must be signed anytime between the idea / concept and external successful applicants contracted).] H --> I((A)) I -- (Links to Draft 2nd Stage Proposal) --> J[] </pre>	<ul style="list-style-type: none"> • External • External • Internal • External • External • Internal • Internal • External • Internal • External • Internal • External 	<ul style="list-style-type: none"> • Initial Contact • User Sign In • Application 10CF • Create UID • Pre Award Process • Expression of Interest • Internal Review • Draft EOI Assessment, Form 1AF • Feedback to External Users • External Process • Technology Assessment • Strategy Assessment • Scoring • Notifications • Feedback • Communications • External Process • Agreement To Be Signed • Document 11FA • Document 9AFAT

Process	Stakeholders	Remarks
 <pre> graph TD A((A)) --> B[Draft 2nd Stage Proposal] B --> C[Review the Feedback] C --> D[External Stage 2 Application Submitted] D --> E[Formal Assessments and Review Panels (Internal & Tri-party).] E --> F{External Stage 2 Notifications & Feedback (Tri-Party) (Was it successful?)} F -- No --> B F -- Yes --> G[External Successful Applicants Contracted] G --> H[Project Management] H --> I[Project Complete - Success Criteria & Final Details Logged] I --> J([Business As Usual]) </pre> <p>The flowchart details the process from drafting a proposal to business as usual, including feedback loops and decision points.</p>	<ul style="list-style-type: none"> • External • Internal • External • External • Internal • Internal • External • Internal • External • Internal • Internal 	<ul style="list-style-type: none"> • External Process • Proposal Review • Feedback to External • External Process • FSA Review • Strategic Programme FSA Heatmap • Form 7SPFH • Assessments • Feedback • Form 8FRF • Communications • Project Change Management • Internal Review • Approvals • Analysis • Portfolio • Matrix • Project Planning • Pipeline Master • Programme Planner

3. Project Requirements:

a) Pipeline Database:

This is a fundamental document (3APM) currently used to save individual project information and create an analysis for various purposes. This captures the workflow and the lifecycle of the projects from the point of a project enquiry to the point where they are either successful or unsuccessful in their application and any future resubmissions. This is a dynamic form and one of the most important parts of programme management which captures the individual projects lifecycle changes from one stage to another. All the analysis data and information, such as projects data by company, funds status etc., shall be drawn from this form, and dashboards, analysis and reports of information will be generated. It should allow internal ATI stakeholders to make updates to these entries. Further information can be found in the pipeline excel document. An unique reference Projects UID provides the configuration control for the record for each project.

Projects UID

- Able to automatically assign a UID to each new Project (or manually create one for historic project records) with the ability to enter existing UIDs generated for previous projects. These unique IDs shall be leveraged to search data and track the Project through all process stages.

The format for creating a unique identification number should follow the format below (example):

Project Acronym	Funding Programme	Year	Month	Unique Identifier	UID
TEST0	SP (Strategic Programme)	22	01	0092	SP22010092
TEST1	NA (NATEP)	22	02	0093	NA22020093
TEST2	SB (Small Business)	22	03	0094	SB22030094

- Other forms of UIDs will be considered to allow less coding as part of the tool development.

The tool should be able to:

- Perform workflow management of tasks associated with the project
- Able to assign tasks and track task performance, deadline, quantify days
- Draft forms should be able to be saved before being submitted so the user can return and complete them later. When forms are completed a record of submitted version should be configured and available to users.

b) Functional Requirements:

Listed below are the functional requirements and processes representing the tool's current capabilities and the needs of the proposed SMART Portfolio Tool. The details below shall be seen as complementary and supplementary to a reference or functionality. The ATI Management reserves the right to refine the functional requirements as the tool build progresses.

