# **REQUEST FOR QUOTATION**

# **FOR**

**The supply and installation of Smart Card Readers on School buses in the Cambridgeshire Total Transport Pilot**

**CAMBRIDGESHIRE COUNTY COUNCIL**

**REF: TTSS**



Issue Date: 16 May 2016 Total Transport]

…………………………Cambridgeshire County Council

Return Date: 6 June 2016 ………………………….SH1310

………………………….Shire Hall

Cambridgeshire

CB3 0AP

Tel: 01223 507198

Email: total.transport@cambridgeshire.gov.uk



The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

**SECTION 1 - INTRODUCTION**

1. **GENERAL REQUIREMENTS**

Quotations are invited for to supply, install and commission and test smart card readers / ETMs (Electronic Ticket Machines) on school buses in the Council’s Total Transport Pilot.

The Council’s requirements are defined in Part 2.

The Council reserves the right to select more than one quotation if it receives more than three responses.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the person named below.

The Council reserves the right to carry out due diligence checks on the awarded provider.

1. **BACKGROUND**

Cambridgeshire’s Total Transport Pilot, is one of 37 projects that are funded nationally by the Department for Transport. The aim of the Pilot is to deliver efficiencies and cost savings from integrating council funded transport. The Pilot area is the northern half of East Cambridgeshire District, centred on Ely and including both Littleport and Soham.

The Council intends introducing Smart Cards for mainstream school transport (school buses) only in the pilot area to:

* Manage bus loading;
* Collect timely and accurate data;
* Manage capacity (i.e. removing vehicles that are not needed).

Dialogue with schools and operators suggests that smart cards could play a useful role in managing pupils’ behaviour (through “hot-listing”, travel bans and by preventing “bus-hopping”).

Pupils who are entitled to school transport are currently issued with a “flash card” travel pass.

The Council currently has contracts for the provision of smart cards and HOPS (Host Operated Processing System) and is therefore looking for a supplier to supply, install and test smart card readers / ETMs. The successful bidder will be expected to work with the Council’s current card and HOPS providers and vehicle operators.

Current planning suggests that readers (and associated software, equipment and peripherals) will be required for up to 30 vehicles, operated by up to 10 different providers. Annual passenger and journey numbers (based this year’s data) are estimated as:

* c.1,500 pupils;
* 580,000 one way trips (i.e. 290,000 return journeys).

The readers / ETMs will need to be installed, tested and operational in time for the start of the Autumn 2016 school term on Thursday 1 September.

This scheme must fit into the existing ITSO scheme that Cambridgeshire County Council already uses and all Suppliers need to be ITSO Registered Supplier/Members with Certified equipment.

The card readers / ETMs must be ITSO Certified and the Supplier must guarantee that their ETMs are at the latest version of the ITSO Specification for the next 7 years

1. **PROCUREMENT TIMETABLE**

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| --- | --- |
| 1. **Request for Quotation Issued**
 | 16 May 2016 |
| 1. **Deadline for Clarification Questions**
 | 23 May 2016 |
| 1. **Deadline for Quotation Responses**
 | 6 June 2016 |
| 1. **Quotation Evaluation**
 | 7 June 2016 |
| 1. **Contract Awarded**
 | 10 June 2016 |
| 1. **Deadline for Delivery**
 | 1 September 2016 |

1. **CLARIFICATION QUESTIONS**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Martin Magnago Total Transport Project Officer (Tel) 01223 507198 (Mob) 07563 028885 Email martin.magnago@cambridgeshire.gov.uk total.transport@cambridgeshire.gov.uk

Please note that the deadline for questions is 2016, 24:00

1. **QUOTATION RESPONSES**

Should you wish to take part in the selection process please complete this RFQ and email to:

Martin Magnago Total Transport Project Officer (Tel) 01223 507198

Email total.transport@cambridgeshire.gov.uk

by 24:00 on 2016.

1. **EVALUATION OF QUOTATIONS**
2. Any bids not compliant or completed fully will be discarded.
3. Cambridgeshire County Council will assess the Bidder’s responses to the requirements in Part 2. Bidders must meet ALL Essential Requirements or be able to offer an alternative which is acceptable to us in order for their Quotation to be evaluated. Bidders who answer 'No' and do not offer an acceptable alternative will fail the RFQ process.
4. **Quality** - An evaluation of Quality will be conducted worth 50% of overall score. Based on the information provided by bidders in their answers to the quality questions, each compliant submission will be evaluated based on the following criteria:

|  |  |
| --- | --- |
| **Functional requirement** | **Max score %** |
| Install smart card readers, software equipment and peripherals. | 20 |
| Ensure integration with smart cards and HOPS. | 10 |
| Test installation. | 10 |
| Operator Training | 5 |
| Technical support | 5 |
| **TOTAL QUALITY SCORE** |  **50%** |

**Quality Questions for Bidders**

Bidders are asked to describe how and to what extent their product or service meets the Council’s requirements; including in their answer relevant technical information, method statements and references.

|  |  |
| --- | --- |
| **Functional requirements** | **Question** |
| Installation and testing | Describe your approach (including a suggested timetable) for installing and testing the smart card reader system  |
| Integration with smart card and HOPS provision. | Describe how you will work with the Council’s existing card and HOPS providers and vehicle operators to ensure successful system installation and operation. |
| Training | What training will you provide for operators / drivers? |
| Technical support | Describe your approach to after sales technical support. |

These questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | Exceeds the specification. |
| 3 | Meets the specification |
| 2 | Does not fully meet the specification but is acceptable |
| 1 | Meets some of the specification requirements, but overall is not acceptable. |
| 0 | Does not meet the specification and is not acceptable |

**d. Price -** An evaluation of Price will be conducted worth 50% of overall score The score for the price will be calculated as follows:

Lowest compliant bid price / your bid price = your pricing score.

