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| Lambeth Council are seeking a supplier to provide a software package to support site specific Travel Plans (TPs). A Travel Plan is a strategy for travel behaviour change that can be applied to any setting (Education, Business, Community), that includes the evidence and rationale to secure commitment and funding to support the promotion of sustainable and active travel. The software and associated support must include, but is not limited to;1, A robust, easy to use and accessible online tool able to:* Create and develop Travel Plan documents
* Monitor and evaluate Travel Plans and the initiatives contained within them
* Recognise and reward excellence in the promotion of sustainable and active travel
* Create and collate Travel Surveys different site uses.

2, To have the online facility to update, analyse, store and upload evidence that the following TP activities have been/are being actioned:a, Site – an audit of facilitiesb, Travel and Transport – A summary of the transport scenario and issues that need to be addressed by the Travel Planc, Aims and Objectives - Details of what the Travel Plan sets out to achieved, Targets - Specific targets that the Travel Plan will be measured againste, Action Plan - A detailed overview of the activities that will be undertakenf, Monitoring - How success of the Travel Plan will be measured 3, To have the online facility to allow site co-ordinators to survey users of the site to gain insight into travel patterns. This facility should be able to allow many users access concurrently. The facility must collate survey results for each site and present findings and/or update the Travel Plan for that site.4, To have an excellent and swiftly responsive Admin/Customer Service available to both Site users and LBL TP monitoring staff during working hours. 5, To offer workshops, either site based or online to all users of the site, in order to maximise results from its usage and encourage usage by all interactions being of a positive nature.6, To offer the facility for Lambeth officers and site developers to construct TPs in order to add a revenue stream. 7, To provide detailed monthly reports on all services.It should be noted that these services will only be required as funding is available. Payments will be made in advance annually. A GDPR compliant exit strategy of how to pass over all data should be included.1. Method Statements for Quality Assessment The response to the Method Statement will be used as the basis for evaluating the quality element of the response. Your total response must not exceed **5 pages of A4,** Arial Font not less than 12pt.

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|  | **Method Statement** | **Marks Available** | **Weighting****%**  |
| 1 | Proposal & Experience | We are looking for a provider that has the experience and capability to deliver a similar service, please provide a past record of undertaking and completing similar commissions. | 0-5 | 8% |
| 2 | Capability & Resources | Please provide an outline of:* How the Toolkit would work, for both LBL users and site user – a comprehensive worked example would be useful.
* How-to guides available for users
* What resources would be available to correct any encountered errors/problems
* A GDPR compliant exit strategy
 | 0-5 | 10% |
| 3 | Project Management & Methodology | Please demonstrate your understanding and overall a ppreciation of the requirements of the brief and specification, your response should include details of your approach and methodology | 0-5 | 7% |
| 4 | Social Value | Please demonstrate how your proposal might add value to the wider Lambeth community. | 0-5 | 5% |
|  |  | **Total (Quality Score)** |  | **30%** |

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at **30%** to give the final score for quality (Quality Score). * The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis

2. Marking SchemePotential providers will be marked in accordance with the following **marking scheme**:

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| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | **Less than acceptable**. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | **Acceptable** response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | **Above acceptable** – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | **Excellent** – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

The scoring matrix:3. Price ProposalsThe tender should detail for both an annual and three-year period:* + - 1. The cost of providing the scheme and any other ongoing costs over a three-year period.

4. Price Evaluation For price, each submission will be assessed on the total cost of delivering the service, using the following equation: A screenshot of a computer  Description automatically generated with medium confidence |
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