Invitation to Tender

The Developing Car Clubs in Scotland (DCCS) programme funding for the provision of car club electric vehicles in 2014-15

Prepared by Carplus

3 July 2014

Contact details:

Matthew Eastwood
Thorn House
5 Rose Street
Edinburgh EH2 2PR
Tel: 0131 243 2734
Mob: 07572 464753
E-mail: matt@carplus.org.uk
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction and background</td>
<td>3</td>
</tr>
<tr>
<td>2. Purpose and scope of this ITT document</td>
<td>4</td>
</tr>
<tr>
<td>3. The procurement process</td>
<td>4</td>
</tr>
<tr>
<td>4. Instructions to Tenderers</td>
<td>5</td>
</tr>
<tr>
<td>5. Preparation and format of Responses</td>
<td>6</td>
</tr>
<tr>
<td>6. Conditions of Tender</td>
<td>6</td>
</tr>
<tr>
<td>Appendix 1: Evaluation Criteria</td>
<td>8</td>
</tr>
<tr>
<td>Appendix 2: Statement of Requirements</td>
<td>9</td>
</tr>
</tbody>
</table>
1. Introduction and background

1.1. This Invitation to Tender (ITT) relates to procurement for the provision of car club electric vehicles (EVs) in financial year 2014-15 by Carplus and has been issued to accredited car club operators or those working towards accreditation with operations in Scotland or actively developing car club operations in Scotland (referred to henceforth as Tendering Organisations).

1.2. Carplus is a not-for-profit, environmental transport NGO that promotes accessible and low-carbon alternatives to traditional car use in the UK. In Scotland Carplus manages the delivery of the Developing Car Clubs in Scotland (DCCS) programme which is funded by Transport Scotland as part of the Scottish Government’s support for energy efficiency and carbon reduction in Scottish transport. Since November 2010 the DCCS programme has been providing financial and technical assistance to support the development of existing and new car clubs in urban and rural car clubs across Scotland.

1.3. A car club is a member-based organisation that provides access to pay-as-you-drive vehicles. Car club vehicles are available for hire on an hourly or daily basis, 24 hours a day, 7 days a week. Vehicles tend to be parked in dedicated and clearly marked parking spaces close to the homes and workplaces of car club members. Members can book cars online, by mobile app, or over the phone and access car club vehicles via a smart card.

1.4. Car clubs typically own or lease vehicles that are then made available to their members for short term use. The club covers all the costs of owning and operating the vehicles, such as insurance, tax, fuel, cleaning and servicing. Members usually pay an annual membership fee to be part of a car club and then pay an hourly charge (typically between £3.75 and £7.00) to hire a vehicle and a mileage charge (typically around 13-24p per mile) that covers fuel and vehicle wear and tear. Members are usually billed for their use monthly in arrears.

1.5. On Tuesday 10th June 2014 Minister for Transport Keith Brown announced £1 million of additional funding for the DCCS programme to provide additional EVs for Scottish car clubs. This ITT and its supporting documentation mark the commencement of the ITT stage of the procurement process to allocate this funding.
2. Purpose and scope of this ITT document

2.1. The purpose and scope of this ITT and supporting documents is to:

2.1.1. Explain to Tendering Organisations the timetable and process for the procurement;

2.1.2. Set out the requirements identified by Carplus and to elicit a Response outlining Tendering Organisations’ proposals to meet those provisions;

2.1.3. Provide Tendering Organisations with sufficient information to enable them to respond fully to this ITT;

2.1.4. Explain the information required in Responses to this ITT and, through the detail included with the supporting documents, provide guidance for Tendering Organisations’ Responses;

2.1.5. Explain the administrative arrangements for the receipt of Responses, and;

2.1.6. Set out the evaluation criteria that will be used to evaluate Responses, and to identify the Tendering Organisation(s) to be selected to meet the Tender requirements in the next stage of the procurement process.