Number of users:

- *Internal: Approx. 30 using daily*
- *External 15-25 users per month*
- *User Registration Process must be incorporated in the tool. (10CF)*

*The proposed ATI Programme Management Tool shall facilitate submission of project proposals for **External Users** with below details and attachments for the appendices.*

- *Project Description (100 Words)*
- *Scope (400 Words)*
- *Business Opportunity (400 Words + Appendix)*
- *Exploitation and Dissemination (400 Words)*
- *Technical Approach and Management (400 Words + Appendix)*
- *Innovation (400 Words + Appendix)*
- *Skills and Facilities (400 Words)*
- *Adding Value (400 Words)*
- *Finances (Appendix Only)*

The tool needs the flexibility to change the questions, restrictions and appendices make up.

The project operations comprise the following distinct processes:

- 1) Project Creation Process
- 2) Pre-Award Process (draft reviews and engagement)
- 3) Assessment Process (formal submission for 2 stages)
- 4) Post-Award Process

The project creation process shall begin with a unique project ID automatically created by the tool. The Project should have a unique project ID starting with a unique number or letter to differentiate which funding programme it relates to and to which all other processes and references shall be linked. The appendices (in Excel, PDF, and Word format) for each application shall be uploaded in the project record within the tool, with no limit on the number of documents uploaded for each Project. The tool should have the functionality to view all historic engagements by each stage of the process, competition etc.



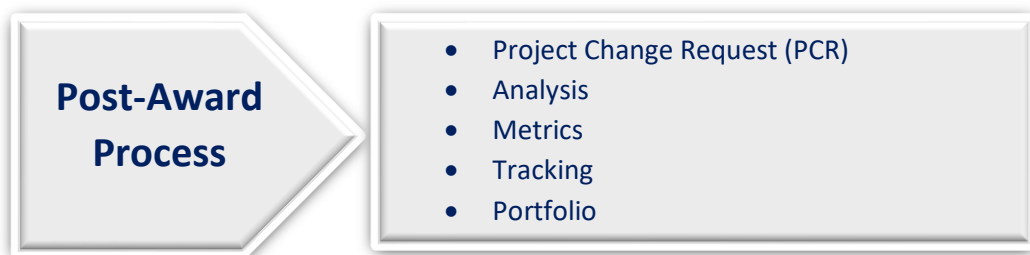
The Pre-Award process involves internal and external users and should be used as a single data entry point for the tool. The tool shall offer users an easy look and feel to carry out various tasks. For external users, this will involve creating an account including fields such as name, organisation, project acronym, etc. and the ability to save progress made on a draft application and return to finalise the draft application and submit it to ATI. Users shall be able to select the relevant technologist to review their draft application and to get a confirmation

once their draft application has been successfully submitted. The external users shall automatically be sent a copy of their submission via e-mail from the tool.

For internal ATI users, all drafts and enquiries shall also be received by the Strategic Portfolio Manager with the functionality to reallocate task/query to a different team member if necessary.



The assessment stage involves Strategic and Technology assessment of the submitted proposals. The assessors shall be able to configure assessment criteria and assign scores to them. For each Project, the scoring and decisions at each stage shall be linked throughout the tool for its effect and reflection in case of addition or removal of criteria.



Feedback to external Users is an important part of the Post-Award process. Feedback (8RF) must be communicated within ten working days of proposal submission. Project change requests, Metrics and analysis are important to the post-award process.

Desired functionalities at each of the distinct processes are listed below:

a) Initial Contact: This is currently through a form (10CF) within the tool linked on the ATI website for submission of general enquiries. This stage shall be treated as a critical data entry point. Functionalities to be handled through this process include:

- Information collation when enquiries are submitted.
- Externals to choose the relevant ATI technologist from a drop-down list. (See Appendix A). Or default to Strategic Portfolio Manager if unsure which technologist.
- Drop down list of ATI Technologists to be editable by SPM / Administrator
- ATI colleagues and SPM to receive notifications when an enquiry has been submitted
- Relevant (To be defined in the tool) ATI colleagues and Strategic Portfolio Manager (SPM) to respond to enquiries from within the tool with a copy of the response saved.

