Request for Quotation – Public perception work relating to the Connector automated vehicle project



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# INTRODUCTION

## GENERAL REQUIREMENTS

The Council invites quotations for the provision of research that gives the Greater Cambridge Partnership-led Connector project and funding bodies (the **Centre for Connected** and Autonomous **Vehicles** and Innovate UK) an understanding of public perceptions towards, and requirements from, self-driving vehicle technologies, and increasing public awareness and understanding of the technology.

The Council’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 procurement portal.

The Council reserves the right to:

* carry out due diligence checks on the awarded bidder, including but not limited to credit checks such as Dun & Bradstreet, valid and sufficient insurances as required;
* credit checks
* amend the conditions of Contract attached in Appendix a;
* abandon the procurement process at any stage without any liability to the Council; and/or
* require the bidder(s) to clarify its quotation in writing and if the bidder(s) fails to respond satisfactorily, this may result in the bidder(s) not being selected.
* Review any bids that appears to be abnormally low or unsustainably high in cost and reserve the right to reject such bid(s) without further evaluation or clarification.

For technical support when using the Procurement Portal, please contact the Proactis 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](https://proactisservicedesk.com/CherwellPortal/Proactis%20Support%20System?_=6eed96cc#1).

## BACKGROUND

The Greater Cambridge Partnership (GCP are the lead partner in the Connecter project which will deploy four automated vehicles over two sites linking Cambridge West to Eddington and Madingley Road Park & Ride (P&R) and linking the Cambridge Biomedical Campus (CBC) to Trumpington P&R and Babraham Road P&R. It is funded by the Centre for Connected and Autonomous Vehicles a government unit with match funding supplied by industry and builds on the previous pilot in 2021 which saw three vehicles operating from Madingley Road P&R to Cambridge West.

**Partners**

* Fusion – who will be providing the guidance technology and an initial vehicle, that has previously been deployed on a trial in Oxford, for the first route.
* Alexander Dennis Ltd – who will be providing three electric buses for the second route.
* Stagecoach – who will be providing safety drivers and depot space as well as helping to look at the commercial potential of the vehicles.
* IPG Automotive and DRisk – Both companies are helping with testing the vehicles in a virtual environment to test the autonomy systems before we deploy.
* Gamma – who will be deploying a supporting 5G network and charging for the vehicles.

The GCP are using the Government and industrial funding to establish how automated vehicles can support the public transport system, with the aim of giving local residents a better service. We will be working with Stagecoach to better understand what these opportunities are as well as looking at the potential for the types of guidance systems deployed on automated vehicles to be used on the proposed new busways.

These new technologies have the potential to introduce a range of economic and societal benefits and the GCP and partners as well as central government want to understand how these could be realised while ensuring the safety and security of self-driving technology. Public understanding and acceptability of the technology as well as its governance will be vital for meeting these goals, including enabling the development and implementation of the required policies. Equally, it is necessary to understand what end users need from transport so that self-driving vehicles (SDVs) can be developed and deployed in a way that provides for those societal needs.

As part of this work, we want to work with members of the public to understand:

* How to communicate safety information about SDVs effectively.
* To understand the perceptions of potential users and actual users of the vehicles, including the user experience, barriers to use and understanding how we can ensure equity of access.
* To understand what role citizens, see for SDVs in a future transport system.

**Deployment -** We have been working closely with the University of Cambridge, partners at the CBC and county council colleagues on the deployment. The current timetable for deployment is;

* July 2024 - First vehicle arrives, and testing will commence on the Cambridge West route.
* Sept 2024 – Service begins serving the Cambridge West route: please note that this will be a limited service and due to the rules of the Innovate UK competition we will be unable to charge.
* Dec 2024 – First of three vehicles arrives for the CBC deployment with services beginning in Jan 2025.

The Greater Cambridge Partnership website can be found here – [Greater Cambridge Partnership](https://www.greatercambridge.org.uk/)

Government research on Automated Vehicles can be found here - [Great Self Driving Exploration: A citizen view of self driving technology in future transport (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/649d83a8bb13dc0012b2e35d/great-self-driving-exploration-citizen-view-of-self-driving-technology.pdf)

## Overall, Purpose/Outcome

The purpose of the research will be to:

* Understand the public’s perception of automated vehicles, how we can raise awareness of the technology and the safety regime that ensures its safe operations and engage local communities and users in the trials.
* Work with users and potential users to understand any concerns, barriers to use.
* Develop use cases for Self Driving Vehicles that ensures equity of access for users and is acceptable to the travelling public
* Explore potential use cases in the future which will support the public transport system.

## Value and Term of project

* 1. The contract will run until the end of March 2025 from the date of the commencement of services.
  2. The estimated value of this contract will be up to £50,000.
  3. Bidders should be aware that bid received in excess of the value stated may result in the Bidder’s whole submission being rejected.

