

SEAFISH

The **Kingfisher**
Information Service

Invitation To Tender

Kingfisher Offshore Hazard News

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Seafish

Humber Seafood Institute, Origin Way, Europarc, Grimsby, DN37 9TZ

Tel: 01472 252300

Email: kingfisher@seafish.co.uk

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1. Background

1.1. About Seafish

Seafish is a UK NDPB established by the Fisheries Act 1981. The organisation is sponsored by DEFRA, the Scottish Government Marine Directorate, the Welsh Assembly Government and Department of Agricultural and Rural Development, Northern Ireland. Seafish is funded by levy paid on all seafood landed or imported into the UK (excluding Salmon, Trout, bottled and canned product). Our work cuts across all segments of the seafood value chain – from catching and farming; through primary and secondary processing, importing and distributing through to retail and foodservice operators. More information is available on our website www.seafish.org.

Kingfisher is a team within Seafish, tasked with improving safety in the fishing industry by ensuring fishermen have the most up to date positions of offshore structures and news of offshore activities and hazards. This project relates to the latter – the supply of offshore activity and hazard news to the fishing industry. This includes fishing industry stakeholders on land and at sea.

1.2. The project

The purpose of the project is to design and deliver a system capable of collecting, storing, managing and the electronic supply of 'offshore hazard news' to the fishing industry. Central elements to this include a website, application, email/text delivery and third party website support (feed of information).

The key objectives and expectations of the project are laid out in section 3 of the Requirements Document. This provides a high level view of the key requirements, including:

- integration and compliance with our current IT infrastructure;
- easy entry and management of news/notices within a professional database management system;
- be capable of proficiently disseminating vital safety news/notices to the UK fishing industry (e.g. website, text, email, app);
- have ability to push news to select pages within two existing websites;
- have exceptional sharing capabilities for social media;
- display/map positions of offshore news via online maps (ESRI solution preferred); and
- exceptional ease of use – most importantly for the end user, but also for Seafish staff.

As stated in the Requirements Document, Seafish has a completion date of 28 February 2019.

2. Requirements Document

The Requirements Document has been produced to give a more detailed perspective of what capabilities we require. Although this is a high level view of the requirements, it is envisaged that further details will be gathered before project commencement through workshops with the Seafish project team and extensive research.

This document needs to be read and understood in full before being able to tender for the work listed within the rest of this document.

3. Aim of the project

The overall aim of the project is to provide Seafish with a system to disseminate crucial offshore 'news' to the UK fishing industry – improving awareness and safety of crew and vessel whilst fishing. This includes hazards,

structures, developments, vessel activities, etc., that may pose a risk to safe fishing operations, with the most severe risk being potential loss of vessel and life.

The system should ensure ‘news’ – from the offshore oil & gas, subsea cable, renewable energy and marine aggregate industries – may be collected/inputs, stored, managed and supplied to the fishing industry in the most appropriate and useable format.

4. Scope

The scope of the project will include:

- Understanding and fulfilment of the Requirements Document
- Extensive requirements gathering in preparation of finalising system scope
- Identifying and finding solutions for requirements of the Requirements Document, and potentially, over and above the stated requirements, providing innovative solutions/options
- Be compatible with existing Seafish IT infrastructure as specified in the Requirements Document
- Identify, develop and deliver the system
- Ensure the system is capable of future adaptation, development and update, without the need for extensive re-programming.
- Produce user training materials
- Provide a minimum of 12 months support and maintenance

5. Your Response

In putting your response together, the criteria that we would like you to demonstrate is listed in section 6 of the Requirements Document. Please include further detail that you believe to be relevant.

6. Timetable for delivery

The start date for the project should be as soon as possible after the contract is awarded. The required deadline for completion of the new system is 28 February 2019. The contractor is open to suggest an appropriate timetable for the project. However, we would expect to see, at a minimum, section headings in line with project phases detailed in section 3 of the Requirements Document.

The contractor is required to provide a detailed plan specifying timescales for the project, by main task.

7. Tender process and timetable

This will be a negotiated tender process. All tenders are invited to be submitted to Seafish by **7 September 2018**. Tenders will then be scored on the selection criteria in section 9. The top two to five highest scoring tenders will be invited to Seafish to have a face to face presentation. Based on the awarding criteria in section 10, the highest scoring tender will be awarded the contract.

1. Tender	08-Aug-18	08-Oct-18
<i>1a. Tender 'open'</i>	08-Aug-18	07-Sep-18
<i>1b. Tender submission deadline</i>	07-Sep-18	07-Sep-18
<i>1c. Tender scoring</i>	10-Sep-18	21-Sep-18
<i>1d. Face to face presentations</i>	01-Oct-18	05-Oct-18
<i>1e. Review of presentations</i>	08-Oct-18	16-Oct-18
<i>1f. Awarding of contract</i>	17-Oct-18	17-Oct-18

Figure 1: Tender process timeline

8. Selection criteria

Tenders will be assessed for their value-for-money, and in the interest of ascertaining the highest level of transparency, fairness and competition the following selection criteria matrix will be used to score each tender.

Selection Criteria	Weighting (%)
Understanding of Requirements Document	30
Your response and approach	30
Relevant experience and expertise in this field	20
Ability to effectively meet implementation date	20

9. Awarding criteria

Tenders invited to Seafish for face to face presentations will be assessed for their value-for-money, and in the interest of ascertaining the highest level of transparency, fairness and competition the following award criteria matrix will be used to score each tender.

Award Criteria	Weighting (%)
Understanding of Requirements Document	30
Interpretation and creativity in the presented solution	30
Relevant experience and expertise in this field	20
Ability to effectively meet implementation date	20

10. Responsibilities of the contractor

The contractor will be responsible for completing the project and producing all outputs within the deadline.

11. Contract and project management

The contract will be managed by members of Seafish staff – specifically within the Kingfisher team – who will be responsible for final agreement of all work and the final report(s). Upon appointment, the successful contractor will be required to sign a contract including a confidentiality agreement.

Although particulars will be confirmed upon signing of the contract, the contractor will be required to provide project updates on a regular basis. Due to the short timeframe of the project these are likely to be required fortnightly at minimum.

12. Costs

We are seeking quotes based on undertaking the whole project.

All submissions should include a fully costed breakdown of the proposed work. This should include (where applicable); research costs, travel expenses, overheads, other costs, VAT where applicable and be sectioned as defined in section 6.1 of the Requirements Document.

13. Recovery of Costs

An applicant is not entitled to claim from Seafish any costs or expenses incurred in preparing the tender document whether or not it is successful.

14. Submission of Tender Documents

Please see section 6 of the Requirements Document for guidelines.

Tender submissions should be sent by 7 September 2018 at 5pm. These may be submitted by:

- by email: kingfisher@seafish.co.uk
- by post: Kingfisher Offshore Hazard News, Seafish, Origin Way, Europarc, Grimsby, DN37 9TZ.

Any tenders received after the deadline will not be accepted.

15. Further information

For further information on this tender please contact;

- Tel: 01472 252300
- Email: kingfisher@seafish.co.uk
- Post: Kingfisher Offshore Hazard News, Seafish, Origin Way, Europarc, Grimsby, DN37 9TZ