

Driver and Vehicle Standards Agency

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SPECIFICATION/STATEMENT OF REQUIREMENTS

Speed Measuring Devices - Speedoscopes

Rider and Vocational Policy

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1. Introduction

Under the DfT terms and conditions for **Services and Goods** the Driver and Vehicle Standards Agency (DVSA), an executive agency of the Department for Transport (DfT), hereby invites a proposal from L.E.T. Automotive (LET) for the provision of repair, refurbishment and maintenance of speed measuring devices and supply of new devices.

The purpose of this document is to provide LET with full details of the Contracting Authority's key goals and deliverables of this procurement and subsequent contract:

2. Procurement Process

This procurement is being completed as a negotiated procedure without prior publication, compliant with the Public Contracts Regulations 2015, Regulation 32. As part of this process, the Authority require you to submit your proposal for this contract electronically via the e-Sourcing portal.

As part of your proposal you are required to complete Attachment 6 Selection Questionnaire and submit via the e-Sourcing portal, along with the other documentation that will form your proposal. The purpose of this questionnaire is to ensure that the Authority have correct and up to date information on your organisation where they can assure that you are suitably qualified to fulfil this contract.

You will then be required to submit a technical response under the Technical Envelope. The purpose of this questionnaire is to ensure that you are able to meet the Authority's requirements as detailed within this specification. Please see the Award Questionnaire document for further details on the Technical Evaluation. You will then be required to upload a completed price schedule under the Commercial Envelope.

Once the Authority have reviewed your proposal, the Authority will clarify any elements of your proposal where there are reservations. If the Authority are content that your proposal meets the requirements we have published, the procurement will progress to contract award.

Should you have any question about the procurement process or the requirement itself, please submit your question via the e-Sourcing portal.

3. Background to the Agency and Requirements

DVSA helps millions of people use Great Britain's roads safely every day. Across the agency, our work helps reduce accidents, saves lives, and keeps both traffic and the economy moving. That said, despite us having some of the safest roads in the world, far too many people are killed or seriously injured on our roads each year.

DVSA's purpose is to help the public stay safe on Britain's roads. Our vision is for safer drivers, safer vehicles and safer journeys for all. In March 2017, we published our

strategy providing the direction of travel and clear operating framework for the next 5 years.

<https://www.gov.uk/government/publications/dvsa-strategy-2017-to-2022>

The key goals and deliverables of this procurement and subsequent contract will be:

- The supply of new speed measuring devices that meet the current DVSA requirements on an ad hoc basis.
- The repair, refurbishment and maintenance services of existing DVSA speed measuring devices.
- The collection and delivery of existing devices and delivery of new devices to all MMA sites across the UK, deliveries will need to be at times specified by the DVSA.
- To ensure any enhancements in technology are readily available for DVSA to access if required, subject to the DVSA agreement and testing
- Vendor must dispose of redundant devices appropriately if we request a replacement

4. Draft Timetable

Description	Date
RFP issued	Thursday 4 th February 2021
Clarification period	Thursday 4 th – Wednesday 10 th February 2021
Deadline for receipt of Proposal	14:00 Friday 19 th February 2021
Evaluation and clarification period	Monday 22 nd February – Monday 8 th March 2021
Intent to Award Notification	Friday 12 th March 2021
10 Day Voluntary Standstill Period	Wednesday 17 th – Friday 26 th March 2021
Contract Award Date	Monday 29 th March 2021
Mobilisation period	N/A
Service commencement date	1 st April 2021
Contract end date (initial term)	31 st March 2024

5. Scope

To provide Driving Vehicles Standards Agency (DVSA) with an appropriate and robust solution to repair, refurbish, maintain, and calibrate all existing speed measuring devices (Speedoscope and Bluetooth units).

To supply of up to 10 new Speedoscope devices throughout the contract to the agreed specification on an ad hoc basis.

Pricing is required for 5 and 10 devices.

The scope of service is separated into 4 key areas:

Repair.

Repair and calibrate all faulty Speedoscope devices, located at various test facilities throughout Great Britain as notified by DVSA.

If a Bluetooth device cannot be replaced a new unit should be provided as a replacement and the DVSA invoiced accordingly.

Refurbishment

Upgrade of existing devices, comprising the replacement of “re-charging components and internal batteries” at a mutually convenient dates as nominated and agreed with the DVSA.

