

# **Invitation to Tender**

## **My Coast App Development**

**15/3/2022**

**MC001**

## 1. About My Coast

My Coast Limited is developing a coastal safety app in collaboration with the RNLI, the MET Office, South West Water and the Universities of Plymouth and Exeter. Our vision is to improve survival rates for coastal incidents and enable better decision making before entering the water or visiting the coast. The platform will also act as a hyperlocal economy, giving users information about the surrounding area, whilst unifying the emergency services with local businesses and the community.

There is a gap in the market for an application that can solve the challenge in the UK of which beach is the right beach for me right now, whilst also making sure that visitors are aware of the dangers, so they can have a trip that is both safe and enjoyable. The key thing here is designing a mobile app experience which is information rich whilst also being user friendly, easy to understand, and simple.

## 2. Background and Context

The project aims to innovate a hyperlocal data platform to sustainably support our economy. The innovation uses local knowledge to assist the local economy. The vision is to create and support a sustainable tourist economy, through delivering key, real-time information promoting safe experiences in a given area.

Since 2010 tourism has been the fastest growing sector in the UK in employment terms. Britain is forecast to have a tourism industry worth over £257 billion by 2025. In 2018, Cornwall's economy was worth £9 billion a year, of which £1.8bn came from tourism. This equated to 4 million visitors that year alone. During the same year, 26 people died accidentally off the county's coastline. This statistic is based on 2018 figures, prior to Covid-19 and the dramatic increase in UK tourism due to travelling restrictions. May 2020 saw 6 coastal deaths in only 8 days. In August 2020, Cornwall was "largely full to current capacity", according to local police. On one weekend, Devon and Cornwall Police saw a 26% increase in 999 callouts compared with 2019. No platform currently integrates real-time data to inform and educate people on the dangers of our coastline.

To date the project has been through a discovery phase involving a workshop with key stakeholders to explore the requirements for the mobile applications. From this a wireframe clickable prototype was developed in Figma, which shows the interactions and general experience that we are looking for. The wireframe will therefore form a key input into the development of the application, but tenderers should not be limited by this initial design.

## 3. Tender requirements

The detailed Specification document will be made available to potential suppliers once a signed NDA has been received by MY COAST LIMITED. The NDA is at Enclosure 1 and upon receipt and verification of the NDA, the specification will be provided by email. The completed NDA should be emailed to:

[tenders@my-coast.com](mailto:tenders@my-coast.com) (you should request a receipt request)

#### 4. Budget

The total maximum budget available for this commission is **£50,000** (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

#### 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the **29<sup>th</sup> July 2022** (16 weeks), a more detailed timeline is provided in the Specification document. The timetable for submission of the Tender and contract award is set out below.

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	15 March 2022
Last date for raising queries	23 March 2022
Last date for clarifications to queries	25 March 2022
Deadline to return ITT	1700 4 April 2022
Evaluation of ITT	5-6 April 2022
Tender evaluation result communicated to tenderers	7 April 2022
Inception and Contract award meeting	09:00 8 April 2022

## 6. Tender submission requirements

Please include the following information in your Tender submission.

- 6.1 Covering letter to include:
  - a. A single point of contact for all contact between the tenderer and MY COAST LIMITED during the tender selection process and for further correspondence.
  - b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
  - c. Confirmation that the tenderer holds Professional indemnity insurance with a limit of liability of not less than £1 million; if successful, supporting documentation will be provided at the inception meeting.
  - d. Conflict of interest statement as per section 8.
  - e. Confirmation that if successful you can attend the inception meeting as per Section 5.
- 6.2 Project proposal that demonstrates how you will meet the detailed specification.
- 6.3 Outline project timeline for development.
- 6.4 CVs of the software programmers (maximum 1 side of A4 per CV).
- 6.5 At least two examples of similar commissions. (maximum 2 sides of A4 per example).
- 6.6 Budget, with detailed breakdown.

## 7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with MY COAST LIMITED.

## 8. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and MY COAST LIMITED or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit MY COAST LIMITED to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

## 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[tenders@my-coast.com](mailto:tenders@my-coast.com)

in accordance with the Tender and Commission Timetable in section 5. Responses to clarifications will be anonymised and uploaded by MY COAST LIMITED to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind MY COAST LIMITED unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

### Tender returns will be assessed based on the following tender award criteria

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Project Proposal	40
Project proposal that demonstrates how you will meet the detailed specification	
Ref 6.3 CVs	10
CVs of the two lead software programmers (maximum 1 side of A4 per CV)	
Ref 6.4 Experience	10
Two examples of similar commissions. (maximum 2 sides of A4 per example).	
Ref 6.5 Budget	40
A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses	
The lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $40 \times \text{lowest bid} / \text{bid}$	

### 11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to

		provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, MY COAST LIMITED reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

MY COAST LIMITED is not bound to accept the lowest price or any tender. MY COAST LIMITED will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with MY COAST LIMITED's internal procedures and MY COAST LIMITED being able to proceed.

## 12. Intellectual Property

The project is likely to involve the following intellectual property rights ("IPR")

### 12.1 Background IPR

Any and all IPRs owned by or licensed to the Tenderer which are or have been developed independently must be clearly identified as part of your submission.

### 12.2 Third Party Software

The Tenderer may use software (including any open source software) which is proprietary to any third party and that is either licensed to or is used by the Tenderer in the development of the project. However, the Tenderer must detail what third party software it intends to use and shall procure the necessary licences for MY COAST LIMITED's use. In the case of open source software the Tenderer wishes to use in the project, the Tenderer must ensure that it does not include any open source software that contains a "copyleft" provision and shall include full details of the licence terms for such open source software. Costs of any licences are required to be listed separately and the cost of Year 1 licences shall be included in your price; Year 2 and Year 3 costs must be detailed separately and shall not form part of the costs of this submission.

### 12.3 Project IPR

All outputs including any project IPR are assigned to MY COAST LIMITED at the end of the project.

### 13. Tender Award

Any contract awarded as a result of this tender process will be paid according to the following schedule, subject to agreement at the inception meeting:

Stage	Amount
Payment on award of contract	25%
Payment on Milestone 1	12.5%
Payment on Milestone 2	12.5%
Payment on Completion	40%
Payment on final Acceptance and transfer of IP	10%

### 14. Tender returns

Please submit the Tender document by email by 17:00 on 4 April 2022 by email to:

[tenders@my-coast.com](mailto:tenders@my-coast.com)

with the following wording in the subject box: **"Tender MC001 Strictly Confidential"**

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

### 15. Disclaimer

The issue of this documentation does not commit MY COAST LIMITED to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between MY COAST LIMITED or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between MY COAST LIMITED and any other party (save for a formal award of contract made in writing by or on behalf of MY COAST LIMITED).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by MY COAST LIMITED or any information contained in MY COAST LIMITED's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no

responsibility is accepted by MY COAST LIMITED for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

MY COAST LIMITED reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render MY COAST LIMITED liable for any costs or expenses incurred by tenderers during the procurement process.

## **16. Enclosures**

1. NDA - MC001 My Coast Ltd NDA