

West Mercia OPCC

Ref. 11058

Invitation to Quote (ITQ)

Safer Roads Grant Round 2

Local Projects / Wider Interventions

Service Requirements & Guidance for bidders

CLOSING DATE OF QUOTATION:

12 noon Friday 2nd February 2023

Deadline for clarification questions: 25th January

LATE SUBMISSIONS WILL NOT BE ACCEPTED

Up to £250,000 to improve the safety of West Mercia's roads through local projects or wider interventions.

Bidders need to be clear if they are bidding for Lot 1 or Lot 2 and that this grant round will NOT cover provision with a statutory remit, TruCam or ANPR camera applications.

Lot 1: Small projects or initiatives that address local need.

Lot 2: Larger initiatives implementing interventions addressing road safety education and awareness.

The Funding Period spans from April 1st 2024, until March 31st, 2025

Potential project extension may be granted subject to OPCC review.

Financial Year	Lot 1: Smaller Projects	Lot 2: Larger Initiatives
2024/2025	Up to £100,000	Up to £150,000
Total Lot 1 and Lot 2	£250,000	

Deadline for applications – 12 noon Friday 2nd February 2024

Presentation or clarification meeting dates (if required) – w/c 12th February 2024

John Champion seeks safer roads applications from organisations that are:

- Committed to working in partnership to reduce fatalities and casualties caused by a road traffic collision.
- Eager to raise awareness of road safety.
- Determined to prevent road traffic offences and crimes.
- Ensuring victims and their families and witnesses have access to the support they need to cope and recover.
- Supporting innovative or new approaches / interventions and re-education to target the drivers causing the most harm.
- Giving all motorists the opportunity to develop their driving skills and knowledge throughout their driving career.

- Aiming to prevent road traffic collisions in areas of ‘perceived need’ as well as ‘evidenced need’.

Foreword from the Commissioner

As Police and Crime Commissioner for West Mercia, road safety is at the heart of my Safer West Mercia Plan.

It’s a sad fact that too many people die or are seriously injured on our roads. I am committed to addressing this and want to empower communities to play their part in a journey of change.

While I continue to provide record levels of resources and tools to West Mercia Police to invest in vital road safety measures, I understand the role you play in making roads safer.

That’s why I am proud to be making £250,000 available through my Roads Safety Grant. I would encourage communities and local partners who wants to make roads safer in West Mercia, to complete the application before **2nd February 2023**.



A handwritten signature in black ink that reads "John Campion". The signature is written in a cursive style with a long horizontal line extending from the end.

John Campion

Police and Crime Commissioner, West Mercia

John Campion was first elected as the Police and Crime Commissioner (The Commissioner) for West Mercia in May 2016 and re-elected in May 2021. On behalf of West Mercia’s 1.3m residents in Herefordshire, Worcestershire, Shropshire, and Telford & Wrekin, he has a statutory responsibility to hold the Chief Constable (CC) to account for effective and efficient policing in the area. The Commissioner also has wider responsibilities which includes the commissioning of Victim/Survivor’s services.

The [Safer West Mercia Plan 2021 – 2025](#) sets out The Commissioner’s vision and policing priorities for West Mercia. Where applicable, the Commissioner holds the Chief Constable to account for ensuring these priorities are met and in turn The Commissioner is held to account on behalf of the communities he serves by the West Mercia Police and Crime Panel.

A Commissioner’s vision is set out via their Police and Crime Plan. In West Mercia, the Safer West Mercia Plan consists of four central pillars:

- Putting victims and survivors first
- Building a more secure West Mercia
- Reforming West Mercia
- Reassuring West Mercia’s communities

These pillars remain central considerations for The Commissioner when carrying out commissioning activity.

