



The Planning Inspectorate  
Yr Arolygiaeth Gynllunio

## Geographical Information System

Reference: PINS 17/2/719

25 August 2016



# Invitation to tender for the provision of a Geographical Information System for the Planning Inspectorate

The Planning Inspectorate invites you to submit a tender for the provision of a Geographical Information System.

The procurement process is being undertaken under Crown Commercial Service's Local Authority Software Applications' framework, Lot 11 (Other Local Authority business systems).

Your attention is drawn to the invitation to tender (ITT) notices and instructions overleaf. To ensure fairness, all tenderers are required to submit their tenders in accordance with the notices and instructions. Failure to do so could invalidate the tender.

Thank you for taking the time to consider working with the Inspectorate, I look forward to hearing from you and encourage you to ask any questions should you require any clarification once you have reviewed all of the documentation.

Yours sincerely



Gemma Warren  
Commercial Manager

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# 1. Introduction

## Purpose of this document

This document is the note for tenderers for the procurement of a Geographical Information System (GIS) for the Inspectorate.

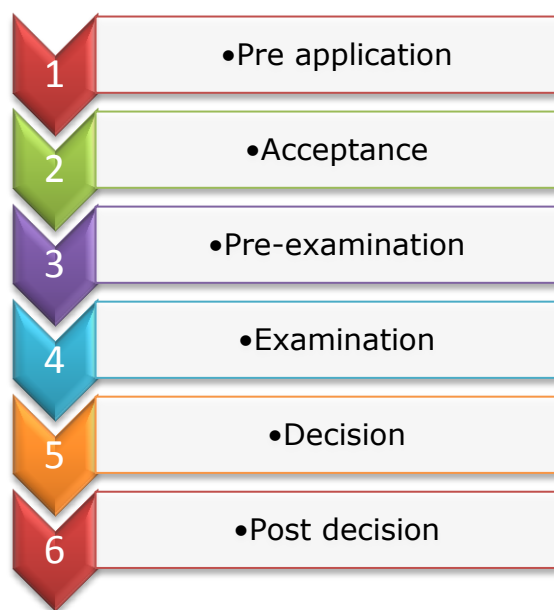
## Introduction to the Planning Inspectorate

- 1 The Inspectorate is an Executive Government Agency in the Department for Communities and Local Government (DCLG) and the Welsh Government. We are responsible for:
  - national infrastructure planning, which includes large-scale projects such as harbours, power generating stations and electricity transmission lines
  - planning and enforcement appeals
  - examining local plans and community infrastructure levy charging schedules
  - listed building consent appeals
  - advertisement appeals
  - reporting on planning applications that are called in for DCLG's Secretary of State to decide
  - compulsory purchase orders
  - rights of way cases
  - cases arising from the Environmental Protection and Water Acts, the Transport and Works Act and other Highways Legislation
  - applications for awards of costs which may arise from any of the above
- 2 Our headquarters are in Bristol, where about 500 administrative support staff and senior management are based. We also have a small office in Cathays Park, Cardiff which deals with casework arising in Wales. Administrative staff carry out a wide range of functions such as those relating to all aspects of casework administration (including dealing with the public); providing direct support for Inspectors, formal decision making for some types of casework and ensuring essential organisational support through the provision of Corporate Services such as Finance, Commercial, HR and Information Technology.
- 3 Appeals are determined and recommendations are made by our home-based workforce which consists of some 350 Planning Inspectors, all of whom are professionally qualified (for example, as town planners, architects, lawyers or engineers). They come into the office infrequently but they are provided with remote access to the Inspectorate's ICT systems. In addition we contract with approximately 90 Non Salaried Inspectors who provide their own working accommodation, usually at home or some other location.
- 4 More information about the Inspectorate is available at:  
<https://www.gov.uk/government/organisations/planning-inspectorate>

