**Big Shift Bike the Borough 2023 commission**

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1. **Overview**

* The ‘The Big Shift’ programme focuses on increasing support for behaviour change and reducing barriers to sustainable travel for residents and businesses. The programme works alongside the Council’s existing Active Travel offer and is integrated with the infrastructure programme.
* Lambeth Council are looking for an events co-ordinator to produce, organise and manage the newly relaunched Bike the Borough event, in association with the Big Shift programme and the Active Travel team. Bike the Borough 2023 will be the first year that Lambeth is focusing on school children.
* Previous experience working with Lambeth schools is desirable but not essential.
* ‘Bike the Borough 2023’ will be a celebration of children and schools which have engaged with the Active Travel offer that has taken place in schools throughout the academic year.
* The event is targeted at Year 6 students.
* The contractor will have experience working with children, young people and schools.
* The brief outlines what we require from the management organisation: Planning, organising and running of event.
* The contract will be for 1 year, with the option for funding in a second year depending on the success of the first year.

1. **Timeframes**

* The deadline to submit your proposal is the **23rd of January 2023**.
* Contract awarded by 3rd February 2023.
* The one - day event will be in the Summer school term (June – July 2023).

1. **Summary of the support we need from you**

We are looking for a contractor to bring ideas and experience to plan, manage and host the Bike the Borough 2023 on our behalf, with schools within the borough.

Deliverables:

3.1. Planning:

* Organise a half - full day event, with a cycle route, which celebrates and normalises children cycling. The participants will be year 6 students from Lambeth schools. [(Map of Lambeth schools)](https://www.google.com/maps/d/edit?mid=1FLzwfC0Ku0OAU471c2oV5Hz44YU3Irs&usp=sharing)
* The cycle route is to have little to no road closures where possible.
* Organise one workshop in each school to prep/hype for the event i.e. Bike mechanic to attend each school to check over children’s bikes.
* The route should highlight some of the following:
* **The Low Traffic Neighbourhoods:** Ferndale, Railton, Oval to Stockwell, Brixton Hill, Streatham Hill, Streatham Wells and Tulse Hill,
* **Oval Superzone:** Area surrounding Vauxhall Primary School, St Anne’s R C primary school, Lilian Baylis Technology School, Saint Mark’s CofE Primary and Nursery, Archbishop Tenison’s school academy, Henry Fawcett Primary School, Ashmole Primary School, Kennington Park Academy.
* **Healthy Routes:** Rosendale Road, Loughborough Road (Southern Section).
* **Your Streets Your Way locations:** [Palfrey Place (murals),](https://www.google.com/maps/@51.4783605,-0.117241,3a,75y,14.78h,88.13t/data=!3m7!1e1!3m5!1sCjPkcRN-szw3aoTque1S6A!2e0!6shttps:%2F%2Fstreetviewpixels-pa.googleapis.com%2Fv1%2Fthumbnail%3Fpanoid%3DCjPkcRN-szw3aoTque1S6A%26cb_client%3Dmaps_sv.tactile.gps%26w%3D203%26h%3D100%26yaw%3D49.62931%26pitch%3D0%26thumbfov%3D100!7i16384!8i8192) [Somerleyton Passage](https://www.google.com/maps/@51.4594676,-0.1078099,3a,75y,221.6h,88.34t/data=!3m7!1e1!3m5!1s7z3uw-iZEJCNeZd3oMs0Ig!2e0!6shttps:%2F%2Fstreetviewpixels-pa.googleapis.com%2Fv1%2Fthumbnail%3Fpanoid%3D7z3uw-iZEJCNeZd3oMs0Ig%26cb_client%3Dmaps_sv.tactile.gps%26w%3D203%26h%3D100%26yaw%3D132.82968%26pitch%3D0%26thumbfov%3D100!7i16384!8i8192) (seating), Livity Passage (mural and bug hotels), [Lansdowne Way/ Mursell Estate](https://www.google.com/maps/@51.4746431,-0.1216549,3a,46.9y,67.01h,82.53t/data=!3m6!1e1!3m4!1sATvULbGDCqtx3WQSP24YhA!2e0!7i16384!8i8192) (seating & planters, Claylands Path (mural)

3.2. Engagement

* Liase with Lambeth’s Transport Education and Campaigns Officer and Active Travel Officer to arrange an appropriate date with schools, co-ordinate sign ups and share information.

