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|  | Direct No: 02380 055070  E-mail: steve.douch@os.uk  Date: 2nd March 2018  RFQ Ref: BS0693.2018 |

Dear Sir/Madam

REQUEST FOR QUOTATION (RFQ) – Geospatial animation specialist

Ordnance Survey Ltd is a company registered in England and Wales (company registration number 09121572) whose registered address is at Explorer House, Adanac Drive, SOUTHAMPTON, SO16 0AS, UK (**OS**). OS is a limited company in which the entire share capital is owned by the Department for Business, Energy & Industrial Strategy (**BEIS**).

OS is the national mapping agency of Britain and is responsible for the surveying, production, maintenance, and marketing of a wide range of geographic information, relied on by government, business, and individuals. Further information can be found on our website: <http://www.os.uk>

This RFQ sets out OS’s requirements for the provision for; **Geospatial Animation Specialist**

Background:

Ordnance Survey is seeking to contract a high class geospatial animation company in order to increase our capacity to engage with OS customers, partners, and stakeholders . We want to contract an expert team to create concepts, then manipulate the wide variety of GI data formats and files in order to deliver first class geospatial visualisation work.

Ordnance Survey has undergone a major strategic review to define astute and radical approaches to the opportunities and challenges in an ever-changing Geospatial world. It is a world in which technological change and opportunity will revolutionise how we live and work in Great Britain. At the same time our heritage (we’re 226 years old) is unique. We’re old but we maintain our reputation and relevance by continually learning. That’s why we sustain the national geographical data base to levels of accuracy unheard of in most every other country and why our data continues to underpin so much of our lives.

To support this, OS are requesting services, as specified in Appendix A (Statement of Requirements). If you require any additional information in order to provide the required submission, please submit any questions to the procurement contact above, via the following email address: [procurementgroup@os.uk](mailto:procurementgroup@os.uk) (marked for the attention of the procurement contact), no later than **12noon** on **9th March 2018** for final receipt of clarification questions. OS reserves the right to issue the response to any clarification request made by you to all participants.

All submissions must be returned no later than **12noon** on **16th March 2018** to [procurementgroup@os.uk](mailto:procurementgroup@os.uk). Please note that OS may reject any submission not received by this date.

OS reserves the right to cease this procurement process at any time without any liability (whether in contract, tort or negligence) to the participant. All OS’s technical and commercial information contained within this RFQ must be considered confidential and must not be disclosed to a third party.

OS has no liability for any costs incurred by the participant in preparing or evaluating this quotation. The request and submittal of the quote does not constitute a purchase agreement between OS and the participant. OS reserves the right to amend, add or delete its requirements from this RFQ. This RFQ does not constitute an order or contract offer and there is no obligation for OS to accept your submitted proposal.

All documents and information contained in this RFQ shall remain the property of OS. Participants shall not disclose either: a) the fact that they have been invited to participate in this RFQ or release details of the proposed contract; or b) details of their quotation in whole or in part, other than on an ‘in confidence’ basis to those who have a legitimate need to know or with whom they need to consult for the purposes of preparing the quotation.

**Amendments to RFQ**

At any time prior to the date for submission of RFQ responses, OS may amend the procurement process or the RFQ. Any such amendment shall be issued to all participants at the same time, and if appropriate to ensure participants have reasonable time in which to take sucssh amendment into account, the date for submission of RFQ’s shall, at the discretion of OS, be extended

***Freedom of Information Act 2000* (‘FOIA’) and *Environmental Information Regulations 2004* (‘EIR’)**

OS is committed to meeting their legal responsibilities under FOIA and EIR. Accordingly, all information submitted to OS (including without limitation, the information contained in the RFQ and the proposals received from Participants in response) may need to be disclosed by OS in response to a request for information.

OS may also decide to include certain information in the relevant publication scheme maintained under FOIA or EIR. In making a submission, each participant therefore acknowledges and accepts that the information contained therein may be disclosed under the FOIA or EIR.

In respect of any information submitted by a participant that it considers being commercially sensitive the participant should: 1) clearly define such information as commercially sensitive; 2) explain the potential implications of disclosure of such information; and 3) provide an estimate of the period of time during which the Participant believes that such information will remain commercially sensitive.

However, participants should be aware that even where a participant has indicated that information is confidential or commercially sensitive, OS is responsible for determining, at its absolute discretion, whether such information is exempt from disclosure under FOIA or EIR, or must be disclosed in response to a request for information. Blanket labelling of all the content of submissions as ‘confidential’ is not acceptable.

Participants should also note that the receipt by OS of any material marked ‘confidential’ or equivalent does not mean that that OS accepts any duty of confidence by virtue of that marking, and OS has the final decision regarding the disclosure of any such information in response to a request for information under the FOIA or EIR.

