



The Planning Inspectorate
Yr Arolygiaeth Gynllunio

Geographical Information System

Reference: PINS 17/2/719

Annex A – Specification

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1. Geographic Information System requirements

The following tables A-J list our requirements. We have indicated if the requirement is Mandatory (M) or Desirable (D). The successful tender must meet all Mandatory requirements.

Please ensure that you have read the Invitation to tender document which provides useful background information to this requirement.

Development

A) Datasets

The table below lists the background datasets which the Inspectorate would use to help identify consultees. The tenderer should set out the source of the data that they propose to use; this should be consistent with the information provided in the Annex to Planning Inspectorate's Advice note three.

The cost for each dataset must be provided in Annex D (the price schedule) and tenderers should provide a cost for a) the initial purchase of the dataset and b) updating the dataset (in line with Section F of this specification). The tenderer should make use of free dataset information where possible and suitable for use.

Ref.	Description	Priority
A1	Datasets for England and Wales identifying the administrative boundaries of the following organisations/bodies (where applicable these will need to extend into the marine environment): <ul style="list-style-type: none">· Local Authorities, as defined in <u>section 43(3) of the Planning Act 2008 (as amended)</u>· Parish/Town councils (England) and Community/Town councils (Wales)· Ambulance trusts· Fire and rescue authorities· Police crime commissioners· Clinical commissioning groups· Internal drainage boards· Passenger transport executives/integrated transport authorities	M
A2	Datasets for England and Wales identifying the locations (and full extent) of the following features (where applicable these will need to extend into the marine environment): <ul style="list-style-type: none">· Areas of Outstanding Natural Beauty· Canals¹	M

¹ For canals and piers, the Inspectorate is required to identify only those operated by statutory undertakers (see Advice note three). If tenderers cannot identify those features which are operated by statutory undertakers only, they are invited to confirm whether they can obtain a dataset for that feature regardless of its operator

	<ul style="list-style-type: none"> · Railways · Coal Mining Reporting Areas · Ministry of Defence safeguarding areas 	
A3	<p>Datasets for England and Wales identifying the boundaries of the following organisations/bodies:</p> <ul style="list-style-type: none"> · Water and sewerage companies · Development corporations <p>Datasets for Wales identifying the boundaries of the following organisations/bodies:</p> <ul style="list-style-type: none"> · Local resilience forums · Joint transport authorities 	D
A4	<p>Datasets identifying the locations (and full extent) of the following features (where applicable these will need to extend into the marine environment):</p> <ul style="list-style-type: none"> · Piers¹ · Toll roads/bridges · Lighthouses operated by Trinity House · Hydraulic power generating stations · Hospitals² operated by NHS Trusts and NHS Foundation Trusts · Docks or harbours operated by statutory dock or harbour authorities² · Electricity generators (including offshore windfarms) with compulsory purchase order powers³ · Electricity distributors with compulsory purchase order powers³ · Electricity transmitters with compulsory purchase order powers³ · Electricity interconnectors with compulsory purchase order powers³ · Public gas transporters³ 	D

² As detailed in the annex to [Advice note three](#), the Inspectorate identifies and consults with relevant statutory undertakers. For these undertakers, we are not aware of existing GIS data. Therefore the Inspectorate currently identifies the location(s) of features for which an undertaker may be responsible (e.g. hospitals and ports) and then undertakes internet research to establish whether they are operated by statutory undertakers. The Inspectorate would welcome alternative suggestions for identifying these through the GIS which would eliminate the investigation currently required by the Inspectorate.

³ For these undertakers, we are not aware of existing GIS data. Therefore the Inspectorate currently identifies the location of the features or areas for which they are responsible (e.g. electricity generating stations such as power stations and wind farms) and then undertakes internet research to establish whether the feature is operated by a statutory undertaker. For electricity distributors, transmitters and interconnectors and public gas transporter, we undertake internet research to determine whether a statutory undertaker has a jurisdiction in the area as set out in their Ofgem licence. The Inspectorate would welcome alternative suggestions for identifying statutory undertakers through the GIS which would eliminate the investigation currently required by the Inspectorate.

B) GIS mapping interface

The GIS mapping interface system will allow users to generate outputs from the datasets in accordance with the statutory tests required by the Planning Act 2008 (as amended) and the APFP Regulations. The table below identifies the design and functionality required for the system.

