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**APPENDIX B: Tender Submission**

**Management Information System: Invitation to Tender, November 2019**

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

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| **Tender Submission** | | | | | |
| Your name | Click here to enter text. | | **Job Title** | | Click here to enter text. |
| Organisation name | Click here to enter text. | | | | |
| Tender Reference | **CovW/1/3/** | **MISNov19** | | | |
| Your contact details | Address: Click here to enter text. | | | | |
| Telephone number: Click here to enter text. | | | | |
| Email address: Click here to enter text. | | | | |
| 1) Experience  Please describe your experience of providing MIS to similar programmes.  (maximum 500 words) | Click here to enter text. | | | | |
| 2) Systems  Please describe how your system meets the specification outlined in “The Opportunity”.  (maximum 2,000 words) | Click here to enter text. | | | | |
| 3) Data Security  Please provide a detailed account of your data security protocols and how you would ensure personal data is kept secure.  (Maximum 300 words) | Click here to enter text. | | | | |
| 4) Flexibility  Please provide some examples of when you have responded flexibly to the needs of a customer.  (Maximum 300 words) | Click here to enter text. | | | | |
| 5) Costs  Please provide a detailed breakdown of your associated costs.  (Maximum 300 words) | Click here to enter text. | | | | |
| 6) Implementation  Please provide an outline implementation plan leading up to the system becoming operational. Please provide key milestone dates relating to when you anticipate development, testing and full functionality to be complete.  (Maximum 1,000 words) | Click here to enter text. | | | | |
| 7) Referees  Please provide contact details for two suitable referees who can be contacted prior to the award of the tender  This question is not scored. | Name: Click here to enter text.  Organisation: Click here to enter text.  Telephone no.: Click here to enter text.  Email: Click here to enter text. | | | Name: Click here to enter text.  Organisation: Click here to enter text.  Telephone no.: Click here to enter text.  Email: Click here to enter text. | |
| End of Tender | | | | | |