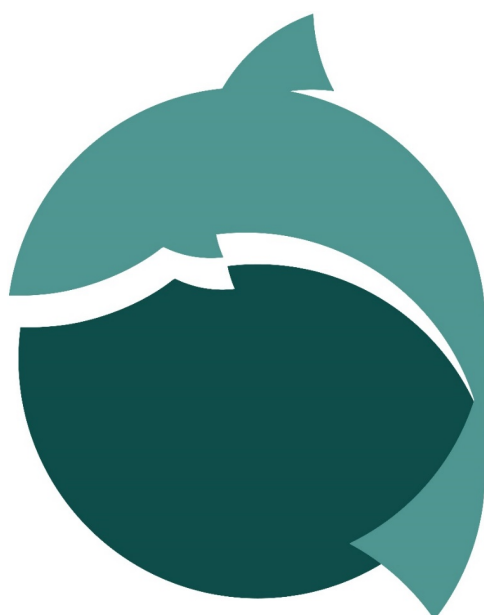




Invitation to Tender

2021

Fish Pass app continued development



FISH PASS

<https://fishpassapp.co.uk>

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Invitation to tender: Continued development of existing cross-platform mobile fishing app and website

This Invitation to Tender ("ITT") has been prepared by Westcountry Rivers Trust (WRT) to invite proposals for the continued development of a cross-platform (IOS & Android) mobile application and website.

To bid for this contract, you are required to submit a proposal explaining how you will meet WRT's requirements as explained in this ITT. You should:

- Follow the format described and answer all the specific questions.
- Prefill the NEC3 contract template with company and price list information and your offer.
- Prove that you have the type and amount of insurance cover required.

The tender process will be conducted in a manner that ensures fair evaluation against a series of weighted criteria.

Please read the instructions on tendering carefully, failure to comply with them may invalidate your application or reduce your compliance score. All sections should be answered with N/A or N/K being used in the case of something being not applicable or not known (respectively). Bids received after the deadline will be disqualified for consideration.

Any questions regarding the tender should be directed to:

bruce@wrt.org.uk

All questions received before the Deadline for Questions will be circulated by email to all interested tenderers by the date listed in the Time Frame table, without revealing the identity of the relevant bidder(s) that put forward a question.



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WRT policy of procurement

WRT's procurement policy adheres to the EU Treaty Principles and the National Rules. It also incorporates a number of principles that we believe demonstrate our commitment to fulfilling our charitable objectives and ensuring the fairness and integrity of our procurement practices:

- Demonstrating 'best value for money'.
- Environmental considerations.
- Minimising the risk to WRT in terms of liability.

NEC3 Contract

WRT will make use of an NEC3 Professional Services Short Contract (PSSC) to best facilitate the responsibilities and duties of us and the successful developer.

A template contract will be included with the package of documents. You will be able to complete the price list, your staff rates and consultants offer in the template. If appointed this will go on to build the final contract.

The yellow highlighted sections on the NEC3 will give you guidance as to how to complete the form.

About Westcountry Rivers Trust (WRT)

WRT is an environmental charity (Charity No. 1135007, Company No. 06545646) established in 1995 to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water impoundments in the Westcountry and to advance the education of the public in the management of water.

About Water For Growth (W4G)

Water for Growth is a five-year project funded by the European Regional Development Fund, HM Government and lead by WRT in partnership with the Environment Agency, Natural England and South West Water. It is delivering improvements to the passage of migratory salmonid fish (salmon and sea trout) by the removal or alteration of manmade weirs, in river and bankside habitat improvements for juvenile salmon and sea trout aelvins, par and smolts (the life stages of salmonids). The project is focused on improving Cornwall's natural capital (rivers and their associated flora and fauna) and supporting this

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by encouraging and facilitating a responsible and sustainable exploitation of this natural capital in the form of game angling.

About Fish Pass

Shortly before the millennium the trust set up what was then called Angling 2000, a novel scheme to allow anglers immediate access to rivers with a book of £3 tokens. An appropriate number of tokens for each beat (section of river) can be posted into a letterbox (beatbox) near the start of the beat to redeem fishing. The scheme evolved into the Westcountry Angling Passport (WAP) and has served Devon and Cornwall well for nearly 20 years. This paper-based, pay-as-you-go, system is an administrative drain on our resources so a cleaner, more efficient process was needed.

We launched Fish Pass app to the public in June 2018 and it has been running successfully since. It functions as a digital facsimile of the traditional paper system while reducing the paper usage and manual counting needed to run the scheme.

The successful tenderer will be tasked to improve and strengthen the processes within Fish Pass. This will simultaneously improve efficiency and reduce the friction cost of administering payment within the existing paper-based system.