Ref.	Description	Priority
B1	Web based tool with an intuitive interface to aid the user, including those without detailed knowledge of GIS systems	M
B2	Compatible with the Inspectorate's web browser – currently IE11 with Office 2010	M
B3	Users are able access the interface through their Inspectorate desktop via a specified secure (https) website address (discounting the need to log in wherever possible)	M
B4	Users are able to access the interface through an external route using a standard username/password combination	D
B5	Available to all staff at the Inspectorate and able to support approximately 10 concurrent users at any one time	M
B6	Outputs produced within a maximum of 20 minutes for any given application site. Tenderers should specify the average time it would take to produce outputs	M
B7	Users are able to continue to use their PC/laptop for other functions whilst outputs are generating	M
B8	Hosted externally with remote access without any specialist applications or software. Available 24x7, 99.5%	M
B9	Compatible with standard GIS formats such as ArcGIS	M
B10	Tenderers use Ordnance Survey or equivalent to form the background maps for England and Wales (including the full marine extent of the UK Exclusive Economic Zone of England and Wales)	M
B11	Users can define the proposed application site (which may comprise of more than one discrete area) by any of the following methods: <ul style="list-style-type: none"> · Uploading shapefiles provided by applicants · Unconstrained free-hand drawing on the background mapping · Inputting X and Y co-ordinates 	M
B12	The background mapping will have zoom and pan functionality to allow users to view any given area in sufficient detail to accurately hand draw an application site	M

B13	<p>For any given application site, the GIS will need to apply the tests set out in the legislation and the <u>Planning Inspectorate advice note three</u> and <u>Annex</u></p> <p>In order to perform this function, the GIS will be capable of implementing the following different search criteria (which will vary according to the dataset in question):</p> <ul style="list-style-type: none"> · Implementing the 'A', 'B', 'C', 'D' test in accordance with <u>section 43 of the Planning Act 2008 (as amended)</u> · Identifying features within an application site · Identifying features within a given distance from an application site (up to a maximum of 35km) · Identifying the boundary of an organisation which has responsibility for an area within the application site 	M
B14	<p>The system will contain two pre-set reports, containing specific search criteria for each dataset to identify relevant consultees in:</p> <ol style="list-style-type: none"> 1) England 2) Wales <p>The search criteria for each dataset within the reports will be agreed at a later date; however they will be based upon the search criteria detailed in this specification</p>	M
B15	Users will have the ability to manually select features and search criteria to develop their own report configurations	M
B16	Users will have the ability to save their own report configurations within the GIS which can be run in the future for different application sites	D
B17	Users will have the ability to specify a name for each report. The system must be able to accept a minimum of 30 characters for the name	M

C) Outputs

Outputs are the items generated by the GIS mapping interface.

Ref.	Description	Priority
C1	Outputs will depict the relationship between the proposed application site and identified features or administrative boundaries of organisations in accordance with the tests set out in the legislation and the <u>Planning Inspectorate Advice note three</u> and <u>Annex</u>	M
C2	Outputs are to be generated as plans that clearly identify the application site and the identified features or administrative boundaries of organisations within the	M

	selected search criteria. A separate plan will be produced for each dataset once the relevant test has been applied. Where the application site boundary is comprised of more than one discrete area, the plan output for a given feature/organisation will be contained within a single report	
C3	Plans will be labelled with a title (which includes the report name as per criteria B16), scale, a north arrow and the date the plans were produced. A key depicting the features or organisation subject to the test will be included. Clear colour coding will be used to identify all relevant features/organisation boundaries	M
C4	Plans will be presented at a detailed scale (to be agreed); this will differ between features/organisation boundaries	M
C5	In addition to the plans, the system will also generate a text list (e.g. Excel/Word format) of the features or organisations identified. The text list will include the report name (as per criteria B16). Please specify the proposed format to be used	M
C6	The text list will identify the distances of identified features or organisations from the application site (at the closest point)	M
C7	The text list will state which category/categories of <u>section 43 of the Planning Act 2008 (as amended)</u> (i.e. 'A', 'B', 'C' and/or 'D') each identified local authority falls into	M
C8	The system will save all of the plans generated and the text list into an easily downloadable format so that they can be saved on the Inspectorate's systems. For example, zip files or equivalent so that they can be retrieved as and when required without the need to re-run the shapefile through the GIS	M
C9	The system will generate X and Y co-ordinates from the application site boundary generated by either a shapefile or by freehand drawing	M
C10	The system will calculate the total area of the application site in hectares	D

D) Security

Ref.	Description	Priority
D1	Only the Inspectorate's users can access the interface and generate outputs	M
D2	Any personal information is stored and handled in accordance with the Data Protection Act 1998	M

D3	Firewall protection and 24 hour monitoring against threats in line with official standards for UK Government data, compliant with ISO27001	M

E) Deliverables

Ref.	Description	Priority
E1	<p>The live system must be live and fully functional for use by 13 February 2017</p> <p>Tenderers should provide a detailed project plan indicating the key steps involved in development, delivery, testing, supplier and customer responsibilities, key risks and any assumptions made</p>	M
E2	Users will be trained and guidance/instructions will be provided for internal publication at no additional cost	M