- Deadline response for enquiries is set at ten working days, and automatic reminders are to be sent from the tool to the technologists in three days, seven days, and ten days.
- To have a dashboard overview of draft applications and enquiries submitted, including delays to responses, number of enquiries, and how we meet targets to respond to enquiries.
- Automatically assign a unique reference number for each enquiry
- Able to track task performance and deadline and quantify days.
- Data entry forms can be saved before being submitted so that users can return and complete them later

b) Draft EOI Submission (ref. 13EOF): This is a form for the assessment of draft-EOIs submitted via the ATI website for submission of draft-EOIs by applicants. Functionalities to be added to this process are:

- The form has various sections for assessing a draft EOI, such as a tech theme, tech ambition, etc.
- Functionality to attach files in any common format such as PDF, Excel, or Word.
- For internal ATI Technologists to be able to send the feedback on assessment directly from within the tool via e-mail from a shared mailbox in Outlook integrated within the tool (mail link to the tool)
- The option of saving the feedback as a PDF.

c) EOI Assessment (ref. 1AF): This is the assessment process for the EOI stage. Multiple assessors are involved requiring simultaneous assessments of applications. Functionalities to be incorporated are:

- The Assessment Form includes the assessment criteria and assessment sections such as tech theme and tech ambition.
- Let different team members work on the same Project's assessment simultaneously.
- Technology and strategy Lead to complete the Assessment Form (1AF) within the tool with the ability to save assessment and return, amend and update the feedback multiple times before completion and submission to project leads.
- Technology and strategy Lead to the score of each assessment section, the total score calculated for each Project. The scores shall be readjusted mathematically correct on adding or deleting a criterion.
- To send the feedback to applicants directly from the tool via integrated Outlook shared competitions mailbox with the option of turning the feedback into a PDF document.
- Calculates word count and displays to the assessor, indicating the max word count recommended in the assigned assessment category.
- The system shall allow multiple assessors within each project assessment form to enable the parallel working of the lead technologist, strategy lead, support technologist, Head of Technology and/or Head of Strategy.
- Able to automatically assign a unique ID to each new Project. Existing projects shall keep their UID.
- Able to track task performance, and deadlines, quantify days for tracking performance and meet deadlines for completion of assessments and feedback.

d) Draft FSA Submission (ref. 12FSF): This is a form for the assessment of draft FSAs submitted via the ATI website (ref. 12FSF) by the applicants.

- The form has various sections, including criteria, guidance, tech theme, discriminators and scores required to assess a draft FSA, such as a tech theme, tech ambition, etc. It must have the functionality to attach files in any common format, such as PDF, Excel, or Word. File size shall be limited.
- Send the feedback on assessment directly from within the tool via e-mail (mail link to the tool) with the option of saving the feedback as PDF or Excel.
- Able to track task performance, and deadline, quantify days for completion of assessments and feedback.

- Functionality for external stakeholders to save their draft forms, return to amend and submit. The applicants will automatically be sent a submission copy from the tool.
- e) FSA Assessment (ref. 8FAF):** This is the assessment process for Full Stage Application (FSA)
- The Assessment Form to include the assessment criteria and assessment sections such as tech theme and tech ambition. Functionality to also add/delete a criterion.
 - Technology and Strategy Leads to complete the Assessment Form within the tool with the ability to save assessment and return and complete over several days.
 - Technology and Strategy Leads to the score of each assessment section, the total score calculated for each Project.
 - To send the feedback to applicants directly from the tool via e-mail.
 - Option of turning the feedback into a PDF document or Excel.
 - To send the feedback to applicants directly from the tool via integrated Outlook shared competitions mailbox with the option of turning the feedback into a PDF document.
- f) EOI Heatmap (ref. 6SPH):** For each EOI batch which should auto-fill data using the data entered in the pipeline document where data from each Project is saved, including project name, contact, lead organisation, grant/project costs, etc. Functionalities to be included are Approval/Rejection for each Project in a heatmap, in the panel and in peer review. Please refer to the EOI heatmap form. Each heatmap should have the functionality to get updated automatically if any assessment scores are updated within individual project assessment files. The requirement is the ability to configure assessment information into a form for review panels, including capturing and tracking of actions.
- g) FSA Heatmap (ref. 7SPFH):** For each FSA batch which should auto-fill data using the data entered in the pipeline document. Functionalities to be incorporated are Approval / Rejection for each Project in a heatmap, in the panel and in peer review. Please refer to the EOI heatmap form. Each heatmap should have the functionality to get updated automatically if any assessment scores are updated within individual project assessment files. The requirement is the ability to configure assessment information into a form for review panels, including capturing and tracking of actions.

