**Request for Quotation**

**Lambeth Transport – Schools Big Shift**

**Contract Period: 1 September 2022 – 31 July 2023**

# Summary

Lambeth Transport are seeking quotes for the commission of an active travel programme which will promote walking, cycling, and scooting, to schools in and around Low Traffic Neighbourhoods (LTN’s).

# requirements of the brief

Lambeth Council provides a range of measures to support school students and staff in choosing sustainable methods of transport. These include but are not limited to, free cycle training, pedestrian training, scooter training, road danger theatre, and walking buses. However, inevitably there are still schools in the borough where numbers of children walking, cycling, and scooting to school could be higher and where reduced car use would be beneficial.

We would therefore like to commission an organisation to work with targeted schools in the borough, over the course of the 2022/23 academic year, to facilitate opportunities for increased active travel, engendering a greater understanding and appreciation of the value of active travel and of reduced car use within the whole school community.

The desired outcomes are:

* To increase the number of pupils travelling actively to school.
* To decrease the amount of car travel to school with a reduction in the levels of congestion around the schools involved where this is a concern.
* An increased awareness of the benefits of active travel across the whole school community of pupils, school staff and parents.
* An increased aspiration amongst pupils to travel actively, not only to school but also in their daily lives.
* Built in legacy of the project to ensure that gains made during the academic year are carried forward into subsequent years.
* To work collaboratively with Lambeth Officers and Healthy Streets Officer to help meet KPI’s for the TfL STARS programme.

Your response must clearly outline how you plan to engage with the schools, how you plan to monitor and report on the resulting behaviour change, and your experience of working on similar projects.

# specification

* 1. **Project Criteria**
		1. To work with five selected primary and two secondary schools in the borough to support and enable increased active travel to school – walking, cycling, and scooting as appropriate.

It is envisaged that work with each of the primary schools recruited to the project would involve each of the following elements:

* Identifying a school active travel champion to support the programme throughout the academic year.
* Recruitment of a small group of student ambassadors to act as advocates for the project.
* Recruitment of a small group of parents to act as advocates for the project.
* Assembly for the whole school explaining the benefits of active travel and introducing the menu of events to take place.
* Learn to ride sessions for children unable to cycle.
* Parent coffee morning/presentation session.
* Active travel competition(s) running at intervals throughout the whole year.
* Either cycle route planning session(s) or production of a clean walking routes map.
* At least one Dr Bike event.
* At least one family led ride.
* Monitoring the project through Hands Up Surveys to assess before and after.

It is envisaged that work with each of the secondary schools involved in the project would involve each of the following elements:

* Identifying a school active travel champion to support the programme throughout the academic year.
* Recruitment of a small group of student ambassadors to act as advocates for the project.
* Recruitment of a small group of staff ambassadors to act as advocates for the project.
* To conduct small behaviour change project and present in assembly (road safety/air quality/active travel).
* Assembly for the whole school explaining the benefits of active travel and introducing the menu of events to take place.
* Learn to ride sessions for children unable to cycle.
* Active travel competition(s) running at intervals throughout the whole year.
* Either cycle route planning sessions or production of a clean walking routes map.
* Curriculum-linked classroom sessions around healthy lifestyles and how active travel can form an integral part of these.
* Signposting to relevant initiatives such as cycle training, local Dr Bikes, RDR competitions etc.
* At least one school led ride.
* Participation in Borough wide school ride event to be held in June/July 2023.

Work with the individual schools should also include two or more of the following, depending on their suitability to the specific circumstances of the school:

* After school cycle or scooter club.
* Bike maintenance sessions.
* Air quality monitoring.
* Balance bike sessions.
* Scooter skills sessions.
* Teachers learn to ride/balance bike training.
* Transition ride to secondary school session.
* Inter-school cycle or active travel event or competition.
* School staff learn to ride/cycle training.
* Other intervention to encourage cycling, scooting, or walking to school.
* We would also expect that either a walking or cycling bus, to one or more of the involved schools, would be piloted for at least a term as part of this project.
	+ 1. The specific schools to be engaged in the project will be decided by Council officers. Initial contact with the schools will be made by officers and officers will organise an induction meeting with the school which they and the appointed organisation will attend. Thereafter, all on-going engagement with the school will be undertaken by the appointed organisation.
		2. The Council will provide the most recent hands up data for the school as well as the school’s most recent travel plan where this exists, and any other background information deemed to be useful.
		3. It is expected that the appointed organisation would undertake monitoring/surveying as appropriate through the life of the project to allow establishment of change effected by their work in the school to be proven.
		4. It is expected that each school will sign a MOU confirming commitment to project and outlining expectations for their input.
		5. Good communication with Council officers will be vital to the success of the project. A termly progress report, either written or delivered through a meeting with Council officers will be required as will a final report detailing all activities undertaken, analysis of the success of individual interventions, and data showing what change has been affected. Some evidence of measures taken to ensure the sustainability of the project will also need to be included in the report.
		6. To provide a selection of photographs showcasing events that have taken place (GDPR compliant).
		7. The tenderer’s breakdown of costs should include an allowance for promotional materials and competition prizes.
		8. Monthly Highlight reports – template to be supplied by Lambeth.
		9. The start date for this project is beginning of September 2022; it is envisaged that September will be spent by Council officers fully engaging identified schools. The project will run until the end of the academic year in July 2023.