## PROCUREMENT TIMETABLE

## The timetable below is Indicative and its subject to change

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 24th June 2024 |
| **Deadline for Clarification Questions** | 9th July 2024 |
| **Deadline for Quotation Responses**  **deadline will be at 12.00** | 19th July 2024 |
| **Quotation Evaluation – week commencing** | 22nd July 2024 |
| **Contract Award (estimated)** | 29th July 2024 |
| **Contract Commencement (estimated)** | 1st Aug 2024 |
| **Contract End Date (estimated)** | 5th Aug 2024 |
| **Extension commencement (estimated)** | None |
| **Extension End date (estimated)** | None |

## QUTOTATION CLARIFICATION AND RESPONSES

Any queries about this document, the procurement process, or the proposed contract itself, should be submitted via the [ProContract](https://procontract.due-north.com/) messaging area.

Should you wish to take part in the procurement process please complete this the response document and Pricing Sheet and return via [ProContract](https://procontract.due-north.com/) messaging area by the deadline stated in the Procurement Timetable.

All compliant bid submissions will be considered held OPEN for the duration of ninety 90 days from the date of close of this Request to Quote opportunity.

## INSURANCE LEVELS

The successful bidder will be required to have in place by the commencement date of the contract, the following levels of insurances:

* + 1. **Public Liability** insurance with a limit of indemnity of not less than [Five] Million Pounds [£5,000,000] in relation to any one claim or series of claims.
    2. **Employer's Liability** insurance with a limit of indemnity of not less than [Five] Million Pounds [£5,000,000] in relation to any one claim or series of claims.
    3. **Professional Indemnity** insurance with a limit of indemnity of not less than [Two] Million Pounds [£2,000,000] in relation to any one claim and in the aggregate in any one period of insurance. and shall ensure that all professional consultants or Sub-Contractors involved in the provision of the Services hold and maintain appropriate cover.
    4. **Product Liability insurance** with a limit of indemnity of not less than [One] Million Pounds [£1,000,000] in relation to any one claim or series of claims

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by bidders, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Award Criteria Questionnaire Weightings** |

The Award Criteria Questionnaire carries a total weight of 100%. This is split between the following sections:

* + 1. Price (30%)
    2. Quality (70%)

For the questions/sub-questions with a Pass/fail criteria, the Council may reject the bid in its entirety if it scores a fail on anyone of these.

**Pricing**

The Bidder with the lowest overall compliant price will be awarded the full score of [30%]. All other bids will be scored in accordance with the following calculation:

For example, if the price evaluation carries 30% of the overall marks and there are three tenders priced at £35,000, £32,500, and £30,000 scores would be as in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Bid Price** | **Price Calculation** | **Price score** |
| Bidder 1 | £30,000.00 | =30% (lowest compliant price) | 30 |
| Bidder 2 | £32,500 | =30-((32,500-30,000)/32,500)\*100 | 22.30 |
| Bidder 3 | 35,000.00 | =30-((35,000-30,000)/35,000)\*100 | 15.71 |

This example is based on a 30% price weighting where the lowest compliant price is £30,000.

The above example is for illustrative purposes only and all scores have been rounded to two (2) decimal places.

Bidders who receive a minus score will be given a ‘ZERO’ (‘0’) score for the purpose of this procurement process.

In the event of a tie between two or more bids, the Council will award the contract to the bid with the Highest Quality score.

## Evaluation Method (Award Criteria Questionnaire)

An initial examination will be made to establish the completeness of submitted quotes reserving the right to disqualify any quotes which is incomplete. Information submitted by Bidder in response to this document may be subject to further clarification questions by the Council.

All quality questions will be scored independently by Evaluators.

The Bidder’s response to each question will be evaluated and scored a maximum of 10 marks as per the table below unless otherwise stated in the response document:

The Quality Questions will be scored using the following scale:

**Quality Responses**

Bidders’ responses to each question will be scored out of a maximum of ten (10) marks as per the table below:

|  |  |
| --- | --- |
| Score | Commentary |
| 0 | Very weak or no answer |
| 2 | Poor |
| 4 | Satisfactory |
| 6 | Good |
| 8 | Very good |
| 10 | Exceptional |

The evaluators will score using the marks as described above, with **NO ODD** marks being used.

The evaluated mark will be divided by 10 and multiplied by the sub weighting (%) of the question, to give a final score (%) for each question.

For example, if the sub weighting for the question is 20% and the bidder is marked a ‘2’, their final score (%) for that question will be:

2/10 X 20 = 4%

Bidders should note that each score will be based on the information provided in response to that specific question, evaluators will consider whether all parts of the question have been answered in sufficient detail to give a clear understanding of how well the contract will be delivered

Please note the word limit for each question, and this is the total word limit for the entire question not where there are individual sub questions.