**Conflict of Interest**

Participants are responsible for ensuring that there are no conflicts of interest either between their own advisers and those of OS, or between the members of its consortium and their sub-contractors. Participants must notify OS of any actual or potential conflict of interest as soon as reasonably practicable as soon as it becomes aware of such a conflict and the measures it has taken and/or proposes to take to deal with such a conflict. OS reserves the right to disqualify the Participant where the measures taken or proposed do not address the conflict to OS’s satisfaction.

**Non-canvassing, non-collusion, compliance with Bribery Act 2010 and The Modern Slavery Act 2015**

OS takes a zero-tolerance approach to bribery. Participants must have demonstrated that they take a robust approach to bribery prevention through either written policies or oral communication and training of its staff and agents.

OS also takes a zero-tolerance approach to slavery and is committed to preventing acts of slavery and human trafficking (as set out in the *Modern Slavery Act 2015* (**MSAct**)) from occurring within both its business and supply chain. Ordnance Survey will expect any successful Contractor to be able to ensure it, and its supply chains, are compliant with the MSAct.

Participants must not canvass or solicit or offer any gift or consideration whatsoever as an inducement or reward to any officer or employee of, or person acting as an adviser to, OS in connection with the submission of a Tender, evaluation of responses, short-listing of Participants and in connection with the overall procurement exercise.

Participants must submit a bona fide response and confirm, by a signed return of the certificate at Appendix E, that it has not prepared its response in collusion with any third party and will not engage in collusive behaviour during the tender process.

Please do not hesitate to contact me if you have any questions concerning this project; thank you in advance for your support with this project.

Yours sincerely



Steve Douch

Category Manager

For and on behalf of **Ordnance Survey Limited**

APPENDIX A – STATEMENT OF REQUIREMENTS

**Background to contract:**

We appreciate the extra dimension that powerful visuals bring to our compelling story both in GB and abroad. OS uses the gamete of video techniques to explain our work already and on many platforms (social media, corporate, broadcast, conference). It’s quite a range from 10 second clips for twitter or VLOGs (one was a white board explainer on why the height of Ben Nevis had changed!); we support the on-line and broadcast community (news, lives and documentaries) by delivering our own high quality video B-roll/video news release (VNR); we make high end corporate and graphics based content too. This contract is the opportunity to collaborate as our geospatial visualisation provider to establish a distinct graphical style which can be seeded throughout our work.

**Business Requirements:**

* Video data visualisation geospatial specialist
* Capacity to manipulate the range of geospatial formatted files to deliver first class geospatial, 3D

animation work (see Appendix B.1.3).

* Able to work to detailed briefs and deliver work on time and on budget

**Scope Requirements:**

* Competitive budgeting
* Evidence of technical facilities with which to manipulate GI data formats
* Demonstrate expertise and knowledge with which to manipulate GI data formats

**Deliverables: -**

* To provide up to 5 projects (within the annual budget of mixed complexities and values)
* Deliver final content in all formats acceptable to OS: 4k, current high production broadcast standards here and to all international standards too, hi definition, You Tube 1080p.

Budget: £33k a year

**Term:** The term of the contract is 3 years.

**Timescale**

The following dates are for guidance only.

The dates below represent an outline of the planned progress for the procurement, although these dates are for guidance only and are intended to provide Participants with the timeframe which we presently foresee for this procurement. We may change this timetable at any time at our sole discretion.

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| **Event** | **Target date** |
| Contracts Finder Contract Notice, Issue ITT | 2nd March 2018 |
| Deadline for receipt of clarification questions | 12noon on 9th March 2018 |
| Date of submission of Tenders | 12noon on 16th March 2018 |
| Tender evaluation | w/c 19th March 2018 |
| Contract Award Decision Letter and Unsuccessful ITT Letters issued | End of March 2018 |
| Contract Award | End of March 2018 |
| Contract Award Notice Published | End of March 2018 |
| Commencement Date of Contract | April 2018 |

APPENDIX B - AWARD & SCORING CRITERIA

OS’s award criteria for this RFQ is based on making an evaluation of the most economically advantageous tenders (MEAT), based on an assessment of quality, timing, and price. OS will not be bound to accept the lower price quote. Post-negotiation may be entered into, if necessary to qualify or clarify tenders, or to discuss potential improvement or adjustments to the Participant’s offer. OS’s evaluation team will consist of competent and experienced personnel able to assess and score each aspect of the submissions. A moderation exercise by the team will ensure that scoring is applied on a fair, reasonable and consistent basis.

OS requirements are set out in Appendix A, and has allocated the following marks:

Quality: 165 marks in total are available

Price: Pass/Fail

# Quality & Timings

Submissions against the quality, and timings and will be marked in accordance with the Evaluation Matrix, and against the below questions. The ‘final evaluated’ values will be added together to give the overall score for the evaluation. The bids will be ranked according to the overall scores achieved.

