

Request for Quote - Adult Cycle Training

Please take care in reading this document in particular the Specification; in the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below:

- Email: activetravel@cambridgeshire.gov.uk

1. Scope of the Requirement

The Council is looking for a provider to deliver on, but not limited to, the following:

- 1.1 Delivery of adult cycle training in both individual and group formats, catering to varying levels of experience. This could include complete beginners with no cycling experience, as well as intermediate cyclists who can ride but may lack confidence or knowledge when cycling on the road.
- 1.2 A booking system with capability of pre-screening to prioritise minority groups including women, elderly, ethnic minorities and carers.
- 1.3. Capability to deliver before and after surveys to capture detail on residents' confidence levels on a bicycle, (planned) frequency of use and other questions relating to active travel. This is to be shared with the Contract Owner following the conclusion of the sessions.
- 1.3 Delivery of adult cycle training sessions to circa 388 residents. This should be on a variety weekdays and weekends to ensure all residents are catered with a mix of one-to-one and group sessions. An example day would be 2x individual sessions (2 hours each) followed by a group session (2 hours). A maximum of six attendees per group session.
- 1.4 Sessions to be delivered across Cambridgeshire's five districts including Cambridge, East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire. The Contract Owner will decide on locations and source locations.
- 1.5 An inventory of bicycles and safety equipment with a sufficient number to cater for six participants that may vary in size.
- 1.6 The Council reserves the right to alter the dates of when the project is due to start.
- 1.7 The contractor should familiarise themselves, and comply with, all relevant legislation regarding the delivery of adult cycle training.

2. Location

All details of locations relating to this agreement are to be agreed following award of the contract.

3. Term

The Contract period will be for a term of [six] (6) months.

The Commencement date is anticipated to be from 1st January 2026 and dates for sessions will be agreed with the Authorities Contract Manager and the successful provider once final terms and

schedule has been agreed. Planning will commence upon award of the contract. Date for sessions to commence will be discussed but must start no later than March 2026.

4. Value and Pricing and Categories

The anticipated contract value shall be between £20,000 and £24,000. You are required to refer to **Appendix 1** for completion and details of your pricing schedule.

5. Corporate Policies and Codes of Practices

The Successful Bidder must have the appropriate systems, policies and procedures in place to execute the services in a safety and in a secure manner. The Council will expect that the Successful Provider will follow and/or adopt the best practice within the Industry where possible.

6. Contract Management and Performance

The Council will require the Contractor to meet (virtually) at a frequency agreed by the Contract Manager at award of contract.

This will be to monitor, discuss, but not limited to:

- Scheme performance.
- Issues.
- Project deadlines.

Attending meetings when requested must be at no additional cost to the Authority.

7. Subcontracting Arrangements

The Council believe that this service does not require all or elements of this procurement to be subcontracted out. That being said all submissions will be evaluated based on the one that meets or exceeds our requirements and is the most economically advantageous.

If the Successful Bidder believes that the use of sub-contractors are appropriate, they must provide all details for discussion and approval.

8. External Communication

All communication with Stakeholders such as Councillors, local MPs, and members of the public will take place through the endorsement of the Council.

The successful bidder should make contact with the Contract Owner of the Council regarding policy matters. The use of the Council's Logo or name will be at the discretion of the Council and the Contract Owner. Any request shall be made in writing and state the reasons for the use.

9. Exit Strategy

The successful provider agrees to provide a full and suitable handover to include attendance statistics, survey feedback and anything else the Contract Owner deems relevant and necessary.

10. Modern Slavery, Child Labour and Inhumane Treatment

Tackling modern slavery requires everyone to be vigilant and active in addressing this issue affecting our communities. The Council will expect, as a minimum, that all Bidders comply in full

with the Modern Slavery Act where necessary, and have in place sufficient policies, procedures and Systems (including Training awareness).

11. General Data Protection Regulations

The Authority will require all bidder to ensure full compliance to General Data Protection Regulations.

12. Terms & Conditions

The Council uses its own Standard T&C model contract templates for all their contracts below £100,000.

A draft contract will be issued with this request to quote.

13. Invoicing

The Contractor shall issue an invoice each calendar month, within 10 days of the start of the following month. This must be supported by evidence of having attended the agreed locations to deliver training sessions. The contractor should supply data on the numbers of attendees at each session, the type of training delivered (i.e. beginner, intermediate, advanced) and any feedback received. The Authority will validate the data within 15 days and either certify the invoice for payment or notify the Contractor of any queries. Once the invoice is certified the Contractor will receive payment within 15 days of certification.

14. Appendices

Appendix 1 – Pricing Schedule (attached separately)

Declaration

I confirm that the information provided is complete and accurate.

- I. That the price in Appendix 1 is our best offer.
- II. That no collusion with other organisations has taken place in order to fix the price.
- III. To be subjected to Terms & Conditions
- IV. That no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified herein and instruction to proceed has been given by the Authority in writing.

Name of Organisation	
Position Held and Name	
Date	