Further information on the West Mercia PCC can be found at: www.westmercia-pcc.gov.uk

1. Introduction to West Mercia

West Mercia is defined as the Counties listed in the table below. It is used to reference one of the largest police force areas in England and Wales, covering three Counties, five Local Policing Areas, three unitary Local Authorities, a County Council and six Borough/District councils:

Counties	Local Policing Area	Local Authority
Worcestershire:	North Worcestershire:	Worcestershire County Council
	South Worcestershire:	Redditch Borough Council Bromsgrove District Council Wyre Forest District Council
		Worcester City Council Malvern Hills District Council Wychavon District Council
Herefordshire:	Herefordshire:	Herefordshire Council (Unitary Authority)
Shropshire:	Shropshire:	Shropshire Council (Unitary Authority)
	Telford and Wrekin:	Telford & Wrekin Council (Unitary Authority)



2. The invitation:

- The West Mercia Police & Crime Commissioner (The Commissioner) is to invite quotations in support of the objectives of the Safer Roads Grant Round.
- For lots 1 and 2, the delivery period of the Safer Roads Grant Round will commence April 2024 to 31st March 2025.
- Offer of award will be subject to funding round success, upon which any offer(s) made by the Commissioner, shall be formalised by a Grant Agreement and will require acceptance, by return, of PCC and, if successful, subsequent PCC Grant Terms and Conditions (as appended) and acceptance of all reporting/payment agreements.
- The bidder is expected to keep the quote valid for acceptance for a period of 30 days from the quotation return date.
- The Commissioner reserves the right to structure and award the Contract in whole or in part as the Commissioner sees fit to maximise value for money and meet the operational imperatives of the organisation.
- The contents of this quotation and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of the Commissioner and must be treated as confidential. If you are unable or unwilling to comply with this

requirement you are required to destroy this invitation and all associated documents immediately and not to retain any electronic or paper copies.

- No bidder will undertake any publicity activities with any part of the media in relation to the funding application or this ITQ process without the prior written agreement of the Commissioner, including agreement on the format and content of any publicity.
- This quotation is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Commissioner and its advisers.
- The Commissioner reserves the right to cancel and/ or vary this process at any point. The Commissioner is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those applying for this funding opportunity. The Commissioner is not bound in any way to enter into any contractual or other arrangements with bidders, may not award from this process and may choose to publish a full open grant round.
- The bidder is deemed to understand fully the processes that the Commissioner is required to follow under relevant UK legislation.
- It is the responsibility of the bidders to obtain, at their own expense, all information necessary for the preparation of their quotes. Any estimates of requirements are a guide and do not form part of the contract. Bidders must satisfy themselves by their own investigation with regard to the accuracy of such information and no responsibility is accepted by the Commissioner for any inaccurate information given or obtained by the bidders.
- The Commissioner reserves the right to vary this process at any time by written notice to all bidders and expressly reserves the right to cancel the process at any point. The Commissioner is not liable for costs resulting from cancellation nor any costs accrued by those tendering for this agreement. The Commissioner is not bound in any way to enter into any contractual or other arrangements with bidders.
- Applications will only be accepted through the grants@westmercia.police.uk mailbox.
- Questions regarding this process should be submitted at the earliest opportunity through the grants@westmercia.police.uk mailbox no later than 7 days before the closing date for applications.
- Information including application documents, guidance and terms and conditions will be noted on the West Mercia PCC website: www.westmercia-pcc.gov.uk/saferroadsfund
- All investments are assessed against the Safer West Mercia Plan and the ability to best deliver our set out vision via prearranged weighting criterion. This accounts for both the quality of outcomes proposed, and the cost. Value for money is a combined assessment of both these and not purely the lowest bid.

- Unsuccessful invited providers will be notified by the Commissioner in writing.

3. Timetable

Below is an indicative timetable for the delivery of this procurement process. The Commissioner reserves the right to make changes to this timetable and accepts no liability should this happen.

Stage	Key Date
Information published to invited providers	W/C 11 th December 2023
Deadline for submission of clarification questions	25 th January 2024 at 16:00hrs
Deadline for submission of proposals	Friday 2nd February at 12 noon
Evaluation Period	w/c 5 th February to w/c 12 th February 2024
Presentation or clarification meetings (as required)	w/c 12 th February 2024
Formal offer(s)	End of February 2024
Commencement of grant(s)	1 st April 2024
End of grant(s)	31 st March 2025 (Potential extension to grant period may be granted subject to OPCC review).

4. Instructions to Bidders

Submission of Quote

The Commissioner wishes to ensure that all quotes are given equal and fair consideration. It is important, therefore, that you attach all requested information with the submission in the format and order specified.

