

SPECIAL NOTE
THIS QUOTATION MUST BE FORWARDED TO
THE CONTRACTS AND PROCUREMENT MANAGER,
WEST MIDLANDS POLICE, LLOYD HOUSE,
COLMORE CIRCUS QUEENSWAY, BIRMINGHAM B4 6NQ

WEST MIDLANDS POLICE AUTHORITY

FORM OF QUOTATION FOR THE

**DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING CRIME AND
DISORDER INFORMATION**

Name : _____

Address: _____

CLOSING DATE FOR RECEIPT OF THIS QUOTATION:

12 NOON ON FRIDAY 7 FEBRUARY 2003

Before which time no Quotations will be opened.

Quotations received after the last time and date due for receipt will be rejected.

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING
CRIME AND DISORDER INFORMATION

INSTRUCTIONS FOR SUBMITTING QUOTATION

1. INVITATION

Quotations are invited for the supply of those goods or the tendering of those services specified in this document.

2. SUBMISSION OF QUOTATION

- (a) Quotations should be returned no later than **12 noon on Friday 7 February 2003**.
- (b) **The Quotation Documents duly completed must be returned to the CONTRACTS AND PROCUREMENTS MANAGER, WEST MIDLANDS POLICE, LLOYD HOUSE, COLMORE CIRCUS QUEENSWAY, BIRMINGHAM, B4 6NQ in the official envelope provided which shall be sealed and bear no name or other distinguishing mark revealing or likely to reveal the identity of a sender. Such marks include identification within postal franking impressions or details revealed through the use of "Datapost" or other comparable express delivery systems. Any Quotation received not complying with these requirements will be rejected. Some "guaranteed delivery" services (including the Post Office) or private express delivery services may involve the practice of attaching to the package/envelope a label stating the sender's name and address. You are also reminded that a franking machine may print on post an advertisement for the company as well as the franking stamp.**

The deadline for submission of Quotations must be observed.

Any Quotation received after the time specified for whatever reason, will not be considered.

In exceptional circumstances where it is not possible to use the Quotation envelope because it is too small, the Authority will allow the Quotation envelope to be attached to a larger plain envelope or parcel to facilitate the return of the Quotation document.

There must be no details on the Quotation envelope apart from the description of the Quotation as specified in the 'Invitation to Submit a Quotation' and the name and address to whom it is to be delivered.

If a Quotation is received in an envelope, which indicates a sender, it must be disregarded in accordance with the requirements of the Authority's Standing Orders.

The Authority's requirements with regard to Quotations do not permit any discretion and therefore any Quotation which does not comply, for whatever reason, will be declared invalid and be disregarded.

- (c) All other correspondence should be addressed to:- Dawn Owen, Contracts and Procurement Unit, at the above address.
- (d) Those submitting Quotations are required to complete in full:-
- the Price Schedule(s)
 - the Questionnaire
 - the Insurance Certification Form

- the Non Collusive Certificate
- the Form of Quotation

The forms must NOT be retyped however they may be photocopied if necessary.

- (e) Use the Schedule of Clarification to highlight any variation between the products you offer and those specified and to include any additional information, which may have a bearing on your Quotation. DO NOT write on the Quotation Document other than in the spaces provided. The Schedule of Clarification may be photocopied if necessary.
- (f) Quotations may be submitted for all or any of the sections, but should state clearly if one Quotation is dependent on the acceptance of another.
- (g) **TWO** copies of the completed Quotation and any supporting documentation must be submitted and all documents returned shall bear original signatures. Photocopies of signatures will not be accepted.
- (h) All Quotations shall be valid for a period of 12 weeks from the closing date stated in 2(a).
- (i) All correspondence and Quotations shall be in English. Any communication in any language other than English shall be excluded from any Quotation or Contract.

3 CONDITIONS OF CONTRACT

The Contract shall incorporate the Conditions of Contract, Special Conditions of Contract (if any) Notes and Specifications contained in this document. The General Conditions of Contract shall apply to all aspects of the Contract except where amended or replaced by the Special Conditions of Contract.

4 ACCEPTANCE OF QUOTATIONS

The Authority does not bind itself to accept the lowest or any Quotation and reserves the right to accept a Quotation either in whole or part, for such item or items specified in the Invitation to Submit a Quotation, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered the subject of a separate Quotation.

