**TRANSPORTCONNECT**

**PRE - PROCUREMENT MARKET ENGAGEMENT DOCUMENT**

**VEHICLE PARTS FOR TRANSPORT CONNECT**

**RETURN DEADLINE: 12 NOON 05TH JULY 2024**

**Contents**

[1. Introduction 3](#_Toc167267226)

[2. Project Background 3](#_Toc167267227)

[3. Current Position and Scope 3](#_Toc167267228)

[4. Management System 3](#_Toc167267229)

[5. Contract Duration 3](#_Toc167267230)

[6. Market Engagement 3](#_Toc167267231)

[Purpose 3](#_Toc167267232)

[Process 3](#_Toc167267233)

[Indicative Timetable 4](#_Toc167267234)

[7. Queries 4](#_Toc167267235)

[8. Disclaimer 4](#_Toc167267236)

[9. Supplier Questionnaire Instructions 5](#_Toc167267237)

[APPENDIX A – DRAFT SPECIFICATION 6](#_Toc167267238)

[(Please see separate document uploaded) 6](#_Toc167267239)

[APPENDIX B – Key Performance Indicators (KPIs) 7](#_Toc167267240)

[APPENDIX C – Draft Payment Mechanism 8](#_Toc167267241)

[APPENDIX D – Supplier Questionnaire 9](#_Toc167267242)

# Introduction

* 1. Lincolnshire County Council (‘LCC’) is issuing this Pre-Procurement Market Engagement (PPME) document on behalf of TransportConnect LTD (‘TCL’).

# Project Background

* 1. TCL operates the CallConnect Buses and Special Educational Needs and Disabilities (SEND) Transport, for adults and children on behalf of Lincolnshire County Council.
  2. TCL operates from Sheepwash Lane, (A1/A52 Sliproad South), Barrowby, Grantham, Lincolnshire, NG318NX. And owns a further two depots at Unit4, West Road Industrial Estate, Billingborough, NG24,0QU and Unit 14B Cardinal Close, Lincoln LN2 4SY.

# Current Position and Scope

* 1. The current contract with Digraph Transport Supplies Ltd expires on 31st of January 2025. The new contract will therefore have a commencement date of 1st February 2025 and earlier implementation date may been needed to ensure smooth transition.
  2. Contract expenditure has been in the region of £300,000 per annum, however TCL does not guarantee any level of business through this contract.
  3. For full details on the scope please refer to the Appendix A - Draft Specification published alongside this document. Please note the Specification is subject to change.

# Management System

4.1 TCL currently has access to MAM management system but are open to alternative operating systems.

# Proposed Contract Duration

5.1 TCL is considering awarding a contract for an initial period of three (3) years with the option to extend for up to a further two (2) years, to a total maximum contract length of five (5) years. The service will commence on 1st February 2025.

# Market Engagement

## Purpose

* 1. The purpose of this document to bring awareness to the market of the up-coming opportunity, to better understand current market capacity, and seek feedback to inform requirements, comments are encouraged.

## Process

* 1. The PPME will comprise:-
* Submission of the Supplier Questionnaire (please see Appendix D) following the instructions in section 9. Supplier Questionnaire’s must be received by the date specified in Section 6.5.
* TCL may seek clarifications on supplier submissions or engage in further PPME which may include questionnaires or supplier meetings.
  1. For the avoidance of doubt, this stage of the project is **not** part of a formal procurement process, and TCL is **not** committing, at this stage, to carrying out such a process.
  2. Participation or non-participation in this PPME shall not prevent any supplier participating in a potential procurement process nor is it intended that any information supplied shall place any supplier at an advantage in any forthcoming procurement process.

## Indicative Timetable

* 1. The indicative timetable is summarised below:-

|  |  |
| --- | --- |
| **Action** | **Date** |
| Deadline for Queries | 12 Noon 28th June 2024 |
| Return of Supplier Questionnaires | 12 Noon 05th July 2024 |
| Proposed Procurement process commences | September 2024 |

# Queries

* 1. The eTendering system, ProContract, enables questions and answers to be exchanged via the email facility.
  2. Any queries regarding this opportunity must be submitted via the ProContract system by the deadline stated in the Indicative Timetable. Although the source of any questions will be kept confidential, both the query itself and TCL’s response may be shared with the other interested parties at its sole discretion.

