



## **Request for Tender– First Parking LLP Multi Permit System**

### **About Your Company**

First Parking LLP is a parking management company; we provide highly innovative, effective and reliable parking solutions including PCN / ANPR software, permit and pay by phone parking.

### **Requirement**

Our company is seeking a formal tender request and costed quote, along with a proposed delivery plan, of the types of services that you might be able to supply matching the brief detailed below for its Multi Permit System.

### **Summary**

First Parking are seeking the development of a Multi Permit system to include API link and cloud based permit module that fulfils and integrates with our back office to accommodate multiple client industries.

Company invites quotes from suitably experienced organisations with abilities and a proven track record in delivering permit systems. The successful organisation will work in partnership with the in-house delivery team to implement the chosen solution.

### **The Solution**

Additional information and detailed specification is available upon request from Tina Smith, [tina@firstparking.co.uk](mailto:tina@firstparking.co.uk). Please put in the email subject line “First Parking Multi Permit System”

### **Reporting**

We expect to be able to get ‘meaningful’ data from the system and would welcome your thoughts and ideas on how we can use this to provide intelligence to drive best use of the system.

**Deliverer Profile** The supplier will need to demonstrate:

- An ability to work with First Parking LLP to ensure the development of accurate briefs that meet requirements

- Ability to demonstrate creativity and provide costed suggestions for the system and if necessary alternative solutions that still meet requirements
- A task and finish approach to project management
- Ability to keep accurate records and keep us informed at regular intervals of costs and to keep within budget

The successful organisation will be awarded a Contract, which is expected to commence in December 2017. It is expected that the solution can be installed at site and completed by the end of March 2018.

This would be subject to performance reviews and applicable procurement rules. The indicative value for the contract is £50,000.00 (plus VAT).

### **Intellectual Property**

All Intellectual Property created by the successful Supplier in the course of performing the Services or exclusively for the purpose of performing the Services shall ultimately rest with First Parking LLP

### **Tender Process**

Interested organisations are required to submit a response including costs against the question set below:

Company Name:

Q1. Please detail your organisation's skills and experience in delivering the type of activity detailed in the request for quotation. Please include examples where similar developments have been delivered successfully previously.

Q2. Please provide details of the relevant professional experience of staff that will be involved in delivering the service

Q3. Please provide an outline plan for undertaking this work including expected time to start and finish including user testing time.

Q4. Please provide a brief description of how the development process works and how any communications would work with First Parking LLP operational staff i.e. face to face phone e-mail web ex or conferencing tools such as Facetime\Skype.

Q5. How will you evidence value for money and how will you charge for your services? Please provide examples of costings and explain if your rates are hourly or costed based on an estimate following an agreed specification of work required.

Please ensure all responses are limited to 500 words per question.

### **Submission**

Please return your completed response and quotation to Tina Smith, [tina@firstparking.co.uk](mailto:tina@firstparking.co.uk) by **17:00pm on 08/11/2017**. Please put in the email subject line "First Parking Multi Permit System".

Please direct any questions you have about this quote or the process to the same email address using the email subject line "First Parking Multi Permit System". The last time and date for clarification questions by **15:00pm on 27/10/2017**

### **Contract Award**

Following the review of systems organisations may be asked to demonstrate an understanding of the systems with a potential demonstration of the proposed solution before a decision is made.

Please note that First Parking LLP is submitting a funding application of which if successful the project is part funded by ERDF.

First Parking LLP reserves the right to withdraw from the procurement at any point in time during the procurement process.

First Parking LLP is committed to creating an environment where there is mutual respect, honesty and equality of opportunity for all. We expect suppliers to share and demonstrate this commitment in their policies and practices.