# Soft Market Test

For

The collection and validation of all asset information by conducting a full asset registration survey across the entire Corporate Estate at Cambridgeshire County Council

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to suppliers the business and technical requirements and the expected scope of the requirement in order that suppliers can explain the relevance of products, services and their experience to the requirements.
  2. **Please note:** this market testing exercise is **not** an invitation to tender or a request for formal expressions of interest. This document does not form any part of an invitation to tender. CCC is issuing this request for **information only**. Any supplier invited to present to CCC is doing so to support market research only and to help make any potential procurement process more focused and efficient. No supplier selection or supplier preference is implied.

## Confidentiality and Freedom of Information (FOI)

* 1. **Please note:** all information included in this Soft Market Testing is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.
  2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under FOI the request will be dealt with in accordance with the legislation.

## Background

Cambridgeshire is a [county](https://en.wikipedia.org/wiki/Counties_of_England) in the [East of England](https://en.wikipedia.org/wiki/East_of_England), bordering [Lincolnshire](https://en.wikipedia.org/wiki/Lincolnshire) to the north, [Norfolk](https://en.wikipedia.org/wiki/Norfolk) to the north-east, [Suffolk](https://en.wikipedia.org/wiki/Suffolk) to the east, [Essex](https://en.wikipedia.org/wiki/Essex) and [Hertfordshire](https://en.wikipedia.org/wiki/Hertfordshire) to the south, and [Bedfordshire](https://en.wikipedia.org/wiki/Bedfordshire) and [Northamptonshire](https://en.wikipedia.org/wiki/Northamptonshire) to the west.

In Cambridgeshire, we have a more complicated set of public service organisations than most areas, with district councils, a county council, 260 town and parish councils, a mayoral combined authority, and a local economic partnership around Greater Cambridge. We have ambitious plans to cut emissions and reduce our impact on the environment,

This vision guides a ‘decentralised’ approach to our relationships with our partners, communities, and residents, so that Cambridgeshire can become greener, fairer, and more caring in the ways that are most suitable to the variety of people and communities we serve.

To do this we have 7 key ambitions:

1. Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.
2. Travel across the county is safer and more sustainable environmentally.
3. Health inequalities are reduced.
4. People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.
5. People are helped out of poverty and income inequality.
6. Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.
7. Children and young people have opportunities to thrive.

Cambridgeshire County Council are looking for experienced consultants with extensive detailed knowledge to undertake an asset registration survey on all of our corporate properties (c.150) in a methodical and sensible data gathering approach and to be completed in a timely manner and to a consistent standard.

Each asset will need to be tagged with a unique asset tag / QR barcode to ensure that the details and maintenance history of the plant or equipment is able to be tracked. The tag or QR barcode will need to assist in identifying the service history and allow the maintenance activity to be recorded in real time.

Cambridgeshire County Council has recently procured a new Asset Management System ‘Concerto’ and is currently in the mobilisation stages. CCC is also beginning the re-procurement of its term contractor for Mechanical/Electrical and Buildings for the next 5 years and this piece of work is vital in ensuring CCC has an up-to-date track of all its building assets and conforms to SFG20 guidance and standards.

Ideally interested parties should have knowledge of the East of England area, specifically Cambridgeshire itself if possible.

## Soft Market Test Timetable

* 1. Please read this document and if you feel that your organisation is able to contribute to this exercise please complete the questionnaire at the end of this document and return, via email to [procurementandcommercial@cambridgeshire.gov.uk](mailto:procurementandcommercial@cambridgeshire.gov.uk) **by 5pm on Friday 22nd September.**

4.2 Potential responders will not be prejudiced in any future procurement processes by either responding or not responding to this soft market test exercise.

# Section 2: Identification of Requirement

## Current Situation

* 1. Cambridgeshire County Council currently access various frameworks let by Public Sector Buying Organisations such as [ESPO](https://www.espo.org/frameworks.html) to support our capital programmes and refurbishment programmes. There is not the capacity within the Authority to provide this service, and external support has been accessed via such frameworks for several years.
  2. Cambridgeshire County Council has not completed an asset survey in the last 10 years and therefore need an accurate and up-to-date list of all the assets within each of our buildings to ensure we are servicing and maintaining equipment as per statutory guidelines and recommendations.

Cambridgeshire County Council has adapted and acquired several properties of the years and needs to understand and accurately report on budgets regarding preventative maintenance. This exercise will be particularly useful now we are in our last year of the Term maintenance contract.

Cambridgeshire County Council does not have the resource capability and has insufficient time to be able to complete this exercise internally, and it is not feasible to ask our current contractor to do this on our behalf as we would like an independent view on this survey.

This initial soft market testing process does not in any way invalidate the Authority’s use of such external frameworks and will not necessarily lead to a full procurement process.

## Our Requirements

* 1. We are looking for a solution that will:
* Ensure the Authority is following its strategic objectives in relation to the asset collection linking to the new asset management system (AMS) across its portfolio of Sites and Buildings.
* We have approximately 150 sites that range from large corporate offices, libraries, community centres, respite homes, child & family centres, highways depots, caretaker houses, all have differing complexities in terms of age / accessibility / service need.
* The asset survey will entail the collection and /or review of the following:
  + Manufacturer
  + Description
  + Model Number
  + Serial number
  + Detailed Location
  + Age/install date/life expectancy
  + Defects requiring attention
* We would like to begin asset collecting by November 2023 with a view to complete by end of March 2024.
* The initial schedule of the assets to be surveyed where applicable to each building is attached for reference.

# Section 3: Supporting information

Please note you do not need to resize the table; it will automatically adjust to fit your response.

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| Registered office (if applicable) |  |
| Trading address (if different from office) |  |
| What if any local connections do you have with the authority? |  |
| Name of person whom an queries relating to this questionnaire should be addressed |  |
| Telephone Number(s) |  |
| Email |  |
| Address if different to above |  |

## Section B: Questions

Please note you do not need to resize the table; it will automatically adjust to fit your response.

|  |  |
| --- | --- |
| **Question** | **Response** |
| 1. Have you offered similar solution/service to other Local Authorities or other public bodies. (If you have case studies please attach) |  |
| 1. Please detail what presence you currently have within Cambridgeshire, both your own offices and relevant supply chain? |  |
| 1. Can you provide a detailed schedule of what should be asseted that follows SFG20 guidance |  |
| 1. Can you give examples of the potential to provide further system integration whether as Bolt-On’s or by Third Party software |  |
| 1. Should a full procurement process eventually result, would you be interested in tendering for this opportunity? What would be the reason you would not choose to submit a bid? |  |
| 1. What other information apart from the information provided above would you need to be able to provide a suitable and sufficient bid? |  |
| 1. What key factors do you think should be considered when assessing the quality of a potential supplier in this market? |  |
| 1. What would you suggest the best route to market would be? Are there any frameworks open to the public sector that would meet our requirement. |  |
| 1. We believe our portfolio, being a mix of offices, libraries, respite homes, community centres have an average GIA of 600sq m, therefore do you feel the timescale for delivering the programme is suitable and reasonable? |  |
| 1. Can you suggest a suitable pricing mechanism for this type of work? |  |
| 1. Do you have any further relevant comments or suggestions to make? |  |