

REQUEST FOR QUOTATION FOR CONSULTANCY TO - CAMBRIDGE AUTONOMOUS SHUTTLE DEMONSTRATION



Federation of Small Businesses
The UK's Leading Business Organisation

The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

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SECTION 1: INTRODUCTION

PART A: GENERAL REQUIREMENTS

Cambridgeshire County Council in partnership RDM have Innovate UK funding to demonstrate the application of autonomous shuttles on the Cambridgeshire Guided Busway (Southern Section). **This RFQ relates to the provision of safety cases in the context of this work.**

The Authority's detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Authority reserves the right to:

- carry out due diligence checks on the awarded provider;
- amend the conditions of Contract attached in Appendix 1;
- abandon the procurement process at any stage without any liability to the Authority; and or
- require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

Potential Provider's will need to register an account via the Authority's 'LGSS Procurement Portal' at www.lgssprocurementportal.co.uk before being able to view the full quotation details. The portal is powered by PROACTIS.

For technical support when using the LGSS Procurement Portal (ProContract), please contact the ProContract support desk:

- Email: ProContractSuppliers@proactis.com
- Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively you may use the electronic ticket logging system which can be found [here](#)

PART B: BACKGROUND

Congestion is one of the key barriers to the continuing success of the Greater Cambridge area. As a result, the County Council and its partners in the Greater Cambridge Partnership have begun to examine all possible options as they develop their future transport strategy for the city and its surrounding sub-region. The options are many, because the future of public transport is likely to be very different from the traditions of its past. Rapid developments in the fields of clean vehicle technologies, mobile computing power, ubiquitous information systems, and personal communications all appear to be converging in a manner that could transform the way in which transport services are provided. One of the most dramatic possibilities created by this nexus is the introduction of autonomous vehicles; the Greater Cambridge

Partnership is therefore beginning to consider the implications of introducing such vehicles as part of its future multi-modal public transport strategy.

PROCUREMENT TIMETABLE

Request for Quotation Issued	10/01/2020
Deadline for Clarification Questions	31/01/2020
Deadline for Quotation Responses	07/02/2020
Quotation Evaluation	10/02/2020
Contract Awarded / Start Date	14/02/2020
Deadline for Delivery	03/07/2020
Contract End Date	03/07/2020

PART C: CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the [ProContract](#) messaging area:

Name	Dan Clarke
Job Title	Smart Cambridge Strategy and Partnerships Manager
Telephone	01223 729079
Email	Daniel.clarke@cambridgeshire.gov.uk
Deadline for questions (date & time)	17:00 31/01/2019

PART D: QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via [ProContract](#):

Name	Dan Clarke
Job Title	Smart Cambridge Strategy and Partnerships Manager
Telephone	01223 729079
Email	Daniel.clarke@cambridgeshire.gov.uk
Respond by Date & Time	17:00 7/02/2019

PART E: EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

Evaluation Method 3: Weighted combination of Quality and Price

Quality Questions at 70% + Pricing at 30% = 100%

Total sum of (question score × weighting of question)
= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × “X”
= Potential Provider Quality %

a. Quality Questions (Part 3 Section B)

Bid	Potential Provider Quality Score	Max Quality Score Available	Score % (If “X” = 70)
Bid 1	50	100	35
Bid 2	75	100	52.5
Bid 3	100	100	70

The Quality Questions will be scored using the following scale:

Score	Criteria to Award Score
0	Response does not meet requirements or no response is provided.
1	Response partially meets requirements but contains significant weaknesses, issues or omissions.
2	Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions.
3	Response meets requirements to a high standard. Robust and detailed in all respects.

The Authority reserves the right to discard any bid scoring 1 or less in any quality question.

b. Pricing (Part 4)

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of Y%

The following calculation will be applied to the other bids:

Score = Y – (((Price - Lowest Price) / Lowest Price x 100) x (Y / 100))

This means that any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

e.g.

