OPEN TENDER

RSSB INVITATION TO TENDER FOR THE PROVISION OF: RSSB2433 - T1071-04 - FuTRO - DEDOTS, DITTO, SafeCap+ Implementation

Deadline: Friday 13th January 2017

ITT Reference: RSSB2433 - T1071-04 - FuTRO - DEDOTS, DITTO, SafeCap+ Implementation

# TENDER DOCUMENTS

1.1 Tenders shall be submitted in accordance with the following instructions. It is important that all the information requested is provided in the format and order specified. If the Tenderer does not provide all of the information RSSB has requested within the tender pack, RSSB may reject the tender as non-compliant.

1.2 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender. Tenderers are solely responsible for any costs and expenses in connection with the preparation and submission of their Tender, and all other stages of the selection and evaluation process. Under no circumstances will RSSB, or its advisors, be liable for any costs or expenses Tenderers, their sub-contractors, suppliers or advisors incur in this process, including if this tendering process is terminated or amended by RSSB.

1.3 Tenderers are solely responsible for obtaining the information that they consider is necessary in order to prepare the content of their tender and to undertake any investigations they consider necessary in order to verify any information RSSB provides during the procurement process.

1.4 All pages of the tender submission must be sequentially numbered (including any forms to be completed and returned).

1.5 All specifications, plans, drawings, samples and patterns and anything else that RSSB issues in connection with this ITT, remains the property of RSSB and are to be used solely for the purpose of tendering.

1.6 At any time prior to the deadline for receipt of questions, RSSB may modify the tender documents by amendments in writing.

1.7 RSSB (at its sole discretion) may extend the deadline for receipt of Tenders.

RSSB reserves the right to modify or to discontinue the whole of, or any part of, this tendering process at any time and accepts no obligation whatsoever to award a contract.

# GENERAL, LEGAL & COMPLIANCE

2.1 RSSB will check each tender for completeness and compliance with the tender instructions. RSSB reserves the right to reject any tenders it considers substantially incomplete, or non-compliant (each tender will be assessed on its own merit, according to the level/importance of omitted or non-compliant content).

2.2The Tenderer will be excluded should any of the grounds for mandatory rejection or discretionary rejection be triggered. Mandatory requirements can be viewed at <http://www.rssb.co.uk/about-rssb/working-with-us/supplier-opportunities/mandatory-and-discretionary-requirements>

2.3 Tenderers are required to confirm in their tender response, they are able to meet all mandatory and discretionary requirements.

2.4 The Tenderer will be excluded should it be assessed that it has a high risk of:

* + Insolvency over the lifetime of the contract; e.g. the Tenderer may be excluded if its current assets to current liabilities ratio is less than 1;
  + Insufficient financial capacity to deliver the services effectively; or
  + Over-dependence on RSSB (e.g. the Tenderer may be excluded if its turnover is less than £ [no more than2x the contract value]

# 3.0 TENDER INSTRUCTIONS

3.1 “RSSB” means the contracting authority, seeking to invite suppliers to participate in the procurement process.

“You” or “Supplier” means the legal entity completing these questions, seeking to be invited to the next step of the procurement process Invitation to Tender (ITT)

3.2 Please ensure all questions are completed in full and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply you need to clearly state N/A.

3.3 If it is necessary for you to provide additional information this should be provided as an appendix and clearly referenced as part of your declaration.

3.4 **RSSB REPRESENTATIVE**

Your main point of contact is: [shareditt@rssb.co.uk](mailto:shareditt@rssb.co.uk)

**RSSB OVERVIEW**

If you wish to find out more about RSSB, please visit our website at [www.rssb.co.uk](http://www.rssb.co.uk)

**Timetable**

The timetable for this procurement follows. This is intended as a guide and whilst RSSB does not intend to depart from the timetable, it reserves the right to do so at any stage.

The expected milestones are set out below:

|  |  |  |
| --- | --- | --- |
| **Project Objective** | **Date** | **Time** |
| Invitation to Tender issued | 13 December 2016 |  |
| Supplier clarification questions deadline | 5 January 2017 | 5pm |
| **Deadline for Submitting Tenders** | **13 January 2017** | **5pm** |
| Tender Evaluation & Post Tender Clarification | W/C 16 January 2017 | |
| Estimated notification of award decision | W/C  23 January 2017 |  |
| Target contract commencement date | Beginning of February  2017 |  |

Note: RSSB reserves the right to amend these dates as business requirements demand and will communicate any changes to tenderers.

