# **REQUEST FOR QUOTATION**

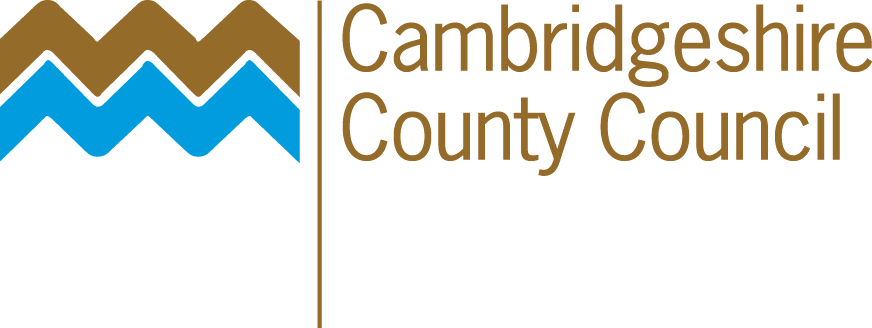
# **FOR**

**A TRANSPORT SCHEDULING AND ROUTING TOOL**

**FOR THE CAMBRIDGESHIRE TOTAL TRANSPORT PILOT**

**CAMBRIDGESHIRE COUNTY COUNCIL**

**REF: TTSS**



Issue Date: 9 May 2016 Total Transport]

…………………………Cambridgeshire County Council

Return Date: 23 May 2016 ………………………….SH1310

………………………….Shire Hall

Cambridgeshire

CB3 0AP

Tel: 01223 507198

Email: [total.transport@cambridgeshire.gov.uk](mailto:total.transport@cambridgeshire.gov.uk)



The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

**SECTION 1 - INTRODUCTION**

1. **GENERAL REQUIREMENTS**

Quotations are invited for the provision of a transport scheduling and routing tool or service.

The Council’s detailed requirements are defined in Section 2 – Output Specification.

The Council reserves the right to select more than one quotation if they receive more than three responses.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the person named below.

The Council reserves the right to carry out due diligence checks on the awarded provider.

1. **BACKGROUND**

Cambridgeshire County Council is looking for a scheduling software tool to support the delivery of its Total Transport Pilot project.

The Total Transport Programme is funded by the Department for Transport and is seeking to implement a cross-sector approach to the delivery of supported passenger transport services.

Cambridgeshire is one of 37 local authorities to have bid successfully for central government funding through the Total Transport programme. The Council has been awarded a grant to research, design and implement a pilot Total Transport scheme, to be operational from September 2016.

Cambridgeshire’s Pilot will cover the northern half of the East Cambridgeshire District centred on Ely. The principle behind Total Transport is simple – that, on the ground, it doesn’t make sense for different vehicles to collect neighbours who are making similar journeys but for different purposes (healthcare, education, social care, etc.) The Pilot will integrate services that are currently commissioned separately and provided by different operators. This approach will allow resources to be allocated and coordinated more efficiently to provide services that meet passengers’ needs as well as saving costs.

The Pilot will include all Council funded transport in the area: Home to School Transport (mainstream and special educational needs); Looked after Children’s transport; Adult Social Care transport; Local Bus; and, Community transport. The Council is also working with the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) to include non-emergency patient transport in the Pilot.

The funding that the Council has been awarded for its Total Transport Pilot includes funding to design and embed new IT systems to help manage transport services, collect, manage and share information, including across County Council IT systems (i.e. finance systems); we are seeking an IT partner to help us to deliver that vision.

