Q&A Procurement Process System

No	Question	Answers
1	Can you provide an approval matrix?	It varies from country to country. What we need is one approval level and a possibility to also have a approval substitute if the person are travelling or away for some reason.
2	What is the NCA standardized template?	Please elaborate. We have a procurement manual with word , pdf's and excel in a sharepoint site.
3	Do the different procedures have different approval processes? If so, what are they?	For the direct procurement we don't need approval. We have three thresholds that needs approval - simple, negotiated and open tenders.
4	Are they expecting suppliers' information to be housed in the new system?	No, this is managed in our agreement centre in sharepoint. Needs to be able to be migrated at a later stage.
a	IE is there another application housing supplier information	Yes, agreement centre in sharepoint
b	if they are stored in the system, do we need the ability to request a new supplier? IE vendor paperwork, approval, etc.	N/A at this stage.
c	What is the evaluation process for a new supplier? IE is that done in a new system or an existing system?	Evaluation process is done in excel. The evaluation grid is in the procurement manual as an excel sheet on sharepoint
5	Will the quotes gathered from suppliers be expected to be run in the new system or outside the system?	Outside, but must be able to upload. Possibility to scale up at a later stage.

6	6. Is there a matrix for evaluation criteria purchase? IE REF 15	<table><tr><td colspan="2">Solution evaluation</td><td>Maximum Points</td></tr><tr><td>1</td><td>Type 3 requirements in the specification.</td><td>30</td></tr><tr><td>2</td><td>Type 2 and 1 requirement in the specification.</td><td>20</td></tr><tr><td>3</td><td>Scalability</td><td>5</td></tr><tr><td>4</td><td>Feasibility of delivering proposed solution in given timeframe</td><td>5</td></tr><tr><td colspan="2"></td><td><60></td></tr><tr><td colspan="2">Supplier and /or organization</td><td></td></tr><tr><td>1</td><td>Suppliers specialized knowledge and experience in the field of assignment. Suppliers, previous performance and portfolio</td><td>30</td></tr><tr><td>2</td><td>Availability of dedicated support personnel during implementation and project period.</td><td>10</td></tr><tr><td colspan="2"></td><td><40></td></tr><tr><td colspan="2">Total Technical Score</td><td>100</td></tr></table>
7	How many professional users do you expect will use the procurement tool? By professional users we mean users that will create/modify the content in the system (i.e. sourcing events, contracts, suppliers, documents etc.).	Approx 30, varies
8	How many passive users (view access to sourcing events/contracts/suppliers/documents etc.) ?	Approx 55 persons at CO and HO
9	We understand that NCA operates in 18 countries and expect that the solution needs to comply with local business requirements also. Have the requirements been defined or will requirements gathering be part of our scope?	We have different procurement threshold for different countries that needs to be incorporated in a new system based om the countries risk level
10	Do you have a rollout plan?	Yes, pilot in two countries. The project is working on the best way for forward after pilot period.
11	Will testing local compliance be done locally or in Norway ?	Not decided yet.
12	The solution can manage the complete process from Sourcing to Payment. Will our solution be integrated with your financial systems, what are they?	No, not on this stage. Our ERP system is Maconomy.
13	Are there other integrations needed, besides what is mentioned (Azure AD/Office365/Sharepoint)?	No, not on this stage.
14	Will migration of suppliers and frame agreements be included in the scope?	Can be, depends on the system. Today our agreement centre is in sharepoint.

15	What systems do you currently use and can be used as a source?	We have a set-up in teams .