3.5 **QUESTIONS**

Should you have any questions relating to the project, please email these before the deadlines detailed in the project timeline above to ensure that these questions can be effectively addressed? To ensure equal and fair treatment to all potential suppliers, RSSB will circulate all questions and responses anonymously.

Questions should be emailed to: [shareditt@rssb.co.uk](mailto:shareditt@rssb.co.uk)

# 4.0 Evaluation Information

4.1 In the interests of an open, fair and transparent assessment, this document sets out how RSSB intends to evaluate tender responses. It outlines the evaluation criteria and respective weightings, as well as the evaluation methodology to be applied.

4.2 **Verification of Information Provided**

Whilst reserving the right to request information at any time throughout the procurement process. RSSB may enable the Supplier to self- certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified questions relating to Technical and Professional Ability RSSB may only obtain such evidence after the final tender evaluation decision and only from the winning Supplier only.

4.3 **Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:**

* Employer’s (Compulsory) Liability Insurance = £2M
* Public Liability Insurance = £1M
* Professional Indemnity Insurance = £1M

4.4 **Sub- contracting Arrangements**

Where the Supplier proposes to use one or more sub- contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed delivery model that includes members of the supply chain and percentage of work being delivered by each sub -contractor and the key deliverables that each sub- contractor will be responsible for.

RSSB recognises that sub- contracting arrangements may be subject to change and not finalised until a later date. However, Suppliers should be aware that where information provided to RSSB indicates that sub- contractors are to play a significant role in delivering the key requirements and any changes to those sub- contracting arrangements significantly affect the ability of the supplier to deliver key requirements the Supplier should notify RSSB immediately of any changes in the proposed supplier sub-contractor arrangements. RSSB reserves the right to deselect the Supplier prior to any award of contract based on an assessment of the updated information.

4.5 **Consortia Arrangement**

If the Supplier completing this tender submission is doing so as part of a proposed consortium the following information must be provided:

* Names of all consortium members;
* The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* If the consortium is proposing to form a legal entity, full details of the proposal should be submitted as an Appendix with this Tender.
* RSSB may require the consortium to assume a specific legal form if awarded the contract. If it is deemed that a legal incorporation is necessary for the satisfactory performance of the contract.
* All members of the consortium will be required to provide the information required in all sections of the Tender as part of a single composite response to RSSB i.e. each member of the consortium is required to contribute to completing the response document.

4.6 **Confidentiality**

RSSB reserves the right to contact the named customer contact and the nominated customer does not owe RSSB any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

RSSB confirms that it will keep confidential and will not disclose to any third parties for any information obtained from the named customer contact, other than to the Crown Commercial Services and or contracting authorities defined by the Public Contract Regulations.

# 5.0 Evaluation Process

5.1 The process that will be used to select an appropriate Tenderer and award the contract for this procurement is available in more detail in the Evaluation Criteria.

The open procedure is a single stage process.

5.2 **Marking for Award Criteria**

An evaluation panel consisting of representatives of key stakeholders within RSSB will carry out the evaluation. The procurement team will only act as moderator during the assessment phases of the evaluation.

Each evaluation area is weighted to show the relative importance significance of the criteria specific area’s for assessment.

# 6.0 PROCESS AND PREPARATION OF RESPONSES

6.1 The Supplier shall not enter in any agreement or arrangement with any third party which would in any way cause RSSB or its members to incur any financial obligations to the Supplier or any third party.

6.2 The Supplier shall not approach any Customer employee, the Customer’s Representative or its agents to discuss any aspects of the Tender. All communication should be conducted via the Customers Representative.

6.3 The Supplier shall not canvass support for the award of the contract by approaching any employee of RSSB, its Representative or its agents.

6.4 The documents as enclosed are to be accepted in their entirety. No alteration Representative before the date stated for the receipt of tenders. If any alteration is made or these instructions to Suppliers are not fully complied with the tender may be invalidated.

6.5 The conditions of contract included in this Invitation to tender apply. The Suppliers standard terms of business or trade will not be accepted.

6.6 Any requested changes to the conditions of contract must be detailed on the Contract Issues Memo document included for consideration. If this is not completed, it is assumed that the Supplier has accepted all terms and conditions detailed and no further changes will be accepted.

6.7 The Supplier shall be deemed to have satisfied itself as to the nature, extent and the content of the goods, services or works to be provided, the extent of staff required and all other matters, which may affect the tender.

6.8 All prices quoted to be GBP (unless otherwise requested in the Invitation to Tender) exclusive Value Added Tax and firm.

It is the Suppliers responsibility to ensure the tender is correct at the time of submission. No amendment to the tender will be allowed after the due date.

