**RFP**

 **Scope of Requirements**

Geographical Data and Services

**The Project/Scope of Requirements**

**ALL COMMUNICATIONS MUST BE SENT VIA THE ARIBA E-PROCUREMENT SYSTEM**

You are invited to tender after being shortlisted as part of the PQQ process.

This RFP is being conducted inline with the Utilities Contact Regulations 2016 using the negotiated procedure via Achilles UVDB qualification system notice.

**Project Scope (Works Information)**

NGN's current contract for the supply of Ordnance Survey (OS) geographical data and associated support expires on 31/03/2024. All updated asset locations on GIS are referenced in terms of distances from MasterMap Topography features. MasterMap Topography updates are currently received by DVD and then processed with Esri’s ProductivitySuite 2.x through ArcMap 9.3.1. AddressBase Premium is currently received by DVD but not widely used by the business. NGN have a historical geographical NSG layer which hasn’t been updated in some time. NGN is currently upgrading its core asset management system and associated field and office-based GIS systems.

The new Supplier will be expected to supply core datasets for network operation from 01/04/2024 – OS MasterMap Topography, AddressBase plus with the option of upgrading to AddressBase Premium, OS Highways Network with Routing and Asset Management and OS Green Space – as Change-only Updates (COU) and full refreshes. The supplier will be required to provide support and consultancy to ensure NGN is generating value from geographical data. NGN see Geographical data as key to our overall digitalisation strategy therefore any successful supplier will be required to work collaboratively, as a partner with NGN over the duration of the contract

Each dataset will be used across NGN’s various geospatial apps, serving office, field and external colleagues, equating to approximately 3700 end users.

The usual formats currently required, all available electronically within 1 week of OS publication dates, are:

* MasterMap Topography – Full Supply and COU, geographical 5km tile chunks, GML (gz) format plus FVDS, unique per-order reference at the start of each gz file name.
* AddressBase + / AddressBase Premium – full refresh or COU, file geodatabase format

* OS Highways Network – full refresh and COU, GML (gz) format plus FVDS.
* OS Green Space – full refresh and COU

The specific areas of coverage required for each dataset will be supplied as shapefiles as part of this tender. These will be shared via Egress Cloud with all suppliers invited to tender. As the NGN network changes our coverage requirements will also increase, so we need to be able to request additions to our coverage until the end of the contract period. These requests would generate a cost, NGN would generate and supply a PO, and then the data would be made available. The ability for the Supplier to be able to supply back to NGN the current coverage for each dataset as a shapefile is also required.

While the formats and supplies above are required for NGN to operate, the business is also interested in the management of OS data by the Supplier. For example, this could take the form of more processing being handled by the Supplier before the dataset is supplied, the Supplier processing all the data and loading it in to NGN’s systems, or the Supplier processing all the data and providing access to it from their own systems via data feeds / APIs / etc.

The Supplier will be NGN’s primary link to OS and would be expected to give NGN as much advance notification of changes to OS datasets as possible. This includes changes to datasets that NGN currently do and don’t licence, new datasets and alternative datasets that may add value to NGN. NGN would look to take sample data from the Supplier that is relevant to NGN’s area of operation for such datasets.

NGN require a consistent account manager from the Supplier for the duration of the contract. Quarterly account meetings at NGN’s main office in Leeds with the account manager will be required to discuss the contract performance, data issues, support, and upcoming changes.

As NGN see Geospatial Data as a key driver to delivering our digitalisation plan, the ability to work collaboratively with any supplier is key. NGN will be looking to engage in an active partnership with the supplier looking to identify potential opportunities and embarking on POC’s, potentially leading to wider implementation projects. This will require monthly ‘catch-ups’ to discuss any new requirements, track progress on potential POC’s whilst also allowing the opportunity to talk around any new data requirements. These sessions will be a mixture of remote and face to face at NGN sites. There will also be a requirement for any supplier to attend and participate in ad hoc business workshops, providing demonstrations & presentations as required.

NGN are actively looking towards automation programs and therefore will want to look to work with any supplier to understand the potential of using Geospatial data to automate all or part of business process.

Support from the supplier should be available 24/7, 365 days a year. This support should be available by telephone or email in the first instance, with the potential for screen-sharing or face-to-face support to resolve more severe incidents. NGN would target a response within 8 hours and a resolution or completion within an agreed timescale where an incident is under control of the Supplier. Where the Supplier is bound by the SLA arrangements of OS or another third-party, the Supplier should make sure NGN is aware of these arrangements. NGN will also report issues with OS data to OS through the Supplier.

**Estimated Contract Timings**

The period of any contract(s) resulting from this procurement will be 3 years.

The length of the contract may be extended by NGN for a further 3 x 1 years.

Prices as submitted in the Proposal shall be fixed for a minimum of 3 years from the commencement of the contract.

**Tender Assessment / Evaluation**

The award will be based upon price & quality ratio. It is the intent that the award will deliver to NGN the total best value.

The evaluation criteria is 50% commercial, 50% non-commercial. The individual score for each section is indicated against the questions in the evaluation criteria document.

The assessment of price will be carried out independently of the quality assessment and scored against the methodology stated in the evaluation criteria document.

Important Note

If the difference between the first and second highest scoring bidder is less than 3% NGN reserves the right to award the tender to the bidder who provides the lowest price tender unless there are exceptional reasons.

**Evaluation Panel**

**2.7 Evaluation Panel**

NGN’s team to perform the evaluation of this tender process comprises the following:

|  |  |
| --- | --- |
| Name | Department |
| Glen Batterham | IT |
| Pete Crosier | IT |
| Daniel Evans | IT |
| Tom Pollock | IT |
| Harriet Wilkes | Procurement |
| Alex Walsh | Legal |

**2.6 Scoring Methodology**

For qualitative questions NGN will score on the following basis

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **9-10** | **Excellent** –Overall the response demonstrates that the bidder exceeds all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.  |
| **6-8** | **Good** -Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested and any omissions in relation to the level of detail requested in terms of either the response or the evidence are trivial. This, therefore, is a good response that meets all aspects of the requirement which but may have a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested.  |
| **3-5** | **Adequate** - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested. |
| **1-2** | **Poor** – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0**  | **Unacceptable** - The response is non-compliant with the requirements of the ITT and/or no response has been provided.  |

**Tender Response**

Responses must be submitted within the timeframe via the Ariba Portal as a response to Section 2 - tender questions (responses should not be submitted via the Ariba messaging portal) with all attachments saved in a zip file, if you experience any technical difficulties please contact the person names in this document.

All bidders will be notified of outcome and provided feedback by the date specified on the procurement timetable.