**Tender Initiation Summary – Project Details and Roles and Responsibilities**

The following points should either be completed by the PI or used as prompts for discussion in meetings with the PI regarding requested procurement activity. This section includes the minimum information to enable a procurement procedure to be commenced (in addition to the technical detail in Part Two – Goods and/or Service Requirement, of the Invitation to Tender document set) – nb it is not an exhaustive list and should be added to as necessary on a project by project basis.

### PROJECT DETAILS

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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<tbody>
<tr>
<td>Project Title</td>
<td></td>
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<tr>
<td>Goods / Services to be procured</td>
<td></td>
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<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Project Lead / Principal Investigator / User Group</td>
<td></td>
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<tr>
<td>Additional members of Department involved</td>
<td></td>
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</tbody>
</table>

### FINANCIAL

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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<tbody>
<tr>
<td>Total Budget (Gross)</td>
<td></td>
</tr>
<tr>
<td>Source of Funding</td>
<td></td>
</tr>
<tr>
<td>Additional Comments</td>
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</tbody>
</table>

### MARKET

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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<tr>
<td>Are there any known suppliers?</td>
<td></td>
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</table>

### TIMESCALE AND DEPENDANCIES

<table>
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<tr>
<th>Section</th>
<th>Details</th>
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<tr>
<td>What are the required timescales for delivery?</td>
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</table>
If there are any requirements for refurbishment, has the Department informed the Estates Office?

Are there any dependencies which the Purchasing Office should be aware of which may affect either the budget or timescales for delivery?

Additional Comments

DATA PROTECTION AND INFORMATION SECURITY*

Will the project involve collection, processing or storage of personal data as defined by the Data Protection Act 1998?

Will the project involve collection, processing or storage of sensitive personal data as defined by the Data Protection Act 1998?

Will the project involve collection, processing or storage of commercially sensitive University of Warwick data?

*Definitions

**Personal data** refers to data which relate to a living person who can be identified from the data or from the data and other information in the possession of, or likely to come into the possession of the party holding the data.

**Sensitive data** refers to data which relate to a living person who can be identified from the data or from the data and other information in the possession of, or likely to come into the possession of the party holding the data and which consists of information relating to the following:

a) racial/ethnic origin
b) political beliefs, affiliations with trade unions
c) religious beliefs
d) medical history
e) sexual life
f) commission/alleged commission of any offence including any proceedings relating to offences (alleged or otherwise)
g) financial details (i.e. card details) when coupled with other personal data

Further information on Data Protection can be accessed via http://www2.warwick.ac.uk/services/gov/legalservices/whentouse/dataprotection/

SOFTWARE / IT SYSTEM BASED REQUIREMENTS

Is there an intention for the system to integrate with existing University of Warwick systems?

Is the intention for the system to be internally or externally / 3rd Party hosted?
Roles & Responsibilities

The following outlines the core roles and responsibilities of the Department (PI) and the Purchasing Office (Tender Manager) during any tender procedure in order to ensure an effective and efficient procurement process.

Principal Investigator / Chair of Evaluation Panel (or nominated deputy)

- To notify the Purchasing Office of the requirement as soon as possible and in good time to enable the tendering activity to be incorporated into the Purchasing Office Tender Plan. NB – Failure to do so may result in a longer leadtime to tender initiation as current Purchasing Office priorities are worked through. This may impact on timescales for delivery / service implementation.
- To prepare a clear and accurate generic technical specification, free from all brand names, manufacturer specific detail or features designed to lock out suppliers or stifle competition.
- To detail all additional requirements such as but not limited to extended warranties, training, documentation, account management, response times, SLA terms and performance measures etc
- To provide appropriate and realistic timings for equipment delivery, installation and commissioning and / or service commencement and milestones.
- To assess the existence of dependencies, i.e. annual running costs, refurbishment requirements, space allocation, health and safety considerations, IT compatibility considerations, Insurance etc and liaise with the appropriate department(s) for the resolution of any issues.
- To determine appropriate evaluation criteria for the analysis of tender submissions.
- To commit sufficient time to the comprehensive evaluation of tender submissions and where necessary supplier presentations.
- To fairly and transparently evaluate the tender submissions in accordance with the evaluation criteria and to submit completed Tender Evaluation Documentation (Parts A and B) to the Tender Manager.
- To refrain from communicating with participating suppliers regarding the tender in the period immediately before and during the tender process. All queries regarding the tender are to be directed to the Tender Manager.
- To control the budget.
- To ensure that all information requested by the Tender Manager is returned in a timely manner.

Purchasing Office (Tender Manager)

- To create and circulate a tender timeline indicating the estimated timescales of key milestones e.g ITT publish date, ITT closure date, evaluation timescale, anticipated award date, anticipated contract commencement date, and agree this timeline with the Principal Investigator.
- To create a comprehensive tender document and publish this on In-Tend.
- To manage correspondence from suppliers in a timely manner and liaise with the PI in relation to queries raised on the technical specification.
- To ensure that all parts of the tender process conform to EU Procedures and the University Purchasing Policy.
- To distribute all tender submissions to the PI in a timely manner.
- To carry out commercial due diligence on the preferred / awarded supplier, for example but not limited to: follow up on references, assessment of financial position, ensure appropriate insurance cover and certification, negotiate appropriate payment terms where necessary obtaining bankers guarantees.
- To manage the tender award process, mandatory standstill period, debrief of unsuccessful suppliers and any subsequent challenges to the award.
- To co-ordinate and manage any post award clarification meetings and negotiation of the final agreement of the offer.
- If Purchase Order to be placed by the department, to provide advice to the PI on any specific text to be detailed on the Purchase Order.