

Draft

Prior Information Notice – Taxi – Passenger Transportation

1. UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

2. About Science and Technology Facilities Council (STFC)

Science and Technology Facilities Council (STFC) is a world-leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale.

3. The Business Need

STFC (UKRI) has a significant need for “bought in” taxi journeys for staff, users and visitors across all of its sites, Rutherford Appleton Laboratory, Oxfordshire (RAL), Daresbury, Cheshire (DL), Edinburgh (UKATC) and Swindon. Due to the high level of “User” visits to ISIS and CLF at the RAL Oxfordshire based site, that area has the highest volume requirement, approximately 5500 separate trips (although this number can vary widely depending, particularly, on the running days of the large facilities). Journeys range for local trips as low as 12 miles up to longer trips, typically to airports, of 50 miles plus.

As well as buying in its taxi services the RAL, Oxfordshire site (exclusively) has a retained Transport Function which employs a small team staff who undertake both goods and passenger transportation.

In advance of the expiry of the current contract, STFC is considering how best to address the succession to the current contract provision. We now seek to gauge the market response to STFC’s requirements so that we can deliver improvements and benefits through new contracted provision.

4. Description of the Procurement Opportunity

STFC seeks to secure a sustainable and best value solution for providing safe and good standards of taxi and executive travel services for STFC business. We wish to secure quality suppliers to ensure reliable service delivery, using technology efficiently to enable Client end-user access where applicable, and which can reduce overall administrative burden in journey call off.

In order to support this UKRI- STFC anticipate establishing a multi-lot framework and are looking to separate this framework into geographical locations, these splits can be seen below.

5. The Requirement (for information - not yet finalised)

The requirement will be split into lots by geographical location. Suppliers that are capable of delivering specific lot/s will need to register their interest and are encouraged to attend the engagement day at the location which they operate within. We envisage that there will be five lots covering:

LOT 1: RAL Oxfordshire - short journeys

LOT 2: RAL Oxfordshire Long journeys including London and regional airport journeys

LOT 3 Swindon - Journeys from Swindon to RAL and Bristol area

LOT 4: DL, Daresbury, Cheshire

LOT 5. UK ATC, Edinburgh area

There will be a requirement for two types of services required as part of the provision, 1. pre-booked (at least 24 hours in advance) and 2. taxi (immediate response).

6. New Contract Provision - Key Considerations & Desired Benefits (for information - not yet finalised)

STFC's initial considerations about its requirement include the following themes:

- Ensure that provision to Lot 1 & 2 are aligned to the retained Transport Office function at the RAL, Oxfordshire site.
- Secure best value for standard taxi journeys whilst securing the quality of longer distance provision of executive passenger travel
- Reduce number of suppliers to manage – where there are multiple suppliers secure an overarching primary supplier
- Healthy use of local market supply chain
- GDPR end to end compliance
- Transparent and fair pricing model and terms and conditions – to Client and Supplier
- Secure agreed common and regular journey prices with a format agreed for irregular journeys
- Agreed KPIs and measures in place to support quality, customer care, safety standards and management of cost

- Secure safe travel and good standards of client and user customer care
- Secure commitment to environmental innovations
- Harness supplier technology for enabling customer and client portal / contract oversight / MI for booking where appropriate to reduce admin burden on STFC
- Harness shared ride technology
- Secure industry standard quality standards e.g. ISO9001

7. Out of Scope

- In house retained drivers
- STFC is not wishing to develop any propriety technology or platform

8. Supplier Days

This Prior Information Notice is being issued in order to undertake a market consultation exercise with regards to the current view of requirements detailed above. If you believe that this will be of interest to you and your organisation, please register your interest by sending an email to the following email address: professionalservices@uksbs.co.uk

By registering and attending you will be engaging in non-competitive dialogue which will enable STFC to develop and assess the market's appetite, concerns, and views on formulation of its requirements.

Please register by **06th June 2019** and state clearly which Supplier Day you wish to attend.

The estimated value of the framework per annum excluding VAT is £430,000.

We anticipate the new provision being a three year plus 1 agreement

The two supplier engagement days will be held at:

1. Rutherford Appleton Laboratory, Harwell Campus, Didcot, OX11 0QX - 12th June 2019

This event focusses on RAL and Swindon areas.

2. Daresbury Laboratory, Keckwick Lane, Warrington, WA4 4AD – 11th June 2019

This event focusses on Daresbury area

UKATC - Blackford Hill, Edinburgh EH9 3HJ – supplier engagement will be managed locally but please do register your interest if you wish to be contacted.

Please state your location preference if you wish to attend. Once you have registered your interest we will confirm the actual day and time of the engagement day. STFC may consider information and responses received as part of the preliminary market consultation to help inform STFC's options and further decision making in relation to the planning and conduct of the proposed procurement. For the avoidance of doubt, this notice is not a Call for Competition; a Contract Notice will be issued as a call for competition. Not registering an interest shall not prevent any supplier participating in a potential future procurement, nor is it

intended that any information supplied as part of preliminary market consultation shall place any supplier at an advantage in a potential procurement process. Participation in preliminary market consultation will be at each supplier's own cost.

The format of the Supplier Day will be confirmed in advance and an agenda of the day will be provided.