**e. Total Score**

The overall evaluation score will be 50% Quality: 50% Price.

**Evaluation Method, combination of Quality and Price**

**Quality 50% / Price 50% = 100%**

1. **Quality**

Quality Score % is the total of scores for all of the scoring output specification requirements:

$$ $$

**This is the Bidder’s**

**Quality Score**

.:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Bidder**  | **Max Quality Score Available** | **Score %** |
| Bid 1 | 85% | 50% | 42.5% |
| Bid 2 | 70% | 50% | 35% |
| Bid 3 | 25% | 50% | 12.5% |

1. **Price**

Price = 50% of total score Price score % will be calculated as follows:

**(Lowest compliant bid price ÷ Potential Provider's price)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Bid Price (£)** | **Price (£)** | **Score %**  |
| Bid 1 | £45,000 | £45,000 | 50% |
| Bid 2 | £45,000 | £50,000 | 45% |
| Bid 3 | £45,000 | £55,000 | 40.0% |

Total

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 42.5 | 50 | 92.5 |
| Bid 2 | 35 | 45 | 80 |
| Bid 3 | 25 | 40 | 65 |

**SECTION 2 – SPECIFICATION**

2.1. The Council’s specifications are:

* Supply install and test smart card readers / ETMs on (up to) 30 vehicles;
* Work with the Council’s existing card and HOPS providers and school bus operators to test the readers / ETMs and integration with existing systems;
* Train operators / drivers to use the readers / ETMs.

2.1. Smart cards will be issued for the start of the 2016/17 school year in September 2016, to all pupils who are entitled to Council funded transport to Ely College, Soham Village College and Witchford Village College. The cards will be supplied and managed through existing Council contracts.

2.2. The Council wishes to contract for the supply, installation and testing of readers / ETMs on all of the secondary school buses that will operate in the Pilot area. Current thinking is that the readers / ETMs and associated kit will remain the property of the Council. Bus operators will also need to be supplied with infrastructure, peripherals and software to connect to the council HOPS (Host Operated Processing System) in order to transfer data and manage the cards (and readers / ETMs).

2.3. Initially the Council plans only to use basic card and reader / ETM functions. Cards and readers / ETMs will need to manage:

* Entitlement to travel &
* Bus loading

i.e. the reader / ETM should alert the driver if the pupil is not entitled to travel or is on the wrong bus (this will be supported by enforcing existing no pass, no travel rules). We do not currently propose putting additional products on the cards.

2.4. The system must be capable of transferring data to the Council / HOPS (we do not require a live link, we expect data transfer to be carried out at the end of the day using operators’ existing internet connection).

**Scope**

2.5. Current planning suggests that readers (and associated software, equipment and peripherals) will be required for up to 30 vehicles, operated by up to 10 different providers. Annual passenger and journey numbers (based this year’s data) are estimated as:

* c.1,500 pupils;
* 580,000 one way trips (i.e. 290,000 return journeys).

# **SECTION 3 - SUPPORTING INFORMATION**

*Note to Potential Providers– You may adjust the size of the following text boxes to suit your response.*

##### SECTION A Organisation and Contact Details

A-1 Name of your

organisation

A-2 Registered office

(if applicable)

A-3 Trading address

(if different from registered

office)

A-4 Organisation

Registration Number

(if applicable)

A-5 Is your organisation a:

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|  |
|  |

Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please

specify

A-6 What, if any, local

connections do you have with the

County

A-7 If the Company is a

member of a group of companies,

please give the name and

address of the ultimate holding

company

A-8 Name of person to whom

any queries relating to this quote

should be addressed

A-9 Telephone

A-10 Email

A-11 Address

(if different to the Address above)

# **SECTION 4 – PRICING SHEET**

**Pricing and Costs**

Please insert your costs in the table below. The costs should be broken down into components (i.e. “installation”, “testing” and “training” etc.) with a full description of each component and its associated time and costs.

Bidders are asked to price for initial installation of readers on 20 vehicles and incrementally up to 30 indicating any volume discounts that are available; it is this element of costs that will be scored in the bid evaluation.

Bidders are also asked to indicate a possible annual cost for “after sales” technical support

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Component description | Delivery by | Costs (£) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total Cost (£):** |  |  |

**SECTION 5 – FREEDOM OF INFORMATION**

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable

**SECTION 6 – SIGNATURE AND DATE**

**Request for Quotation to supply install and test smart card readers on school buses in the Cambridgeshire Total Transport Pilot.**

I the undersigned hereby declare by marking an X in the box:

1. that the information provided is complete and accurate;
2. that the price in Part 4 is our best offer;
	1. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Council in writing.

Name ...............................................................

Position Held ...........................................................

Dated ...............................................................

**APPENDIX 1: CONDITIONS OF CONTRACT**

Ts & Cs are attached – ‘2314843 - Smart Card reader contract’