

WAPAPP TENDER SUBMISSION
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CALLINGTON
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WAPAPP@WRT.ORG.UK

Invitation to tender: Development of a Cross Platform Mobile Application

This Invitation to Tender ("ITT") has been prepared by Westcountry Rivers Trust (WRT) to invite proposals for development of a cross-platform (IOS & Android) mobile application in two phases; A Minimum Viable Product (phase One) and an Extended Product (Phase Two).

To bid for this contract, you are required to submit a proposal explaining how you will meet WRT's requirements as explained in this ITT. It should:

- Follow the format described and answer all the specific questions.
- Use the pricing schedule to explain how you will charge for the work you do.
- Prove that you have the type and amount of insurance cover required.
- You will also need to complete and return the Non-Collusion Statement.

The tender process will be conducted in a manner that ensures fair evaluation against a series of weighted criteria.

Please read the instructions on tendering carefully, failure to comply with them may invalidate your application. All sections should be answered with N/A or N/K being used in the case of something being not applicable or not known (respectively). Bids received after the deadline will be disqualified for consideration.

Any questions regarding the tender should be directed to:

wapapp@wrt.org.uk

Questions received before the Deadline for Questions will be circulated by email to all tenderers shortly after the date listed in the Time Frame table. All questions and their answers will be circulated to all bidders, without revealing the identity of the relevant bidder(s) that put forward a question.

WRT policy of procurement

WRT's procurement policy adheres to the EU Treaty Principles and the National Rules. It also incorporates a number of principles that we believe demonstrate our commitment to fulfilling our charitable objectives and ensuring the fairness and integrity of our procurement practices:

- Demonstrating 'best value for money'.
- Environmental considerations.
- Minimising the risk to WRT in terms of liability.

NEC3 Contract

WRT will make use of an NEC3 Professional Services Short Contract (PSSC) to best facilitate the responsibilities and duties of us and the successful developer. A break clause will be included in the event that development and deployment of Phase One completion is not met satisfactorily.

Variant Bids

We encourage creativity and innovative thinking that may deliver the tender objectives more effectively. In preparation for your bid any suggestions or solutions that you may feel provide a more cost efficient and value for money approach, but alters the requirements of this specification, may be entered as a Variant Bid. This, must be clearly marked "variant bid", and must be submitted in addition to a fully compliant bid as requested in this ITT.

About Westcountry Rivers Trust (WRT)

WRT is an environmental charity (Charity No. 1135007, Company No. 06545646) established in 1995 to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water impoundments in the Westcountry and to advance the education of the public in the management of water.

About Westcountry Angling Passport (WAP)

Shortly before the millennium the trust set up what was then called Angling 2000, a then novel scheme to allow anglers immediate access to rivers with a book of £3 tokens. An appropriate number of tokens for each beat (section of river) can be posted into a WAP-letterbox (beatbox) near the start of the beat. The scheme evolved into the Westcountry Angling Passport and has served Devon and Cornwall well for nearly 18 years.

Other similar token schemes now exist around the country and thanks to an agreement to standardise the value of one token to £3 we can accept tokens from other trusts within our system and visa-versa.

About Water For Growth (W4G)

Water for Growth is a three year project funded by the European Regional Development Fund and lead by WRT in partnership with the Environment Agency, Natural England and South West Water. It will deliver improvements to the passage of migratory fish (salmon and sea trout) by the removal or alteration of manmade weirs, in river and bankside habitat improvements for juvenile salmon and sea trout alevins, parr and smolts. The project is focused on improving Cornwall's natural capital (rivers and their associated flora and fauna) and supporting this by encouraging and facilitating a responsible and sustainable exploitation of this natural capital in the form of game angling.

The successful tenderer will be tasked to co-develop, with WRT, a cross-platform mobile application (WAPapp) for game anglers in Cornwall. This will simultaneously improve efficiency and reduce the friction cost of administering payment within the existing paper based system.

What the WAPapp needs to achieve

The current passport scheme runs entirely on a paper counterfoil system, with anglers buying books of 10 tokens valued at £3 each. Anything from two to five tokens need to be filled out with personal details and posted in the beatbox before fishing and a catch return stating the angler's success or lack thereof posted at the end of their session.

From an angler's perspective, this is a relatively easy and welcome improvement on the traditional day ticket, allowing them to decide whether to fish at the last minute and getting in the water seconds later. However from the Trust's point of view it requires a large investment of effort to collect, sort and count the 1000s of individual tokens and properly account for them at the end of the year. With most WAP funds going directly to the beat owners, the more anglers we host in the Westcountry, the more costly to the trust the current scheme becomes.

