

REQUEST FOR INFORMATION

Manx Utilities wish to explore the market, to identify interest from experienced suppliers for the provision of an Online Health & Safety Incident Reporting System.

Interested contractors should have extensive experience of providing an incident reporting application to organisations with 300+ members of staff. They should also have a robust data protection policy and a commitment to keeping the application up to date and secure for the awarded contract period.

Responding to this Request for Information

Interested parties are invited to submit a brief summary of their experience, capability and proposed solution which should cover:

- An application must be available for IOS & Android users for incident reporting;
- The system should be customisable to mirror the relevant data that is captured on current Manx Utilities incident report forms;
- The system should include data management facilities;
- Email alerts.

It would also be beneficial but not essential if the reporting application could:

- Be accessed via Windows Authentication;
- Be IOSH accredited;
- Have a competent training package for training Manx Utilities system administrators;
- Have the ability to provide anonymous reports (Manx Utilities would also like the option to be able to disable anonymous reporting as and when required),
- Have a vehicle incident reporting mechanism with the ability to input relevant vehicle data;
- Have the ability to "bolt-on" other services to this application in the future such as Risk Assessments and Audit software;
- Provide a way for external 3rd parties (Contractors, Members of the Public etc.) to use the system to report incidents.

Interested parties may be invited to present their proposals to Manx Utilities in individual ninety-minute Team meetings.

By responding to this request it must be understood that, at this stage, Manx Utilities are only exploring options, no commitment is intended or implied and this request may or may not progress through to a competitive tender exercise. An invitation to tender may follow this Request for Information, but Manx Utilities is not under any obligation to issue invitations to responders to this Request.

Further information

Please be aware that neither Manx Utilities, Procurement Services nor any other part of Isle of Man Government, or any other organisation assisting with the procurement process, will accept any liability or any charges for expenses or losses incurred by any interested party as a result of responding to this enquiry.

In order to participate in this Request for Information, your organisation must be registered on the Isle of Man Government's Procurement Portal. If you have not previously registered, please visit <https://in-tendhost.co.uk/iomg/asp/Home> and select 'Register' from the menu on the right hand side of the Home Page.

Once you have registered your organisation you should select this exercise from the list of 'Current Tenders' and 'View Details' then click 'Express Interest' at the bottom of the page. Once you have clicked on 'Express Interest' a 'Form of Acknowledgement' tab will appear. This tab will provide a copy of the 'Appeals Procedure' to be downloaded. In order to progress to the next stage of the process you will need to 'Opt-In', complete the 'Form of Acknowledgment' questionnaire, upload your RFI Response document and click 'Submit Return' before the deadline as detailed below.

Further information on Manx Utilities' requirements has been uploaded onto the Portal and is available once you have expressed interest.

Should you have any difficulty in using the website or registering your interest in this way, please contact procurement@manxutilities.im

Expressions of interest and response documents must be submitted through the above Portal by **noon on Thursday 2nd December 2021.**