Calibration

Devices must be re-calibrated when they are serviced or repaired.

Supply of new Speedoscope devices

Supply of up to 10 new Speedoscope devices throughout the contract term to the agreed specification on an ad hoc basis

Supply of replacement Speedoscope Cases

Supply of replacement Speedoscope cases where an existing case is damaged.

(See section 6 below for full specification of services to be provided for this contract).

6. Implementation and Deliverables

The anticipated contract start date for Speed Measuring Devices – Speedoscopes is 1st April 2021 for an initial term of three years (ending on 31st March 2024). The authority may extend the Contract for a further two years on a 1 + 1 basis, with an end date of 31st March 2026 subject to approval from DVSA and agreement by both parties.

This contract is a call off contract with a capped value of £229,700 (excluding VAT), this does not constitute commitment on the part of the Authority.

7. Specifying Services

Existing Equipment specification

The existing speed measuring equipment comprises two devices that are supplied in a single box as shown in the diagram below. A brief description of the two devices are:

LET Speedoscope Unit.

A portable device in two parts which are placed on the ground approximately

one metre apart and the motorcycle passes between the two units and records the speed.

LET Bluetooth Unit.

The Bluetooth device is used by test examiners to replicate the speed shown on the Speedoscope device and has a battery life of 25 hours.

REDACTED TEXT

The refurbished devices shall comply with the original existing device specification as shown in **ANNEX A – Existing Device Specification**.

Repair

The DVSA will notify the supplier immediately on any devices that are deemed “faulty” and are not fit for purpose.

The supplier will collect the faulty device from the MPTC and provide a replacement to the same MPTCs within 24 hours (mainland UK collection) of notification that the device has failed by the DVSA. For collection of a device outside of mainland UK, timescales will be discussed at point of notification that a device has failed.

All replaced equipment will be calibrated before issue to the MPTC and a Certificate provided at the same time to the MPTC.

Refurbishment

The refurbishment of the Speedoscope Devices shall comprise:

- Removal of existing **battery** and replacement with a new battery including the battery pack which has at least the same usage life as the existing battery,
- Modifying the existing **recharge ports** and components to provide a more robust (less fragile) charging port, preferably with a USB type fitting or similar approved with connection to a 3 pin UK plug.
- Supply of new **cables** with end recharge terminals that are compatible with the new recharge ports in the devices.
- **Calibration** of the devices and issue of Calibration Certificates.
- New **serial number** labels added to all refurbished devices.
- Frontline Logistics need to be informed of the old and new Serial Number when replacement device is sent to a MPTC so we can update the Asset Register

- Refurbishment of the Bluetooth Devices shall comprise:

- Removal of existing **battery** and replacement with a new battery including the battery pack which has at least the same usage life as the existing battery,
- Modifying the existing **recharge ports** and components to provide a more robust (less fragile) charging port, preferably with a USB type fitting or similar approved with connection to a 3 pin UK plug
- Supply of new **cables** with end recharge terminals that are compatible with the new recharge ports in the devices.
- **Calibration** of the devices, if required and issue of Calibration Certificates.
- New **serial number** labels added to all refurbished devices.
- Frontline Logistics need to be informed of the old and new Serial Number when replacement device is sent to a MPTC so we can update the Asset Register

Calibration

The supplier shall calibrate the equipment at the frequencies shown below and provide a Calibration Certificate to the DVSA:

- Immediately after refurbishment and prior to re-use,
- After a device has been repaired, serviced or has been deemed faulty by DVSA examiners.
- DVSA examiners will undertake daily self-calibration of the machines and the devices shall be designed to be self-calibrating when they are switched on. At each switch-on of the equipment, a self-test and calibration will be performed, and the device will indicate that it has been calibrated and is “fit for use”.
- All calibrations must be traceable to national or international standards.

Transport Logistics (Collection and Delivery)

The supplier shall be responsible for the collection and delivery of the Speedoscope devices to the MPTCs as notified by the DVSA.

When collecting a broken device, it must be replaced on the same day with a fully working device.

Payment for the above is covered in section 9 below and in the Price Schedule, including transport.

The supplier can either repair and / or calibrate the devices at the MPTCs or if this not possible, will arrange collection and delivery from the relevant MPTCs.