# Disclaimer

* 1. The information in all documents issued as part of this PPME exercise is solely for the purpose of TCL’s PPME and no representation, warranty, or undertaking is given by TCL as to its accuracy or completeness, and TCL accepts no liability in relation to this.
  2. No information contained in the documents or in any communication made between TCL and any supplier in connection with its PPME shall be relied upon as constituting a contract, agreement or representation that any contract shall be awarded.
  3. TCL reserves the right, at its discretion to:-

1. Change this document and/or the procedure for the PPME; and
2. Proceed, or not, with a subsequent procurement.
   1. TCL will not treat as confidential, any information submitted in response to this PPME process, and respondents should note that TCL is subject to the requirements under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and may be obliged to disclose responses.
   2. Participation in the PPME will be at each supplier’s own cost. No expense in responding to this process will be reimbursed by TCL.

# Supplier Questionnaire Instructions

**Completing the Supplier Questionnaire**

* 1. Please answer all questions fully as possible i.e. within each response area provided. Please limit your response to each question to a maximum of 2 sides of A4. Any questions which you feel are not relevant; please enter “Not Applicable”. Company brochures or other general marketing information should not be attached in addition to this.
  2. Any supporting documents must be cross-referenced to the relevant question. If TCL requires further information concerning your response, your organisation will be contacted. However, please provide full details and answer all questions, as TCL reserves the right not to ask organisations for any further information.

**Uploading Your Completed Supplier Questionnaire**

* 1. To participate in this PPME, organisations must submit their completed Supplier Questionnaire (Appendix D), together with any supporting documents, through the ProContract system by the return deadline stated in the Indicative Timetable. Supplier Questionnaires cannot be uploaded after the closing date/time.

If you are experiencing problems, ProContract offer a help section online at <https://procontract.due-north.com/Login> which includes a dedicated UK Support Desk for suppliers which can be contacted via email at [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com) or telephone on 0330 005 0352.

# APPENDIX A – DRAFT SPECIFICATION

# (Please see separate document uploaded)

# APPENDIX B – Key Performance Indicators (KPIs)

| **KPI** | **Description** | **Spec Reference** | **Minimum Service Level (MSL)** | **Target Service Level (TSL)** | **Measure** | **Time/frequency of measure** | **Measurer**  **/notification method** | **Deduction Value** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | VOR deadline | 3.6.3 | 80% | 90% | Time of order  Time of delivery | Each order | Supplier | 1% of the service charge per percentage point lower than the Target Service Level |
| 2 | Stock order deadline | 3.6.2 | 80% | 90% | Timer of order  Time of delivery | Each order | Supplier | 0.5% of the service charge per percentage point lower than the Target Service Level |
| 3 | Imprest Stock located and labelled | 3.4.2 | Stock located and labelled | N/A | Visual inspection | Weekly | Customer | 0.5% of the service charge per week if stock isn't located and labelled |
| 4 | Imprest Stock check | 3.4.4 | Stock checked weekly | N/A | Report | Weekly | Supplier | 0.5% of the service charge per week if stock check isn't conducted |
| 5 | Invoicing | 3.10.2 | Invoice on time | N/A | Report | Monthly | Customer | 2.5% of the service charge per instance late |

**KEY PERFORMANCE INDICATOR - EXAMPLE CALCULATION**

This example is provided for example purposes only.

In the month in question, the supplier made 28 VOR deliveries to the customer, and 25 of these were delivered on time: 25/28 = 89%. 89% = 90% - 1%, and so for KPI 1, a performance deduction of 1% of the service charge is due. If the service charge within the month is £6250, we have £6250 x 1% = £62.50.

For KPI 2, for the month in question, the supplier made 20 Stock deliveries, and 19 of these were delivered on time: 19/20 = 95%, which is above the Target Service Level of 90% for this KPI, so no performance deduction in respect of this KPI are due.