Functional requirements also include (but are not limited to):

- **Users:** The number of Internal users shall be about 25-30 with different access/editing rights and responsibilities levels. External users shall sign in and establish an initial connect for submitting a draft application. There are approximately 50 external users per month. This number will vary throughout the year.
- **Data Capture:** There shall be a single stage of data entry in the tool that can be updated where necessary. Subsequent analysis and reporting shall be drawn from this point. Previous versions shall be kept in the archive. Contact details for each organisation shall be captured and made available when required. All the data entries, actions and instances shall be time-stamped and preserved as records.
- **Appointment Scheduling:** The meeting booking function shall allow externals to book a meeting with the Technology leads. A link shall be generated and communicated to the applicants to allow them to book the meeting. The tool should be able to connect to Outlook and gain visibility for the availability of the technology team. It shall only give visibility to busy/free time slots and not full details of existing engagement in Outlook diaries.

- **Navigation:** The tool build shall ensure a functional, robust, user-friendly, and reliable experience. Records associated with a process, task, or Project shall be available with a click. An instance within a form report shall be appropriately cross-referenced wherever possible.
- **Resource Allocation:** The tool shall be able to allocate Resources for assessment stages and enquiries received by e-mail (where necessary). Management of resources, an overview of workload for the tech and strategy team in dashboard format and individuals shall be made available.
- **Scoring and Decisions:** At the assessment stage, the tool shall provide the functionality to the Assessors to add/remove assessment criteria as per requirement. While going through the assessment, automatic collation and updating of the scores and decisions shall be reflected in all the related instances.
- **Task Assignment:** The tool shall be able to assign and track tasks to internal ATI users.
- **Task Progress:** The tool shall be able to track the task progress for open and closed status. As indicated earlier, the tool shall be able to trigger status alerts based on date and time configuration.
- **Task by dates:** The tool shall be able to assign required by dates for each task assigned to the user. The progress shall be monitored for in-time, late-by-date completion, or uncompleted tasks.
- **Task Performance:** The tool shall have the ability to track task performance like on time / late / quantify days late etc
- **Filters, Reports and Dashboards:** The proposed ATI Programme Management Tool shall be capable of preparing Reports, arranging dashboards, filtering and categorising acquired data that stakeholders shall need for the operations based on the data entered for each Project for the assessment stage and application/project information. The reports, dashboards, filters, and categorisation shall include but not be limited to:
 - Projects by company name
 - Categorise projects by strategic batches
 - Categorise projects by each EOI
 - Categorise Project by industrial research, NATEP, Capital and Small Business
 - Categorise projects by their technology theme and Strands
 - Categorise engagement with each company
 - Categorise projects by portfolio
 - Categorise by month, quarter, year and or date range
 - Categorise by type of organisation: Small, Medium, Large
 - Categorise where projects are jointly funded
 - Number of Projects (Total, Successful, Unsuccessful) - linked to ATI pipeline database
 - Summarise and categorise by Portfolio (Projects, Values, Partners, technologies)
 - Summary view of engagement activity and no. of organisations and contacts added with summary graphics for visual management.
 - Keyword Search Capability for search by individual name, UID, company name
 - Categorise by how much funding each company has received
 - Number of EOIs for each batch (Total, Successful & Unsuccessful) - linked to ATI Pipeline database
 - Summary view of engagement activity and no. of organisations and contacts added with summary graphics for visual management. Automatically generate a new Unique Identification Number (UID) for each new entry in each FSA, EOI and new enquiries.
 - Number of EOIs submitted for the same Project by a company
- **The tool shall capture and present Daily Logs (2DL) with the below details:**
 - 1) Date of Entry
 - 2) Problem, Action, Event
 - 3) Person Responsible
 - 4) Target Date