6.9 Any questions must be emailed to the main point of contact no less than five days before the return date. Note: questions/responses will be circulated anonymously to all Suppliers invited to tender. Tenders received after the closing date and time will not be considered.

6.10 The Customers Representative reserves the right to correct any omissions or inaccuracies in the Invitation to Tender and to clarify and/or amend any of the Customers’ requirements, up to seven days before the return of tenders.

6.11 All information supplied by RSSB must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or tenders required during the preparation of the Tender. All information provided by Suppliers will be treated in confidence except in stances where references may be sought.

6.12 RSSB reserves the right to cancel this Tender at any point and any cost incurred in the preparation of this Tender is at the Bidder’s expense.

6.13 Tenders must remain open for acceptance for a period of 180 calendar days from the submission date.

6.14 The tenderer should include the following information as part of their tender response:

Legal entity name of Tenderer

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| --- |
|  |

Contact person's name, email address, telephone number and postal address for enquiries relating to this procurement

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| --- |
| Name: |
| Postal address: |
| Telephone number: |
| Email address: |

Tenderer’s registered address

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|  |

Tenderer’s website address (if available)

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|  |

Please tick the box for the legal form of the Tenderer

|  |
| --- |
| * Sole Trader * Partnership * Limited Liability Partnership * Private Limited Company * Public Limited Company * Local Council * Voluntary/ charitable/ not for profit organisation * Other (please specify below) |

If ‘Other’ has been selected from the question above please provide details.

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|  |

If your business is a registered company, charity or any other registered organisation (including limited, non-limited or Industrial and Provident Society), please state your registration number. This must be the registration number of the Tenderer, providing the country and date of incorporation / registration if other than the UK.

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Name of ultimate parent company (if this applies)

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|  |

Companies House Registration number of ultimate parent company (if this applies)

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**Additional Notes**

* Fully answer the question given and consider the weighting for the section
* Explain how you will meet the criteria and provide evidence to support your response.
* Further reading on how to complete the tender is available in section 10

# 7.0 TENDER EVALUATION (SELECTION CRITERIA)

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| --- | --- | --- | --- |
| **Heading** | | **Evaluation Question** | **Evaluation Criteria** |
|
| S1 | Experience of the Organisation with strategic work | The tenderer should explain the organisation’s experience with delivering strategic work based on technical topics. | Pass/Fail  Pass = The tenderer demonstrates the organisations experience with delivering strategic work based on technical topics.  Fail = The tenderer has not demonstrated their organisations experience with delivering strategic work based on technical topics. |
| S2 | Experience of the Organisation with signalling and traffic management systems | The tenderer should explain the organisation’s experience with and understanding of railway signalling and traffic management systems.  The minimum requirement is a list of one or two reference projects carried out by the organisation in the two years preceding the submission of the tender. This can include ongoing work. | Pass/Fail  Pass = The tenderer explains the organisations experience with and understanding of railway signalling and traffic management systems. Additionally the tenderer references a minimum of one previous or current project carried out by the organisation in relation to the above.  Fail = The tenderer has not explained the organisations experience with and understanding of railway signalling and traffic management system or the tenderer has not provided a reference to a minimum of one previous or current project being carried out by the organisation. |
| S3 | Experience in assessment of technical and economic viability | The tenderer should explain the organisation’s experience with delivering assessments that combine the technical and the economic perspective.  The minimum requirement is a list of one or two reference projects carried out by the organisation in the two years preceding the submission of the tender. This can include ongoing work. Any project can be reference work for more than one criterion although a wider body of reference work is preferable. | Pass/Fail  Pass = The tenderer explains the organisations experience with delivering assessments that combine the technical and economic perspective.  Additionally the tenderer provides references to a minimum of one project that has either been carried out or is being carried out by the organisation in relation to the above  Fail = The tenderer has not explained their organisations experience with delivering assessments that combine the technical and economical perspective  Additionally the tenderer has not provided reference to minimum of one project that has either been carried out or is currently being carried out by the tenderer in relation to the above. |

# 8.0 TENDER EVALUATION (AWARD CRITERIA)

8.1 **ITT Assessment**

**The Contract Award decision is solely based on the basis of Tenderer proposal and price offering.**

8.2 RSSB uses the following quality / price ratio to determine the outcome of the evaluation where quality (technical evaluation) and price are weighted and scored individually before being combined.

Quality 70%: Price 30%

8.3 Technical criteria are weighted and scored as a percentage of the maximum score available with a minimum quality threshold set.

**Technical Evaluation**

8.4 Tenders are assessed on how well they satisfy the technical evaluation criteria.

The relative importance of each criterion is established by giving it a percentage weighting so that all the weightings equal 100%. The Evaluation Matrix provides details of the weightings that RSSB will use in assessing Tenderer proposals.

