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**PRE-PROCUREMENT MARKET TESTING EXERCISE**

**FOR**

**THE PROVISION OF A VEHICLE MANAGEMENT INFORMATION SYSTEM**

**CLOSING DATE FOR RETURN:**

**Before 12:00 noon on Wednesday 4th December 2019**

**PRE-PROCUREMENT MARKET TESTING EXERCISE FOR THE PROVISION OF A VEHICLE MANAGEMENT INFORMATION SYSTEM**

**PLEASE NOTE THIS IS NOT A CALL FOR COMPETITION**

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| **SECTION ONE – BACKGROUND** |

**Introduction and purpose of this document**

Sunderland City Council is conducting a Pre-Procurement Market Testing Exercise (MTE).

This exercise is being conducted to clarify what solutions and functionalities are available within the supplier market. Responses will be utilised to gauge the level of interest in this proposed procurement activity.

You are invited to consider the inquiries as detailed within this MTE, and complete the questionnaire as detailed within Section Two.

**Please note:**

This MTE is **for information only** and in no way forms part of any competitive tendering process, it is only to assess the reaction of the market and thus make any potential procurement process more focused and efficient. Written submissions will therefore not be evaluated, scored or taken into assessment of tenders in any future process in any way.

The information that you provide will help inform the procurement process for the provision of a Vehicle Management Information System.

The benefits to your organisation in participating in this process include;

* raise early awareness of this project notifying Contractors of the Council’s procurement intentions;
* notify Contractors of the current position and any challenges participating members currently encounter;
* ensure that any Service Specifications are realistic and market-focused; and
* the chance to raise any risks, concerns or issues regarding the potential opportunity.

Your responses are highly valued and will assist us in determining the most appropriate approach to the market and in creating a procurement process, which is well-framed, focused, feasible and likely to be of interest to the market.

The Council will consider all information supplied in response to this MTE. However, we cannot commit to using all the information and suggestions received, to inform any future procurement.

There is no commercial advantage or disadvantage to your organisation, as a result of being involved in this MTE. This process focuses on the market as a whole, rather than on the merits of individual Contractors. It involves no element of contractor selection or bid evaluation.

**Confidentiality Statement**

The contents of this MTE document and of any other documentation sent to you in respect of this MTE are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement, you are required to destroy this MTE and all associated documents immediately and not to retain any electronic or paper copies.

By registering an interest in this MTE, you agree to use this information solely for the purposes of responding to this MTE.

Once this MTE has concluded, you agree to destroy this MTE and all associated documentation, save one copy which may be held physically or electronically for a period of one year after the issue of any contract award notice in respect of this procurement and shall only be used in connection with the procurement.

Subject to the Council’s requirement to comply with the provisions of the Freedom Information Act / Environmental Information Regulations, any commercially-sensitive information provided to us as part of this process will be treated in confidence, used only for the purposes of this MTE, and will not be disclosed to any other organisation.

**Council’s Proposed Requirements:**

**Introduction and Background**

Sunderland City Council (SCC) wishes to replace its Council’s current Fleet Management System with an ongoing license and support and maintenance solution, which is due to expire in June 2020.

The Council’s Fleet Section currently manages the maintenance of the authority’s fleet, which consists of 554 vehicles, utilising a fleet management system. The current system has the following modules:

* Vehicles;
* Equipment;
* Accidents;
* Fuel;
* Jobs;
* Scheduling;
* Stock issues;
* Stock;
* Orders / suppliers;
* Drivers;
* Endorsements;
* Training and;
* ‘How am I driving?’.

However, as the current system will no longer be supported from June 2020, the Council wishes to procure a replacement solution.

**Scope of Requirements**

The Council requires a replacement Vehicle Management Information Solution, which may include the following high-level requirements:

