Transport for London

TfLRoundelB&W

Project summary

For

London FreightLab Partners

TfL Reference Number: tfl\_scp\_002002

Version: Final (1.0)

Date: 27 November 2019

Transport for London

Commercial Services

197 Blackfriars Road

London

SE1 8NJ

Copyright on the whole and every part of this document is owned by Transport for London. No reproduction of the whole or any part of this document is to be made without the Authority of Transport for London. This document is confidential to Transport for London. No part of this document or information contained in this document may be disclosed to any party without the prior consent of Transport for London.

Contents

[0. Definitions 2](#_Toc24723421)

[1. Overview of Transport for London 3](#_Toc24723422)

[2. Introduction to London FreightLab 3](#_Toc24723423)

[3. Objectives of London FreightLab 4](#_Toc24723424)

[4. Link to the Mayor’s Civic Innovation Challenge 5](#_Toc24723425)

[5. Working with Partners - Stage 1 (Evaluation of Innovators) 5](#_Toc24723426)

[6. Working with Partners and Innovators - Stage 2 (Supporting co-development and trials) 7](#_Toc24723427)

[7. Benefits of becoming a Partner on this Project 8](#_Toc24723428)

[8. Applying to become a Partner 8](#_Toc24723429)

[Appendix 1 – Estimated timelines for the Project 10](#_Toc24723430)

1. Definitions

The following definitions are used throughout this document and within the Expression of Interest Questionnaire:

* 1. **“CIC”** means the Mayor’s Civic Innovation Challenge as further described in Section 4**.**
  2. **“EoIQ”** means the Expression of Interest Questionnaire.
  3. **“e-Tendering Portal”** meansTfL online electronic tendering tool available at <https://procontract.due-north.com/Login>. This will be used by TfL to publish the EoIQ, to receive responses from Partners and manage all communications in relation to this Project.
  4. **“GLA”** means the Greater London Authority.
  5. **“Innovators”** means organisations that apply to the Project for funding and if successful will be undertaking the Project including the co-development and trial phases with TfL and subject to further agreement) with Partners.
  6. **“Partner(s)”** refers toorganisations which are supporting the Project.
  7. **“Potential Partner”** meansorganisations that wish to apply for this opportunity to become a Partner.
  8. **“Project”** means theFreightLab innovation challenge as further described in Section 2.
  9. **“Objectives”** means the objectives of the Project as set out in Section 3
  10. **“Solutions”** means concepts, ideas, tools and/or products pitched by Innovators as means of achieving the stated Objectives.
  11. **“TfL”** means Transport for London as further described in Section 1.
  12. **“You” / “Your”:**  refers to the Potential Partner completing this EoIQ (i.e. the legal entity responsible for the information provided).