The app will therefore:

- Reduce the workload of WRT staff and volunteers in collection and counting of tokens;
- Work in partnership with the current paper system;
- Appeal to and attract the next generation of anglers;
- Promote the local services and facilities that Cornwall has to offer the visiting angler (It is estimated that each visit by an angler contributes £175 to the local economy through spending on food, accommodation, tackle and transport);
- Lower the barrier to entry for those new to the eccentricities of river game fishing.

Time frame

ITT advertisement post		28/06/2017
Deadline for questions	No later than 17:00	14/07/2017
Circulation of questions to all applicants	09:00	17/07/2017
Application deadline	No later than 17:00	20/07/2017
Notification of shortlist		02/08/2017
Interviews (Telephone or face-to-face, please make sure you have availability within this time)	07/08/2017 to	11/08/2017
Appointment		23/08/2017

Development timescale

It is anticipated that the successful bidder will follow the key milestones below. Any variance from these milestones must be highlighted in the **Work Plan** in the **Questions For Bidders**.

Key Milestones for Phase One

Developer **WRT**

1	Initial meeting	Outline delivery	Week 0
		Wireframe delivery	
2	Developer review of scope	Backend proposal	Week 2
		Feedback	
3	Sign off proposed MVP	Data, User management, UI	Week 3
4	Backend Work	Content duplication	Week 6
		User management	
5	Front End Work	UI Delivery	Week 8
		Mapping	
		Beat list detail	
6	QR	Token and beatbox scan	Week 10
7	Alpha	Internal testing and validation	Week 11
8	Iterate	Refine	Week 13
9	Beta	Useability testing	Week 15
10	Final Review		Week 17
11	Submission		Week 18

Key Milestones for Phase Two will be determined by mutual agreement on successful completion of Phase One.

Selection and Shortlist

All tenders will be received by the review panel simultaneously and evaluated for selection based on the weighted criteria listed below.

Explanation of weighted scoring for shortlist and award

The following matrix will be used to calculate a score for each bid. A score of 0 to 5 will be given for each section based on the following criteria:

Criteria	Score
Very High Standard with no reservations about acceptability	5
High standard but with few reservations	4
Good Standard	3
Generally of a good standard with some reservations	2
Basic compliance only	1
Unacceptable - Nil or inadequate response	0

Description	Score (0-5)	Weighting multiplier	Total
Evidence of competence, qualification and experience		12	
Objectives and Approach		12	
Methodology		8	
All costs appropriately covered and are competitive		16	
Work plan		8	
Staffing		4	
Risk management		8	
Environmental considerations		4	
Compliant application		12	
Deployment		8	
Support		8	

Interview Matrix:

Shortlisted bids will be evaluated further during interview with the following Matrix. All scores will be added together to inform the appointment.

Description	Score (0-5)	Weighting multiplier	Total
Objectives and Approach		30	
Methodology		20	
Work plan		20	
Staffing		10	
Deployment and Support		20	

Intellectual Property

All intellectual property rights in this ITT and all material provided by WRT to applicants relating to this ITT are and shall remain the property of WRT.

Pricing Schedule

All pricing should be in pound sterling (£GBP).

If applicable, please convert your currency into UK sterling using the rate published by the European Central Bank on the date you submit your tender.

VAT:

Costs should be quoted **exclusive of output VAT**. Please confirm this in your pricing schedule, and indicate if the project will attract output VAT and at what rate.

If your proposal includes costs for sub-contractors these costs must be separately identified.

Evidence of Insurance

Documentary evidence to show that you have appropriate amounts of insurance cover will be necessary for consideration in this bid.

This should be a copy of the relevant policy together with proof of payment of the current years' premium.

- Employers Liability Cover – minimum cover £5 million
- Professional Indemnity Insurance – minimum cover £2 million for claims arising from a single event or series of related events in a single calendar year.

Documents

Full scope for the project, with a package of work; wireframes, design concepts and all necessary forms to submit a compliant bid, will be provided on request by email to wapapp@wrt.org.uk with the subject "WAPapp Tender Documents"

Submission of Documents: Please send all documents, hard copies only, to:

WAPapp Tender Submission
Rain Charm House
Kyl Cober Parc
Stoke Climsland
Callington
PL17 8PH

Please do not include any company branding or personalised postal franking on the envelope so that we may evaluate every application fairly.