* **Web based Asset management information system** - Capable of seamlessly managing Sunderland City Council’s (SCC) diverse range of Vehicles, horticultural plant and other assets which will be hosted by the supplier.
* **Equipment Information** - Allow for multiple levels of class coding on a per unit basis and all class codes must be user defined with the ability to create numerous user defined fields for equipment and technical specification records. These could consist of a main base unit with multiple associated units such as tyres and bulbs etc.
* **Pool Module** - A completely integrated online Motor Pool Module.
* **Technician portal** - Provide an easy to use interface for technicians to use on the shop floor and record notes, e.g. mobile device, touch screen etc. The system must provide the capability to report a mechanics performance against a labour standard.
* **Works orders and preventive maintenance** - Must display all open and closed work orders (Job Cards) by user defined search parameters.
* **Unit Purchase and Disposal** - Provide features for the purchase and disposal of vehicles, where all the life costs of the assets can be viewed including units associated with the main base unit, e.g. individual tyres replaced during the assets life or compressor repairs on a particular vehicle.
* **Stores management module** - A fully integrated Stores module, which is capable of tracking all parts from “cradle to grave” and can also cross referencing of associated part / item numbers to a main part / item number. The system must also be capable of managing diverse materials such as sand, cement and rock salt.
* **Replacement modelling** - Provide a comprehensive replacement modeling program, which allows users to define replacement criteria and the system generates a list of candidates by date based upon odometer reading and age.
* **Finance** - Provide an invoicing module which operates independently from all other period-end processes. The invoicing must be integrated and not an ad-hoc reporting process.
* **Warranty** - Must provide a fully integrated claim module that allows users to submit and track warranty claims, submitted to manufacturers and suppliers.
* **Fuel Management** - The system shall allow various consumable products to be ordered, received, disbursed, and charged including petrol, diesel, motor oil, coolant, Ad-Blue, transmission fluid, etc.
* **Defects** - Produce a list of defects for a defined time period, identifying vehicle/equipment, station and type of defect rectified.
* **Accident** - Must be capable of recording all accidents / damage and managing and allocating works orders to internal or external repair organisations.
* **Driver management** - The system must facilitate recording of Driver Licence details and as a minimum the following: Driver Licence details, Training Records, Qualifications, Date of Last Checks, CPC, Penalty Points, tachograph card, DQC card.
* **Management reporting** - Offer a fully integrated query tool built within the application, which supports ad-hoc reporting and user queries, as well as a dashboard reporting tool which allows the Council to configure charts or gauges for real time measurement of **any** data within the application database. There should also be a library of standard dashboard measurements, as well as pre-loaded templates for APSE reporting and earned recognition returns.
* **Data migration / interface** - Migrate all of the existing data from the current system to the new one. The system must be able to interface with other existing Council systems, such as SAP (Finance) and Triscan Odyssey (Fuel).

**Proposed Procurement Route**

As the potential value of this contract may exceed the EU tender threshold of £181,302, it is proposed to undertake an OJEU open tender process.

**Proposed Procurement Timeline**

The proposed procurement timeline is as follows:

Issue tender: mid-January 2020

Return bids: mid-February 2020

Evaluation process: mid-February to mid-March 2020

Award: mid-March 2020

Contract commences: early April 2020

Solution Go-Live: early June 2020

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| **SECTION TWO – REQUEST FOR INFORMATION FOR MARKET TESTING PURPOSES** |

1. **Indicative Timeline**

1.1 The indicative timetable for the market testing and next steps is out as follows:

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| **Task** | **Indicative Timescale** |
| Issue questionnaire: | 8th November 2019 |
| Return of Questionnaire by: | 4th December 2019 |
| Collate findings from the MTE responses: | 5th December 2019 |
| Determine most appropriate route to market: | 16th December 2019 |

1. **How to Respond**

2.1 All responses must be provided by completing this questionnaire and uploading your responses via the NEPO e-tendering system <https://procontract.due-north.com/Login> before the deadline set out in 1.1 above.

* 1. Please answer all questions as indicated. Please limit your responses to no more than one side of A4 per question. Brochures or other general market information should not be attached in addition to this.
  2. If you have any queries regarding the questionnaire or this exercise, please submit your question via the NEPO e-tendering system.
  3. The Council will answer all enquiries via the NEPO e-tendering system. We will keep the source of any questions confidential and will circulate all questions and answers, which are not commercially sensitive, to all enquirers for information. The final deadline for responses is 12:00 noon on Wednesday 4th December 2019.
  4. Submission of your completed questionnaire must be returned electronically via the NEPO e-tendering system before the deadline.

2.6 The Council reserves the right to seek further clarification, where this would assist in informing the process, and developing appropriate and innovative service specifications.