The Technical Evaluation will be carried out using Tenderer responses to the tender specification using the scoring scheme (identified in Table below).

8.5 The scored responses are generally assessed out of a maximum of five (5). The Evaluation Panel will not be allowed to give partial scores (for example 3.5); however, once all scores are aggregated, the technical scores will be rounded to two decimal places prior to consolidating with the price evaluation.

8.6 The following shall constitute a failure to evidence satisfactory delivery of the requirement(s) of the procurement and will automatically disqualify the Tenderer:

1. A grade of zero (0) in any of the evaluated technical/quality questions in Section D of Schedule One (a) of Part B of the ITT before the weightings are applied; or
2. a grade of one (1) in more than one of the evaluated technical/quality questions in Section D of Schedule One (a) of Part B of the ITT before the weightings are applied

8.7 Those Tender Responses which fail to demonstrate satisfactory delivery of the requirement(s) of the procurement by reason of failing to achieve these minimum thresholds will be set aside and not considered further.

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| --- | --- |
| **Grade** | **Definition of grade** |
| 5 | A wholly excellent Tender Response that (where applicable):   * Addresses all aspects of the question in an informed and comprehensive manner; * Demonstrates a thorough understanding of what is being asked for; * Provides evidence of how that understanding can be applied in practice; * Offers full confidence that the Tenderer will deliver the service in full; * Addresses the majority of areas of doubt and uncertainty; and * Provides certain, unambiguous commitments or statements of intent that permit reliance through translation into contractual terms |
| 4 | * A good Tender Response that (where applicable): * Addresses all aspects of the question and is generally of a good standard; * Demonstrates a good understanding of what is being asked for; * Provides a worked-up methodical approach; * Offers confidence that the Tenderer will deliver the service in full with limited areas of doubt or uncertainty; * Addresses key areas of doubt and uncertainty; and * Provides commitments that can be translated well into contractual terms |
| 3 | A satisfactory Tender Response that (where applicable):   * Addresses the majority of the question and is generally of a good standard but lacks substance or detail in some areas; * Demonstrates an understanding of what is being asked for; * Provides a satisfactory approach; * Offers a general level of confidence that the Tenderer will deliver the service (but with room for doubt in some areas); * Address some areas of doubt and uncertainty; and * Provides some commitments that can be translated well into contractual terms. |
| 2 | A Tender Response that (where applicable):   * Addresses some of the question but *either* lacks relevant information and detail *or* lacks substance in a manner that would suggest the response is a “model answer”; * Demonstrates some understanding but with a lack of clarity in key areas; * Provides an approach which is not wholly appropriate or viable orlacks evidence; * Shows that the level of confidence that the supplier can deliver does not outweigh the doubt; * Does not address many areas of doubt and uncertainty; and * Does not offer sufficient commitment (with doubt as to the extent to which would translate into contractual terms) |
| 1 | A generally unsatisfactory Tenderer response that (where applicable):   * Does not address the question or has omissions; * Lacks understanding in significant areas: * Provides an approach which has gaps or creates concerns; * Shows that the level of confidence that the supplier can deliver is low; * Creates uncertainty; and * Displays significant lack of commitment (with doubt as to the extent to which would translate into contractual terms) |
| 0 | A wholly unsatisfactory Tenderer response that (where applicable):   * Provides no response or omissions/oversights that prevent scoring; * Refuses to deliver the requirement; and * Creates concerns so significant that the response would be detrimental to the interests of RSSB |

