# EXPRESSION OF INTEREST FORM - Clean Air Zone Multi Modal Challenge

# This guide has been produced to enable the Council to achieve the following pre-market engagement objectives:

* To engage with Contractors as early as possible to gauge the market
* To clearly state the required outputs
* To understand contractor’s interest in this scheme

To indicate your interest in this contract please complete this form by midday on 4th July 2022 and send it via the messaging function in ProContract. This information will help the authority to formulate its procurement options and does not commit the authority to any particular procurement route.

# INSTRUCTIONS FOR COMPLETION OF THE EARLY ENGAGEMENT QUESTIONNAIRE

The “Council” means the contracting authority, or anyone acting on behalf of the contracting Council, that is seeking to invite contractors to participate in this market engagement process.

Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.

Please complete the Early Engagement Questionnaire in full, in English, and enter an answer to each question. Please do not include any promotional material, company annual reports or general marketing material for your organisation, either as answers to any of the questions in the early engagement questionnaire or for any other reason.

**Background Information**

The Council wishes to test the level of market interest in this contract. The contract period will potentially be for 12 months with options to extend for an additional 2 years. It is anticipated that the contract will begin July 2022. The estimated contract value will be £20,000 per year.

The level of interest shown in this opportunity will enable the council to determine the procurement route for this contract.

As part of Bristol City Council’s VCSE strategy we’re reserving this contract under PPN 11/20 for local Bristol (BS1-BS16) SME and VCSE organisations. For further information on the policy note please follow - [20210923 - PPN 11/20 Reserving Below Threshold Procurements.docx (publishing.service.gov.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F1020223%2F20210923-PPN-11_20-Reserving-Below-Threshold-Procurements.docx.pdf&data=05%7C01%7C%7C7a0e3d7d696e4596ca2508da268d69ac%7C6378a7a50f214482aee0897eb7de331f%7C0%7C0%7C637864686043769182%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=av3UzveKj3oSm14B4LxQIaz43aIAopspMzrgZD%2FPGJU%3D&reserved=0)

**The Service Requirements**

Bristol will be introducing a clean air zone in 2022 one of the key aims of the funding is to “promote increased levels of physical active travel increase sustainable modes of transport”. This aim is being addressed in several ways, but relevant to this tender is the commission of a travel challenge that can encourage participants in commuting and business journeys to use sustainable modes.

The Travel challenge has previously used rewards and other incentives, including a variety of organisational leader-boards and prizes and the like, to encourage registration and participation in the challenge.

Key objectives are:

- Providing a platform that ensures users can record their journeys and attract new people to travel challenge.

- Provide both an online and offline platform to enable access for all.

- Encourage participants to refer friends and to use sustainable modes as often as they can; and

- Replace car with other mode of transport and replace any journey with walking, running or cycling.

- Developing a platform to establish the Challenge. This platform may be web or smartphone based but must have other suitable

 offline element and convenient method or combination thereof which best lends itself to achieving the performance targets.

- Developing promotional devices which may include but not be limited to leader boards, in-challenge competitions, prizes, refer a

 friend, reward-schemes, surveys or the like with which to encourage high levels of both participation and journey recording.

- Production of interim reports, at a frequency to be agreed at the meeting.

- Production of a Year 1 Completion Report following conclusion of the respective annual Challenges. Bristol shall be responsible for auditing these reports and the methodology by which the data has been collected and analysed and the Contractor shall in a timely manner facilitate such auditing.

- The challenge is expected to last 4-6 weeks.

  **Provider Information**

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| **Official name of Organisation** |  |
| **Trading Name of Organisation making the application** |  |
| **Address of registered office** |  |
| **Postcode** |  |
| **Website address for the similar service**  |  |
| **Legal Status (Plc, Ltd, Partnership, Sole Trader, Limited Liability Partnership, Other – please specify)** |  |

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| 1. **Are you interested in applying for this contract?**
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| 1. **Please tell us about similar current or previous services you have provided.**
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Name, position, telephone number and email address of main contact for this project.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone number** |  |
| **Email** |  |

Please send this form via the ProContract messaging system before noon on the 4th July 2022.