1. **PROCUREMENT TIMETABLE**

|  |  |
| --- | --- |
| 1. **Request for Quotation Issued** | 13 May 2016 |
| 1. **Deadline for Clarification Questions** | 23 May 2016 |
| 1. **Deadline for Quotation Responses** | 31 May 2016 |
| 1. **Quotation Evaluation** | 1 June 2016 |
| 1. **Contract Awarded** | 3 June 2016 |
| 1. **Deadline for Delivery** | 1 August 2016 |

1. **CLARIFICATION QUESTIONS**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Martin Magnago Total Transport Project Officer (Tel) 01223 507198 (Mob) 07563 028885 Email [martin.magnago@cambridgeshire.gov.uk](mailto:martin.magnago@cambridgeshire.gov.uk) [total.transport@cambridgeshire.gov.uk](mailto:total.transport@cambridgeshire.gov.uk)

Please note that the deadline for questions is 23 May 2016, 24:00

1. **QUOTATION RESPONSES**

Should you wish to take part in the selection process please complete this RFQ and email to:

Martin Magnago Total Transport Project Officer (Tel) 01223 507198

Email [total.transport@cambridgeshire.gov.uk](mailto:total.transport@cambridgeshire.gov.uk)

by 9:00 on 31 May 2016.

1. **EVALUATION OF QUOTATIONS**
2. Any bids that not compliant or complete will be discarded.
3. Cambridgeshire County Council will assess the Bidder’s responses to the requirements in Part 2 – Output Specification. Bidders must meet ALL Essential Requirements or be able to offer an alternative which is acceptable to us in order for their Quotation to be evaluated. Bidders who answer 'No' and do not offer an acceptable alternative will fail the RFQ process.
4. Bidders are asked to complete Part 2(b) of the RFQ, which covers technical requirements.
5. **Quality** - An evaluation of Quality will be conducted worth 80% of overall score. Based on the information provided by bidders in their answers to the quality questions, each compliant submission will be evaluated based on the following criteria:

|  |  |  |
| --- | --- | --- |
| **O/S**  **Ref\*** | **Functional requirement** | **Max score %** |
| 1 | Booking, database and scheduling | 20 |
| 2 | Routing, scheduling and optimisation | 30 |
| 8 | User experience | 7 |
| 9 | Project management, design and installation | 10 |
| 10 | Training | 8 |
| 3 | Contract records | 5 |
| 4 | Reporting | 5 |
| 5 | Financial Management | 5 |
| 7 | Legacy Software Integration | 5 |
| 11 | Scalability and Future Development | 5 |
|  | **TOTAL QUALITY SCORE** | **100%** |

**\*** Output specification reference. Section 6 *Tendering* is “nice to have” and therefore doesn’t score.

**Quality Questions for Bidders**

Bidders are asked to describe how and to what extent their product or service meets the Council’s requirements; including in their answer relevant technical information, method statements and references.

|  |  |
| --- | --- |
| **Functional requirement** | **Question** |
| Booking, database and scheduling | How does your system collect and manage data (including importing user data from existing Council systems) to support the management of an efficient and effective transport booking, information and scheduling service? |
| Routing, scheduling and optimisation | How does your system route, schedule and optimise the total transport service? |
| User experience | How will users navigate and use your system?  How do you go about testing the usability of your system? |
| Project management, design and installation and operation | How will you manage the design and installation of your system and how will you support it once it is operational? |
| Training | How will you support users with initial and ongoing training? |
| Contract records | How will your system support the recording and management of transport operators’ contracts with the Council? |
| Reporting | Describe your system’s reporting functions. |
| Financial Management | How will your system support the Council’s financial management of its Total Transport Service? |
| Legacy Software Integration | How will your system integrate / operate with the Council’s legacy software? |
| Scalability and Future Development | Explain how your solution might be scaled up beyond the Total Transport Pilot. Describe your future development path. |

These questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | Exceeds the specification. |
| 3 | Meets the specification |
| 2 | Does not fully meet the specification but is acceptable |
| 1 | Meets some of the specification requirements, but overall is not acceptable. |
| 0 | Does not meet the specification and is not acceptable |

**d. Price -** An evaluation of Price will be conducted worth 20% of overall score. The score for the price will be calculated as follows:

Lowest compliant bid price / your bid price = your pricing score (a compliant bid is one that is judged to be at least “acceptable” for all of the scoring criteria and / or achieves an overall quality score of at least 40%).