- 5) Results
- 6) Next steps

- **E-mails:** The tool shall have the capability for automatic logging of e-mails to Competitions@ati.org.uk into the system, tagged with date and time and automatically create a reference number.
- **Data Cleansing:** The tool shall have the capability to provide de-duplication of data.
- **Form Creation:** The tool shall be able to create new forms and add/change fields within the tool and in any of the forms.
- **Mailing List Generation:** The tool shall be able to generate a mailing list both for internal ATI and external stakeholders for direct communication from within the tool for group communication.
- **Configuration Control:** All the configurable functions shall have the capability to track the changes, and all changes shall be reported
- **Approvals:** The document approval shall be facilitated and sent to an internal reviewer for new process documents created.
- **Timetabling and Scheduling:** The tool shall have the functionality of Parallel timetabling of competitions and planning for the Strategic Programme, NATEP and Small Businesses to schedule assessment periods, deadlines, and key meetings. Please see an example in the Programme Planner (form 4APP) document.
- **Framework Agreement Signatures:** The tool shall have functionality for Framework Agreement (5FA) Signature by each organisation. Currently, the Adobe Sign software tool is used for this. A tracker document shall automatically capture and generate a list of which companies have/haven't signed the Framework agreement. Please refer to the FA tracker document. Currently, Adobe Acrobat Sign is used for this. The tool shall have the ability to have this signed within the tool both internally and externally.
- **Customisation and Scalability:** The tool shall support customisation and scalability for different types of ATI competitions, which are announced from time to time. Parallel planning of these competitions shall be the key functionality to deconflict key dates and assessments period.
- **User Handbook:** Vendor shall provide 3 Hard and one soft Copy of the User Handbook detailing tool configuration, functionalities, capabilities, and navigation.
- **Regular refresher training:** The Vendor shall propose a training plan until a year after the Go Live date to ensure smooth operations using the tool
- **Search Function:** The tool shall be able to search records and documents associated with Keywords.
- **Forms and Fields:** The tool shall have the feature to create and configure various forms and fields to meet the requirements of new projects. Flexibility in creating forms shall be the key feature.

c) Technical Specifications:

- **Technology:** A cloud-based technology stack shall be preferred over other technology options. However, ATI management is open to considering other options with justifications. For a cloud-based solution, stability and data security of the platform, tool components, storage, disaster recovery, firewalls, access control, backup, scalability, security, and audit support shall come as an integral part. A solution that supports an open ecosystem is preferred over a completely bespoke solution.
- **Browser Support:** The tool shall demonstrate multiple browser support capabilities without compromising functionality and performance.
- **Role-based Access:** The Vendor shall provide role-based access to the users with the capability to add or delete functions associated with each role. Some of the roles include:
 - 1) Project Manager
 - 2) Super User
 - 3) Assessor: Technology, Strategy

4) Analyst

- **System Users:**

Strategic Portfolio Manager	Super admin/project creator
Head of Strategy and Delivery	Super admin/project creator
Technology Leads / Head of Technology	Editing access for assessment and communication
Strategy Leads	Editing access for assessment and communication
IT Managers	Super admin/project creator
CTO and CIO	Viewing access
External Users	To save, review and submit draft applications and communication with the technology team