On-going service and support

F) Updates

Ref.	Description	Priority
F1	Every 6 months (specific dates to be agreed) the tenderer will inform the Inspectorate of any changes to the background mapping. A judgement will then be made by the Inspectorate on the updates to be implemented by the tenderer, subject to significance and budget availability. The tenderer should state how they would communicate to the Inspectorate what changes have been made to the background mapping	M
F2	Every 6 months (specific dates to be agreed) the tenderer will inform the Inspectorate of any changes to the datasets. A judgement will then be made by the Inspectorate on the updates to be implemented by the tenderer, subject to significance and budget availability. The tenderer should state how they would communicate to the Inspectorate what changes have been made to the datasets	M
F3	Throughout the contract the tenderer will inform the Inspectorate as soon as there are any changes to datasets for local authorities (as defined in section 43(3) of the Planning Act 2008 (as amended) and Parish/Town councils (England) and Community/Town councils (Wales). A judgement will be made by the Inspectorate on those to be implemented by the tenderer, subject to significance and budget availability	M

	Ad-hoc updates will be charged in accordance with the associated costs in Annex D within timescales agreed, sometimes at short notice	
F4	The system will be flexibly built with the ability to add further datasets in the future, should legislation change or new datasets be identified in the future (subject to the suitability of the dataset). Similarly, the system should be built so that search criteria could be adapted if necessary	M

G) Incident reporting

Ref.	Description	Priority
G1	Clear, dedicated routes for incident reporting identified	M
G2	Clear, dedicated routes for escalation identified	M
G3	Tenderers should propose guaranteed response times in response to an incident being reported, providing gold/silver/bronze options wherever possible with associated costs	M
G4	Tenderers should propose guaranteed fix times in response to an incident being reported, providing gold/silver/bronze options wherever possible with associated costs	M

H) Support

Ref.	Description	Priority
H1	Support to be available 9am-5pm, Monday-Friday as a minimum but tenderers may propose longer support periods (i.e. 8am-6pm) if no additional cost will be applied	M
H2	Clear, dedicated contact point for service requests	M

I) Maintenance

Ref.	Description	Priority
I1	Scheduled, unplanned and urgent maintenance to be carried out with at least 5 working days prior agreement from the Inspectorate	M
I2	Recognised best practice for the deployment of software updates and patches	M

J) Management information

Ref.	Description	Priority
J1	<p>The tenderer will provide management information to the Inspectorate on a quarterly basis (specific dates to be agreed) and as requested including, but not exclusive to:</p> <ul style="list-style-type: none">· Number of reports ran· Incidents occurred/reported and their status· Performance against agreed timescales· Identification of trends· Complaints received including the number and timescales for response/resolution· Security incidents· Identification of any value for money/service quality/supplier improvements <p>The format of all management information will be agreed in advance</p>	M

2. Evaluation

- 1 The Contract shall be awarded to the most economically advantageous tender scored in accordance with the matrix provided at Annex B.
- 2 Criteria will be scored on a scale of 0-5 in accordance with the Inspectorate's standard scoring guide as shown below.



- 3 The Inspectorate may request a presentation or interview by the tenderer on its proposal and reserves the right to consider the presentation or interview as part of the evaluation process.
- 4 Marketing and sales brochures will not be evaluated unless specifically referred to by the tenderer as particular evidence.

Mandatory Criteria

- 5 The tenderer should, where ever possible, provide unqualified acceptance of the contract terms and conditions. Should any unacceptable amendments be proposed the tender will be 'Failed' and no further evaluation of the tender will be completed.

Quality

- 6 The Customer will evaluate the quality of all tenders in accordance with the evaluation matrix provided in Annex B.
- 7 The quality evaluation will be calculated as follows:
 - Evaluators will independently score quality by rating tenders on a scale of 0-5 for each criterion of the evaluation matrix in Annex B. Where a criterion has been weighted, the score given will be multiplied by that weighting resulting in a weighted score. The scores will be added together for each Tenderer giving a total weighted score.

- The maximum weighted quality score which can be awarded per tenderer is 455.
- The total weighted score will be divided by the maximum weighted score to produce a final % quality score.

Price

- 8** Tenderers are asked to propose a firm set of rates for each line (discounted from the Framework rates) via completion of Annex D.
- 9** The pricing evaluation will be calculated as follows:
 - i. The total value of the rates proposed in Annex D will be scored as a percentage of the score in the pricing criteria. The lowest Value will score the maximum score available (100%)
 - ii. The lowest final evaluation prices will receive the maximum scores and all other tenders will be reduced by reference to the lowest price using the "Lowest Cost Price Scoring Methodology" set out in Annex B.
 - iii. The pricing provided by the winning tenderer will be taken across in any agreed contract.
- 10** For the avoidance of doubt, any tender which is double that of the lowest price tender will receive a zero score for this criterion.

Total evaluation score

- 11** The total evaluation score will be calculated as follows.

60% of the final quality score
 +
 40% of the price score
- 12** Tenders will be then ranked and the contract awarded to the highest scored tender.