5 SPECIFICATIONS

Specifications and technical requirements for individual items are stated, but everything necessary shall be supplied to enable the performance of the Contract. Any items not specifically mentioned but which are necessary for the operation of the Contract shall be deemed to be included.

6 SAMPLES AND CATALOGUES

Those submitting Quotations may be asked to provide samples of all or part of the Goods prior to the award of the Contract for testing/evaluation purposes. Catalogues and Technical Data Sheets must also be provided.

7 CHARGEABLE PACKAGING AND CONTAINERS

Any addition to or variation of prices submitted in the schedule for variable delivery consignments or packaging must be clearly shown.

8 DELIVERY

Unless otherwise stated all prices shall include delivery to locations within the area covered by the Authority.

9 CONFIDENTIALITY

Recipients of the Quotation Documents (whether they submit a Quotation or not) shall treat the contents of the documents as private and confidential.

10 EVALUATION CRITERIA

The Contract will be awarded to the economically most advantageous Quotation in terms of various criteria including price, compliance with Contractual terms and conditions, quality, technical back up etc.

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR
DISSEMINATING CRIME AND DISORDER INFORMATION

CONDITIONS OF CONTRACT FOR SOFTWARE DEVELOPMENT

The development of the software to be developed shall be in accordance with and subject to the Institute of Purchasing and Supply " Model Form of Conditions of Contract for Software Development" IPS Model S (D) 1986 (hereinafter referred to as "the Conditions of Contract")

The Conditions of Contract shall be subject to the following amendments, additions, alterations and omissions:-

Clause 1.7 "Customer" shall mean the West Midlands Police Authority of Lloyd House, Colmore Circus, Queensway, Birmingham B4 6NQ

Clause 1.14 "Supervising Officer" shall mean Andrew Brumwell, Flints Team, West Bromwich Police Station, or another nominated officer as determined from time to time by the Customer.

Clause 2 The following new sub-clause shall be added to the end thereof:- "2.3 The Contractor warrants that the date of acceptance of the Software will perform in accordance with the Specification forming part of the Contract.

Clause 9 In line 3, following variation, delete the remainder of the sentence.

Clause 11.1 In line three immediately after the words "Contract Price" insert the words "or to have paid to the Customer by the Contractor".

In line seven immediately after the words " deduction shall" insert the words "subject to Sub-Clause 11.3".

The following new sub-clause 11.3 shall be added to the end thereof:-
Prolonged Delay " If the Customer has become entitled to the maximum amount provided under Sub- Clause 11.1 the Customer may by notice to the Contractor require the Contractor to complete. Such notice shall fix a final Completion Date which shall be reasonable having regard to such delay as has already occurred and to the extent of the work required for completion . If for any reason, other than one for which the Customer or some other Contractor employed by the Customer, the Contractor fails to complete within such time, the Customer may by further notice to the contractor elect either:

- (i) require the Contractor to supply, free of charge, such additional services to remedy the the delay as may be necessary to enable the Project to proceed in accordance with the Contract.
- (ii) Accept and retain if applicable such of the software as it may consider expedient at such reduced price as may be agreed between the customer and the Contractor
or
- (iii) treat the delay as breach of the contract.

Clause 15 **Ownership and Rights** : Please delete Option B.

Clause 20 Delete sub-clause 20.4

- Clause 23 This clause should be deleted
- Clause 25 Delete sub-clauses 25.1 and 25.2 and substitute the following new clause
"Maintenance shall be provided by the Contractor in accordance with the requirements of the Contract"
- Clause 29.2 In line two delete the words " designated as confidential"
- Clause 33 Additional sentence ' The Contractor cannot advertise on the developed Web site, this includes the use of logos, names and so on'.

