

**Specification**  
**Implementing Value of Time Research Results in WebTAG**

<p><b>Purpose</b></p> <p>This document specifies a short time based commission for the research being commissioned into implementing the latest value of time research results in WebTAG</p>
<p><b>Background</b></p> <p>This project is designed to allow the Department to make robust, evidenced based responses to consultation on new values of travel time savings, in form of a public consultation response document and revised proposals for implementing the results of the new Value of Travel Time research (published October 2015) in WebTAG. In order to provide assurance around the significant changes being made to WebTAG guidance that will have wide implications for business cases across the investment portfolio, it is necessary to fully understand the practical implications of the research in terms of recommended practice in guidance.</p>
<p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1) Provide the evidence base necessary for the DfT to make robust changes to WebTAG appraisal guidance</li> <li>2) Meet the evidence needs and expectations of our stakeholders in a timely fashion but robust manner</li> </ol>
<p><b>Outputs/deliverables</b></p> <ol style="list-style-type: none"> <li>1) Provide assurance around proposals for a continuous function of distance for use in the appraisal of time savings in the course of business travel</li> <li>2) Assure the statistical process of estimating and drawing inferences based on the function</li> <li>3) Understand the implications of the revised VOT proposals in terms of appraisal practice and economic theory</li> </ol>
<p><b>Scope</b></p> <ol style="list-style-type: none"> <li>1) The scope of this requirement does not cover any additional primary research into the value of time</li> <li>2) The scope includes understanding the implications of the latest research evidence for transport appraisal practice, but not directly for transport modelling</li> </ol>
<p><b>Key dates</b></p> <ol style="list-style-type: none"> <li>1) Identify any substantive issues with original guidance proposals: by 8<sup>th</sup> June '16</li> <li>2) Model checking if requested by DfT: completion by Monday 13<sup>th</sup> June.</li> </ol>
<p><b>Contract management arrangements</b></p> <ul style="list-style-type: none"> <li>• There will be an initiation meeting (w/c 30<sup>th</sup> May) to understand the work already done by the DfT and ensure the objective, outputs and scope are fully understood and agreed in the form of a project plan.</li> <li>• An initial not will be reviewed by 4<sup>th</sup> June and provide the Department with the opportunity to decide whether to continue or terminate the contract</li> <li>• A G7 economist will ensure the work is of sufficient quality and meets the spec, and this judgement will be signed off by the relevant DD [REDACTED]</li> </ul>
<p><b>Terms and Conditions</b></p> <ul style="list-style-type: none"> <li>• The contract will be let under the DfT Conditions of Contract for Goods and Services.</li> </ul>
<p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>• The Contractor shall provide a short proposal to [REDACTED] by 7<sup>th</sup> June 2016 that includes the how they will deliver the scope and outputs of</li> </ul>



## Annex A – Pricing Schedule

### Introduction

The Contractor shall complete the Pricing Schedule in full in Pounds Sterling (£) (excluding VAT). **Any tenders which are not accompanied by a completed Schedule of Prices will be non-compliant and will not be considered further by the Department.**

In response to this Invitation to Tender (ITT) bidders are required to provide a fixed daily rate as requested below. Prices should be submitted by populating the Schedule of Prices below:

### SCHEDULE OF PRICE

The breakdown of the total price of the key deliverables to include staff deployed, grades/ job titles, and days to be worked (Staff Costs) and Non-Staff Costs are:

#### STAFF COSTS

Staff Category, Grade or Title	Name	No. of Days	Daily Rate (excluding VAT) £
Professor	██████████	4	850
Professor	██████████	3	900
Professor	██████████	4	850
Professor	██████████	0.5	900
Director	██████████	3	1020
Lecturer	██████████	2	600
Senior Research Fellow	██████████	1.5	650

#### NON –STAFF COSTS

	£
Travel Ø	n/a
Subsistence Ø	n/a
Capital Items 	n/a
Computing	n/a
Printing and Production	n/a
Other (Specify)	n/a
<b>TOTAL</b>	£

VAT	£
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Ø Travel and Subsistence rates must not exceed those applicable to those contracted in Annex C

☞ Any individual Capital Item which costs or is valued in excess of £500 must be listed individually.

Signed



Name (in BLOCK CAPITALS)



in the capacity of FACULTY RESEARCH MANAGER

Duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)  
UNIVERSITY OF LEEDS

**Postal Address** Faculty of Environment  
University of Leeds  
Leeds, LS2 9JT

**Tel No**

**Email**

**Date** 11<sup>th</sup> August 2016