Specification

1. Scope
   1. The engagement work relates to the Connector project which will deploy automated vehicles on two sites, Cambridge West and the Cambridge Biomedical Campus. The winning bidder will be expected to work with travellers into those sites, travellers on the automated vehicles and local communities and their elected representatives as well as the industrial project partners.
   2. The work will cover three key areas;

• How to communicate safety information about Self Driving Vehicles (SDVs) effectively.

• To understand the perceptions of potential users and actual users of the vehicles, including the user experience, barriers to use and understanding how we can ensure equity of access.

• To understand what role citizens, see for SDVs in a future transport system.

1. Requirements

The successful bidder will likely provide:

1. A report which sets out the findings of the public perceptions work including interim reports on findings that will allow the process to adapt dependant on feedback.

* A number of deliberative workshops which explore the public’s perceptions around the use of SDVs and potential deployment models in the future. We would expect these workshops to engage participants in a range of activities to build knowledge of the subject area, take part in an SDV trial in their local area, and discuss their informed views of their needs and expectations from SDVs if they were to be deployed in the local area.
* Pre- and post-ride surveys to gather information from automated vehicle users.
* Surveys of local commuters to understand their perceptions of automated vehicles as part of the public transport system - These respondents may have been exposed to information about the trials or seen the trial vehicles during set up or the trial itself.
* Surveys of employees and travellers into the two trial sites – These respondents may have used or seen the vehicles and are the potential future market for commercial deployments.
* Surveys and workshops should cover a range of demographics to ensure that we cover a broad range of the local community and travellers (we are particularly keen to reach those who wouldn’t normally be engage in this type of trial.
* Presentation of findings to key stakeholders and partners in the project.

Please note that we are open to other approaches to gather the information necessary.

1. Contract management
   1. The Council will require the successful bidder to meet at a frequency agreed by the Contract Manager at award of the contract.
   2. This will be to monitor, discuss, but not limited to:
2. how the contract is performing
3. any issues that have arisen
4. discuss any maintenance or servicing that is required on the system
5. Annual pricing review
   1. The draft KPI’s identified within this RFQ are subject to review/change. It is the council’s intention to work with the successful bidder to review/adapt these indicators following contract award and throughout the contract terms as it may be required.
6. Subcontracting Arrangements

The Council believes that this solution does not require the need for subcontracting arrangements.

If a Bidder believes sub-contracting is required, this should be made clear in their bid and it is expected that the sub-contractor will also abide by all requirements of this RFQ and the resulting Contract.

1. Social Value (delete as appropriate)
   1. The Public Services (Social Value) Act 2012 requires public authorities to have regard to economic, social and environmental wellbeing in connection with public service contracts; and for connected purposes.
   2. As such the Council may allocate a weighting in the Award Criteria Questionnaire to social value. The weighting(s) applied for social value questions can be found in the table for Award Criteria Questions.
   3. Bidders should take this opportunity to consider what other value can they bring to this contract over and above the requirements in the Specification.
2. Modern Slavery, Child Labour and Inhumane Treatment
   1. Tackling modern slavery requires everyone to be vigilant and active in addressing this issue effecting our communities. The Council will expect as a minimum, that all Bidders comply in full with the Morden Slavery Act where necessary, and have in place sufficient policies, procedures and systems.
3. Equality, Diversity and inclusion
   1. Ensuring that all in the UK have equal access, and can contribute, to society, The Council will expect as a minimum, that all Bidders comply in full with the Equality Act and all regulations relating to Equality, Diversity and inclusion, where necessary, and have in place sufficient policies, procedures and systems.
4. Data Protections and UK General Data Protection Regulations
   1. It is not expected that personal data would be collected in the course of this contract. In the event that such data is captured, Cambridgeshire County Council expect all bidders to abide by UK GDPR legislation.
   2. Any breaches, suspected or otherwise, must be reported to the Council as immediately and in any event within 72 hours.
5. Payment schedule
   1. To ensure the payment process is smooth and simple for both parties, the Council operates a purchase order system.
   2. This will be issued by the Contract Manager at the start of the contract.
   3. No invoice will be paid without a valid and current purchase order.
   4. All invoices must state the purchase order number and be sent to [CCC.invoices@cambridgeshire.gov.uk](mailto:CCC.invoices@cambridgeshire.gov.uk).
   5. Where a clear payment schedule is not agreed based on milestones with the Contract Manager, all invoices will be paid in arrears and within a thirty (30) day period.
   6. Where a clear payment schedule based on agreed milestones with the Contract Manager, the Contractor must meet the milestones as agreed, and the quality to the satisfaction of the Contract Manager.
   7. Upon confirmation from the Contract Manager, the Contractor should issue an invoice against the issued purchase order for payment.
   8. Please Note and to be clear there will be no pre –payment or a form of a deposit made by the Council.