3.3. Organising

* Management of signups with the schools
* Organisation of cycle competent staff to attend the event. Organise/ provide training where necessary.
* Create resources & comms to promote the Bike Borough event within the schools
* Be able to source all the required equipment
* Liaise with the Lambeth Events team where necessary for sign off of the event.
* Liaise with TfL and emergency services for event sign off.

3.4. Inclusivity & safeguarding

* Ensure that the event is inclusive and accessible. Include children with SEN needs and those that do not have their own bikes.
* Organise for children without bikes to use school pool bikes where possible and organise supplies for schools without bike pools.
* Ensure that the pupils attending the event are diverse across ability, genders and ethnicity.
* Poverty proof the event to limit discrimination.
* Ensure that safeguarding of young and vulnerable people is integral to all elements of the event.

1. **Summary of what Lambeth will support you with:**

* Contact details for schools
* Support to temporary close roads where needed
* Engagement with Lambeth primary schools who have engaged with the Active Travel Programme.
* Assist with the organisation of an appropriate event date between June – July.
* Be the first point of contact for any enquiries from schools.
* Staffing support on the event day.

1. **Budget**

The maximum budget for this project is £25,000 but it should be noted that there is no minimum. Bidders should balance the resourcing and materials to do the job well with a competitive price.

**6. Your tender response**

We want bids from contractors who are experienced in child focused events, who are enthusiastic about active travel/cycling and able to create an inclusive and accessible event within in a tight time frame.

**6.1. Up 4 A4 sides explaining your approach to delivering this project**.

Your proposal should directly comment/respond to the themes on which your bid will be scored, namely:

* Proposal and experience
* Capability & resources
* Project management
* Social value

More detailed guidance for the criteria above can be found in the Scoring Notes section below.

**6.2. A pricing spreadsheet with breakdown detailing your prices:**

* Each task being undertaken
* Hourly rate per team member
* Hours allocated to each team member
* Total cost of providing each deliverable
* Total cost of completing all aspects of this commission.

1. **Scoring Notes**

Your Submissions will be scored:

* 50% on quality
* 50% price

Guidance for each of these criteria is set out below.

**7.1. Quality Scoring (50%)**

Each criteria is scored out of 5 using a consistent scale

7.1.1. **Proposal & Experience (15%)**

* What your plan is, how it will be delivered, what resources will be used, and how it will fulfil the deliverables outlined above?
* How will you ensure that the event is child focused, inclusive and diverse?
* The total expected number of pupils that can be organised within the time frame and managed on the day. Clear detail on how this is calculated.
* The project set up and delivery calendar where possible.
* Your past record of undertaking and completing similar projects.

7.1.2. **Capability & Resources (15%)**

* The skills and resources your organisation have that will enable you to deliver your project.
* Details of the team that will work on this project and their involvement in comparable projects.

7.1.3. **Project Management & Methodology (15%)**

* + Your understanding and overall appreciation of the requirements of the brief and the response should include details of your approach and methodology.
  + How the project will be managed internally and the level of support you foresee requiring from Lambeth Council.
  + How feedback on the event will be monitored from schools and pupils.

7.1.4. **Social Value (5%)**

* Please demonstrate how your proposal might add value to the wider Lambeth community.

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at **50%** to give the final score for quality (Quality Score).

* 1. **Price scoring (50%)**
* This is a simple numeric calculation based on the total value proposed. Your price, divided by the lowest priced bid, then multiplied by 100 will give you a percentage score out of a maximum 100%.

**8. Other Information**

* The Council has every intention of proceeding with this commission as well as the budget to do so. There is no guarantee of works and the Council retains the right not to award this contract or to reduce the scope of works as it sees fit.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation, and grammar. It will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* Clarification questions must be sent in writing to Nicola Doal at [ndoal@lambeth.gov.uk](mailto:ndoal@lambeth.gov.uk). Questions will be collated anonymously, and responses will be shared with all bidders around 17:00 at the end of every day.
* **The deadline for proposals is 23rd January 2023.** If any files as part of your submission are over 4MB in file size, please use a file-sharing system and include the link in your submission email before the deadline.
* Submission emails must be sent to [NDoal@lambeth.gov.uk](mailto:NDoal@lambeth.gov.uk) using the subject “Bike the Borough 2023”