3. The procurement process

3.1. The key dates for the remainder of the procurement procedure are set out in the table below (although the Carplus reserves the right to vary key dates on notice to all Tendering Organisations).

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tendering Organisations receive electronic copy of ITT.</td>
<td>Thursday 3rd July 2014</td>
</tr>
<tr>
<td>Tendering Organisations indicate if they plan to return a Response to the ITT.</td>
<td>Tuesday 15th July 2014</td>
</tr>
<tr>
<td>Deadline for any queries regarding the ITT.</td>
<td>12:00 Friday 1st August</td>
</tr>
<tr>
<td>Tendering Organisations provide Carplus with electronic copies of written Responses.</td>
<td>17:00 Friday 8th August 2014</td>
</tr>
<tr>
<td>Carplus informs successful and unsuccessful Tendering Organisations electronically in writing.</td>
<td>Friday 22nd August 2014</td>
</tr>
</tbody>
</table>
3.2. You must submit your Response to this ITT by 17:00 Friday 8th August (the “Deadline”) in accordance with the provisions of this ITT. Carplus reserves the right to extend the Deadline. Any extension granted will apply to all Tendering Organisations. Carplus reserves the right to reject any Responses received after the Deadline.

3.3. On receipt of the Responses, Carplus will carry out an evaluation of Responses, with a view to selecting one or more Tendering Organisations to receive funding to provide electric car club vehicles in financial year 2014-15.

3.4. Carplus will issue successful Tendering Organisations with a written Grant Offer Letter and, following return of a signed copy, work will commence to introduce electric car club vehicles as outlined in their Responses and as agreed by Carplus by the end of financial year 2014-15.

4. Instructions to Tenderers

4.1. You may submit any queries that you have relating to this ITT by no later than 12:00 Friday 1st August. Please submit such queries by email to matt@carplus.org.uk. Any queries should clearly reference any appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, Carplus will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents, if made before the above deadline. Carplus will aim to provide responses by 17:00 Friday 1st August, after which time no further queries will be answered.

4.2. Carplus reserves the right to issue responses to any clarification request made by a Tendering Organisation to all Tendering Organisations unless expressly requested to keep the response confidential at the time the request is made. If Carplus considers the contents of the request not to be confidential, it will inform the Tendering Organisation and they will have the opportunity to withdraw the request.

4.3. You must state if you will be using any third party contractors to deliver the Services and ensure that all relevant terms and conditions are applied within any relevant sub-contract. You will be fully responsible as the prime contractor for all third party sub-contractors.
5. Preparation and format of Responses

5.1. Responses, all documents and all correspondence relating to the tender must be written in English, provided electronically in Microsoft Word or PDF format and should be a maximum of 10 pages, font size 11.

6. Conditions of Tender

6.1. In submitting a Response to this ITT it will be implied that you accept all the provisions of this ITT including these conditions.

6.2. The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but Carplus will not accept any liability for its accuracy, adequacy or completeness and no warranty as such is given.

6.3. By issuing this ITT, Carplus is not bound in any way to enter into any contractual or other arrangement with any Tendering Organisation or any other party.

6.4. It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but Carplus reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. Carplus will accept no liability for any losses caused to a Tendering Organisation or any other party as a result of this.

6.5. Tendering Organisations will not be entitled to claim from Carplus any cost or expenses that they may incur in preparing their Response irrespective of whether or not their tender is successful.

6.6. All information supplied to Tendering Organisations by Carplus, either in writing or orally, must be treated in confidence and not disclosed to any third party unless the information is already in the public domain.

6.7. There must be no publicity by Tendering Organisations regarding a successful Response unless Carplus has given express written consent to the relevant communication.

