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**1. PURPOSE**

1.1 We are seeking advice and expertise as we take forward the creation of a new Government company to leverage the Crossrail brand internationally. The Department has prepared a first draft of a business plan, which is now to be developed into a detailed working plan for the creation of the proposed new business.

**2. BACKGROUND TO THE CONTRACTING AUTHORITY**

2.1 The Department for Transport is a Ministerial Department. We work with our agencies and partners to support the transport network that helps the UK’s businesses and gets people and goods travelling around the country. We plan and invest in transport infrastructure to keep the UK on the move.

**3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

3.1 We are seeking capability to support our work in the creation of the company. Close working with both the Department and Crossrail Ltd. will be required.

**4. THE BID AND EVALUATION**

**Quality Submission will attract 70% of the available score**

Criteria	Weighting
<ul style="list-style-type: none"> <li>Experience of major transport infrastructure projects, including their development, initiation and execution, at a senior level within Government or delivering for Government and/or local authorities,;</li> </ul>	10%
<ul style="list-style-type: none"> <li>Commercial experience at a senior level including experience of developing, and operating within complex funding and governance arrangements;</li> </ul>	20%
<ul style="list-style-type: none"> <li>Experience of international transport consultancy, including the development of pricing offers and a detailed understanding of the supply chain;</li> </ul>	15%
<ul style="list-style-type: none"> <li>Experience of how major transport projects source and retain expertise, and demonstrable ability in creating high performing teams, and proven ability to effectively establish and maintain successful stakeholder relationships, in both the public and private sectors,</li> </ul>	15%
<ul style="list-style-type: none"> <li>Given the required timescales to set up the company, knowledge of the strengths of Crossrail brand and project and the potential to leverage its success, and</li> </ul>	30%



<ul style="list-style-type: none"> <li>An understanding of currently established and emerging markets in respect of international transport and business development, and current and potential market opportunities for exploitation.</li> </ul>	10%

Note only those scoring at 60% or higher on quality will be taken through to the price evaluation

Quality Scoring : The following scoring definitions will be applied

Mark	Comment
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
1	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
2	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
3	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
4	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

**Price Schedule : Provide Per Diem Rate for all individuals proposed**

Name	Per Diem Rate (ex VAT)

Note : Rates to be inclusive of all travel, subsistence and other expenses.

**Price Evaluation will attract 30% of the available score**

The lowest per diem rate is awarded 100% and each subsequent rate is awarded the score based on the percentage variance from the lowest.

**Overall Score**

The weighted scores will then be added together based on the 70:30 split.

**5. SCOPE OF REQUIREMENT**

5.1 The Department will engage with Cabinet Office and Her Majesty’s Treasury and requires expert support in order to secure approval for the creation of the company and the required resources.



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## **6. THE REQUIREMENT**

- 6.1 The detailed working plan for the creation of the proposed new business should include but not be exclusively
- Business and marketing approach;
  - Market strategy;
  - Resource plan, including retention and incentive;
  - Opportunities and markets;
  - Pricing and charging approach;
  - Timeline and KPIs; and
  - Approach towards joint ventures, including as a means of bringing the wider UK supply chain into international opportunities.

## **7. KEY MILESTONES**

- 7.1 The Potential Provider will agree milestones with the Authority upon appointment. The expected milestones include the creation of the company, initial appointments, a market strategy, a business and marketing approach and its pricing/charging strategy.

## **8. REPORTING**

- 8.1 The Supplier will be expected to provide regular reports to the Authority, written or via meeting updates. DfT requires the Supplier to agree the scope and cost before proceeding. It will be incumbent on the Supplier to keep the DfT Contract Manager regularly updated on the anticipated cost to date.]

## **9. CONTINUOUS IMPROVEMENT**

- 9.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 9.2 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

## **10. PRICE**

- 10.1 The provider should provide a per diem price for the proposed period.
- 10.2 The role has been assessed and sits within the guidelines for the application of IR35.

## **11. STAFF AND CUSTOMER SERVICE**

- 11.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Crossrail International Contract in order to consistently deliver a quality service to all Parties.
- 11.2 Potential Provider's staff assigned to the Crossrail International Contract shall have the relevant qualifications and experience to deliver the Contract.
- 11.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.



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## **12. SERVICE LEVELS AND PERFORMANCE**

- 12.1 The workstream is in its infancy and the Authority will measure the quality of the Supplier's delivery by evaluating the following service areas against targets and SLAs to be agreed once the provider has been identified:
- 12.1.1 Business and marketing approach;
  - 12.1.2 Market strategy
  - 12.1.3 Resource plan, including retention and incentive
  - 12.1.4 Opportunities and markets
  - 12.1.5 Pricing and charging approach
- 12.2 The potential provider and expected deliverables outlined above will be proactively managed by the department and any perceived poor performance that may lead to a required early termination of the contract will be managed through checkpoint meetings leading to formal notice if necessary.

## **13. SECURITY REQUIREMENTS**

- 13.1 The successful Bidder will be expected to take all appropriate measures to ensure that confidential or sensitive material is only disclosed in accordance with the terms of the engagement.

## **14. INTELLECTUAL PROPERTY RIGHTS (IPR)**

- 14.1 All Intellectual Property Rights in any materials furnished to or made available to the provider by or on behalf of the Client shall remain the property of the Client.
- 14.2 The provider hereby grants to the Client a non-exclusive licence to use, reproduce, modify, develop and maintain the IP Materials prepared by or for the Contractor in relation to the performance of its obligations under the Contract. The Client may also use the IP Materials for such other purposes as the Client shall require that relate to the Client's business or functions. Such licence or sub-licence shall be non-exclusive, perpetual, royalty free and irrevocable and shall include the right for the Client to sub-licence, transfer, novate or assign to other Contracting Authorities, a Replacement provider or to any other third party supplying services to the Client.
- 14.3 The provider grants to the Client a royalty-free, irrevocable and non-exclusive licence (with a right to sub-licence) to use, reproduce, modify, develop and maintain any Pre-Existing IPR, which the Client reasonably requires in order exercise its rights and take the benefit of this Contract including the Services provided.

## **15. PAYMENT**

- 15.1 Payment can only be made following satisfactory progress and delivery of pre-agreed certified products and deliverables.
- 15.2 Before payment can be considered, each invoice must include a detailed breakdown of time worked, progress to deliverables and the associated costs.



**16. ADDITIONAL INFORMATION**

16.1 We envisage this would be up to two days a week to support the development of the working plan outlined above for an anticipated period of three to four months.

16.2 The proposal should detail:

- The supplier's skills and experience;
- Proposed approach, including time; and
- Cost per day.

**17. LOCATION**

17.1 The Base location is London for the purpose of attendance at meetings. The Supplier shall be expected to conduct their services at their premises and also the Department for Transport, Horseferry Road, and Crossrail Ltd. Canary Wharf.