- **Portability:** The Vendor shall ensure that the proposed Technology solution supports portability with various operating systems without compromising functionality and performance.
- **High Availability:** The Vendor shall ensure that all the building blocks for the tool have high availability, thereby addressing the need for a Disaster Recovery (DR) solution.
- **Storage:** The Vendor shall provision appropriate storage within and/or outside the proposed solution. Data and PDF/Word/Excel documents submitted by Project Leads for draft applications and stored within the tool or outside shall not affect the speed and performance of the tool. The proposed technology shall appropriately address data access, Data Protection, Data Residency, Latency etc. Preferably, storage should be available as a service and should be able to scale up / down as per requirement.
- **Clock Synchronisation:** All the proposed components of the tool shall be clock synchronised for all the records and instances. There shall not be any time discrepancy anywhere throughout the tool operations.
- **Data Backup:** The Vendor shall propose a schema for data backup, schedule, and approach as a part of the technical proposal.
- **Database:** The tool shall connect and draw information/data from multiple forms within the tool to one database for analysis which can be saved in PDF format or excel format or as a separate database within the tool. The recommended database shall offer features like horizontal scaling, partitioning, high availability with a service level agreement (SLA), replication, consistency, check for duplication and efficient data movement.
- **SharePoint Connection:** The tool shall be capable of a trusted connection with SharePoint, with the capability to view documents related to projects and aspects of the programme from within the tool.
- **Scalability:** The proposed solution shall offer scalability in terms of the number of users and technology requirements like storage etc., without affecting/limiting performance and functionality.
- **Spelling and grammar check:** The tool shall integrate spelling and grammar checks at all levels of functionality, data entry and communications
- **Link to ATI selected staff MS Outlook calendars:** The tool shall be linked to and/or integrated with ATI MS Outlook calendars – for checking availability and allowing externals to arrange meetings. The tool shall integrate with Outlook, with options and features like the 'tentative' slots to be reflected as 'available'. The externals will only have visibility to see 'busy, free, tentative', not full detailed titles of engagements in individual diaries.
- **Integration:** The tool shall have integration with the ATI website. It should be capable of providing a rich, documented API interface to integrate with other technologies.
- **Notifications and Alerts:** The proposed ATI Programme Management Tool shall be able to configure notifications and alerts to internal and external users through e-mails. These e-mails and alerts shall be linked to various processes and stages of programme management.

- Integration with Outlook ATI competitions mailbox to respond to enquiries and send assessment feedback from within the tool to project leads. The sent feedback will be saved within the tool and part of the project record.
- **Logging:** The tool shall have logging capabilities and an audit trail of user activities. The tool shall facilitate log forwarding to the Security Information and Event Monitoring (SIEM) tool if necessary. These logs are needed to support audit functions.
- **Security:** Best practices shall be used during all phases of the (SDLC) Software development life cycle. OWASP top 10, NIST Guidelines for Application Development shall be strictly followed during the SDLC, and testing shall be accordingly oriented to validate the same. Infrastructure needs to be secure (preferably ISO27001 and SOC 2 TYPE II), and the internet-facing portal needs to be secure (independent pen-testing required)
- **Compliance:** The development, operations and maintenance of the tool shall strictly comply with GDPR, data privacy norms and compliance to UK and EU rules and regulations.
- **Data Archival:** The tool shall provide data archival and retrieval functionality for data and records beyond a stipulated time/date.

d) User Acceptance Testing (post contract award):

The proposed software Tool shall go through a rigorous User Acceptance test. A team of Expert Users shall be named by the ATI management. This team shall be available with pre-planned dates and times for the User Acceptance test. The User Acceptance testing shall be conducted following an agreed training activity and confirmation that all the functional specifications have been configured.

e) Project Development and Governance (pre and post contract award):

- Communication Methods:

All the strategic and important communication related to the Project shall be through e-mails to Procurement@ati.org.uk. The Vendor shall strictly avoid social media platforms for any formal communication related to the Project.

- Governance Meetings: Governance/Steering committee meetings, including project Kick-off meetings, shall be held, with due representation from the Vendor and ATI Management to assess the project progress. This forum shall address the issues affecting the progress of the Project and resolve them amicably.
- Development Platform: The Vendor shall explicitly list the technology development platform details for the proposed tool and supporting tools, frameworks, and practices.
- Project Team: Vendor shall communicate the proposed team's names, roles, and responsibilities for the Project. Changes to the team composition shall be communicated with reasons, and ATI Management must approve changes.
- Testing Methodology: The Vendor shall specifically and extensively perform Unit Testing, Integration Testing, System Testing and Security testing.
- Vulnerability Assessment and Penetration Testing: After completion of the tool build, the Vendor shall carry out a third-party vulnerability scan of the tool and mitigate all the reported vulnerabilities before the go-live of the Project.
- Quality Assurance: The Vendor shall demonstrate extensive Quality Assurance processes being followed during the tool build. The tests shall comprise of but not limited to:
 - 1) Multilayer Design Compliance
 - 2) Data Access Performance
 - 3) Component Reuse performance
 - 4) Exception Handling
 - 5) Links and Cross-references

4. ITT Response:

a) Format of Response to ITT

It is expected that the ITT response will focus on documenting the compliance to the technical specification requirements listed in section 3c. We have introduced our current processes and toolsets which require greater automation through the SMART Portfolio Tool project, with a high-level indication of functionality required from a future tool. We believe this sufficient for a 1st Stage response.