# 9.0 ITT Evaluation Matrix (Award Criteria)

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| --- | --- | --- | --- | --- |
|  | **Award Criteria** | **Evaluation Question** | **Evaluation Criteria** | **Weighting** |
| A1 | Robust Method Statement and ability to meet deliverables | Tenderers must provide a method statement detailing how the proposed project would fulfil RSSB requirements (as described in the Specification). | The Tenderer’s response shows that it:  Has understood the requirements  Has proposed a credible and sound methodology for the research  Has demonstrated an innovative approach/critical thinking  Has described how the outcomes will be successfully delivered  This should include a description of how the tenderer looks to obtain, deliver and sustain the services for all aspects of the requirement.  The description needs to take account of topical complexities and accommodate associated uncertainty through a sufficiently robust approach.  Tenderers should:  i.  Explain how they will apply your expertise to meet the specification including how they will conduct the study  i.  Demonstrate your understanding of the objectives and provide a coherent and systematic approach to meet these objectives | 20 |
| A2 | Clarity of method statement | The method statement needs to clearly define the overall process and be easily legible. | The Tenderer’s response includes:  Use of plain English where possible  Clear link between each output and overall project  Direct mention of uncertainty rather than unclear wording  Tenderers should:  Clearly identify uncertainty where it exists within the suggested plan  Continually link suggested stages back to the overall objective of the project | 20 |
| A3 | Strength of project team | The Tenderer should identify the team scheduled for work delivery. | The Tenderer’s response shows that it:  Has identified relevant individuals to deliver the work  The overall mix of skills covers all aspects of the objective  The team is composed as the result of a clearly identified plan  This needs to be specific about how each skill of each team member contributes to the project objective and derived plan.  This should clarify how individuals complement or overlap and which effect towards the project objective this has.  It is not necessary to produce bespoke CVs but it is necessary to clearly identify every team member’s role and contribution. | 20 |
| A4 | Project Delivery, Performance, Budget and Resources Management | The Tenderer must outline the processes and resources it proposes to use in order to fulfil RSSB requirements.  Demonstrate how you will communicate and engage with relevant industry stakeholders and work with RSSB to ensure the quality and the content of the deliverables is fit for purpose How will you meet the critical success factors for this piece of research Explain how you will work with the industry to reach your target audience Provide adequate allocation of appropriate resources against specified deliverables Manage the project to ensure project milestones are met How it will manage any unforeseen risks to delivering the project in accordance with the specification | The Tenderer’s response shows that it  - Has provided sufficient resource and a credible plan for delivering successful outcomes  - Has assigned suitably qualified and experienced key resource for delivery of project  - Has identified appropriate management of these resources - Identifies and manages any performance and  budget / project risks effectively  Demonstrate how you will communicate and engage with relevant industry stakeholders and work with RSSB to ensure the quality and the content of the deliverables is fit for purpose  How will you meet the critical success factors for this piece of research Explain how you will work with the industry to reach your target audience  Provide adequate allocation of appropriate resources against specified deliverables  Manage the project to ensure project milestones are met  How it will manage any unforeseen risks to delivering the project in accordance with the specification | 10 |
|  |  |  |  |  |
| A5 | Total cost of ownership | A total fixed price is given and it is demonstrated that RSSB are getting value for money | * The tender with the lowest total cost will receive 100% of the available weighted score (30%).   Other Tenderer’s tenders will receive a pro-rated relative to the lowest cost according to the following formula:  Score of other tender = lowest tender total cost / other tender total cost x 100%. | 30% |
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# 10.0 PRICE EVALUATION

10.1 All prices quoted shall be in sterling (unless otherwise requested in the Tender Documents), exclusive of Value Added Tax and shall be firm.

10.2 A full and comprehensive breakdown of all costs and expenses to provide the goods, services or works requested in this invitation to tender must be provided and all assumptions must be clearly stated.

10.3 Failure to provide adequate detail may cause your tender to be judged non-compliant.

10.4 The construction of the price must be clear and easy to understand. Where appropriate the use of tables to show pricing is preferred. We require the following information:

* + - A breakdown by grade and named individual, indicating the number of days to be worked on each task and the daily rate to be charged.
    - A list of sub-contracts with prices and copies of quotations where available (a similar breakdown by grade, named individuals and rates, as above, is required where the sub-contract is for manpower).
    - Details of any other costs, such as hire charges for equipment.
    - Details of travel and subsistence and all expenses to be incurred. Mileage reclaim will be linked to maximum levels set by HMRC.
    - The above breakdowns should be further broken down into individual work packages.

# 11.0 TENDER EVALUATION CRITERIA AND MINIMUM REQUIREMENTS

11.1 In evaluating tenders, the most economically advantageous tender(s) will be sought. This will be using the evaluation criteria and weightings detailed in **ITT Evaluation Matrix** **Award Criteria**.

11.2 The evaluation criteria detail the minimum requirements. Therefore, any tender which cannot demonstrate that it meets any of the minimum requirements will not be marked and will automatically score zero.

Tenderers are advised to carefully consider the attached specifications, ask clarification questions to ensure these are understood.

# 12.0 CONDITIONS OF CONTRACT

The terms and conditions of the contract are contained with a separate document.

**Qualification of the Contract**

Where Tenderers have any queries or concerns with any specific condition of the terms and conditions of the contract, these should be submitted in writing to **shareditt@rssb.co.uk** as soon as possible, and in any case no later than 10 days prior to the deadline for submission of tenders.  Please ensure the specific condition(s) and proposed amendment(s) are provided.  These will be reviewed by RSSB on a case by case basis, and, if accepted, revised terms and conditions will be issued to all Tenderers.  Failure to accept the terms and conditions of the contract or to qualify the tender in any way, may result in the tender being rejected by RSSB.