1. Overview of Transport for London
   1. TfL was created in 2000 as the integrated body responsible for London’s transport system. TfL is a functional body of the Greater London Authority (GLA). Its primary role is to implement the Mayor of London’s Transport Strategy and manage transport services to, from and within Greater London. TfL manages London’s transport network and is responsible for London’s buses, the London Underground, the Docklands Light Railway, London Overground and the management of London Trams and certain services and piers on the River Thames, London Dial-a-Ride, Santander Cycle Hire Scheme, and Victoria Coach Station. TfL also operates the London Transport Museum.
   2. TfL shares responsibility with the London Boroughs and the City of London for road transport within Greater London and is responsible for regulating the taxi and private hire trades in Greater London, operating and enforcing the Congestion Charging and ULEZ Schemes, managing the 580km Transport for London Road Network (commonly known as the TLRN) on “red route”, and operating all of London’s 6,300 traffic signals. This contributes to ensuring a safe environment for all road users.
   3. TfL are also one of London's largest landowners with a large commercial property estate that spans retail units and railway arches.
2. Introduction to London FreightLab
   1. The [Mayor's Transport Strategy](https://www.london.gov.uk/sites/default/files/mayors-transport-strategy-2018.pdf) and [Freight and Servicing action plan](http://content.tfl.gov.uk/freight-servicing-action-plan.pdf) both outline TfL’s vision to deliver a cleaner, safer and more efficient city, one which allows TfL to reallocate more of London’s finite road space to more sustainable modes of transport whilst enabling businesses to continue to meet the freight and servicing needs of London’s growing population and economy.
   2. To help deliver this vision we have developed London FreightLab – an innovation challenge which asks Innovators to think creatively about ways spaces in Greater London could be used to reduce the adverse impacts of vital freight and servicing activity – impacts such as increased congestion, greater impact on vulnerable road users and reduced air quality.
   3. Innovators will be asked to submit submissions outlining how their Solutions would tackle this problem statement in paragraph 2.2. They will be judged according to the extent they can deliver against criteria (these are subject to change), which at this time include:
   * Potential reductions of freight related motor vehicle kilometres in Greater London, with a particular focus on the morning peak (07:00-10:00)
   * Commercial viability of solution
   * Potential to reduce road risk
   * Potential to improve environmental outcomes (including improve air quality, noise levels and carbon emissions)
   * Scalability and transferability of solution
   * Positive impact on consumer experience
   * Potential to increase compliance with applicable road legislation, specifically around loading, parking and use of kerb space
   * Innovativeness of solution e.g. Solutions must be genuinely new (product, or new deployment in the sector), and not simply an existing market product
   1. The approach is intentionally solution-agnostic, to enable a wide spectrum of innovations to be brought forward.
   2. Funding of up to £20,000 will be provided by TfL to up to 6 successful Innovator’s that meet TfL’s evaluation criteria to help develop and trial their idea in Greater London.
   3. Successful Innovators will also be provided with access to staff, expertise and assets (potentially including land) from TfL (and Partners subject to further agreement) to enable co-development and trials of the Solutions.
   4. TfL will where possible and subject to contract, planning and board approvals, make a variety of sites available to successful Innovators for the length of the trials. Land may include car parks and railway arches. Partners and other land owners may also provide access to land, although this will be subject to further agreements with them. We will also consider solutions which are not focussed on land.
3. Objectives of London FreightLab
   1. We are undertaking the London FreightLab project for a number of reasons. These include:
      * To help identify new approaches for achieving our policy outcomes as outlined in the Mayor’s Transport Strategy and Freight and Servicing Action Plan, particularly around the promotion of clean, safe and efficient freight and protecting land for industry.
      * To understand the commercial viability of new products and services, in particular to investigate whether land can be used to mitigate adverse impacts of freight and servicing activity while still providing commercially viable returns.
      * To harness the powerful advantages of emerging technologies, novel products, services and business models; and turn these into opportunities which are tailored towards the London’s problems. In short, we are hoping to help direct innovation towards solutions which deliver for the London.
4. Link to the Mayor’s Civic Innovation Challenge
   1. The CIC is the Mayor of London’s flagship technology innovation policy, aimed at bringing together London’s public sector and large private organisations with innovative tech companies seeking to solve some of London’s most pressing problems. TfL is working with the GLA to facilitate London FreightLab under the banner of the CIC. London FreightLab will form challenge 3 of this year’s CIC.
   2. This means that any communications around the challenge will be under the CIC banner, and press events will be co-ordinated by the GLA.
   3. While we will benefit from the engagement with start-ups and additional public relations generated under the CIC banner, we will run to our own timescales and format in agreement with the GLA.
   4. More information on last year’s CIC challenge can be found here <https://tech.london/challenges>
5. Working with Partners - Stage 1 (Evaluation of Innovators)
   1. TfL is looking for forward-thinking Partners with a keen interest in improving the efficiency of freight and servicing in Greater London. This includes but is not limited to retailers, couriers, servicing providers, consolidators, land owners (e.g. developers) and public bodies. We would like these partners to help us;

* Support and communicate the messaging about the Project:
  1. using your businesses’ communication channels to help advertise this Project to potential Innovators; and
  2. Allowing your logo to be used in communications conducted by TfL and/or the GLA as part of the CIC, setting out clearly your role as part of the evaluation panel.
* Evaluate potential Innovator’s submissions
  1. Be part of the evaluation team with TfL including scoring and evaluating applications from potential Innovators. TfL will conduct an initial shortlisting exercise to reduce the number of submissions that must be reviewed by partners and share this shortlist of Solutions with Partners ahead of the pitch day to ensure only viable Submissions are progressed; and
  2. Attendance at a potential Innovator’s pitch day in February 2020. This will entail potential Innovator’s pitching their solution to the panel consisting of TfL and Partners and will allow Partners to request clarification and probe the proposed Solutions. These questions will need to be posed in advance of the pitch day to allow Innovators to prepare.
  3. We estimate Partners will need to provide seven working days of staff time between December 2019 and March 2020. This will be a mixture of face-to-face meetings, email and tele-conferences. We estimate this staff time will be spread across:
     + Project administration including signing the MOU (1 day)
     + Communications activities (1 day)
     + The initial assessment of Innovators submissions (2 days)
     + Consideration of pitch questions and submission of these to Innovators (via TfL) in advance of pitch day (1 day)
     + Attendance at pitch day (1 day)
     + Evaluation of Innovators Submissions and consensus meeting to agreeing final scores for Solutions (1 day)
  4. Further information on indicative Timelines can be found at Appendix 1 of this document.
  5. Please note – London boroughs do not need to apply through this process. We will conduct a separate engagement activity with London Boroughs to identify opportunities for collaboration on this challenge.
  6. **TfL and the Partners will enter into a MOU setting out the working relationship and the expectations of the parties in relation to Stage 1 only.** Please see Appendix 2 in the accompanying EoIQ document for the MOU which TfL will require the Partners to sign up to. TfL has drafted the MOU to reflect its requirements and what it expects from the Partners. TfL believes the MOU is capable of acceptance by any Potential Partner. Notwithstanding the above, if a Potential Partner wishes to raise a clarification on the MOU, these clarifications must be submitted by 06/12/19. Do not submit a marked-up copy of the MOU with the clarification or with your completed EoIQ submission.