The COVID-19 pandemic has proven the importance of engagement with the environment in a safe and distanced manner. Angling is just one of a number of pursuits that have seen an upsurge of interest and the Fish Pass app has allowed the dissemination of relevant information and payment for services in a totally contactless way.

2020 saw us temporarily close the paper-based system due to its unnecessary increase in social contact and manual handling. As such the app has continued to see increasing growth and needs to satisfy this increase with further development.



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What the Fish Pass improvements need to achieve

Fish Pass successfully takes payment in exchange for pre-paid digital tokens that are held on account, akin to pay-as-you-go credit. Anglers may then redeem their days fishing by scanning a Quick Response (QR) code at the river side, producing a "Boarding Pass" (permission to fish) and simultaneously reducing their token balance, this can be achieved without network connection as many of our rivers are within deep valleys with little connectivity.

The scoped improvements will increase the range of fishing venues that could benefit from a contactless system. Increase the reference data to ease auditing and fault finding. Add function to serve our external partners within the Cornwall area to allow them to diversify their product. Continue to improve the User Experience and searchability of data to increase ease of use and user uptake.

The app will therefore:

- Further reduce the workload of WRT staff and volunteers in collection and counting of tokens;
- Appeal to and attract the next generation of anglers;
- Lower the barrier to entry for those new to the eccentricities of river game fishing;
- Diversify our offerings to anglers and local clubs and enterprises;

About you

You will be experienced in the development of mobile applications using the Xamarin framework, php, html5 etc. You will use industry standard best practices and have a longterm awareness of upcoming changes to app store requirements and security changes.

You will be able to show industry certification and awards for your work with other clients and well established connections to the app industry at large.

You will be comfortable working from pre-existing code and augmenting existing work where possible.

The project is an abstract concept, achieving goals that are reliant on principles of angling. As such we have found that working with a team that includes some reasonable, pre-existing knowledge of game angling in the UK is a significant advantage. You will be able to show a level of general angling knowledge and or experience with similar platforms from connected industries.



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Time frame

ITT advertisement post		10/05/2021
Deadline for questions	No later than 17:00	17/05/2021
Circulation of questions to all applicants	11:00	20/05/2021
Application deadline	No later than 17:00	25/05/2021
Notification of shortlist		01/06/2021
Interviews (Telephone or face-to-face, please make sure you have availability within this time)	07/06/2021 to	11/06/2021
Appointment		14/06/2021

Commented [BV1]: Subtract 7 days

Development timescale

Key Milestones will be determined by mutual agreement after appointment.



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Selection and Shortlist

All tenders will be received and evaluated for selection based on the weighted criteria listed below.

Explanation of weighted scoring for shortlist and award

The following matrix will be used to calculate a score for each bid. A score of 0 to 5 will be given for each section based on the following criteria:

Criteria	Score
Very High Standard with no reservations about acceptability	5
High standard but with few reservations	4
Good Standard	3
Generally of a good standard with some reservations	2
Basic compliance only	1
Unacceptable - Nil or inadequate response	0

Description	Score (0-5)	Weighting multiplier	Total
Evidence of competence, qualification, experience and industry awards and connection		6 (30%)	
Anticipation of issues regarding existing codebase		4 (20%)	
All costs appropriately covered and are competitive		7 (35%)	
Compliant application		3 (15%)	
			%



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Interview Matrix:

Shortlisted bids will be evaluated further during interview with the following Matrix. All scores will be added together to inform the appointment.

Description	Score (0-5)	Weighting multiplier	Total
Angling knowledge and experience		8 (40%)	
Project management		6 (30%)	
Work plan		6 (30%)	
			%



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Intellectual Property

All intellectual property rights in this ITT and all material provided by WRT to applicants relating to this ITT are and shall remain the property of WRT.

Pricing Schedule

All pricing should be in pound sterling (£GBP).

If applicable, please convert your currency into UK sterling using the rate published by the European Central Bank on the date you submit your tender.

VAT:

Costs should be quoted **exclusive of output VAT**. Please confirm this in your pricing schedule and indicate if the project will attract output VAT and at what rate.

If your proposal includes costs for sub-contractors these costs must be separately identified.

Evidence of Insurance

Documentary evidence to show that you have appropriate amounts of insurance cover will be necessary for consideration in this bid.

This should be a copy of the relevant policy together with proof of payment of the current years' premium.

- Employers Liability Cover – minimum cover £5 million
- Professional Indemnity Insurance – minimum cover £2 million for claims arising from a single event or series of related events in a single calendar year.



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Documents

Full scope for the project and all necessary forms to submit a compliant bid, will be provided on request by email to bruce@wrt.org.uk with the subject "Fish Pass 4 Tender Documents"

Submission of Documents: Please send all documents as a series of individual PDFs, retaining the original file names (adding company name to the end; (ie. **1.ITTCompanyName.pdf**)

to:

bruce@wrt.org.