## 2. Background to the requirement

### Nationally significant infrastructure projects

- 5 The Inspectorate administers development consent applications for nationally significant infrastructure projects (NSIP) in England and Wales (including in the marine environment) such as new power stations, offshore wind farms, roads, railways and water infrastructure, on behalf of the Secretary of State.
- 6 There are 6 steps in the NSIP process as defined by The Planning Act 2008 (as amended) to ensure it is fair and fast for communities and applicants alike. The stages are:



- 7 A short film explaining the process can be viewed here:  
<https://infrastructure.planninginspectorate.gov.uk/application-process/the-process/>
- 8 The Inspectorate has a duty to provide advice in relation to an application (or a potential application) and to undertake a number of statutory processes during the pre-application stage. Once an application has been made, the Inspectorate holds examinations into each application and makes a recommendation to the Secretary of State on whether or not to grant development consent.
- 9 As part of the NSIP process, the Inspectorate is required to identify and consult with certain prescribed bodies. To perform this task the Inspectorate currently utilises a GIS interface solution. This system is hosted externally and is accessed by the Inspectorate via a web page. The GIS interface solution allows a 'non-expert' user to create project specific reports utilising pre-configured GIS datasets. We are now looking to replace this system.
- 10 We currently utilise a GIS to help perform this task which we are now looking to replace.

## Acts and Regulations

- 11** There are a number of Acts and Regulations which specifically set out who we must consult with during the NSIP process.
- 12** The Infrastructure Planning (Environmental Impact Assessment) Regulations 2009 as amended ('the EIA Regulations') require the Inspectorate to consult and notify certain prescribed bodies:
- following a positive screening opinion made in accordance with Regulation 6 (1a); or in response to a notification received from an applicant in accordance with Regulation 6 (1b);
  - in response to a request for a scoping opinion made under Regulation 8; and
  - when the Secretary of State determines an application for an order granting development consent for development where an Environmental Impact Assessment is required (in accordance with Regulation 23).
- 13** The prescribed consultation bodies are defined in the EIA Regulations as:
- a body prescribed under Section 42(a) of the Planning Act 2008 (as amended) and listed in column 1 of the table set out in Schedule 1 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (as amended) ('the APFP Regulations'), where the circumstances set out in column 2 are satisfied in respect of that body;
  - each local authority that is within Section 43 of the Planning Act 2008 (as amended); and
  - the Greater London Authority, if the land to which the application, or proposed application, relates or any part of that land is in Greater London.
- 14** There are two different types of bodies listed in column 1 of the table set out in Schedule 1 of the APFP Regulations:
- Those which the Inspectorate must consult in all cases.
  - Those which the Inspectorate have discretion in deciding whether or not to consult by adopting a 'relevance test' and/or by deciding whether certain circumstances apply (the 'circumstances test'). The tests are primarily based upon the geographical location of the proposed development (the application site); its proximity to a given organisation or their administrative boundary area; and interactions with a consultees statutory function.
- 15** The Inspectorate also, where relevant, identifies and consults with a small number of consultees which are not prescribed in legislation. These non-prescribed consultees are identified on a discretionary basis and are bodies which have relevant functions and responsibilities which are akin to other prescribed consultation bodies listed in Schedule 1 of the APFP Regulations.

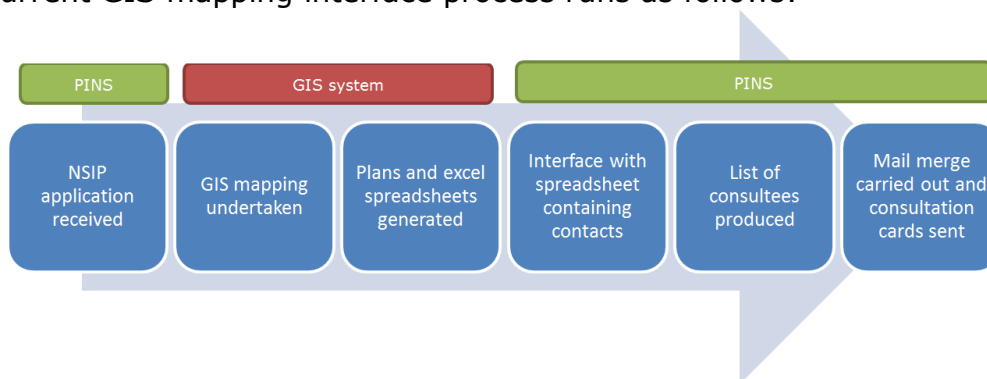
## Advice Note

- 16** The Inspectorate has prepared a detailed advice note that sets out the approach it takes to identifying prescribed and non-prescribed consultees in England and Wales