Quotes must be submitted by a duly authorised person and returned by the date stated. Bidders may not alter any of the ITQ documents. No amendments to the terms and conditions should be proposed as part of the submission and Bidders should satisfy themselves on any issue that they may have prior to submitting the quotation.

You are advised to check the PCC website (www.westmercia-pcc.gov.uk/saferroadsfund) on a regular basis as questions and clarifications may be posted that will require immediate attention.

All completed quotation documents should be sent to the commissioning grants mailbox: grants@westmercia.police.uk

Quotation responses must be e-mailed before **12:00 noon** on the date specified. Bidders are advised to submit their documentation in good time as the Commissioner will not permit submissions beyond the closing date and time.

As appended to this Invitation to Quotation. Please refer to **OPCC Road Safety Grant Application Form 2023-24** (word document).

PLEASE NOTE: The above-named document is a MANDATORY document; therefore, applications will ONLY be accepted upon the completion and submission of the attached.

Instructions to complete

- All funding proposals must be completed on this word document titled '**OPCC Road Safety Grant Application Form 2024-25**' and '**PCC Project Financing Form**'.
- Please ensure you have read this '**Safer Roads Grant Round ITQ & Guidance for Bidders**' in full before attempting to complete the application form.
- An application form must be completed for each funding proposal. i.e. **If you are submitting three proposals, you must complete three separate application forms.**
- All questions within each section must be completed. Please review your application form before submitting.

5. Guidance for completing the application form.

The Commissioner is committed to improving road safety and to reduce the excessive harm associated with West Mercia roads through those objectives that cover Lot 1 and 2 of this Grant Round:

- Reducing the number of collisions, fatalities and casualties.
- Reducing the number of traffic offences and road crimes.
- Ensuring the police have the right resources they need for the role they play in improving road safety.
- Increasing investment through projects and interventions with the aim to reduce the risk of harm caused on our roads.
- Raising awareness and changing driver attitudes.
- Lobbying and campaigning, where possible, for change in legislation to improve road safety.
- Raising awareness of health factors that may prevent traffic offences, collisions, fatalities and casualties.
- Working with partners and stakeholders to embed a whole-system approach to tackle road safety issues across West Mercia.

Lot 1 Outline & Criteria

This section of the Safer Roads Grant Fund is to use £100,000 to directly address local need within West Mercia. Applications considered under this lot of the grant round will be seeking approximately less than £10,000 and look to address area-specific concerns.

- Addressing area-specific Road Safety issues within West Mercia.
- Less than £10,000.
- Project timescale for projects to be completed will sit within March 2024 to March 2025 (all funds must be spent by 31 March 2025).
- Ability to mobilise at pace.
- Value for money against number of people impacted.

Please note that where applications are received for the installation of road signs, speed indicator devices, vehicle activated signs and street furniture these must be supplemented with evidence of authorisation from the local authority. Applications should also include an ordinance survey or similar map detailing the location of any agreed fixtures endorsed by the relevant Highways Authority.

Lot 2 Outline & Criteria

Lot 2 seeks to use £150,000 to address deeper road safety issues and potentially cover a wider geographical area of prevention or intervention to reduce the overall harm on West Mercia's Roads.

- Impacting as much of the West Mercia region as possible.
- Project timescale will be from 1 April 2024 until 31 March 2025 (all funding must be spent within this timescale).
- Innovative approach to Road Safety education.
- Evidence awareness of the recommendations within this ITQ.
- Evidence awareness of and potentially link with other interventions and education programs across West Mercia (i.e. within Local Authorities, Fire and Rescue Services and West Mercia Police).
- Ability to mobilise at pace.
- Value for money against number of people impacted.
- Confidence of proposal to meet desired outcomes.

Intended Outcomes (for both Lots 1 and 2)

The aim of the Safer Roads Fund is to support initiatives designed to keep communities safer and to prevent death and injury on West Mercia's roads. All applications must be word processed using the templates provided and expanding the space in the table for each question where necessary.