1. Working with Partners and Innovators - Stage 2 (Supporting co-development and trials)
   1. Successful Innovators which have been selected will participate in the co-development and live trial phase with their Solution. This is where they will refine their Solution and prove its efficacy in the real world. They will be working with TfL as a minimum, with TfL providing access to data, assets where possible and expertise. Subject to further agreement this may also involve Partners if they choose to continue their involvement.
   2. Partners will be expected to support Phase 1 of the Project from December 2019 to March 2020. Once winning Innovators have been announced, Partners will have the opportunity to leave the Project with no further commitments. This will be in March 2020. Within their submissions, Innovators will be asked which of the Partners they would like to work with and what involvement they would like from them. This will help inform Partners decision as to whether to continue their involvement with the project.
   3. We estimate that co-development phase would begin at the start of April 2020 and last ten weeks.
   4. By the end of these ten weeks, Innovators would be expected to have a working Solution capable of being deployed for live trials. We estimate that live trials would begin in June 2020 and last for a minimum of 16 weeks, and a maximum of twenty-six weeks.
   5. We would enter into a contractual agreement(s) between the Partners, Innovators and TfL prior to the co-development and trial phases.
   6. The exact requirements of this second stage of involvement will be dependent on the exact type and scope of solutions identified. The contractual agreement(s) would likely cover the following:
   * Data sharing requirements to help co-develop products and evaluate success of Solutions subject to appropriate confidential obligations;
   * Licence for usage in London - As a minimum it would be expected that TfL and Partners will be granted an irrevocable, perpetual right to a licence in Greater London. Please note, this is subject to type and scope of solution;
   * Resource commitments. This may include but is not limited too:
     + Ensuring innovators have access to the data, staff and expertise required to facilitate co-development and refinement of Solutions;
     + Making assets (e.g. fleet, customer channels, live trips) / staff time) available to Innovators where required (by agreement) during trials including a commitment to use Solutions in the course of normal business operations throughout the trial; and
     + Recording and reporting of impacts and outcomes achieved through using the Solutions during trials.
   * Communication’s and other press activity.
   1. Following live trials, there will be a four-week evaluation period where the results of the trials will be summarised. This summary report, to be completed by TfL with information being supplied by Partners and Innovators, and learnings from the trials would be made public via the TfL website. Please note, no confidential information of the Partners or Innovators will be publicly released.
   2. **Important to note: Partners will be helping to judge Innovators submissions, and hopefully facilitate co-development and trials. Partners will not be bidding for the fund or receiving any payment from TfL, and TfL will not be paying any costs or expenses of the Partners during Phase 1 or 2 as defined in sections five and six of this document.**
   3. **The successful Partners (including any parent or subsidiary company of the Partner) are precluded from submitting a response to the upcoming FreightLab Innovator procurement exercise or being a subcontractor to an Innovator’s submission,**
2. Benefits of becoming a Partner on this Project
   1. Joint publicity of working with TfL, and from supporting the Mayor’s CIC.
   2. Only Partners will be given the opportunity to facilitate the co-development phase and subsequent (subject to successful co-development by Innovators) trial phase with successful Innovators. Being a Partner throughout the full programme (i.e. co-development and trial phase) will give you a head-start in terms of relationships with any potentially game-changing solutions and will enable you to steer development of solutions to your exact needs.
   3. This challenge will potentially be the largest innovation challenge launched to date under the CIC. We expect submissions from a much wider range of innovators than any single company could hope to receive if undertaking such challenge alone. This is a great opportunity to discover and potentially co-develop with some of the most exciting and innovative start-ups from the UK and beyond.
   4. As TfL found with its previous innovation challenge, London RoadLab (further information available at <https://www.plexal.com/london-roadlab/>) the challenge may identify products which are commercially viable.
3. Applying to become a Partner
   1. Unfortunately, we are only able to work with a limited number of organisations as Partners. As such, we have outlined some simple selection criteria in the accompanying EoIQ which we will use to assess your suitability for selection and participation in the Project.
   2. These selection criteria can be found in the EoIQ which accompanies this document. This EoIQ is seeking to identify Partners from across the freight and servicing sector who would be interested in supporting this Project.
   3. Potential Partners will have 2 weeks to submit their response to this EoIQ. Submissions must be correctly uploaded via the TfL e-Tendering portal by 12.00 (Noon) on 11/12/19.

Appendix 1 – Estimated timelines for the challenge

Please note that this timetable is not binding and may be subject to change.