The following additional Clauses shall be inserted at the end thereof:-

- 36 **Entitlement to Contract:** The Customer has the right to contract with any person or persons firm or company other than the Contractor for the supply and delivery of similar services.
- 37 **Cancellation of Contracts in Case of Corruption etc:** The Customer shall be empowered to cancel the Contract and recover from the Contractor the amount of any loss resulting from the cancellation if the Contractor is guilty of any practice considered by the Customer to be improper or corrupt. This clause covers such activities as inducements of gifts and acts prohibited by the Prevention of Corruption Acts 1889 - 1916 and the Local Government Act 1972 Sections 117(2) and (3). The Licensee's decision on these matters is final.
- 38 **Conditions:** These conditions shall have precedence over any printed condition appearing on any acceptance form delivery form or other documents or letter emanating from the Contractor and such conditions shall have no effect whatsoever except insofar as they confirm the terms of this Contract.
- 39 **British Standard Specification** Where an appropriate British Standard Specification, European Standard Specification, British Standard Code of Practice or International Specification is current at the date of the Tender or Quotation, all goods and materials used or supplied shall be in accordance with that Standard and the Customer's Specification.
- 40 **Value Added Tax** Increase of Contract Sum. Prices must be quoted net of Value Added Tax to the extent that the supply of goods or materials under the Contract is chargeable with Value Added Tax. The gross amount of the tax chargeable will be added to the Contract Price.
- 41 **Health and Safety** All items delivered by the Contractor to the Customer shall comply with the provisions of the Health and Safety at Work Act 1974 and any other relevant Health and Safety regulations and appropriate Codes of Practice in force or brought into force during the currency of the Contract.
- 42 **Warranties and Guarantees** Without prejudice to the Customer's common law statutory and equitable rights under this Tender and any contract resulting there from the Contractor shall make available to the Authority the benefits of any standard Warranty normally offered in connection with the goods supplied by himself at the option of the

Customer and of any standard Warranty or Guarantee offered by the manufacturer and by the suppliers of any components of such goods.

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Access

- (a) Access to the site of the Customer in connection with this Contract will only be granted to the Contractor following prior agreement with the Customer. Unless otherwise agreed by the Customer at least 24 hours notice of any intended visit to the site must be given by the Contractor.
- (b) The Customer reserves the right to refuse to admit to its premises any person employed by the Contractor or any sub-contractors whose admission would be in the opinion of the Customer undesirable.
- (c) If required by the Customer the Contractor shall provide a list of the full names (including previous names) and address or addresses (including previous addresses) over the last 5 years and dates of birth of all persons who may at any time require access to the site in connection with the performance of the Contract specifying the capacities in which they are concerned with Contract and giving such other particulars as the Customer may reasonably require. The provisions set out in this sub-clause shall extend to all immediate family of such persons requiring access as aforesaid. Unless otherwise agreed by the Customer one month's notice of any proposed change of any person who may at any time require access to the site shall be given.
- (d) All persons whilst on the site will for reasons of security and operational needs to be under the supervision of the Customer.
- (e) In the event of an operational emergency arising at the site the Contractor and all persons employed by him or under his control shall at the request of the Customer or a Police Officer in charge of such premises vacate the site as soon as possible. Prior to vacating the Contractor shall ensure that all Contractor's equipment and the works are left in a safe condition.

44

Year 2000 Warranty

The Contractor warrants and represents that with effect from the Acceptance Date and thereafter the Program shall be Year 2000 compliant (as defined in the Licence Agreement).

45

Year 2000 Compliance - Definition

Year 2000 Compliance shall mean that neither performance nor functionality is adversely affected by dates prior to, during and after the year 2000. In particular:-

Rule 1 : No value for current date will cause any interruption in operation.

Rule 2 : All manipulations of date or time related data will produce the required results for all valid values prior to, during and after the year 2000.

Rule 3 : If the date elements in interfaces and data storage specify the century, they will permit specifying the correct century either explicitly or by unambiguous algorithms or inferencing rules; and where any date element is represented without a century the correct century shall be unambiguous for all manipulations involving that element.

Rule 4 : Year 2000 must be recognised as a leap year.

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR
DISSEMINATING CRIME AND DISORDER INFORMATION

**CONDITIONS OF CONTRACT FOR THE SUPPORT AND MAINTENANCE OF
BESPOKE SOFTWARE**

The support and maintenance of the software to be developed shall be in accordance with and subject to the Institute of Purchasing and Supply " Model Form of Conditions of Contract for Support and Maintenance of Bespoke Software " IPS Model S (M) 1987 (hereinafter referred to as "the Conditions of Contract")

The Conditions of Contract shall be subject to the following amendments, additions, alterations and omissions:-

Clause 1.3 "Customer" shall mean the West Midlands Police Authority of Lloyd House, Colmore Circus, Queensway, Birmingham B4 6NQ

Clause 17 Delete 17.1 and replace with 'The Contractor shall give the Customer a copy of the source coding of the software together with all necessary associated documentation. Any subsequent amendments or alterations to this coding, will be notified to the Customer.

