

Tender Document: Statement of Requirements

Project: Advice on Staffing and Technical Needs for a New Data Service

Customer: Transport Focus

1. Background

Transport Focus intends to establish a new internal function to gather, manage, and use transport data, including but not limited to large open data feeds such as the **Bus Open Data Service (BODS)** and from **Network Rail**, as well as links to other organisations data feeds.

This function will support internal analysis, reporting, and insight generation, for example the development of reporting dashboards.

The organisation requires external consultancy to provide on the **staffing and technical capabilities** needed to set up and operate this service.

The consultancy will **not** be required to design policy, carry out user research, or implement systems.

2. Objectives

- Identify the **roles, skills, and team size** required for the service.
 - Recommend **technical resources** (equipment, software, infrastructure) to support those roles.
 - Provide indicative **cost estimates** for staffing and technical setup.
 - Produce a short, clear report for Transport Focus management.
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3. Scope of Work

The supplier will:

1. Review existing and proposed Transport Focus data-related activity (via provided documentation and interviews with key staff).
2. Review publicly available specifications for BODS, Network Rail, and other relevant data feeds.
3. Recommend:

- **Team composition:** number of staff, role descriptions, grades/levels, essential and desirable skills.
 - **Technical requirements:** hardware, software, data storage, connectivity, and security needs.
 - **Estimated costs** for staffing and technical setup (order-of-magnitude, not detailed procurement).
4. Deliver outputs in plain English suitable for non-technical decision makers.
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4. Out of Scope

- Implementation or procurement of systems or staff.
 - Development of detailed policies, communications, or governance frameworks.
 - Long-term programme planning or options appraisal beyond the staffing/technical needs assessment.
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5. Deliverables

- **Kick-off meeting** with Transport Focus project lead.
 - **Interim findings** (bullet point summary) after initial information-gathering.
 - **Final report** (max. 15 pages) covering:
 - Recommended team size and structure.
 - Role profiles and skills matrix.
 - Technical setup recommendations.
 - Indicative costs.
 - **Presentation/workshop** to Transport Focus management team (up to 2 hours).
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6. Timescales

- Tender questions: 5th September 2025
- Tender submission: 12th September 2025
- Evaluation: 15th –19th September 2025
- Contracting: 22nd – 26th September 2025

- Work to commence: 1st October 2025
 - Duration: **2–4 weeks elapsed**, with no more than 10–20 consultancy days total.
 - Final deliverable due: **31st October 2025**
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7. Budget

Transport Focus expects the total cost to be in the range of **£10,000–£20,000 + VAT**, inclusive of expenses.

8. Supplier Requirements

- Proven experience advising on data-related services in the UK public sector.
 - Understanding of open transport data sources, especially BODS and Network Rail datasets.
 - Ability to translate technical needs into actionable staffing recommendations.
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9. Evaluation Criteria

- Relevant expertise and track record (40%)
- Quality and clarity of proposed approach (30%)
- Value for money (30%)