# budget

The maximum budget for this project is £66,000.

# Timescales for the Quotation

A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 24 Jan 2022  |
| Deadline for clarifications questions | 14 Feb 2022 |
| Proposal submission deadline  | 24 Feb 2022 12noon |
| Contract Award |  | End March 2022 |
| Contract Commencement | Successful applicant commences contract | **September 2022** |
|  | Contract Completion | **July 2023** |

All **clarification questions** relating to this request for quotes, must be emailed to: Suzy Harrison, Active Travel Manager sharrison@lambeth.gov.uk

All **quotes** must be emailed to Suzy Harrison. Active Travel Manager. sharrison@lambeth.gov.uk

# Format of Response

Your proposal should consist of:

* 1. your response to the Method Statement Questions.
	2. your completed Price Proposal.

# Price Quality Ratio for Evaluation of Proposal

The ratio that will be used to evaluate the proposals is as follows:

Price: 70% - Based on the Pricing Proposal

Quality: 30% - Based on the response to the Method Statement

# Method Statements for Quality Assessment and Required Response Questions

The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

Your total response must not exceed **5 pages of A4,** Arial Font not less than 12pt.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Method Statement** | **Marks Available** | **Weighting****%**  |
| 1 | Proposal & Experience | Please provide an outline of:* What your programme is, what the aims of the programme are, how you plan to engage with schools, how the programme will be delivered, what equipment will be used, and how it will contribute to the aims outlined in the specification.
* The total expected number of participants to be engaged with and how this figure was calculated.
* The project set up and delivery calendar where possible.
* Your past record of undertaking and completing similar projects.
 | 0-5 | 8% |
| 2 | Capability & Resources | Please provide an outline of:* The skills and resources your organisation have that will enable you to deliver your project.
* Details of the team that will work on this project and their involvement in comparable projects.
 | 0-5 | 10% |
| 3 | Project Management & Methodology | Please provide an outline of:* Your understanding and overall appreciation of the requirements of the brief and specification, your response should include details of your approach and methodology.
* How the project will be managed internally.
* How the progress and resulting impact of your work will be monitored and reported. For example, before and after surveys of participants.
 | 0-5 | 7% |
| 4 | Social Value | Please demonstrate how your proposal might add value to the wider Lambeth community. | 0-5 | 5% |
|  |  | **Total (Quality Score)** |  | **30%** |

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at **30%** to give the final score for quality (Quality Score).

* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation, and grammar. It will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* The Quality Score will be added to the Price Score to determine the Final Score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis

# Marking Scheme

Potential providers will be marked in accordance with the following **marking scheme**:

The scoring matrix:

|  |  |
| --- | --- |
| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | **Less than acceptable**. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | **Acceptable** response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | **Above acceptable** – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | **Excellent** – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

# Price Proposals

The tender should detail:

* The total cost of implementing the programme.
* A detailed breakdown of the costs of the programme.
* The cost per event, if the proposal is to run multiple events of the same type at different times and/or locations.

# Price Evaluation

For price, each submission will be assessed on the total cost of delivering the service, using the following equation:



Quotation Submission - Lambeth Bike Markets

For Completion by the Supplier

|  |
| --- |
| **(Supplier Name)**  |
|  |
| Quotation Submission Date: |  |
| Contact Name: |  |  |  |
| Department (if needed): |  |  |  |
| Address: |  |  |  |

Our firm does hereby offer to supply the following supplies / services [please delete as appropriate] as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

**Details of Quote**

|  |  |  |
| --- | --- | --- |
| **Description** | **Price Per Item, Day or Instance** | **Total Price** |
|  |
| **E.g. Price for the whole programme for the year** |  |  |
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This quotation will remain valid until 90 days, from the Quotation Submission Date above.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

* I have read and understood Lambeth’s procurement guidance for suppliers, [“Selling to the Council”](http://www.lambeth.gov.uk/business-services-rates-and-licensing/selling-services/sell-goods-and-services-to-the-council-guide)
* I accept the Terms and Conditions indicated on this form
* If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
* If I am selected to provide the above services and/or supplies I will complete the Council’s Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
* Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
* Non-delivery of services or products will result in non-payment by the Council
* False representation could result in de-selection from any competition or termination of contract
* It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
* Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements, please check the box below. By checking the box, you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box, you will not be able to work with the London Borough of Lambeth:

Yes [ ]