For KPI 3, upon inspection by the Customer, Imprest stock delivered by the supplier was not located and labelled on a particular week within the month in question. Therefore a performance deduction in respect of this KPI of £6250 x 0.5% = £31.25.

For KPI 4, the stock checks were carried out on time within the month.

3.21.6 For KPI 5, the invoice was provided on time.

The Total Performance Deduction for the month in question is therefore: £62.50+£31.25 = £93.75.

The Total Service Charge for the month in question is therefore: £6250 - £93.75 = £6156.25

# APPENDIX C – Draft Payment Mechanism

The Service Charge for each month shall be the sum total of the parts supplied for each month, less the value of any performance deductions.

SC = PV – PD

Where

SC = Service Charge

PV = Parts Value

PD = Performance Deductions

# APPENDIX D – Supplier Questionnaire

**Please complete the details below:**

|  |
| --- |
| **Organisation Name:** |
| **Address:** |
| **Contact Name and role:** |
| **Telephone Number:** |
| **Email Address:** |
| **Organisation Website (if applicable):** |
| **Company Registration number (if applicable):** |
| **Organisation Status: Please indicate:** |
| A public limited company **Yes  No**  A limited company **Yes  No**  A limited liability partnership **Yes  No**  A partnership **Yes  No**  A sole proprietor **Yes  No**  A charity or not for profit organisation **Yes  No**  Other (e.g. non-UK formed Organisation) **Yes  No** |
| **Current Business Activities**  Please provide a brief overview of your organisation’s business activities and other relevant business areas below. |
|  |

**Questions**

|  |
| --- |
| * 1. **Payment Mechanism**  1. Please provide feedback on the principles underpinning our proposed payment mechanism in Appendix C. 2. Please give details of any issues or alternative suggestions which would be mutually beneficial to TCL and you, including how innovation and contact reduction could be incentivised |
| **Response:**  a)  b) |
| * 1. **Key Performance Indicators (KPIs)**  1. Please provide feedback on our proposed KPI’s in Appendix B? 2. Please give details of any issues or alternative suggestions which would be mutually beneficial to TCL, you, and the customer. |
| **Response:** |
| **3. Management System**   1. Please put forward any key considerations for TCL when choosing a Management System. 2. What elements of system functionality would you consider should be in a solution? 3. Are you able to offer a Management System as part of the Vehicle Parts offering and if so please provide details. |
| **Response:**  a)  b)  c) |
| **4.Mobilisation/ Implementation**   1. Please provide your views for the mobilisation and implementation of the required services, how long do you envisage mobilisation/ implementation? 2. What are the main obstacles in the implementation period? |
| **Response:**  a)  b) |
| **5. Contract Duration**  TCL is considering awarding a contract for an initial period of three (3) years with the option  to extend for up to a further two (2) years, to a total maximum contract length of five (5)  years. The service will commence on 1st February 2025.  a) TCL welcomes feedback on the above duration. Would you prefer a different duration if so please explain why this would be mutually beneficial. |
| **Response:**  a) |
| **6. Interest Level**   1. As drafted would you be interested in bidding for the work based on the draft specification? 2. Are there any elements of the service you would not be able to fulfil? 3. Are there any additional services you offer that you believe could enhance this contract? 4. Would you be reliant on subcontractors to fulfil any of the requirements. If so please explain. |
| **Response:**  a)  b)  **c)**  **d)** |
| **7. Lotting the additional Warehouses**  As detailed in the Draft Specification TCL has two additional Warehouse  Locations (Billingborough NG34 0QU and Lincoln LN2 4SY). TCL are therefore keen to  understand the markets preference of supplying the contract inclusive of all warehouse  locations (including Grantham), or if there is a market preference to Lot the individual  warehouse to allow suppliers to bid for one or more locations.   * + 1. Please detail if your organisation would prefer the Contract to be split to allow you to bid for one or more warehouse locations. |
| **Response:**  a) |
| **8. Other considerations**   1. What other considerations does TCL need to be aware of to improve the attractiveness of the proposal to the market; increase value for money or to ensure quality service particularly in social care   Please give details below. |
| **Response:** |