## 13.0 RSSB Company Information & Specification

Specification for Work Package T1071-04

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| 1 | Work Package ID | |
| 1.1 | T1071-04 | |
| 2 | Work Package Title | |
| 2.1 | DEDOTS, DITTO, SafeCap+ Implementation | |
| 3 | Background | |
| 3.1 | RSSB Project T1071 - FuTRO (Future Traffic Regulation Optimisation) has generated a large number of deliverables through its DEDOTS (Developing and Evaluating Dynamic Optimisation for Train Control Systems) DITTO (Developing Integrated Tools To Optimise Rail Systems) and SafeCap+ programmes. The aim of the T1071 research has been to improve the technical readiness level of the products developed through these programmes to the points where they can be further developed into commercial products for use across the railway industry. The table below identifies the dates for work to be carried out by the supplier (Work Areas (WA) 1-4) based on the anticipated availability of the research deliverables.   | WP ID | Work Package Title | Expected Start Date | Expected End Date | | --- | --- | --- | --- | | T1071-03  (WA1) | SafeCap+ | 31-Oct-2016 | 2 months of contract award | | T1071-01 (WA2) | Developing and Evaluating Dynamic Optimisation for Train Control Systems (DEDOTS) | 31-Jan-2017 | 31-Mar-2017 | | T1071-02 (WA3) | Developing Integrated Tools to Optimise Railway System Performance (DITTO) | 29-Sep-2017 | 29-Nov-2017 | | T1071-04  (WA4) | DEDOTS, DITTO, SafeCap+ Implementation | 30 Jan 2018 | 30-Mar-2018 | | |
| 4 | T1071-04 Work Package Objectives | |
| 4.1 | The objective of this work package T1071-04 is to prepare an easily understandable, attractive, top level brochure of a maximum of 35 pages aimed at key non-technical decision makers in the railway industry to highlight the achievements and benefits for the industry of the FuTRO programme, within the individual DEDOTS, DITTO and SafeCap+ areas. It will include:   * An outline of the progress that has been made * An indication of the technical readiness levels of the products that have been developed * An outline of the next steps and further development that will be needed to fully commercialise these into products that can be used within the railway industry   The overall objective of this work package is to promote the DEDOTS, DITTO and SafeCap+ products in an attractive and easily understandable way to the point where industry sponsors can quickly grasp the benefits and be persuaded to consider further investment to fully realise their potential value.  As the work that has been developed is of a complex technical nature, the products developed and their potential for further dissemination must be explained in an interesting and easily understood way that will be of interest to the general reader and ‘person on the street’. It must be clear how this work fits into the 'bigger picture' of other major programmes within the railway industry such as the Digital Railway programme and how these can contribute to the vision being developed through these. As such, it is thought that the preparation and extensive use of drawings, pictures and diagrams will be needed. An ‘infographic’ is to be prepared for each work area to convey the key features of the systems.  This work package will be developed in four stages covering each of the project work areas:   * Stage 1 (WA1) – preparation of an easily understandable attractive high level self-standing report of 5-10 pages covering the RSSB project work package T1071-01 SafeCap+ out-puts within 2 months of contract award. This work package has already been completed. * Stage 2 (WA2) – preparation of an easily understandable attractive high level self-standing report of 5-10 pages covering RSSB project work package T1071-02 DEDOTS out-puts within 2 months of the Expected End Date shown in paragraph 3.1. * Stage 3 (WA3) – preparation of an easily understandable attractive high level self-standing report of 5-10 pages covering RSSB project work package T1071-03 DITTO out-puts within 2 months of Expected End Date shown in paragraph 3.1. * Stage 4 (WA4) – preparation of an easily understandable attractive high level self-standing report of maximum of 35 pages providing an overview of all three projects, and drawing together the reports prepared in Stages 1 to 3, (WA1-3) within 2 months of completion of Stage 3.   All reports relating to the work packages will be published on RSSB’s interactive web tool, [www.SPARKrail.org](http://www.SPARKrail.org) and many of these reports are already published: <http://www.sparkrail.org/authentication/pages/Login.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F>  Award of each Stage is dependent on successful delivery of the previous Stage.  Proposals for alternative and innovative ways of presenting the findings for each work package such as animated videos are also welcome, though it is requested that these are provided as a separate costed option. This is to be provided on an information only basis at this stage and will not be formally assessed as part of the tender process. | |
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| 5 | Scope |
| 5.1 | The scope of the work is to be based on the 40+ deliverables from the RSSB Project T1071 DEDOTS, DITTO and safeCap+ work packages. However, this will need to be supplemented by the presentations material generated throughout the research, meetings with the RSSB and university project team members and the wider industry stakeholders, many of whom have supported these work packages. Some added value will be needed in helping to understand how each of these areas fit together, those areas of the research that are complementary and helping to identify opportunities for further synergy across these areas and within the wider railway industry into the future. As such, the individual(s) appointed to carry out this work will be expected to have experience of producing top level reports for dissemination and presentation at the most senior levels across the railway industry and most probably at Government departmental level. A lot of expertise within each of these areas is already available within RSSB and it is likely that useful comment and feedback can be provided by the project team members and RSSB communications team in supporting and reviewing progress, draft reports and presentations, etc, as this work progresses. |