The DVSA MPTCs are located throughout the UK. Refer to **ANNEX B – DVSA MPTCs**.

Collection and delivery shall be between the hours of 8:00 to 15:00 each working day at a pre-arranged time to ensure DVSA staff are available to receive delivery. To ensure smooth and successful delivery, the Supplier should provide the Authority with a delivery notification. The Authority can then ensure that an employee is on site for delivery/collection or rearrange to a suitable time.

The Supplier will ensure that the transport logistics used ensures minimal downtime of the devices. Delay in the repair and replacement of any devices after notification by the DVSA will mean that the DVSA will encounter loss of income, reputational consequences and additional costs. The supplier shall ensure all faulty devices are repaired / replaced within the target times as shown in **Annex D - Performance Schedule**.

Storage of Spare Devices

The supplier is required to store spare parts and spare devices at a facility in the UK as agreed with DVSA. This can be a sub-contractor's facility if this supplier is nominated by the supplier and subsequently approved / accepted by DVSA.

Supply of Replacement Speedoscope Cases

Where an existing Speedoscope case becomes damaged the Authority may require a new replacement case to ensure the device is protected in storage. Pricing for a new case should be included within Part D of the Price Schedule. Cost of delivery of the case should be included within Part E of the Price Schedule.

There may be a requirement for a damaged Speedoscope case to be repaired. This will be dependent on the damage to the case and whether it is commercially viable to repair or whether greater value for money may be to supply a replacement case. The Authority will request pricing for the repair of a damaged case throughout the lifetime of the contract. From there they will make a decision whether to repair the case or replace the case.

8. Quality Assurance Requirements

Supplier must be ISO 9001

9. Service Conditions and Environmental Factors

No predefined conditions apply

10. Management and Contract Administration

Payment

Payment will be made to the Supplier based on the rates in the Pricing Schedule, summarised as follows:

- Supply of new devices
- Repair
- Refurbishment.
- Calibration.
- Transport

The contract price will be in £(GBP) and will be set up as call off contract with a capped value of £229,700 (excluding VAT).

The Supplier shall invoice the DVSA at monthly intervals following issue of a purchase order (PO). Reference made in the invoice to the PO Number.

11. Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

12. Security

The supplier must comply with the Authority's Security Policy and clause E6 of the contract

13. Data Protection

The supplier will be required to comply with all applicable requirements of the Data Protection Legislation (including the General Data Protection Regulation ((EU) 2016/679) ("GDPR"), the Law Enforcement Directive (Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy).

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the DfT's behalf. The DfT will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the DfT's documented instructions, as set out in Annex 2 (Schedule of Processing, Personal Data & Data Subjects) of this Specification.

14. Training / Skills / Knowledge Transfer

Any significant changes in equipment design and operation will require key DVSA staff to be trained at a nominated DVSA site in order to facilitate ongoing down training of other DVSA staff.

The supplier shall ensure that any key knowledge and experience around the efficient delivery of the services in the contract is transferred within the supplier organisation, so in the event of key personal changes there is no disruption of services from loss of knowledge.

15. Documentation

All documentation should be provided in the relevant Microsoft Office format i.e. Word, Excel, PowerPoint.

Specific reports required listed below;

Management Reports

The Supplier shall submit Quarterly Management Information Reports to the DVSA's Office by email to Requests@dvsa.gov.uk. comprising the following information within 7 days of the end of each quarter:

Performance Schedule. Completion of attached Performance Schedule, with corrective action where KPI's are either "red or amber".

Asset Register. This is retained and owned by DVSA. The supplier will provide all necessary information to ensure that DVSA can update this register regularly. This will include the locations of all devices and their status in terms of repairs, calibration and replacements and serial numbers.

Refurbishment Status. An updated programme of devices that have been replaced with the "refurbished" devices.

Cost Schedule. A summary cost report showing invoices and payments made against the devices as defined by their Serial and Asset Numbers. The cost schedule should be broken down to the relative services listed below:

- Repair

- Refurbishment.
- Supply of new Speedoscope devices
- Transport

Issues Log. This is a list of issues that have arisen during the quarter, with the suggestion for addressing them. The Log will include items such as “repetitive repair faults” with a solution for corrective action.