Delete 17.2

The following additional Clauses shall be inserted at the end thereof:-

- 20 **Entitlement to Contract:** The Customer has the right to contract with any person or persons firm or company other than the Contractor for the supply and delivery of similar services.
- 21 **Cancellation of Contracts in Case of Corruption etc:** The Customer shall be empowered to cancel the Contract and recover from the Contractor the amount of any loss resulting from the cancellation if the Contractor is guilty of any practice considered by the Customer to be improper or corrupt. This clause covers such activities as inducements of gifts and acts prohibited by the Prevention of Corruption Acts 1889 - 1916 and the Local Government Act 1972 Sections 117(2) and (3). The Licensee's decision on these matters is final.
- 22 **Conditions:** These conditions shall have precedence over any printed condition appearing on any acceptance form delivery form or other documents or letter emanating from the Contractor and such conditions shall have no effect whatsoever except insofar as they confirm the terms of this Contract.
- 23 **British Standard Specification** Where an appropriate British Standard Specification, European Standard Specification, British Standard Code of Practice or International Specification is current at the date of the Tender or

Quotation, all goods and materials used or supplied shall be in accordance with that Standard and the Customer's Specification.

24 **Value Added Tax** Increase of Contract Sum. Prices must be quoted net of Value Added Tax to the extent that the supply of goods or materials under the Contract is chargeable with Value Added Tax. The gross amount of the tax chargeable will be added to the Contract Price.

25 **Health and Safety** All items delivered by the Contractor to the Customer shall comply with the provisions of the Health and Safety at Work Act 1974 and any other relevant Health and Safety regulations and appropriate Codes of Practice in force or brought into force during the currency of the Contract.

26 **Warranties and Guarantees** Without prejudice to the Customer's common law statutory and equitable rights under this Tender and any contract resulting there from the Contractor shall make available to the Authority the benefits of any standard Warranty normally offered in connection with the goods supplied by himself at the option of the Customer and of any standard Warranty or Guarantee offered by the manufacturer and by the suppliers of any components of such goods.

27 **Access**

- (a) Access to the site of the Customer in connection with this Contract will only be granted to the Contractor following prior agreement with the Customer. Unless otherwise agreed by the Customer at least 24 hours notice of any intended visit to the site must be given by the Contractor.
- (b) The Customer reserves the right to refuse to admit to its premises any person employed by the Contractor or any sub-contractors whose admission would be in the opinion of the Customer undesirable.
- (c) If required by the Customer the Contractor shall provide a list of the full names (including previous names) and address or addresses (including previous addresses) over the last 5 years and dates of birth of all persons who may at any time require access to the site in connection with the performance of the Contract specifying the capacities in which they are concerned with Contract and giving such other particulars as the Customer may reasonably require. The provisions set out in this sub-clause shall extend to all immediate family of such persons requiring access as aforesaid. Unless otherwise agreed by the Customer one month's notice of any proposed change of any person who may at any time require access to the site shall be given.
- (d) All persons whilst on the site will for reasons of security and operational needs to be under the supervision of the Customer.
- (e) In the event of an operational emergency arising at the site the Contractor and all persons employed by him or under his control shall at the request of the Customer or a Police Officer in charge of such premises vacate the site as soon as possible. Prior to vacating the Contractor shall ensure that all Contractor's equipment and the works are left in a safe condition.

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The Contractor warrants and represents that with effect from the Acceptance Date and thereafter the Program shall be Year 2000 compliant (as defined in the Licence Agreement).

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- Rule 3 : If the date elements in interfaces and data storage specify the century, they will permit specifying the correct century either explicitly or by unambiguous algorithms or inferencing rules; and where any date element is represented without a century the correct century shall be unambiguous for all manipulations involving that element.
- Rule 4 : Year 2000 must be recognised as a leap year.