The Commissioner is seeking to achieve one or all of a number of outcomes for West Mercia from initiatives and projects applying for this pot. These include, but are not limited to:

- A reduction in fatalities and casualties,
- A reduction in the number of collisions
- A reduction in traffic offences and road crimes.
- Increased awareness of road safety displayed through positive and informed choices for all road users.
- Increased confidence in the use of roads safely.

The Commissioner is not prescriptive about the type of road safety projects that are offered grant support but is clear anything that statutory road engineering projects which are the responsibility of Local Authorities will not be funded by this grant round. The scope available to be creative does not lend itself to a list of 'funding suggestions' and therefore it is important to define the criteria the grant will not invest in (with the assumption that anything outside of this remit is a possibility).

What will the grant not fund?

- The grant will **NOT** fund provision with a statutory remit.
- The grant will **NOT** fund activities that simply aim to raise addition funds for a charity or good cause.
- The grant will **NOT** fund activity, materials or equipment that will be used for the sole purpose of making a profitable income for an individual or organisation.
- The grant will **NOT** fund events that have already taken place or items that have already been purchased before the grant offer is accepted.
- The grant will **NOT** fund TruCams or ANPR cameras due to another funding route available for these types of applications from the Commissioner, notably the Commissioner's Community Fund (CCF) mentioned.

Criteria for success

- Applying for an innovative salary/service/resource/product.
- Providing a clear outcome driven description of the initiative.
- Evidencing need – geographical area, type of road user, gender, age, etc.
- Demonstrating existing or planned partnership working.
- Defining key milestones.
- Presenting measurable outputs and outcomes clearly linked to The Commissioner's plan.
- Having tools available to track progress and evaluate the project.
- Ensuring sustainability of the initiative.
- Providing a thorough breakdown of costs.
- Availability of match funding.

6. Scope Of Requirement

Relevant background information

This year, The Commissioner's Road Safety Needs Assessment was completed by Strategy, Performance and Insight within West Mercia. This product aimed to facilitate an understanding of Road Safety in West Mercia and ultimately recommend areas and interventions where harm associated with roads can be reduced.

Every death and serious injury caused on the roads devastates individuals, families, communities, and businesses, as well as placing a burden on emergency services, the health care system and wider society.

Road deaths and serious injuries, resulting from road traffic incidents, are not necessarily inevitable if there is implementation of appropriate preventative measures within the education of key age groups, innovative engineering of the roads, vehicle safety measures and thorough enforcement measures to identify and deal with those placing others at risk on the roads.

When considering 'Killed and Seriously Injured' (KSI) casualties per 1,000 of the population, in 2022, West Mercia recorded 0.4 KSI casualties per 1,000 of its population. Warwickshire (0.4 per 1,000), Gloucestershire (0.6 per 1,000) and Devon and Cornwall (0.6 per 1,000) also recorded similar results, based on population data in the 2021 Census, indicating that West Mercia is not an outlier.

Rural collisions consistently outweigh those in urban areas. 2020 (65.4%), 2021 (69.7%) and 2022 (69.6%). Shropshire recorded 307 serious injury collisions with 358 casualties and 39 collisions with 41 casualties between January 2020 and December 2022, the most of any local policing area (LPA).

Key KSI Involvement

To give applicants a picture of those affected in road traffic incidents, a breakdown of West Mercia KSI data is displayed below.

Between 1st January 2020 and 31st December 2022 there were **441** slight casualties, **1368** Serious Injuries and **126** fatalities on West Mercia's Roads.

- **Motorists (61.3%)**
Between the ages of 16 and 50. 31 to 35 year olds make up the highest proportion of car drivers involved in KSIs (n=167, 11.6%).
- **Pedal Cyclists (9.6%)**
Between the ages of 11 and 30, as well as 41 to 70. 51 to 55 year olds make up the highest proportion of cyclists involved in KSIs (n=26, 11.5%).
- **Motorcyclists (9.0%)**
Between the ages of 21 and 65. 56 to 60 year olds make up the highest proportion of motorcyclists involved in KSIs (n=28, 13.1%).
- **16 to 20 year olds**
Made up 13.0% of all road traffic casualties, which includes where they were a passenger and pedestrian also.