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| 6 | Deliverables |
| 6.1 | The deliverables will comprise: |

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| --- | --- |
| Deliverable Name | Type |
| SafeCap+ Brochure (WA1) | Report |
| Description | |
| High level brochure of 5-10 pages to include an ‘infographic’, highlighting the products, achievements and potential benefits to the rail industry of the FuTRO programme within the SafeCap+ areas, as identified through the work package deliverables. The next steps and further development needed to fully commercialise these. | |
| Publication Stream: | SPARK only: Visible to all SPARK users |
| **Implementation Action Needed** | |
| Publication and distributed copy across the railway industry and supplier community. | |
| **Timescale** | |
| Within 2 months of contract award | |

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| Deliverable Name | Type |
| DEDOTS Brochure (WA2) | Report |
| Description | |
| High level brochure of 5-10 pages to include an ‘infographic’, highlighting the products, achievements and potential benefits to the railway industry of the FuTRO programme within the DEDOTS areas as identified through the work package deliverables. The next steps and further development needed to fully commercialise these. | |
| Publication Stream: | SPARK only: Visible to all SPARK users |
| **Implementation Action Needed** | |
| For dissemination throughout the railway industry. | |
| **Timescale** | |
| Within 2 months of publication of final DEDOTS report on SPARK | |

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| Deliverable Name | Type |
| **DITTO Brochure (WA3)** | Report |
| **Description** | |
| High level brochure of 5-10 pages to include an ‘infographic’, highlighting the products, achievements and potential benefits to the railway industry of the FuTRO programme within the DITTO areas as identified through the work package deliverables. The next steps and further development needed to fully commercialise these. | |
| **Publication Stream:** | SPARK only: Visible to all SPARK users |
| **Implementation Action Needed** | |
| For dissemination throughout the railway industry. | |
| **Timescale** | |
| Within 2 months of publication of final DITTO report on SPARK | |

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| Deliverable Name | Type |
| **DEDOTS, DITTO and SafeCap+ Brochure (WA4)** | Report |
| **Description** | |
| High level brochure to include an ‘infographic’, highlighting the achievements and benefits to the railway industry of the FuTRO programme within the DEDOTS, DITTO and SafeCap+ areas as identified through the work package deliverables. The next steps and further development needed to fully commercialise these. | |
| **Publication Stream:** | SPARK only: Visible to all SPARK users |
| **Implementation Action Needed** | |
| For dissemination throughout the railway industry. | |
| **Timescale** | |
| Within 2 months of publication of final DITTO report on SPARK | |

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| 7 | Other Considerations |
|  | As suggested above, additional alternative proposals for innovative marketing materials, costed separately are also welcome. This is to be provided on an information only basis at this stage and will not be formally assessed as part of the tender process.  Tenderers should provide examples of experience of producing previous high impact marketing material to promote railway related technical concepts which can be readily understood by the ‘person on the street’ in the last three years. |
| 8 | Stakeholder Engagement |
| 8.1 | Initial points of contact for stakeholder support can be provided through the RSSB project team and FuTRO PCB (Project Control Board).  The PCB comprises a group of senior managers drawn from across the railway industry and supplier community that overlooks all aspects of the FuTRO research, including the T1071 research. RSSB also maintains a wide database of industry managers who have an interest in this research area. |
| 9 | Critical Success Factors |
| 9.1 | Critical factors for the successful outcome of this work package include the following: 1. The ability of the supplier to process large amounts of technical data from the research deliverables 2. The ability of the supplier to draw meaning and to build understanding of the research out-puts, based on information within the research deliverables, meetings and discussion with members of the project team, university representatives and stakeholders. 3. The ability of the supplier to assimilate the findings of the research and to structure the out-puts within the strategic context so that it is clear how the products can be further developed and commercialised to support the overall vision for railway development, as outlined within DfT (Department for Transport), ORR (Office for the Rail Regulator), industry reports and other research programmes such as the emerging proposals for a Digital Railway. 4. The ability of the supplier to present the findings of the research in an embracing and cohesive manner that is easy to understand and will be of interest to the general reader.  5. The ability of the supplier to share and to have ownership of the overall vision for the development of the railway and to adopt an innovative approach to the presentation of the research findings that will be engaging to the target audience. |