APPENDIX

Software Development Information

CLAUSE 11 DELAYS

Sub Clause 11.1 Delays by the Contractor

- (i) Percentage of Contract Price to be deducted as damages for each week between the Completion Date and the Acceptance Date 5%
- (ii) Maximum percentage of the Contract Price which the deductions may not exceed 20%

CLAUSE 13 ACCEPTANCE TESTS

Sub-Clause 13.4

The period from the agreed date for testing shall be in accordance with the details in the Licence Agreement for the Use of Computer Software Products.

CLAUSE 15 OWNERSHIP & RIGHTS

OPTION A

The terms and conditions of the licence(s) under Sub-Clause 15.3 shall be in accordance with the Licence Agreement for the Use of Computer Software Products.

CLAUSE 20 INDEMNITY AND INSURANCE

Sub Clause 20.4

The Liability of either party to the other under Sub-Clause 20.1 or 20.2 in respect of any one event or series of connected events shall not exceed £5,000,000

CLAUSE 22 TERMS OF PAYMENT

Sub-Clause 22.5 Terms of Payment

The rate of interest to be charged by the Contractor to the Customer in the event of delays in payment shall be 2% per annum, above the National Westminster Bank Plc lending rate.

Specification for A WEB based System for Disseminating Crime & Disorder Information

Introduction.

West Midlands Police on behalf of Birmingham Crime and Disorder Partnership (CDRP) are intending to establish a WEB based mapping/reporting tool that will be accessed by Partners via the INTERNET (Internet Explorer 5.0 or greater) on their desktop computer.

Partners will access the crime mapping site using standard WEB browser technology enabling members to have access 24/7 to up to date information for standard areas.

It is envisaged that there will be differing levels of functionality available to cater for the differing needs of the users. Initially the system will provide access to standard reports and mapping for standard areas with the user having to press a minimal number of buttons to achieve the desired result. The system will be, to a large degree "self-intuitive" which will minimize the requirement for formal training. Functionality will increase with staged release versions, enabling users to have access to more detailed information or greater analytical functionality.

WMP are looking for a developer/s to assist in the development of the site. No decision has been made as to the exact "look" of the site nor the total functionality that should be included in the system, we are therefore looking for a flexible working arrangement, so that the developer/s and project team can work together. The minimum standard of functionality which the system should have is detailed below. It is envisaged that the site will be developed incrementally, both in terms of the datasets that are contained within the system and the level of functionality. The first 3 phases are listed below. It is not known at this stage whether there will be any further development of the site after Phase 3.

Specification.

The WEB site should enable Partnership members to access a number of databases which will be held at incident level, these are listed below.

The system will be developed using VB/MapX and MapExtreme.

The system will enable analysis to be performed on the data sets via a number of different ways, namely:

- i) tabular data
- ii) graphical analysis/presentation e.g. bar charts/trends graphs etc
- iii) thematic mapping including standard map navigation functionality.

Access to the system will be guarded via the use of appropriate techniques including the use of security, password protected log on sessions.

Data Bases to be included within the System

Data Phase One

- a) Police recorded crime data (approximately 350,000 records per annum for the Force area). Data will be split into 15 different crime types.
- b) Police defendant data from recorded CRIMES database
- c) Police recorded disorder data
- d) Approximately 20 key variables from the 1991 census.
- e) Index of multiple deprivation 2000 (LA District and ward level data only)
- f) Index of Local Deprivation 1998 (ED based).
- g) Standard Ordnance Survey mapping backgrounds e.g. OSCAR, LandLine (or Mastermap if available), 1:10,000 & 1:50,000 scale raster mapping, and standard geographical boundaries for which the data can be analysed.

Data Phase Two

- i) Total 999 calls and 2 subsets of calls from the Ambulance Service.
- ii) Total 999 calls and 3 arson subsets from the Fire Service.

Data Phase Three

- i) Offender data from WM Probation Service
- ii) Offender data from the Birmingham Youth Offender Service

Data in Phases One, Two and Three will be available for analysis at a number of standard geographies including:

- i) Local Authority District (CDRP)
- ii) Local Authority ward
- iii) 1991 census enumeration district
- iv) Local Authority Constituency
- v) Police OCUs
- vi) Fire Service Area
- vii) Youth Offending Service Areas
- viii) Primary Care Trust (PCT) – Health areas
- ix) 100 metre grid square.