Lot 2 Recommendations for Prevention through Education & Training

School-based education and training

- Not always proven to be effective, can sometimes increase risk.
- Moving away from shock tactics.
- Should aim to improve road safety knowledge and changes in safe behaviour.
- Consistent across West Mercia

Rural Road Campaigns and Engagements

- Increase awareness of dangers in these areas
- Link in with, and add to, pre driver education programmes such as 'Green Light' and 'Your Impact'.
- Linking in with partners such as the Road Safety Team, Nation Farmer's Union

Learning to Drive

- 'The Honest Truth' campaign was noted as a worthy option to consider piloting across West Mercia.
- Another recommendation included sourcing additional venues for the Pathfinder program.

Driver Refresher Training

- Notably in the 21-50 age range.
- Focusing on Hazard Perception training which has an evidence base as an effective road safety intervention.
- Careful not to promote overconfidence.

Key factors which contribute to people being killed or seriously injured:

- Excessive or inappropriate speed.
- Driving whilst distracted.
- Driving under the influence of alcohol or drugs.
- Not wearing seatbelts.
- Ill-health / medical issue

Driver behaviour and risk taking also contribute to the likelihood of someone having a collision, which can result in someone being killed or seriously injured. Certain road users are also at a disproportionate risk of being harmed on roads with motorcyclists representing a large portion of fatalities as well as being at a high risk of collision and injury.

Road safety is also a priority concern within the communities of West Mercia with many feeling unsafe on the roads. This is highlighted in our community engagement events where the public picked three priorities out of ten that they would prioritise with road safety being the most frequently picked (16%). Throughout these events the public were also able to identify specific roads in their local area that were seen as dangerous. This shows that the public prioritise road safety as a major concern in their local area. It is important that communities feel confident that their concerns have been listened to and are being addressed.

Currently funded provision

Aligned to a public health approach, The Commissioner currently funds several services in the secondary and tertiary prevention space through the 'Commissioner's Grant Scheme for Road Safety'. The public health approach means taking a more holistic view to designing projects and interventions aimed at addressing offenders and other road safety concerns. The primary, secondary and tertiary spaces categorise projects that address issues before they can happen, prevent these issues from getting worse and stop it from happening again.

The below initiatives funded by The Commissioner give an example of innovative projects that this grant round seeks to support:

MORSE

Your Support Services (YSS) in partnership with Worcester, Hereford, Shropshire Fire & Rescue Services and West Mercia Police deliver together, an innovative service targeting road safety issues through holistic support to those committing offences on the road. This service combines 1:1 support with specialised but brief interventions. More information can be found on their website: <https://www.yss.org.uk/morse/>

RoadPeace

Funded by The Commissioner since November 2020. A new and innovative support and information service for victims of serious injury collisions, working closely with local police and based within the West Mercia Victim Advice Line. They deliver:

- West Mercia Support Group for families affected by crashes. Groups offer ongoing and long-term peer support as well as opportunities to learn about local action, foster positive community relations and strengthen communities.

- Local information guides for crash victims. There are no national standards for collision investigations, so victims of collisions often find the post-crash process confusing. Working with the West Mercia Police and victims they will produce guides for families bereaved by road crashes and those involved in serious collisions in West Mercia.
- Eight week online Resilience Building Programme where participants will learn about the psychological and physiological impacts of their bereavement, and develop coping strategies using Cognitive Behavioural Therapy methods and relaxation techniques to deal with depression, anxiety and many symptoms of Post Traumatic Stress Disorder.
- Befriender support for those bereaved, injured and witnesses by connecting those bereaved, injured or witnesses to a road crash with people who have had similar experience. A Befriender is a member of RoadPeace and offers continuing telephone peer support to victims referred through VAL or the RoadPeace Helpline.

Pathfinder

This volunteer run project is designed to reduce the number of road traffic collisions, casualties (KSIs) and convictions amongst vulnerable novice drivers across West Mercia, i.e. 17-24 year olds through pre-licence driver development. Young people attend before they are 17 and work with their parent or appropriate adult in a partnership environment where they develop understanding of road risk, a positive attitude to road safety and technical driving skills.

7. Terms & Conditions

As appended to this Invitation to Quotation – PCC Grant Terms & Conditions 23- 24 Final.