(here different tests apply). It is important that the Inspectorate's Advice note three: EIA consultation and notification (June 2015, version 6) and its Annex is read and understood in conjunction with the detailed requirements in this document.

## Current process

- 17** In order to assist in identifying consultees, the Inspectorate currently uses a GIS which has built in datasets identifying the boundaries of a number of consultees or the location of a specific feature (which the Inspectorate then uses to identify a prescribed consultee e.g. a statutory undertaker). The application site boundary is input into the GIS and a number of plans and Excel spreadsheets are generated for the required datasets; these identify the consultees or features within a given proximity to the application site. The Inspectorate interprets these plans, taking into account legislative requirements, to identify the consultees to be contacted.
- 18** Once the relevant consultees have been identified it is necessary to document the contact information within each organisation in an Excel spreadsheet. This information is used to support the Inspectorate's Administration Team whose responsibility it is to prepare a mail merge and issue the letters and/or emails.
- 19** The current GIS mapping interface process runs as follows:



- 20** To assist this process, the Inspectorate maintains an Excel 'consultee master list' that is used to store generic contact information used for the most frequently approached consultees e.g. Natural England. The 'consultee master list' is frequently updated with changes in contact details.
- 21** The replacement GIS will need to be capable of supporting the Inspectorate in the delivery of this key task.

# 3. Requirement

## Detailed requirement

- 22** Annex A covers the Inspectorate's specification for the provision of a GIS and evaluation criteria to be used when evaluating tenders.

## Contract duration

- 23** The contract duration will be 3 years from the agreed 'go live' date (no later than 13 February 2017) with an option to extend for 2 further years subject to business need and performance.



## 4. Procurement Process & Key Dates

- 24 The table below sets out the procurement process and associated timescales. Please ensure that you read this carefully and note the key dates and action required.

Activity	Key Date*
<b>Invitation to tender issued</b> The tender will be published by the Inspectorate on the Crown Commercial Service web portal and <a href="#">Contracts Finder</a> .	25 August 2016
<b>Acknowledgment of interest</b> Please acknowledge receipt of this ITT to <a href="mailto:procurement@pins.gsi.gov.uk">procurement@pins.gsi.gov.uk</a> and state whether or not a tender will be submitted by your organisation. It would also be useful to know who within your organisation will be responsible for handling the tender.  If you do not wish to submit a tender for any of the lots requested, the Inspectorate would appreciate feedback why, as this may assist future procurement exercises.	6 September 2016
<b>Final date for submission of questions</b> Please submit any questions you may have by 5pm on this date to <a href="mailto:procurement@pins.gsi.gov.uk">procurement@pins.gsi.gov.uk</a> .	6 September 2016
<b>Response to questions</b> Questions and answers will be provided to all tenderers however any such information will be made anonymous before being passed on. The Inspectorate reserves the right to not respond to such enquiries where this would be inappropriate.	9 September 2016
<b>Tender deadline</b> Tenders must be submitted as a Microsoft Word or PDF document through the Crown Commercial Service web portal no later than 5pm. Tenders received after this deadline will not be accepted.	23 September 2016
<b>Evaluation</b> The Inspectorate will evaluate all tenders in accordance with the evaluation criteria provided in Annex B.  Should the Inspectorate have any clarification questions we will be in touch so please be prepared to provide a response as requested.	W/C 26 September 2016

<b>Interviews</b> Interviews to take place	W/C 3 October 2016
<b>Notification to successful bidder</b> A formal acceptance letter will be issued to the successful bidder	W/C 10 October 2016
<b>Kick off meeting</b>	W/C 17 October 2016
<b>GIS live and running</b>	13 February 2017

\*These are dates are indicative only, and may be subject to change. The Inspectorate will endeavour to stay as close to this timetable as possible.