Bid	Lowest Compliant Bid Price (£)	Potential Providers Price (£)	Score % (If "Y" = 30)
Bid 1	£40,000	£40,000	30
Bid 2	£40,000	£50,000	22.5
Bid 3	£40,000	£60,000	15

Total score:

Bid	Quality Score (%)	Price Score (%)	Total (%)
Bid 1	35	30	65
Bid 2	52.5	22.5	75
Bid 3	70	15	85

SECTION 2: SPECIFICATION

Introduction

This appendix sets out an extension to the original scope of work. This extension requires a consultant to provide assistance to the Greater Cambridge Partnership (GCP) as they develop a 'model' Safety Case (MSSSC) for the operations which are proposed to take place on the Cambridge Southern Guided Busway as part of the T-CABS project.

Background

The T-CABS project is exploring the viability of providing autonomous public bus services. It is doing this by developing a small fleet of 'bespoke' autonomous vehicles and using them to operate a limited public service within the confines of the Cambridge Southern Guided Busway during 'out of hours' periods. These operations will require an Operational Safety Case (OSC) to be developed by the system supplier and accepted by the GCP before any demonstrations take place.

The OSC will follow the practice developed in previous autonomous vehicle projects within the UK). The formal document will comprise two parts: a vehicle-specific part and a site-specific part. The development of both parts is the responsibility of the vehicle and control system supplier (RDM), but GCP is the authority which must authorise the use of the busway for the intended purpose. This means that, in advance of the OSC being submitted, GCP must become familiar with the general spectrum of site-specific risks which exist, and GCP must be in a position to respond rationally to RDM's proposals for mitigating any unacceptable risks that may be identified.

GCP intend to prepare themselves for these responsibilities by developing a 'Model' Site-Specific Safety case (MSSSC) as described below. This MSSSC will be used not only to prepare GCP for assessing the formal OSC once it is presented, but also to inform RDM of GCP's general perceptions of risk prior to RDM's formal submission of the OSC.

It should be noted that responsibility for preparing and presenting the formal Operational Safety Case is unaffected by the development of the MSSSC and will continue to lie solely with RDM.

Scope of Work

Working with GCP, RDM, and other expert advisors as required, the bidder will produce an MSSSC in the form described below which will cover the demonstration operations on the Southern Guided Busway which are planned for the second half of 2020.

Form

The general style, structure, and content of the MSSSC will follow the precedent set by the UK Autodrive project. It will identify, explain, and rank the site-specific risks using a combination of text and photographs.

Content

The successful bidder will produce a document which includes, but is not necessarily limited to, consideration of the following issues:

- Topographical hazards: a systematic ‘walk-through’ of the route, identifying fixed hazards such as junctions, intersections, bridge abutments, bus-stops, traffic-lights, and any other fixed hazards or points of concern that require attention.
- Pedestrian and Traffic Hazards: the identification of hazards that are associated with other users of the guided busway who may inter-act with the demonstration operations (e.g. passengers, pedestrians, cyclists, buses, other road-going traffic, etc)
- Temporal Hazards: the identification of time-varying hazards such as daytime/night-time variations of light, weather (temperature, wind, rain, etc), and seasonal peculiarities (autumnal leaf drop; snow, ice; etc)
- Stakeholder Engagement: to identify the need to engage with, and satisfy the legitimate concerns of, local residents, local businesses, local authorities, local politicians; etc. and to propose processes for meeting those needs.
- Legal and Other Requirements: to identify those national and international requirements, guidelines, precedents, and best practices that collectively set the standards for the development and acceptance of the formal OSC.
- A review of the RDM vehicle safety case and domain case.

Deliverable

A Model Site-Specific Safety Case in the form described above.

Data Protection

It is not expected that any personal data would be collected in the course of this work. In the event that such data is captured, Cambridgeshire County Council expect the supplier to abide by GDPR legislation.

SECTION 3: SUPPORTING INFORMATION

Please complete section 3 and 4 below.