* 1. Should you have any difficulties accessing the NEPO e-tendering system, please contact:

Proactis Support on 0330 005 0352 or via e-mail at: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

**MARKET TESTING EXERCISE QUESTIONNAIRE**

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| **Organisational Information** |
| Organisation Name: |
| Address: |
| Contact Name: |
| Telephone: |
| Email: |

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| **Question 1:** |
| The Council are looking for informal expressions of interest in delivering the above contract. Would your organisation be interested in bidding for this contract?  Yes  / No  If your response is No, please explain the reason(s) why below and return the form to the named contact: |

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| **Question 2:** |
| Based on the high-level requirements noted within this documentation, please can you confirm whether your proposed solution can meet these requirements?  Yes  / No |

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| **Question 3:** |
| Please confirm if your company has capacity to deliver the above contract, in line with the proposed implementation date as detailed on page 5?  Yes  / No  Please also confirm if your company has the capacity to respond to the tender, in line with the proposed tender timeline as detailed on page 5?  Yes  / No |

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| **Question 4:** |
| What are your views in terms of benefits, drawbacks and barriers in terms of the proposed procurement process? |

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| **Question 5:** |
| Does your organisation have the appropriate competencies and skills necessary to deliver this provision?    Please provide detail of the competencies and skill that would be necessary to deliver this provision: |

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| **Question 6:** |
| Please confirm what experience you have in supplying and implementing this solution to a public-sector organisation within the UK, which has many fleet vehicles and assets (e.g. grass cutters etc). |

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| **Question 7:** |
| Does your company’s pricing structure allow for system costs to be based on a core number of vehicles, with an agreed scale of costs, which allows for more vehicles to be added during the contract term?  Yes  / No  If your response is No, please explain your company’s pricing structure below: |

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| **Question 8:** |
| Please provide details of your company’s usual payment arrangements, e.g. are payments to be made in annually in advance, monthly in arrears, upon milestones etc? |

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| **Question 9:** |
| From contract award, what would be the minimum period/lead in time for your company to implement and go-live with your proposed solution? |

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| **Question 10:** |
| Please explain how your solution could help to define and implement common processes across multiple fleets in a multi-tenanted model? The Council may look to collaborate with neighbouring Authorities/Organisations and as such, the system will need to provide options for commercialisation. Please explain how this could accomplish any future vision and where the solution could help to further promote these areas? |

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| **Question 11:** |
| How does the proposed solution provide innovative opportunities for operational improvements within the end to end fleet management life-cycle, including presenting this information in a meaningful way? |

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| **Question 12:** |
| Please could you confirm if your solution improves and enables granular vehicle component tracking? For example, tyres to be tracked independently from the vehicle to which they are currently fitted. |

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| **Question 13:** |
| Management Information is critical to our replacement system. Therefore, the Council would like to understand all levels of reporting, either off the shelf (standard reporting) or any bespoke reporting options, including any other layers of management information you would feel useful to outline. |

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| **Question 14:** |
| Please could you clarify at a high-level what hardware and software requirements will be required for your solution to be implemented? |

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| **Question 15:** |
| The Council would like to understand your approach to any continuous improvement in relation to the following;   * + Please explain how the system will be upgraded throughout its life and how the upgrade will be made available to the Council?   + Please explain, if and how, existing customers / users influence the content of future releases or the solution?   + Please explain your current development roadmap and where applicable, how any of these functions may also be of interest to the Council? |

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| **Question 16:** |
| Please could you clarify if your system can record and maintain a detailed inventory of all fleet items, including, but not limited to the following areas:   * Technical details, * Ownership details, * VED licensing, * Operator licensing, * Financial details (whole life costs / depreciation / recharging), * Insurance claim details; and * Due dates and maintenance scheduling.   Yes  / No  If your response is Yes, please provide further information below: |

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| **Question 17:** |
| As integration is key for the Council in future proofing any new system, please explain how your system integrates with other fleet products, its database in managing both vehicle and non-vehicle assets and any other areas, you feel this would benefit the Council either now or in the future? |

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| **Question 18:** |
| Please could you clarify the different types of training your company provides and if your company can provide on-going training and knowledge transfer to Council staff as part of the contract? |

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| **Question 19:** |
| Are there any additional comments that you would like to offer? |

Please return your completed questionnaire via the NEPO e-tendering system <https://procontract.due-north.com/Login> before 12:00 noon on Wednesday 4th December 2019

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