6.8. Any attempt by a Tendering Organisations or its appointed advisers to inappropriately influence the award process in any way will result in your Response being disqualified. Any direct or indirect canvassing by a Tendering Organisations or its appointed advisers in relation to this procurement or any attempt to obtain information from Carplus employees concerning another tendering organisation may result in disqualification at the discretion of Carplus.
6.9. Carplus reserves the right to disqualify a Tendering Organisation if it does not submit its Response in a manner consistent with the provisions set out in the enclosed Instructions to Tenderers and Statement of Requirements.

6.10. It is a Tendering Organisation’s responsibility to ensure that any consortium member, sub-contractor and adviser abides by these Conditions of Tender.

6.11. Your Response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.
Appendix 1: Evaluation Criteria

In order to allocate DCCS programme funding for the provision of car club EVs in 2014-15, Carplus will evaluate Responses from Tendering Organisations based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value for money</td>
<td>25%</td>
</tr>
<tr>
<td>Evidence of deliverability in the current financial year</td>
<td>25%</td>
</tr>
<tr>
<td>Evidence of expanded public access to car club EVs</td>
<td>25%</td>
</tr>
<tr>
<td>Demonstrable support for electrification of existing Scottish car club schemes</td>
<td>OR 25%</td>
</tr>
<tr>
<td>Demonstrable expansion of the car club network into new towns and cities in Scotland without an existing car club</td>
<td>25%</td>
</tr>
</tbody>
</table>

Responses from Tendering Organisations should clearly demonstrate that they will use funding for the provision of car club electric vehicles in 2014-15 to meet the criteria identified above. On the basis Responses will be scored up to a maximum of 100%.
Appendix 2: Statement of Requirements

In order to allocate DCCS programme funding for the provision of car club EVs in 2014-15, Carplus requires Tendering Organisations to provide Responses that:

A. Can be delivered in the current financial year (2014-15);

B. Will expand public access to shared car club EVs in Scotland;

C. Support the electrification of existing car club schemes in Scotland through the introduction of new car club EVs, OR;

D. Expand the Scottish car club network into new towns and cities without an existing car club through the introduction of new car club EVs.

Responses that identify the provision of car club EVs in more than town or city in Scotland should provide each project as a separate costed option. Carplus will accept Responses that propose introducing car club EVs into existing car club schemes and introducing EVs into new towns and cities, as long as these are identified as separate costed options.

Responses should identify how funding will be used to cover the cost, or part of the cost, of introducing car club EVs. Funding will only be provided to cover actual costs and will be provided to cover the following costs:

- Vehicle purchase and delivery
- In-car telematics kits and their installation
- Vehicle livery

In exceptional circumstances funding may also be provided to cover other costs necessary to facilitate the rollout of car club EVs such as private dedicated car club charge points, where other sources of funding are unavailable.

Responses are required to identify the following areas in sufficient detail:

1. The amount of funding being requested and a breakdown of how this funding will be utilised;

2. The number, type, or types, of EVs to be funded (i.e. indicative make, model, etc.). NB: Funding is only available for pure plug-in EVs and cannot be used to fund hybrid or plug-in hybrid vehicles. Tendering Organisations are expected to limit the proposed number of EVs to be funded to 10 in any one of Scotland’s towns and cities;
3. **How EVs would be utilised in the car club** (i.e. available for casual use by car club members, block booked by specific member organisations, or a combination of block booking and casual usage);

4. **How car club bookings will be managed to make best use of the EVs and accommodate vehicle range and recharging requirements** (i.e. in-car telematics or alternate vehicle management system);

5. **The nature (on and off-street) and location of local car club EV parking and charging infrastructure** (both proposed and existing), details of how this infrastructure will be funded and an informed estimate as to when it can be delivered to accommodate the proposed car club EVs;

6. **What partner organisations the Tendering Organisation intends to work with to deliver their proposed projects and the relationship of these organisations to the Tendering Organisation**;

7. **How car club EV usage will be monitored, recorded and reported**, and;

8. **The extent to which car club EVs will expand public access to EVs and/or expand the car club network into new communities.**