PART A: Organisation and Contact Details (If not already provided on ProContract)

A-1 Name of your organisation	
A-2 Registered office (if applicable)	
A-3 Trading address (if different from registered office)	
A-4 Organisation Registration Number (if applicable)	
A-5 Is your organisation a: <ul style="list-style-type: none"> ▪ Sole Trader ▪ Partnership ▪ Public Limited Company ▪ Private Ltd Company ▪ Voluntary & Community Sector ▪ Charity ▪ SME (Small and Medium Enterprise) ▪ Other 	
If you selected other, please specify	
A-6 What, if any, local connections do you have with the County	
A-7 If the Company is a member of a group of companies, please give the name and address of the ultimate holding company	
A-8 Name of person to whom any queries relating to this quote should be addressed	
A-9 Telephone	
A-10 Email	
A-11 Address (if different to the Address above)	

PART B: Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

Question Number	Question	Weighting (1 = Low, 2 =Med or 3= High)
1	<p><u>Experience</u></p> <p>What is your relevant previous experience? Please provide 2/3 short summaries of examples of relevant work including client names and contact details, dates of work, contract value, description, outcomes and key challenges.</p> <p>(Answer maximum 2 A4 pages in Font Arial 11 per example)</p>	Weight 3
Potential Provider's Response		
2	<p><u>Staff experience</u></p> <p>Please provide summary CV's (2 pages max) of the (up to 3) key staff that will be working on the project.</p> <p>(Answer maximum 2 A4 pages in Font Arial 11 per CV)</p>	Weight 3
Potential Provider's Response		
3	<p><u>Other Relevant Experience</u></p> <p>What other relevant experience of working with autonomous Vehicles do you have?</p> <p>(Answer maximum 2 A4 pages in Font Arial 11)</p>	Weight 2
Potential Provider's Response		

4	<u>Key Challenges</u> What are the key challenges and how can the risk associated with the work be minimised? (Answer maximum 2 A4 pages in Font Arial 11)	Weight 2
Potential Provider's Response		
5	<u>Added value to project</u> What other benefits would you bring to the project? (Answer maximum 2 A4 pages in Font Arial 11)	Weight 2
Potential Provider's Response		
6	The level of insurance required is <ul style="list-style-type: none"> • Public Liability - £5m • Employers Liability - £10m • Professional Indemnity - £2m Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?	PASS/FAIL
Potential Provider's Response	Yes - have levels of cover already and will continue to for this contract <input type="checkbox"/> No - but will provide the Authority's level of cover requested if awarded contract <input type="checkbox"/> No - have not got cover and won't provide Authority's level of cover <input type="checkbox"/>	
7	The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting	PASS/FAIL

		any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.	
Potential Response	Provider's	<p>Yes—in response to this quotation our supply chain complies with the Modern Slavery Act 2015</p> <p><input type="checkbox"/></p> <p>No—in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015</p> <p><input type="checkbox"/></p>	
8		<p>The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.</p> <p>Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act.</p>	PASS/FAIL
Potential Response	Provider's	<p>Yes—in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.</p> <p><input type="checkbox"/></p> <p>No—in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.</p>	



SECTION 4: PRICING SHEET

Pricing and Costs

The available budget for this procurement exercise is between £45,000 - £65,000. Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs. The total cost must be the tendered value for meeting the requirements of the contract as per the specification and locations identified. The relevant component costs will be used if additional sensor sites are identified and procured following the initial tender process.

[Component]	[Delivery by]	[Costs (£)]
Delivery of the final cases		
	Total Cost to meet requirements of the RFQ (£):	

SECTION 5: FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Authority's website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Request for Quotation for consultancy in relation to the Integrated Highways Management Centre

I the undersigned hereby declare by marking an X in the box:	
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That the information provided is complete and accurate;

- (I). that the price in Section 4 is our best offer;
- (II). that no collusion with other organisations has taken place in order to fix the price;
- (III). to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
- (IV). that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

Name	
Position Held	
Date	

APPENDIX 1: CONDITIONS OF CONTRACT

LGSS Legal Services (LGSS Law Limited) provide standard terms and conditions for the supply of goods and services. These terms and conditions are attached in the document 'CCC Terms and Conditions for Services between £25,000 and £100,000.doc'.