



Command Support Unit (CSU)

Subject: Procurement Report
Date: 14th February 2018
Reference: HWFRS/18

1. Background

Hereford and Worcester Fire & Rescue Service (HWFRS) Fleet Strategy 2016-2021 identifies a replacement programme for all Service vehicles this links to the Service's core strategy of "providing and maintaining the right fleet, tools and equipment to ensure our staff can do their jobs effectively".

See **Appendix 1** Fleet Strategy 2016-2021 for full strategy.

The Incident Command (IC) vehicles for both Shropshire Fire and Rescue Service (SFRS) and Hereford and Worcester Fire & Rescue Service (HWFRS) have reached the end of their serviceable life. A review of both Services command support structure has led to the requirement for a new Command Support Units (CSU's).

2. Service Review

Following the review of our current fleet provision and engagement with service delivery and SFRS the following essential requirements were identified.

The vehicles required must be capable of mobilising not only the equipment but also the requisite number of operators, for a wide variety of emergency incidents. The CSU should be capable of supporting a range of users (not limited to FRS personnel) to safely and effectively resolve operational incidents in a manner compliant with the National Operational Guidance for Incident Command.

The CSU should be acknowledged as a place of work, both when mobile and operating on the incident ground. As such the vehicle must be fully compliant with current health and safety legislation and regulations and take into account guidance documents and approved codes of practice. The vehicle must also be compliant with British Standards and all current EC/EU and National legislation.

The CSU should be:

- A vehicle capable of being driven safely and promptly to the incident ground under blue light conditions, the vehicle should be unrestricted and capable of exceeding national speed limit.
- Maintainable within the current or reasonably developed skills of the Services Vehicle Maintenance and ICT Technicians.
- Capable of supporting operational incidents of all types without relief or re-supply for significant duration.
- Capable of providing Command Support functions for small, medium and large incidents.
- Capable of providing robust and effective support mechanisms to Incident Commanders thus allowing them to focus on their operational duties.
- Scalable, flexible and resilient in its delivery of Command Support.

- Based on the existing CSU operations model, i.e. providing independent areas for skilled operators, command support functions and meetings/briefings.
- Capable of supporting a reasonable degree of multi-agency interoperability.

The CSU should also be capable of providing support for training and development and administrative support to other service activities, e.g. a mobile office or an Incident Command assessment environment.

The vehicle must be suitable for permanent location at the intended home station with regards to access, egress and parking.

The final vehicle should give consideration to interoperability in particular:

- Emergency Services Mobile Communication Programme (ESMCP)
- Public Services Network (PSN)
- Joint Operations Command (JOC)
- Joint Emergency Services Interoperability Programme (JESIP)

Due to the interoperability requirement HWFRS and SFRS will collaborate on a regional procurement exercise and work to a standardised specification where possible. The vehicle specifications have been split in to 2 lots for ease of response and analysis.

As part HWFRS and SFRS review and finalising the process the following documents were agreed.

Finalising of Tender Documents

1. Invitation to Tender **Appendix 2**
2. Schedule 1- Evaluation Criteria **Appendix 3**
3. Schedule 2a- HWFRS Specification **Appendix 4**
4. Schedule 2b- SFRS Specification **Appendix 5**
5. Schedule 3- Questionnaire **Appendix 6**
6. Schedule 4- Pricing Schedule **Appendix 7**

The specification was agreed by HWFRS & SFRS and included the following headings:-

Technical Merit and Quality (50%)

- Appliance (15%)
- Ancillary (15%)
- Technical Requirements (15%)
- Layout (15%)
- Communications (20%)
- Remote Diagnostic (10%)
- Documentation (10%)

Customer Support (15%)

- Warranty (5%)
- Training (5%)
- ICT (5%)

Staff Capabilities (5%)

Delivery (Pass/Fail)

Standards, Legislation and Regulation (Requirement)

Equipment Inventory (Requirement)

Generic CSU Examples

The Authorities require a 1 year contract for the supply and delivery of 3 Command Support Vehicles (2x HWFRS and 1x SFRS) of slightly varying requirements to be delivered in financial year 2017/18.

3. Procurement

The Tender for the Command Support Units was advertised on 10th November 2017, with a closing date for applications on 20th December 2017; however this was extended until 10th January 2018 following a suppliers request due to the Christmas Period.

It was run as a mini competition through Lot 7 of the National Framework Agreement for UK Fire and Rescue Emergency Response Vehicle (DS183-15); run by West Midlands Fire and Rescue Service on HWFRS & SFRS behalf.

Lot 7 – Light Special Vehicles, 3 to 7.5 tonnes GVW

1. Angloco
2. Emergency One (UK) Ltd
3. John Dennis Coachbuilders Ltd
4. Rosenbauer UK Ltd
5. S MacNeillie & Son Ltd (Babcock)
6. W H Bence Coachworks Ltd

Lot 7 was chosen due to the anticipated GVW.