16. Arrangement for End of Contract

The Supplier shall, within three (3) months after the Services Commencement Date, deliver to the Customer an Exit Plan which:

- sets out the Supplier's proposed methodology for achieving an orderly transition of the Services from the Supplier to the Customer and/or its Replacement Supplier on the expiry or termination of this Call Off Contract;
- is otherwise reasonably satisfactory to the Customer.

17. Points of Contact

Procurement Contact	Name	REDACTED TEXT
	Tel	REDACTED TEXT
	e-mail	REDACTED TEXT
Project Lead Rider & vocational policy	Name	REDACTED TEXT
	Tel	REDACTED TEXT
	e-mail	REDACTED TEXT

All queries/ questions should be sent via the Jaggaer e-sourcing portal

ANNEX A – Existing Device Specification.

- 1.1. Speedoscope specifications - the equipment MUST continue to measure with a maximum error of 0.1kph over the speed range 0-130kph.
- 1.2. The minimum speed of 50kph is an essential requirement so that any measurement error must be added to the speed to guarantee the 50kph target has been reached.
- 1.3. The equipment must be capable of operating in all levels of ambient light including bright sunlight and rain. Suitable environmental protection must also be included.
- 1.4. The equipment must still meet the requirements of EN 60068 for environmental performance or equivalent and comply with Sections 7.1 – 7.3.2 of the Speed Meter Handbook 4th edition or equivalent. A copy is available at the following website address: (Type approval testing for Speed measuring equipment)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304540/4th_Ed_Speedmeter_Handbook_CIO_low_res.pdf

It must also:

- 1.5. Meet all the requirements of electromagnetic compatibility regulations for emissions and immunity. The performance requirements are defined in sections 7.4.1 – 7.5.2 and 8.6.1, 8.6.3, 8.6.5, 8.6.6. of the above-mentioned document or equivalent.
- 1.6. The simulated TETRA immunity test level must be compliant with Category ‘A’ (field strength 65 V/m) or equivalent.
- 1.7. The equipment must be compatible with any electrical and electronic systems within a 500m radius of the test site.
- 1.8. The equipment must be capable of operating in miles per hour (mph) and kilometres per hour (kph) but not at the same time.
- 1.9. The Bluetooth devices provided to enable quick readings of speed measurement must also conform to the above relevant type approvals.
- 1.10. The equipment is required to have an operating life of at least 4 years; with disposable batteries having a minimum life of 3 years. In addition, the equipment must be easily adapted to meet any future changes in regulations. (i.e. new speed ratings)
- 1.11. The supplier must quote the expected reliability of the equipment; for example, the mean time to failure (MTTF). A minimum figure of 10,000 operating hours before any failure should be the minimum.
- 1.12. The proposed solution must take into account that there may be vehicles moving in the background and within close vicinity of the test area and it must be capable of reliably distinguishing the target motorcycle from these background vehicles.
- 1.13. The proposed solution should conform to all health and safety regulations. The equipment should be robust, portable and completely weatherproof.
- 1.14. The proposed solution should be suitably packaged for storage, lightweight, easily manoeuvred and transported.

ANNEX B – DVSA MPTCs

Aberdeen South (Cove)
Atherton (Manchester)
Ayr
Bangor
Basildon
Birmingham (Garretts Green)
Blackburn with Darwen
Bredbury (Manchester)
Bristol (Kingswood)
Burgess Hill
Burton on Trent
Camborne
Cambridge (Hardwick)
Cardington
Carlisle
Darlington
Dundee
Edinburgh (Musselburgh)
Enfield (Innova Business Park)
Erith (London)
Exeter
Farnborough
Gateshead
Gillingham
Glasgow (Shieldhall)
Gloucester
Greenham
Hastings (Ore)
Herne Bay
Hull
Inverness (Longman Drive)
Ipswich
Kettering
Kings Lynn
Kirkcaldy
Kirkham LGV
Lee On The Solent
Leicester (Wigston)
Leighton Buzzard (Stanbridge Road)
Lerwick
Lincoln
Livingston
Macclesfield (RUFC)
Mitcham (London)
Newport (Gwent)
Norwich (Peachman Way)
Nottingham (Colwick)
Oxford (Kassam Stadium)
Peterborough
Plymouth
Poole
Rotherham
Scunthorpe
Shrewsbury
St Helens (Liverpool)
Stornoway

