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Trafford Council

**Soft Market testing**

Secure Door Access Control System

Contract Period:

**3 years plus 2 x 12 month optional extensions**

**Background**

Trafford Council (the Council) will be looking to procure a Secure Door Access Control System for their Trafford Town Hall, Sale Waterside and Partington Children’s Centre sites in the near future.

We would like to take the opportunity to do some `soft market testing’ as outlined below, to determine current interest levels in the market.

**Key Aims**

At this stage, the Council is looking to gauge market interest in supplying the following system:

Cloud hosted access control system for Trafford Town Hall M32 0TH, Sale Waterside M33 7ZF & Partington Childrens Centre M31 4FL.

The chosen supplier must be based in the UK for reasons of security and data protection.

**Hardware**

This will comprise approximately 150 door controllers, 78 at Trafford Town Hall, 70 at Sale Waterside and 2 at Partington Children’s Centre and will include installation and set up of the system.

We anticipate that the hardware will be leased but purchase may be considered.

**Software/Service contract**

The anticipated software and service contract will include:

* Cloud-based system with the ability to diagnose faults remotely.
* Integration with fire systems with the ability to print roll call.
* Dashboard analytics.
* Maximum 4-hour reactive response time to call outs.
* Training for staff in use of system.

**Project Timescales**

|  |  |
| --- | --- |
| **Stage of the project** | **Anticipated deadline\*** |
| Soft market testing | 17th April 2024 |
| Progress to tender | Late April 2024 |
| Closing date for suppliers to have submitted documents | May/June 2024 |
| Result of Procurement Process | July 2024 |
| Contract Start Date | August/Sept 2024 |

\*All dates are approximate at this stage.

**Soft Market Testing**

**THIS IS NOT A CALL FOR COMPETITION**

The Soft Market Test is intended to allow interested organisations with relevant experience to outline their views and provide information with no commitment to themselves or the Council.

The Council is looking to award a contract commencing in August/September 2024. If a decision is made to tender this service, the maximum annual budget is £20,000. It is further envisaged that the initial contract would be for a period of 3 years. During the Soft Market Test we would like to gauge the level of interest.

**Stage 1 -** Interested suppliers are required to complete the following company information form and a short questionnaire (at appendix 1). Suppliers who complete and return the questionnaire ***may*** be invited to meet with Council representatives to discuss its requirements.

The questionnaire should be returned via The Chest - <https://www.the-chest.org.uk/> by **17/04/2024 at 12.00 noon.**

If Suppliers have any questions about this soft market test, such questions should be submitted to the Council using the messaging facility within the opportunity advertised on The Chest. A copy of the question and a copy of the written reply may be circulated to all Suppliers, with anonymity of the Supplier preserved. Suppliers must not raise questions through any other channels, including emails direct to the Council or to STAR Procurement. No questions will be responded to, other than those raised through The Chest as described above

**We encourage your participation in this soft market testing exercise, but must emphasise that your involvement in this exercise will not carry any commercial advantage in any ensuing procurement process.**

**No information provided in response to this soft market testing exercise will be used in any evaluation of any subsequent response to a procurement exercise.**

1. **General Information**

|  |  |  |
| --- | --- | --- |
| **3.1** | Full name of your organisation: |  |
| Contact Details Name: |  |
| Job Title: |  |
| Address: |  |
| Telephone no: |  |
| Fax No: |  |
| Mobile No: |  |
| Email Address: |  |
| Web Address (if any): |  |

1. **Undertaking from the supplier**

|  |  |
| --- | --- |
| Name:\* |  |
| Signed: | Duly authorised on behalf of the Supplier  (Electronic signature required here) |
| Position: |  |
| Date: |  |

**Appendix 1 – Questionnaire**

**Please complete the following questionnaire fully, highlighting any information that you consider to be commercially sensitive.**

1. Would you be interested in bidding for this proposed Project? If yes, why? If No, why not?
2. Please detail the experience your organisation has in delivering this type of service.
3. Please detail how you will meet the current and future requirements as detailed in the service specification?
4. When/if the Council go to tender following the soft market test, is there anything in addition to the information in this brief of which suppliers would need to be advised in order to aid in their response?
5. Please can you detail a brief statement to demonstrate what added value your organisation can offer in the market?