

# REQUEST FOR QUOTATION FOR CONSULTANCY TO - REVIEW THE CAMBRIDGESHIRE INTERGRATED HIGHWAYS MANAGEMENT CENTRE



**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 with the Greater Cambridge Partnership are seeking consultancy support to develop a vision and roadmap for the future development of the Integrated Highways Management Centre (IHMC).

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](http://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](mailto: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

Cambridgeshire County Council is the highway authority for Cambridgeshire and includes the IHMC and events team. The team operate the IHMC, supervising the live movement of traffic around the county. They also advise on public events that affect the highway, intelligent transport systems and real time passenger information for buses.

The Greater Cambridge Partnership (GCP) is the local delivery body for a City Deal with central Government, bringing powers and investment, worth up to £1 billion over 15 years, to vital improvements in infrastructure, supporting and accelerating the creation of 44,000 new jobs, 33,500 new homes and 420 additional apprenticeships. There are five partners within the GCP, Cambridgeshire County Council, Cambridge City Council, South Cambridgeshire District Council, The Greater Cambridge Greater Peterborough Local Enterprise partnership and the University of Cambridge.

The Greater Cambridge Partnership is aiming to ease congestion and prioritise greener and active travel, making it easier for people to travel by bus, rail, cycle or on foot and to improve average journey time (4.87 minutes per mile in the peak hour in 2015 as well as reducing congestion in peak-time traffic levels in Cambridge by 10-15% based on a 2011 baseline by 2031).

#### PART C: PROCUREMENT TIMETABLE

<b>Request for Quotation Issued</b>	13/01/2020
<b>Deadline for Clarification Questions</b>	07/02/2020
<b>Deadline for Quotation Responses</b>	14/02/2020
<b>Quotation Evaluation</b>	28/02/2020
<b>Contract Awarded / Start Date</b>	06/03/2020
<b>Deadline for Delivery</b>	03/07/2020
<b>Contract End Date</b>	03/07/2020

#### PART D: CLARIFICATION QUESTIONS

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

<b>Name</b>	Dan Clarke
<b>Job Title</b>	Smart Cambridge Strategy and Partnerships Manager
<b>Telephone</b>	01223 729079
<b>Email</b>	Daniel.clarke@cambridgeshire.gov.uk
<b>Deadline for questions (date &amp; time)</b>	17:00 07/02/2019

#### PART E: QUOTATION RESPONSES

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

<b>Name</b>	Dan Clarke
<b>Job Title</b>	Smart Cambridge Strategy and Partnerships Manager
<b>Telephone</b>	01223 729079
<b>Email</b>	Daniel.clarke@cambridgeshire.gov.uk
<b>Respond by Date &amp; Time</b>	17:00 14/02/2019

#### PART F: 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:

<b>Evaluation Method 3: Weighted combination of Quality and Price</b>
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**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

### Brief Background

Cambridgeshire have the ambition to develop a world class Network Management Centre. We already have some examples of good practice and have created a dedicated control room with traffic management, Signals working alongside the Street Works team. We recognise there is a need for further investment to develop a centre which is future proofed and able to manage a diverse and challenging transport environment.

We are looking for a consultant to review the current arrangements and make recommendations and advise on how to improve and develop the systems to ensure Cambridgeshire stays ahead of the game with world class network management.

### Details of purchase

To develop a world class network management capability we need to understand what we have currently, systems, processes, costs and contractual arrangements. This will include looking at other areas of the council such as signals, how they may evolve and which may become part of a future IHMC. Some of this work has been completed but needs to be further developed and validated. The County Council wants to understand how the IHMC can support its work to create a world class mobility offering for its residents. To do this we want to understand current best practice from around the world is, future direction and the emerging possibilities enabled by new and emerging technologies such as Artificial Intelligence and Machine Learning.

This work would inform an options appraisal and the development of a roadmap showing how our stated aims can be achieved. It is important that our ambition is deliverable and financially sustainable and so we need to understand in the short, medium and long term what is achievable, how this would be funded and any risks or dependencies.

### Outputs required

- i) A final report including the following sections
  - Evidence gathered
  - Summary of best practice from elsewhere and emerging possibilities
  - An analysis of the Cambridgeshire County Council situation and opportunities
  - Key options/decisions that we need to make
  - Roadmap including a) short-term (0 – 2.5 years) improvements and how they link to the longer term work (focus on visible, deliverable improvements); b) medium term (2.5 – 5 years). c) long-term 5-10 years
  - Detailed plan for short-term. High level plan for rest. Indicative capital and revenue budgets to be included.
  - Risks, dependencies, critical success factors etc
- ii) Presentation of the above
- iii) Interim reports and presentations as required

iv) Progress reporting

**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)

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

## 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 short summaries of two examples of relevant work including client names and contact details, dates of work, contract value, description, outcomes and key challenges.</p> <p><b>(Answer maximum 2 A4 pages in Font Arial 11 per example)</b></p>	Weight 2
Potential Provider's Response		
2	<p><u>Market Awareness</u></p> <p>How does your organisation keep up to date with new technologies and approaches, and how do you assess the potential return on investment of these?</p> <p>What are the main changes/opportunities in this market?</p> <p>How can value for money/benefit be demonstrated from such new technologies or approaches?</p> <p><b>(Answer maximum 2 A4 pages in Font Arial 11)</b></p>	Weight 2
Potential Provider's Response		
3	<p><u>Change Management</u></p>	Weight 2

<p>What is your experience of the change management required to deliver value from proposed changes?</p> <p><b>(Answer maximum 2 A4 pages in Font Arial 11)</b></p>		
Potential Provider's Response		
4	<p><u>Key Challenges</u></p> <p>What are the key challenges and how can the risk associated with changes be minimised?</p> <p><b>(Answer maximum 2 A4 pages in Font Arial 11)</b></p>	Weight 2
Potential Provider's Response		
5	<p><u>Added value to project</u></p> <p>What other benefits would you bring to the project?</p> <p><b>(Answer maximum 2 A4 pages in Font Arial 11)</b></p>	Weight 2
Potential Provider's Response		
6	<p>The level of insurance required is</p> <ul style="list-style-type: none"> <li>Public Liability - £5m</li> <li>Employers Liability - £10m</li> <li>Professional Indemnity - £2m</li> </ul> <p>Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?</p>	PASS/FAIL
Potential Provider's Response	<p><b>Yes</b> - have levels of cover already and will continue to for this contract</p> <p><input type="checkbox"/></p> <p><b>No</b> - but will provide the Authority's level of cover requested if awarded contract</p> <p><input type="checkbox"/></p>	

	<p><b>No</b> - have not got cover and won't provide Authority's level of cover</p> <p><input type="checkbox"/></p>	
<p>7</p>	<p>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 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.</p>	<p>PASS/FAIL</p>
<p>Potential Provider's Response</p>	<p><b>Yes</b>—in response to this quotation our supply chain complies with the Modern Slavery Act 2015</p> <p><input type="checkbox"/></p> <p><b>No</b>—in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015</p> <p><input type="checkbox"/></p>	
<p>8</p>	<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>	<p>PASS/FAIL</p>
	<p>Potential Provider's Response</p>	<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</p>

Regulations (GDPR) and Data Protection Act.

☐

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.

☐

## SECTION 4: PRICING SHEET

### Pricing and Costs

The available budget for this procurement exercise is between £30,000 - £40,000. 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 Report		
	<b>Total Cost to meet requirements of the RFQ (£):</b>	

## 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.

<b>Name</b>	
<b>Position Held</b>	
<b>Date</b>	

## **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'.