Some datasets will not be made available at all the standard geographies due to data quality and security constraints.

Reporting/Analysis Requirements and Functionality of the System

Data Warehouse

All reporting will be run from a set of base data tables that will contain all report variables. There will be a base table for each data set. The administrators will append all reporting geographies to data prior to its upload to the data warehouse base tables. The system will therefore be able to determine which variables can be reported within specific geographies.

Standard Static Reports

- i) The system will incorporate static format report pages that will be populated, using simple calculations, direct from the data warehouse.
- ii) The report will be based on a geographic area as defined by the user, altering the geographic area will re-calculate the report.
- iii) The calculations will be episode counts, rates, rolling trends, percentages, variance and percentage variance.
- iv) The static reports will include simple graphics such as Tables, Bar Charts, Pie Charts and Line Graphs.
- v) The populated/calculated report fields will be split by their data category, such as Recorded Crime. Data categories as defined in the Phase One, Phase Two and Phase Three descriptions.
- vi) The time period the static reports will be based on will not be user defined.

Ad Hoc Reporting

- i) The user will be able to create ad hoc reports that interrogate the data warehouse.
- ii) The user will define the geographic area of interest and select variables from data that can be reported within the defined geography only.
- iii) The report builder will act as a simple pivot table style function where the user defines column, row and page variables from the available variables.
- iv) The user will be able to define the date range of the report by month and year.
- v) The user will be able to produce episode counts, rates, percentages, variances, percentage variances.
- vi) The results of the ad hoc report will be displayed in a tabular format.
- vii) Where appropriate the user will be able to display the ad hoc report results graphically (Bar Chart, Pie Chart, Line Graph or Thematic Map).
- viii) The ad hoc reporting tool will include appropriate restrictions where data warehouse variables cannot be reported together.

Other Reporting Requirements

- i) Audit the site showing usage and all data accessed
- ii) Print analysis using Government Protected marking Scheme (GPMS), therefore ensure user goes through print wizard.

- iii) Provide tools to enable the project team to upload data onto the system as and when required.
- iv) Provide tools to enable the project team to administer the site (issue/change passwords/new users etc).

Map Functionality

- i) Display background mapping with zoom in/out, pan, automatic zoom layering
- ii) Navigation tools e.g. zoom to an address or postcode or object within one of the standard geographical boundary sets.
- iii) Turn on/off geographic boundaries.
- iv) Produce thematic choropleth maps, linked to reporting/analytical tools.
- v) Adjust the ranges that choropleth maps are based on.
- vi) The map will be able to contain multiple thematic or boundary layers.
- vii) Allow a user to interrogate map features (info tool).
- viii) Adjust colour palettes for map layers.
- ix) Label maps.
- x) Print analysis using Government Protected marking Scheme (GPMS), therefore ensure user goes through print wizard.

The site should also display metadata and warnings regarding the suitability of certain datasets and security warnings.

Initially, where available, 2 years data will be provided for loading into the system by the developer. After this period, the system will enable the main datasets to be uploaded on a monthly/regular basis by the WMP Project Team. Contractors will **not** be required to undertake an on-going data maintenance function.

Contractors will be asked to provide a back-up /system maintenance function in case of system failure. System functionality should be restored within 2 working days (normal office hours basis), of the notification of system failure.

Contractors will be notified by telephone of system failure (backed up by an email detailing the problem). Cover will not be required for Bank Holidays.

Within the quote, contractors should include the cost of providing this service on a "time spent" basis.

Timescale

The project will start in early February 2003.

It is envisaged that the site will be launched in late April containing the datasets listed in Phase one and two.

Phase three data sets will be launched by the end of May 2003.

In addition, contractors will be required to attend 2 half-day sessions with representatives of Police IT Department at the start of the project.

Contractors will be asked to provide advice on the type/version of software to be used to develop the system and the hardware platform on which it will sit.

Quotes.

Quotes are required from prospective contractors for the work as outlined above.