**e. Total Score**

The overall evaluation score will be 80% Quality: 20% Price.

**Evaluation Method, combination of Quality and Price**

**Quality 80% / Price 20% = 100%**

1. **Quality**

Quality Score % is the total of scores for all of the scoring output specification requirements:

**This is the Bidder’s**

**Quality Score**

.:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Bidder** | **Max Quality Score Available** | **Score %** |
| Bid 1 | 85% | 80% | 68 |
| Bid 2 | 70% | 80% | 56 |
| Bid 3 | 25% | 80% | 20 |

1. **Price**

Price = 20% of total score Price score % will be calculated as follows:

**(Lowest compliant bid price ÷ Potential Provider's price)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Bid Price (£)** | **Price (£)** | **Score %** |
| Bid 1 | £45,000 | £45,000 | 20 |
| Bid 2 | £45,000 | £50,000 | 18 |
| Bid 3 | £45,000 | £55,000 | 16.4 |

Total

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 68 | 20 | 88 |
| Bid 2 | 56 | 18 | 74 |
| Bid 3 | 20 | 16.4 | 36.4 |

**SECTION 2 – SPECIFICATION**

The Council’s output specification is attached as an appendix.

**SECTION 2(b) TECHNICAL REQUIREMENTS**

The Council’s standard questions covering technical requirements are attached as an appendix.

# **SECTION 3 - SUPPORTING INFORMATION**

*Note to Potential Providers– You may adjust the size of the following text boxes to suit your response.*

##### SECTION A Organisation and Contact Details

A-1 Name of your

organisation

A-2 Registered office

(if applicable)

A-3 Trading address

(if different from registered

office)

A-4 Organisation

Registration Number

(if applicable)

A-5 Is your organisation a:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Sole Trader

Partnership

Public Limited Company

Private Ltd Company

Voluntary & Community Sector

Charity

SME (Small and Medium Enterprise)

Other

If you selected other, please

specify

A-6 What, if any, local

connections do you have with the

County

A-7 If the Company is a

member of a group of companies,

please give the name and

address of the ultimate holding

company

A-8 Name of person to whom

any queries relating to this quote

should be addressed

A-9 Telephone

A-10 Email

A-11 Address

(if different to the Address above)

# **SECTION 4 – PRICING SHEET**

**Pricing and Costs**

Bidders are asked to provide a price for 3 years plus 1 operation (i.e. costs for a 3 years contract, plus an option to extend for a further year), costs will be evaluated on the total 3+1 year price.

Please insert your costs in the table below. The costs should be broken down into components (i.e. “project management”, “installation” and “training” etc.) with a full description of each component and its associated time and costs.

Unless the offer is subscription based the Council would like to agree a phased payment profile with bidders, with payments for initial installation and training milestones etc. linked to agreed availability and performance standards being achieved over several months successful operation. A suggested payment milestone profile might be 1 month 30%, 3 months 60%, 6 months 10%. If the offer is for an annual subscription, the Council would like to see those costs amortised as equal monthly payments. Bidders are however invited to suggest a suitable payment profile, provided that payment can be demonstrably linked to availability and performance.

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Component description | Delivery by | Costs (£) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total Cost (£):** |  |  |

**SECTION 5 – FREEDOM OF INFORMATION**

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable

**SECTION 6 – SIGNATURE AND DATE**

**Request for Quotation for a transport scheduling and routing tool for the Cambridgeshire Total Transport Pilot.**

I the undersigned hereby declare by marking an X in the box:

1. that the information provided is complete and accurate;
2. that the price in Part 4 is our best offer;
   1. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Council in writing.

Name ...............................................................

Position Held ...........................................................

Dated ...............................................................

**APPENDIX 1: CONDITIONS OF CONTRACT**

Please refer to ‘Scheduling Software Contract’ document.