4. Evaluation Stage

Evaluation Stages

- Stage 1- Evaluated Price (35%)
- Stage 2- Evaluated structured response to questions; Technical & Quality (50%), Customer Support (15%) and Delivery (Pass/Fail)
- Stage 3- Consolidate Tender Evaluation Score (Collaboration Authorities 9th February 2018)
- Stage 4- No amplification/clarification requested for HWFRS

Evaluation questions were based on the following overarching criteria and weighted scores:

| Award Criteria | Weightings |
|---|-------------------|
| Price | 30% |
| Delivery | Pass/Fail |
| Technical Merit and Quality (Meeting Specification) | 50% |
| Staff Capabilities | 5% |
| Customer Support: | |
| Training | 5% |
| Warranty | 5% |
| ICT Support | 5% |

3 bids were received from the suppliers listed below.

Suppliers

1. Emergency One (UK) Ltd
2. S MacNeillie & Son Ltd (Babcock)
3. W H Bence Coachworks Ltd

Stage 1- Price (30%)

A full cost evaluation was carried out on each of the suppliers returned pricing schedules based on the contract period (1 year).

Emergency One (UK) Ltd provided the most economically advantages tender (MEAT) following the evaluation.

Stage 2- Technical & Quality (50%), Training (5%), Warranty (5%), ICT Support (5%) Delivery (Pass/Fail)

Technical & Quality, Training and Warranty

The suppliers tenders submissions were reviewed against the above criteria and specification (**Appendix 3-7**) with the evaluation panel consisting of Fleet Manager, Group Commander Head of Operational Logistics and ICT Manager, agreeing, through consensus, an overall score for each question.

Delivery (Pass/Fail)

Each of the suppliers confirmed with supporting evidence that they were able to meet the delivery requirement of all three units to be delivered in calendar year 2018.

Stage 3- Consolidated Tender Evaluation Score

HWFRS & SFRS subsequently met in order to rationalise and challenge each other’s initial assessment and where appropriate, moderated through consensus an overall score and justification for each area against the Technical & Quality, Training, Warranty, ICT Support and Delivery requirements. (**Appendix 4 & 5**).

Following this exercise the collaborating Authorities intend to make a single award for both lots via separate award letters due to the technical aspects of the procurement being scored so close to each other.

The below table summaries HWFRS weighted scores achieved by each of the three suppliers

| Question | Emergency One (UK) Ltd | W H Bence Coachworks Ltd | S MacNeillie & Son Ltd (Babcock) |
|---------------------------------|------------------------|--------------------------|----------------------------------|
| Price 30% | 30% | 24.66% | 29.47% |
| Delivery (Pass/Fail) | PASS | PASS | PASS |
| Technical Merit & Quality (50%) | 45% | 47.50% | 44% |
| Staff Capabilities (5%) | 5% | 5% | 5% |
| Customer Support: | | | |
| Training (5%) | 5% | 4% | 4% |
| Warranty (5%) | 5% | 4% | 4% |
| ICT Support (5%) | 5% | 5% | 5% |
| Total score | 95% | 90.16% | 97.47% |

5. Recommended Decision

Emergency One is awarded the contract for the 3 Command Support Units. (2x HWFRS & 1x SFRS)

Contract Value would be £355,560 based on a year 1 contract for 2 Command Support Vehicles for HWFRS.








This is made up by two stages

- Stage One; Chassis Cab £48,000 per vehicle
- Stage Two; Body Build/Completion £108,920 per vehicle
- Costed Options; £20,860 per vehicle

6. Savings

| Contractor | Purchase Price Per Vehicle | Method of Calculation of Savings | Price for calculation of savings | 2017/18 Number of Vehicles to be Purchase and savings | Comments |
|------------|----------------------------|----------------------------------|----------------------------------|---|---|
| E1 | £177,780 | Tender | £216,242 | 2 Vehicles £76,924 (£38,462*2) 22% | <p>Collaborative purchase with SFRS has resulted resilience and interoperability of vehicles.</p> <p>Own procurement cost process estimated at 10 days worth of effort at £150 per day. Use of framework resulted in 4 days at £150 per day therefore a 'non cashable' savings of £900 can be demonstrated (saved 6 days at £150 per day= £900)</p> <p>Collaboration Cost to HWFRS- Travel, Legal Support, Tender Support approx. £7k</p> |

7. [Full Audit trail \(including Specification/Scoring matrix\)](#)

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| Appendix 1- Fleet Strategy 2016-2011 |  Fleet Strategy 2016 final.docx |
| Appendix 2- Invitation To Tender |  CSU Invitation to Tender V2.docx |
| Appendix 3- Evaluation Criteria |  Appendix 1 Evaluation Marking Gi |
| Appendix 4- Schedule 2a- HWFRS Specification |  Appendix 2a HWFRS Specification Docume |
| Appendix 5- Schedule 2b- SFRS Specification |  Appendix 2b SFRS Specification Docume |
| Appendix 6- Questionnaire |  Appendix 3 Questionnaire v3 CSL |
| Appendix 7- Pricing Schedule |  Appendix 4 Pricing Schedule v2.xlsx |