# 5. Other Matters

## Terms and conditions of contract

- 25** The contract will be subject to the following call off terms and conditions included in Annex C:

Crown Commercial Service framework  
Local Authority Software Applications (RM1059)  
Lot 11 - Other Local Authority business systems

## Transparency

- 26** Tenderers should be aware that in accordance with the Government's transparency agenda, the Inspectorate will publish the following information on [data.gov.uk](https://data.gov.uk):
- This ITT and all related documentation
  - The resultant contract (except any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act).
- 27** In addition to the above the Inspectorate publishes all spend in excess of £250. This spend is published on a monthly basis and can be viewed on [DCLG's website](https://www.dclg.gov.uk) and [data.gov.uk](https://data.gov.uk).
- 28** Further information on the Government's transparency agenda is available via the 'Programme for Government' website: <http://programmeforgovernment.hmg.gov.uk>

## Conduct

- 29** The tenderer must not communicate to any person the tender price (even approximately) before the date of the contract award other than to obtain, in strict confidence, a quotation for insurance required to submit the tender.
- 30** The tenderer must not try to obtain any information about any other person's tender or proposed tender before the date of contract award.
- 31** The tenderer must not make any arrangements with any other person about whether or not they should tender, or about their tender price. The only exception is where the tenderer is considering a group tender.
- 32** The tenderer must not offer any inducement to any member of the Inspectorate's staff for doing or refraining from doing any act in relation to the tender.
- 33** If the tenderer engages in any of the activities set out in this paragraph or if the Inspectorate considers the tenderers behaviour is any way unethical the customer reserves the right to disqualify the tenderer from the procurement.

## Due diligence

- 34** While reasonable care has been taken in preparing the information in this ITT and any supporting documents, the information within the documents does not purport to be exhaustive nor has it been independently verified.
- 35** Neither the Inspectorate nor its representatives, employees, agents or advisors:
- i. makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT and supporting documents; or
  - ii. accepts any responsibility for the adequacy, accuracy or completeness of the information contained in the ITT and supporting documents nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 36** It is the tenderer's sole responsibility to undertake such investigations and take such advice (including professional advice) as it considers appropriate in order to make decisions regarding the content of its tenders and in order to verify any information provided to it during the procurement process and to query any ambiguity, whether actual or potential.

## Costs and Expenses

- 37** You will not be entitled to claim from the Inspectorate any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

## 6. Meeting the Specification - Responses

- 38** The tenderer shall complete Annex B describing how they will meet each element of the requirements set out in the Specification and Annex D, the price schedule.

### Contents of your tender

- 39** As a minimum your tender should include the following information:
- Unqualified acceptance of the call-off contract terms and conditions
  - Details of your organisation including information showing how your organisation is well placed to provide the services required
  - Contact name, telephone number and e-mail address
  - Details of any proposed Partners and/or Sub-contractors and a description of how any Partnership/Sub-contracting arrangement between contractors will operate. For the avoidance of doubt the selected tenderer will be the Prime Contractor responsible for service delivery under the Contract;

### Where to send your tender

- 40** Tenders must be submitted through the Crown Commercial Service web portal no later than 5pm on 23 September 2016. Tenders received after this deadline will not be accepted.
- 41** Should you encounter any problems please contact [procurement@pins.gsi.gov.uk](mailto:procurement@pins.gsi.gov.uk).

## 7. Contact at the Planning Inspectorate

Gemma Warren, a Commercial Manager at the Inspectorate, is the manager of this procurement and she can be reached via the following contact details:

E-mail: [gemma.warren@pins.gsi.gov.uk](mailto:gemma.warren@pins.gsi.gov.uk)

Telephone: 0303 444 5581

Address: 4C Eagle Wing, Temple Quay House, 2 The Square,  
Temple Quay, Bristol, BS1 6PN