**RSSB2103 – Skype Supplier meeting 21/04/16**

**Introduction from Chris**

RSSB and activities – adopt an evidenced based approach to research and analysis across rail system. Allows others to make informed decisions, encourages collaboration and system interoperability.

Historically RSSB have invited ORR to conduct review activities. ORR last conducted a review of RSSB in 2010.

There is reporting line to ORR. Not a strict regulatory review but an independent view point. A report was scheduled for 2015, but was put on hold due to other industry reports being undertaken – Shaw, Bow, Hendy – awaiting the outcomes of such reports/ reviews. This ORR report does not address the Shaw report directly, but will assist with adding clarity to RSSB’s role.

DFT are keen on work to go ahead

A letter of invitation will be sent from RSSB to ORR in May. ORR will create a steering group of senior non-executives. Kick off will be May, industry discussions and engagement in the summer.

There are 2 aspects to the piece of work that we are tendering for:

1. Strategic advice on how to share and position the outcomes of the ORR review
2. Advice on how to work effectively with Stakeholders to engage them and communicate the outcomes of the ORR report.

**Open for Questions**

No questions raised in relation to introduction.

Questions previously lodged were addressed

**Can the RSSB provide further information on the aspects of the ORR’s review on which the consultant will be expected to provide advice?**

Happy with the introduction but as much information as possible would be helpful. RSSB cannot provide further information prior to the ORR report publication. Support required from a strategic view point and how to frame the responses and show value for money.

**Are RSSB looking for a team or a senior individual?** More likely to a senior manager role that is required with experience of managing a strategic direction. A small RSSB team to support.

**Do you have any more detail about the timing of the work, in other words how does the work required in this contract map to the ORR report timescales?**

Covered in intro – No intention by DfT to publish anything from review of ORR. This activity is endorsed by both parties (DfT & ORR). Most activity will take place in May, June and early July. Additional work may be required later on in process.

**Whether the £80,000 budget includes or excludes VAT**? Excludes VAT

**The nature of the procurement process.**  All available in the document submitted. This is a one stage process – proposals to be submitted and evaluated.

**Follow on question asked on the call**

**Is there a price/ technical split?** Yes as noted in Request for Proposal, the split is Price 20% / Technical 80%.

**Do you have any more detail on the level of detail you require in the report or more about your exact requirements (we have a good idea about what you’re after but the more detail we can get, the better our response to you will be)?** Covered in Intro.

**Follow on question asked on the call**

**If there are further questions after meeting can these be raised**? Yes – please email Vikram.Gudra@rssb.co.uk.

**Is there any flexibility in terms of deadline? Even an extension to the end of the week would be really helpful.** Yes extended to the 3rd of May, 12 noon deadline

**If the consultant were to work for the ORR itself during the period of the contract, would the RSSB regard this as a conflict of interest?**

If Consultants are working with ORR but not related to this project, no objection to queries raised.

**We note the requirements for the case studies to be included in the submission. Must the case studies include all of the elements identified in the third column of the table on page 10 of the RfP?**

They are guidance notes of what RSSB expect in the case study. Just sell your skills as best as possible.

**Follow on question asked on the call**

**Can the 2 case studies cover all elements or would you want to see each case study covering each element?** The case studies can be used in a combined way to evidence experience covering all areas required.

**The maximum length for the various responses is expressed as a number of words and a page limit. Should the phrase “300 words or 1 page” be interpreted as meaning “whichever is the maximum” of “whichever is the minimum”?** This refers to the maximum, additional information such as diagrams, charts etc will be accepted.

**Follow on question asked on the call**

**On the outline resource plan, CVs to be submitted can these be added as appendices?** Yes

Due to late access to the call because of technical reasons, Chris carried out a recap on the earlier introduction on context for work

RSSB provides service for shaping rail system operability, collaboration across the industry.

Recent Shaw review minister of state review all orgs working in the industry. Historically RSSB have engaged with ORR to carry out a review. This is not a regulatory review. Members require a licence provided by ORR, so it seems fitting that we engage with them. This report does not address the Shaw report directly, but will assist with adding clarity to RSSB’s role. Last review carried out on 2010, a follow up was due last year but a decision made to hold off until other reports such as Shaw had been completed.

Exe and non-exec’s across the industry will be engaged to form a steering group. Both ORR and RSSB will contribute to setting this up.

Requirement to support RSSB on Strategic review – not writing the information but supporting the level it is set at.

Engagement is another key element and support in shaping the strategic level is required.

Strategic advice on how we position ourselves.