The quote should contain the following:

- i) CVs of the developer/s who are to undertake this project. – CVs should detail relevant experience in this particular area.
- ii) Day rates for each developer
- iii) The number of days required to undertake the project as outlined above.
- iv) Any additional costs which may be recovered from WM Police. It should be noted that the developer/s will be required to attend approximately four (half day) progress meetings at West Bromwich Police Station. Travel costs for these should be itemised separately to the day rates.
- v) Annual Cost for providing back-up maintenance in case of system failure. This will be required for 2 years. Maintenance will commence upon completion of phase 2 and the system has been accepted. Maintenance will be paid quarterly in advance.
- vi) The total cost of developing the site.
- vii) A **brief** description of the Company's work experience in this area.
- viii) If contractors are submitting joint bids, the tender should clearly state the lead contractor with whom the contract is made.
- ix) If contractors are sub-contracting any aspect of the work, this should be clearly stated. Lead contractors are responsible for all sub-contractors in terms of compliance with the terms of the contract and all data protection issues.

Please note contractors are not being asked to quote for the cost of purchasing software or providing storage space on a WEB server. The quote is for developer costs only.

In tendering, contractors agree to the standard terms and conditions which are enclosed.

Payment Details

Please see standard terms and conditions.

60% of the contract price will be paid upon completion of phase one and two datasets and functionality

The remaining 40% of the contract price will be paid upon completion of phase three datasets.

Acceptance Testing Period

Contractors should include a half-day training session for the project team at the "hand-over" of the developed system.

On delivery of the system there will be a period of 5 working days to allow the system to be acceptance tested. Acceptance testing will be carried out against the West Midlands Police specification as detailed in this quotation.

Upon delivery, the contractor will supply all system coding and any documentation relating to its development.

Security Issues.

Contractors should comply with all data protection and security regulations covering agency data given to them as part of this project.

Developers and all those who have access to the data will agree to be security checked prior to the start of the contract. As such the number of developers should be kept to a minimum and named in the tender.

The contractor will agree to destroy all data given to them after the completion of this project, as required under Data Protection legislation.

If you require any further details, please email Andy Brumwell or Steve Rose at

a.brumwell@west-midlands.police.uk

s.rose@west-midlands.police.uk

Appendix A

Crime Data Fields

<i>Description</i>	<i>Type</i>	<i>Field Name</i>
Unique reference	String	WEBREF
Date	Date	DATE_first_committed
Month	Integer	Month
Year	Integer	YEAR
Yearmonth combined	String	Yearmonth
Time	String (a5)	Time_first_committed
DAY	String (a3)	DAY
Offence type (14 types)	String (a5)	Offence_type
OCU	String (a2)	OCU
BEAT	String (a4)	Beat
Local Authority code	String (a2)	CRIME_CDRP
Constituency	String (aX)	CRIME_Const
Current ward (1998)	String (a4)	CRIME_WARD
1991 census ED code	String (a8) eg 07CNFA45	CRIME_ED
Fire Service Area	String (a3)	CRIME_FIRE
Primary Care Trust area (Health boundaries)	String	CRIME_PCT
Fire Service Area	String	CRIME_FIRE

WEST MIDLANDS POLICE AUTHORITY

**QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING
CRIME AND DISORDER INFORMATION**

PRICE SCHEDULE

NB: PRICES TO EXCLUDE VAT

DEVELOPMENT WORK – FIXED PRICE

Total Day Rates	Total Number of Days	Fixed Total Cost
£	X	£
Total Travel Costs	Number of Meetings	Fixed Total Cost
£	X 4 half days	£

PLEASE NOTE THAT THE PRICE QUOTED SHOULD INCLUDE THE COSTS OF ALL DEVELOPERS INVOLVED AND SHOULD BE THE FINAL FIXED PRICE

MAINTENANCE

Description	Year 1	Year 2
As per the attached specification	£	£

PAYMENT TERMS

*Net Monthly Account

*Subject to _____% discount for monthly account.

*Subject to _____% discount for payment in 7 - 10 days.

*(Please delete or insert as necessary)

SIGNED _____

NAME _____

COMPANY _____

DATE _____

**QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR
DISSEMINATING CRIME AND DISORDER INFORMATION**

SCHEDULE OF CLARIFICATION

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING
CRIME AND DISORDER INFORMATION

QUESTIONNAIRE

1. CONTRACT ADMINISTRATION

(a) Please state the senior member(s) of staff who would administer any orders, which may result from this Quotation.