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| **Quality** |  | **165** |
| 1 | **Creative and Idea Development:**   * Evidence an example of how you’ve taken a project from idea to actuality. ie the process by which you came up with ideas, storyboard them and then deliver the finished piece. This example will reflect data visualisation but not necessarily geospatial visualisation. * Evidence a preferred geospatial, visualisation, animation style. * Demonstrate how you’ve meshed video footage with gfx. * The above requirements may be satisfied with one example which satisfies all three criteria or offer an example for each of the criteria. | 60 |
| 2 | **Experience:**  Give an example of past work as a contractor (spanning one year or more)   * Not essential but if possible can the examples you submit come from both (i) Government, local authority or institution and (ii) a commercial entity. | 30 |
| 3 | **Personnel and resourcing:**  Demonstrate the project management process for this commission: work flow (keeping projects on time and on budget); how you propose to engage with the client; staffing assigned to support the contract - their responsibilities and accessibility. Not essential but have you been robust with a client to keep the contract on time and on budget? If you have, without divulging privileged information, explain how you went about it to deliver a successful outcome. | 30 |
| 4 | **Technical assets:**  Evidence capacity to ingest and manipulate multiple geospatial files and formats to deliver first class 3D animation. Our formats include: ESRI shape file, KML, GDB, ECW, GeoTIFF, DXF, GDAL, DEM, GML, TAB, CSV, SLD, Point Cloud. Evidence the scope of technical equipment. | 30 |
| 5 | Demonstrate what opportunities you have to integrate OS design staff during the contract period and provide an element of mentoring and training. | 15 |
| **PRICE** |  |  |
| 6 | BUDGETING:   * Please confirm that you can provide the service within the specified budget. Any bidder that does not confirm that they can provide the service for the budget will not be considered for this contract. * Please provide a rate card for all options being offered for this contract for which the utilisation of the contract can be monitored | Pass/Fail |

Submissions against the Statement of Requirements (in Appendix A) for quality & timings will be marked in accordance with the Evaluation Matrix, using the scoring criteria below.

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| **Judgement** | **Score** | **Performance** |
| Capable | 5 | Provides a full and comprehensive response to the requirement/s, supported by evidence (where applicable), to indicate the Participant can fully meet the requirement/s and does not raise any concerns about the Participants ability to meet all of the relevant requirement/s and/or to deliver the services to the required standard. |
|
| Potential | 3 | Provides a full response to the requirement/s, however the supporting evidence only partially   addresses the requirement; and/or Provides a response to the requirement/s, which raises concerns about the Participant’s ability to meet the requirement/s. |
| Concerns | 1 | Responds to the requirement/s, however, has only partially addressed the specific issues (if any) identified by OS; and/or Provides insufficient evidence (where applicable) to support its response; and/or Responds to all the requirement/s with insufficient detail raising significant concerns about the Participants ability to meet all the requirement/s; and/or Provides a response which raises significant concerns about the Participants ability to meet the requirement/s. |
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| Inadequate | 0 | Does not provide a response to the requirement/s; or Responds to the requirement/s, however fails to address the specific issues (if any) identified by OS; or Fails to provide any evidence (where applicable) to support its response. |
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# Price

The Price evaluation will be based on a pass / fail as described in evaluation point 6.

# Overall Score

The proposal with the highest score, when quality, timings and price are added together will be awarded the contract.

APPENDIX C – TERMS & CONDITIONS

Please note that any order placed, will be under OS’s terms and conditions. Although the exact form of the Contract, and minor terms in it, may vary depending on post bid clarification. It must be noted that this contract will not be substantially altered.



APPENDIX D – COMPANY INFORMATION

Please complete and return the attached Company Information form, this will not be scored as part of the evaluation process but will held on our records for information purposes. However, if the information contained in this form, highlights any areas of concern about the viability of your organisation, we reserve the right to eliminate any proposals put forward by you.



APPENDIX E Certificate of Non-canvassing and Non-collusion

In recognition of the principle that the essence of selective tendering is that OS shall receive bona fide competitive Tenders from all those tendering.

WE CERTIFY THAT:

1 the Tender submitted is a bona fide tender intended to be competitive;

2 that we have not nor any person employed by us or acting on our behalf has:

2.1 canvassed or solicited any member, officer or employee of OS in connection with the Tender submitted or the award of the contract; and

2.2 fixed or adjusted the amount of the Tender with any third party (or solicit any third party to fix or adjust their tender); and

2.3 communicated details of our Tender to any third party, other than OS or, where the Tender is submitted on behalf of a consortium, to other consortium members; and

2.4 prevented or dissuaded any third party from tendering; and

2.5 promised, offered, given, requested or accepted any advantage or inducement or consideration directly or indirectly to any third party in connection with the Tender.

3 we will not nor any person employed by us or acting on our behalf will at any time undertake any of the acts in paragraph 2 above.

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| **Signature** |  |
| **On Behalf of** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |
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