At 1st Stage we require vendors to formulate a response to Invitation to Tender covering Technical Compliance and outline solution to our functional requirements. For the 2nd Stage Functional Compliance, a more detailed matrix of requirements will be provided to vendors to assist with preparing a full response.

Response to 1st Stage ITT shall be per the below details:

- Name of the organisation:
- Address and Contact Details
- Introduction of the organisation
- Technology Proposition: Technology stack, Platform, Vision for the final product (outline solution), Tools, Methodologies and Approach.
- Proposed Cost: The Vendor shall propose an indicative total cost, broken down into the below categories:
 1. Technology Module wise or customisation or itemised per customisation or Group
 2. Customisations wise
 3. Installation and Configuration
 4. Post Project Support
 5. Training
 6. Licenses
 7. Any other Recurring Costs
- Project Management/Leaders with their brief resume
- Outline Project Schedule, KPIs, Analytics
- Product Training and Support Plan
- References and Past Projects
- Assumptions and Dependencies
- Terms and Conditions
- Completed compliance matrix as given in Section 4b

The consolidated response document shall be e-mailed to Procurement@ati.org.uk.

b) Scored criteria

For the Technical Requirements Compliance stage (Stage 1), the table below will be used for scoring.

ITT Scoring Criteria					
Checklist to evaluate proposed technology: Each point to be marked 1 if Yes and 0 if No.					
S.N.	Technology Feature	Yes	No	Partial	Remark
1	Contemporary Technology, no end-of-Life, end-of-support components, platform stability, technology support				
2	Ease and Flexibility of Licensing, no underpinning contracts with other Vendors for supporting systems				
3	Database Features like security, high availability, partitioning etc				
4	Schema for data backup and restoration				
5	Security built in SDLC, Security Provisions, Compliance to data privacy norms, Data Security, UK and GDPR rules and regulations				
6	Access Provisioning, Segregation of duties, role-based accesses				
7	Logging and Audit support				
8	Ease of modification to future needs and maintenance				
9	Interoperability and Scalability for number of users, roles, new forms to be created and technology components like storage				
10	Tool Integration For ex: email, SharePoint, Plug ins for other tools				
	Total				

At 1st Stage we will not be scoring the outline solution to our functional requirements, but we may use this to distinguish between vendors to shortlist for 2nd Stage.

For Functional Requirements Compliance (2nd Stage) of the process, a complete detailed Requirements Compliance Matrix against ATI's requirements specification, will be provided to the vendors to provide comments where they are fully compliant, partially compliant, or non-compliant.

c) Project Schedule

Based on the proposed approach and staffing outlined, the Vendor shall provide a project timeline that commences with a contract award date of May 2023, with an expected delivery schedule of three months. This timeline should identify all major project milestones and indicate the dates associated with the project deliverables. Describe your estimating methodology and the methods you employed to determine the effort associated with this Project. Provide sample data from your estimating process to illustrate this methodology. Provide the total number of hours associated with the following tasks/resources:

- Total Project Hours
- Software Engineering/Development Phases needed for Customisations
- Testing & Quality Assurance
- Infrastructure Management

d) Vendor Response Evaluation:

The submitted proposals shall be evaluated based on but not limited to below criteria:

- Experience in similar projects, Customer References
- Proposed Technical Solution: Scalability, Strategy and Technology
- Project Cost: Cost Effectiveness of the proposed solution, initial costs, yearly costs
- Project Vision and Proposed Team
- Time to Implement
- Training Plan
- Ease of implementation and proposed User Experience

e) Vendor Qualifications:

- The Vendor must be primarily engaged in software development services and have a thorough understanding of business domain requirements, technology trends and best practices.
- The Vendor shall have a proven record of having provided the services required. ATI reserves the right to perform investigations as may be deemed necessary to ensure that competent personnel and management shall be utilised in the performance of the Contract
- The Vendor shall be familiar with System Development Life Cycle and Prototyping while following the Agile Project Management Methodology.
- The Vendor shall have demonstrated management experience in business process reengineering and build-up of software technology solutions for multiple clients.
- The Vendor shall have a proven record of using cloud best practices in the development, deployment, and maintenance of the cloud environment.
- The Vendor shall have a proven record of using Continuous Integration / Continuous Development best practices.
- The Vendor shall have a minimum of 3 systems that can be demonstrated as a capability.

f) Non-Disclosure Agreement:

The Vendor agrees and acknowledges that, as a result of negotiating, entering into an agreement and performing this Project, the Vendor will have access to certain Confidential Information. Each party also understands and agrees that misuse and/or disclosure of that information could adversely affect the other party's business. Accordingly, the Vendor agrees that during the term of this agreement and thereafter, the bidder shall use and reproduce ATI's Confidential Information solely for purposes of this agreement and only to the extent necessary for such purpose and shall restrict disclosure of the Confidential Information to its employees, consultants or independent contractors with a need to know and shall not disclose the other party's Confidential Information to any third party without the prior written approval of ATI. Notwithstanding the foregoing, it shall not be a breach of this agreement for either party to disclose Confidential Information of the other party if required to do so under law, including compliance with any applicable federal or state securities laws, or in a judicial or other governmental investigation or proceeding, provided the other party has been given prior written notice, and the disclosing party has sought all commercially reasonable safeguards against any further dissemination prior to such disclosure. The demonstration of the tool or its part evolved during this Project shall not be done to any third party/person/agency without the written approval of ATI Management.

g) Conflict of Interest:

The Vendor shall clearly refrain away from conflict-of-interest issues and bring to the notice of ATI management such situations. Some of the situations, but not limited to, include:

- A close relative working at ATI
- ATI employees being offered a job
- Gifts in cash or kind being offered to any individual or entity
- Any referral fee or commission

h) Risks and Challenges:

- The Vendor shall list the risks associated and identified with this Project. Indicate the best assessment of the likelihood and impact (High, Medium, Low). Identify the proposed response to these risks:
 - Accept the risk
 - Mitigate the risk with appropriate mitigation details
- The Vendor shall maintain a Risk Register and share Risks and Challenges with ATI Management regularly during the Project and in Governance meetings. Critical and Major risks shall be presented by Vendor and discussed with mitigation plans at the project review meetings with ATI.
- Assumptions considered if any, that may affect the progress and implementation of the Project shall be clearly stated in the proposal.

5. Contact

All questions and inquiries regarding this request for proposal shall be directed to Procurement@ati.org.uk. All Q&As will be made available [here](#) for transparency.

6. Appendix

Samples of some of the forms used in various processes are attached herewith for reference. The details in the forms shall facilitate scoping the work required to build the ATI Programme Management Tool. Due to sensitive nature of some of the templates currently used, these can only be made available upon request via e-mail Procurement@ati.org.uk by potential vendors.

Reference Numbers given herewith have been quoted in brackets, e.g. (1AF), in this document, for cross reference and ease of understanding.

SN.	Reference No	Title	Form
1	1AF	Draft EOI and EOI Assessment Form	To be provided upon request
2	2DL	Daily Logs	To be provided upon request
3	3APM	ATI Pipeline Master	To be provided upon request
4	4APP	ATI Programme Planner	To be provided upon request
5	5FA	Framework Agreement	Framework Agreement
6	6SPH	Strategic Programme EOI Heatmap	To be provided upon request
7	7SPFH	Strategic Programme FSA Heatmap	To be provided upon request
8	8FAF	Draft FSA and FSA Assessment Form	To be provided upon request
9	9AFAT	ATI Framework Agreement Tracker	To be provided upon request
10	10CF	Initial Contact Form on the website	Initial Contact Form
11	13EOF	Draft EOI submission form	Submission form
12	12FSF	Draft FSA submission form	Submission form