8. Evaluation Methodology

Quotations will be evaluated with due regard to the principle of Value for Money balancing both cost and quality considerations as a combined assessment of both, and not purely the lowest bid. All parties will be required to work with any evaluating body chosen by The Commissioner's office if required.

Mandatory Documentation required for submission - Please attach your:

- Safer Roads Grant Application Form
- PCC Project Financing Form

The above are MANDATORY documents, therefore applications will only be accepted upon the completion and submission of the attached.

Additional requirements (*where proportionate to initiative or project being proposed*) If in doubt, submit query by question deadline to portal)

- Organisational Safeguarding Policy
- Organisational Equality, Diversity, and Inclusion Policy
- Copy of Last Audited Accounts

Discretionary Rejection Criteria

Subject to the Bidder satisfying the requirements of the Discretionary Rejection Criteria, their Quote will progress to the next stage of the evaluation process.

Criteria	Outcome
Provision of all responses as required within the ITQ	Pass/Fail
Demonstrates adequate financial stability to undertake the requirement*.	Pass/Fail
Submits proposals that clearly meet the basic requirements of the Commissioner.	Pass/Fail
Offers value for money which is clearly unrealistic i.e., is too expensive or is abnormally low**.	Pass/Fail

* Bidders are advised that The Commissioner uses the Creditsafe tool to contribute to the report determining if a Bidder is adequately stable financially to support delivery of the contract.

** Treatment of abnormally low bids shall be in accordance with Regulation 69(1) of the Public Contracts Regulations 2015. The failure of the Bidder to explain, to the satisfaction of the Commissioner, the reason(s) for an abnormally low bid shall result in rejection of the whole Tender in accordance with Regulation 69(4).

Stage 2 Assessment - Award Criteria

Quotes that successfully demonstrate compliance with the above Selection Criteria will be assessed on the following criteria. For this ITQ a quality only assessment will be applied, with a score out of 5 being awarded in accordance with the published scoring principles to each area of the application form and the highest overall score will be awarded. The assessment scoring definitions are as detailed below

Criteria	Areas for Consideration	% Total Weighting
	(The evaluation of each criterion will consider all relevant information submitted, however particular attention will be given to the specific questions asked in the Application Form, and the responses supplied under 'Documents Required'. Where a question asks for particular information to be attached, it is the attached information that will be assessed if provided)	
Quality	Questions 2, 3, 4 and 5 in the Application Form	100%
TOTAL		100%

Evaluation criteria

For this ITQ a quality only assessment will be applied, with a score out of 5 being awarded in accordance with the published scoring principles to each area of the application form and the highest overall score will be awarded. The assessment scoring definitions are as detailed below:

Assessment	Score	Interpretation
Fully meets the requirement	5	Outstanding evidence is provided meeting all relevant requirements/ considerations. The response includes added value and innovation. There is full confidence in the bidders' ability to deliver this aspect.
Good	4	Good evidence is provided meeting most relevant requirements/ considerations in this area. In addition, the response provides reasonable confidence in the bidder's ability to deliver on this aspect.
Satisfactory	3	Acceptable evidence is provided meeting most of the relevant requirements/considerations in this area.
Limited Evidence	2	Some evidence is provided but there are important omissions.
Poor response	1	Very limited evidence of appropriate content (as applicable).
Rejected	0	Did not answer the question/scoring not required.

Further Evaluation

At the sole discretion of The Commissioner, The Commissioner may wish to:

- Submit to the bidder additional questions in order to clarify elements of their bid.
- Seek written testimony of the bidder's performance from other customers.
- Invite bidder to present their proposal solutions, to allow the raising of any points of clarification relating to your bid.

Following further evaluation, The Commissioner reserves the right to review initial scoring based on the original written submission. Where The Commissioner undertakes several forms of further evaluation, scoring shall be iterative reflecting the development understanding of the Commissioner as the evaluation progresses.

The Commissioner offers no warranty that any further evaluation will be undertaken with any individual bidder. The undertaking of further evaluation is wholly subject to the nature of the quotation submitted and a lack of further evaluation should no way be construed as the quote being rejected.

The Commissioner reserves the right to structure the award of this Grant in such a way as to ensure the Value for Money is maximised, or where there is an emerging need.