NAME: _____

POSITION: _____

TEL NO: _____

EXTENSION: _____

FAX NO: _____

2. COMPANY INFORMATION (STRICTLY CONFIDENTIAL)

COMPANY: _____

ADDRESS: _____

POSTCODE: _____

TELEPHONE NO: _____

DIRECTORS: (To include Sales and Managing Director)

NAME; _____

POSITION: _____

NAME: _____

POSITION: _____

NAME: _____

POSITION: _____

PRODUCT RANGE: _____

NUMBER OF EMPLOYEES: _____

TURNOVER: _____

COMPANY FORMED IN: _____

PARENT COMPANY OR GROUP: _____

REGISTRATION NUMBER: _____

BANKER'S NAME: _____

ADDRESS: _____

POSTCODE: _____

3. REFERENCES

Please list below any other Police Force, Emergency Service or Local Authorities in the UK which your Company currently supply.

CONTACT NAME/ORGANISATION	TEL NO.	FAX NO.
_____	_____	_____
_____	_____	_____
_____	_____	_____

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING
CRIME AND DISORDER INFORMATION

NON COLLUSION CERTIFICATE

We certify that this is a bona fide Quotation, and that we have not fixed or adjusted the amount of the Quotation by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Quotation any of the following acts:-

- (a) communicate to a person other than the person calling for those Quotations the amount or approximate amount of the proposed Quotation, except where the disclosure, in confidence, of the approximate amount of the Quotation was necessary to obtain insurance premium quotations required or the preparation of the Quotation.
- (b) enter into any agreement or arrangement with any person that he shall refrain from quoting or as to the amount of any Quotation to be submitted.
- (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Quotation or proposed Quotation for the said work any act or thing of the sort described above.

In this certificate the word "person" includes any person or any body in association, corporate or unincorporate; and " any agreement or arrangement" includes any such transaction formal or informal; and whether legally binding or not.

SIGNED: _____

NAME: _____

COMPANY: _____

DATE: _____

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING
CRIME AND DISORDER INFORMATION

INSURANCE CERTIFICATION FORM

I/We hereby certificate and declare that I /We have taken out such policies of Insurance as I/We are required to do by the Terms of the Contract relating to the above mentioned work.

The following is the name and address of the Insurance Company (not Broker) with which the insurances have been effected.

NAME: _____

ADDRESS:

SIGNATURE: _____ COMPANY: _____

NAME: _____ DATE: _____

WEST MIDLANDS POLICE AUTHORITY

QUOTATION FOR THE DEVELOPMENT OF A WEB BASED SYSTEM FOR DISSEMINATING
CRIME AND DISORDER INFORMATION

FORM OF QUOTATION

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the AUTHORITY of my/our Quotation either in whole or in part to carry out the supply of Goods or Services at the prices shown on the attached schedule(s) in accordance with the AUTHORITY'S Conditions of Contract for Software Development, Conditions of Maintenance and such Specifications and Non Collusive Certificate as are contained or incorporated in the Invitation to Quote.

I/We hereby further declare that I/We will continue to comply from the date of this Quotation until the date of acceptance or rejection thereof, by the Authority, and in the event of acceptance, during the execution of works under the Contract to be entered into between myself/ourselves and the Authority.

And I/We further undertake if required to do so by you to execute a formal Contract to be prepared at your expense, for the proper and complete fulfilment of the terms of the Specification and General and Special Conditions, and of this Quotation but unless and until a formal Contract is executed this Quotation together with the Authority's written acceptance thereof shall constitute a binding Contract between us.

I/We agree that this Quotation shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 12 weeks from the Quotation return date.

As witness my/our hand this _____ day of _____

(It must be clearly shown whether a person submitting the Quotation is a limited or unlimited liability, duly authorised agent of the Quoting company, statutory corporation, partnership or single individual trading under his own or another name, and also if the person signing is not the actual person, submitting the Quotation in the capacity in which he is employed).

Signature _____

Position held _____

Name & Address of person submitting Quotation

Telephone No: _____

Fax No: _____

Registered office if different from above:-