Swansea
Swindon
Taunton
Uxbridge (London)
Wakefield
Walton LGV
Weedon LGV
Wick
Wolverhampton
Wrexham LGV
Farnborough
Gateshead
Gillingham
Glasgow (Shieldhall)
Gloucester
Greenham
Hastings (Ore)
Herne Bay
Hull
Inverness (Longman Drive)
Ipswich
Kettering
Kings Lynn
Kirkcaldy
Kirkham LGV
Lee On The Solent
Leicester (Wigston)
Leighton Buzzard (Stanbridge Road)
Lerwick
Lincoln
Livingston
Macclesfield (RUFC)
Mitcham (London)
Newport (Gwent)
Norwich (Peachman Way)
Nottingham (Colwick)
Oxford (Kassam Stadium)
Peterborough
Plymouth
Poole
Rotherham
Scunthorpe
Shrewsbury
St Helens (Liverpool)
Stornoway
Swansea
Swindon
Taunton
Uxbridge (London)
Wakefield
Walton LGV
Weedon LGV
Wick
Wolverhampton
Wrexham LGV

ANNEX C – Speed Measuring Asset Register

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Annex D – Performance Schedule

The contract will be performance monitored on a quarterly basis and the following will be the key performance indicators:

No	Indicator	Description	Measure	Target / Month
Quality				
Q1	Repairs	Efficiency of replacement of faulty speed measuring devices (either Speedoscope or Bluetooth units)	Number of faulty devices NOT replaced and calibrated and returned to test centre within 24 hours of Notice (or other time in contract) above target per month	Max 0
Q2	Calibration	Efficiency of supply of calibration certificates for devices (either Speedoscope or Bluetooth units).	Number of Calibration Certificates NOT received by DVSA MPTC's within 7 days of repair (or other time in contract) above target per month	Max 2
Q4	Complaints	Resolution of written and verbal complaints received in Complaints Log.	Number of complaints not resolved within 7 days (or other time in contract) above target per month	Max 1
Time				
T1	Management Reports.	Submit Report as defined in the contract within 7 days of the end of the	Number of days per month over target	Max 2

month or other time specified in Contract.				
Cost				
C1	Invoicing	Submit accurate Invoice as defined in the contract within 7 days of the end of the month or other time specified in Contract.	Invoice queries per month by Customer.	Max 2

Example of KPI Dashboard

The actual figures and RAG status shown is “indicative” only.

Key Performance Indicators (KPI)													Date Reported : 16 February 2015		
PURPOSE . . . To manage the performance of suppliers and contractors													Quarter Reported : Mar-15		
Contract Title :		Speed Measuring Devices for Motor Cycle Tests													
Supplier :		TBA										Contract / Category Manager : Diane Hill / Steve Silverwood		INCENTIVE ON	
Contract No :		DSA00115										File No : 12/03/1008			
No	Indicator	Description	Measure	Target / Month	Base (Stock or Max No or Received)	Jan-15		Feb-15		Mar-15		Qtr Totals		Status	
						Actual	PI	Actual	PI	Actual	PI	Target	PI		
Quality															
Q1	Repairs	Efficiency of replacement of faulty speed measuring devices (either Speedoscope or Bluetooth units)	Number of faulty devices NOT replaced and calibrated and returned to test centre within 24 hours of Notice (or other time in contract) above target per month	0	NA	1	1	2	2	2	2	0	5	R	
Q2	Calibration	Efficiency of supply of calibration certificates for devices (either Speedoscope or Bluetooth units).	Number of Calibration Certificates NOT received by DVSA Nottingham within 7 days of repair (or other time in contract) above target per month	2	NA	1	2	2	2	3	3	6	7	A	
Q4	Complaints	Resolution of written and verbal complaints received in Complaints Log.	Number of complaints not resolved within 7 days (or other time in contract) above target per month	1	NA	1	1	1	1	1	1	3	3	G	
Time															
T1	Management Reports.	Submit Report as defined in the contract within 7 days of the end of the month or other time specified in Contract.	Number of days per month over target	2	NA	3	3	3	3	3	3	6	9	R	
Cost															
C1	Invoicing	Submit accurate Invoice as defined in the contract within 7 days of the end of the month or other time specified in Contract.	Invoice queries per month by Customer.	2	NA	1	1	1	1	3	3	6	5	G	