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| 10 | Dependencies |
| 10.1 | Dependencies on the research and work package completion are as follows: 1. Timescale dependencies. The various research elements are due to complete as follows: a. SafeCap+ - October 2016 b. DEDOTS - January 2017 c. DITTO - September 2017 This means that the findings of the research will need to be processed by the project and stakeholder team and endorsed by the FuTRO PCB in accordance with these timescales. The various elements of the research, opportunities for synergy and further development will therefore be emerging over this period and may not be totally clear or fully understood until the research is nearing the end of this overall period.  Suppliers are expected to produce material for each work package within 3 months of delivery of each group of reports to RSSB and this would be SafeCap+ January 2017, DEDOTS April 2017, DITTO December 2017. Subsequent work on following work packages/ work areas is dependent on the successful delivery of marketing material for each work package/ work area. |

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| 11 | Risks |
| 11.1 | The principal risks to the successful outcome of this work package are as follows: 1. Supplier resource - it may be that there is insufficient supplier interest in carrying out this work or that no suitably qualified resource can be made available. This risk can be mitigated on the supply side by RSSB providing full visibility of the emerging research deliverables and presentation materials as the research progresses. RSSB tender processes and meetings with candidate suppliers can also help to mitigate this risk from an RSSB perspective. 2. Project and university team member availability - although the RSSB and stakeholder teams have traditionally been fairly stable over a long period, ongoing availability cannot be guaranteed. Similarly for the university team members and while most of the university supervision and management has been carried out by permanent staff, many elements of the research have been carried out by PHD and post doctorate students. It is likely that a number of these will have moved into new areas and other organisations following their completion of this work. |

**Appendix X Form of Tender**

This section outlines how the offer from the Tenderer is to be constructed. Please return this Tender Declaration along with your Tender and retain a copy for your records.

Having examined the ITT email, the Instructions to Tenderers, the Information Required From Tenderers, the Conditions of Contract, the Specification and this Form of Tender (the “Tender Documents”), we offer to supply all/part of (delete as applicable) the goods, services or works specified in these Tender Documents.

We undertake if selected, to perform the contract in accordance with the Tender Documents, including the Conditions of Contract contained herein.

We agree that this tender shall remain open for acceptance by the Customer for 180 days from the date stipulated for the return of tenders.

We understand that you are not bound to accept the lowest, or any tender you may receive.

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this tender, any of the following acts:

1. Communicate to a person, other than the person calling for the tenders, the amount or approximate amount of the proposed tender. Except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Enter into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
3. Offer or pay or give or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person, for doing or having done or causing or having caused to be done, in relation to any other tender or proposed tender for the said goods, services or works, any act or thing of the sort described herein.

We recognise that the Customer reserves the right to clarify details of our offer prior to the award of any contract.

We hereby undertake that the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to whom the tender is to be submitted, any information relating to the submission of this tender or the details contained therein except where such is necessary for the purpose of submission of this tender.

**Appendix X Subcontractors**

All suppliers to RSSB are asked to provide details of all sub-contractors that will be used to perform the contract.

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| Name & Address of Sub-Contractor | | Service performed for Contractor | Provide details of staff numbers[[1]](#footnote-1) | Provide latest year’s turnover |
| Name: |  |  |  |  |
| Address: |  |
| Name: |  |  |  |  |
| Address: |  |
| Name: |  |  |  |  |
| Address: |  |

**Appendix X Conflicts** **of** **Interest**

**Tenderers have a continuing duty to disclose actual or potential conflicts of interest in respect of itself, its named sub-contractors and / or consortia members.**

**Please describe any (potential) conflicts of interest that the Tenderer has identified and how these will be managed\*:**

If you **DO** **NOT** have any conflicts to declare, please tick this box:

Tenderers are reminded that failure to identify material conflicts of interest may lead to rejection of its tender response.

Guidance to Tenderers:

Tenderers should describe in the detail the perceived conflict (how it could be perceived in the context of this procurement) and the measures it will take to mitigate the conflict through the procurement life-cycle and service delivery

1. This is the average annual numbers of both staff and managerial staff employed over the last trading year [↑](#footnote-ref-1)