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**United Kingdom-Liverpool: Records management
2016/S 151-274459**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

The Minister for the Cabinet Office acting through Crown Commercial Service
9th Floor The Capital Old Hall Street
L3 9PP Liverpool
United Kingdom
Telephone: +44 3450103503
E-mail: supplier@crowncommercial.gov.uk , enablement@crowncommercial.gov.uk

Internet address(es):

General address of the contracting authority: <http://www.gov.uk/ccs>
Address of the buyer profile: <https://gpsesourcing.cabinetoffice.gov.uk>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local sub-divisions

I.3) Main activity

General public services
Other: public procurement

I.4) Contract award on behalf of other contracting authorities

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Multifunctional Devices, Managed Print and Content Services and Records and Information Management.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services
Service category No 27: Other services
Main site or location of works, place of delivery or of performance: Primarily in the UK with some limited requirement Overseas.
NUTS code UK

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with several operators
maximum number of participants to the framework agreement envisaged: 31

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 500 000 000 and 700 000 000 GBP

II.1.5) **Short description of the contract or purchase(s)**

Crown Commercial Service as the Authority is putting in place a Pan Government Collaborative Framework Agreement for use by UK public sector bodies identified at VI.3 (and any future successors to these organisations), which include Central Government Departments and their Arm's Length Bodies and Agencies, Non Departmental Public Bodies, NHS Bodies and Local Authorities.

The above Public Sector Bodies have a need for Multifunctional Devices, Managed Print and Content, Records and Information Management Services.

The Services within the scope of this Framework Agreement have been divided into 7 Lots:

- Lot 1 Multifunctional Devices (MFD's) and Entry Level Print Management Software.
- Lot 2 Multifunctional Devices and Print Management Services.
- Lot 3 Managed Print Services and Content Management Services.
- Lot 4 Records Information Management Services.
- Lot 5 Scanning Services.
- Lot 6 Sensitivity Review Service.
- Lot 7 Audit and Consultancy Services.

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The duration of the Framework Agreement referenced in Section II.1.4 is for the placing of orders, and all Framework Agreements will be awarded for a term of four (4) years. Please refer to indicative Award timetable in Attachment 1 — Invitation to Tender which details Award dates for all seven (7) Lots.

Electronic ordering and/or electronic invoicing and/or electronic payment may be used during the period of the Framework Agreement and throughout the lifespan of any Call Off Agreements.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may apply at Call-Off Agreement level under Lot 2, Lot 3, Lot 4 and Lot 5 of this Framework Agreement.

The Authority considers TUPE not to be an issue in respect to Lot 1, Lot 6 and Lot 7 on the basis that there is no organised grouping of employees dedicated to providing these services under the current arrangements. It is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply in the particular circumstances at individual Call Off Agreement stage under this Framework Agreement and to act accordingly.

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Authority intends to publish the Invitation to Tender (ITT) document and the text of any Framework Agreement awarded, subject to possible redactions at the discretion of the Authority. The terms of the proposed Framework Agreement will also permit a public sector Authority, awarding a contract under this Framework Agreement, to publish the text of that contract, subject to possible redactions at the discretion of the Authority. Further information on transparency can be found at: <https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance>.

II.1.6) **Common procurement vocabulary (CPV)**

79996100, 30100000, 30121000, 30121100, 30121200, 30121300, 30123000, 30125000, 30192400, 48311100, 48613000, 50310000, 50313000, 50313100, 50313200, 63121000, 63121100, 64216200, 72212311, 72212780, 72220000, 72221000, 72228000, 72512000, 79131000, 79212000, 79212200, 79311000, 79311200, 79410000, 79521000, 79800000, 79810000, 79811000, 79820000, 79821000, 79995100, 79996100, 79999100, 92512000, 92512100

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: yes
Tenders may be submitted for one or more lots

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

This procurement is being managed and facilitated by Crown Commercial Service (CCS) referred to as the Authority. The Authority intends to put in place a Framework Agreement comprising of seven (7) Lots, which will be available to UK Central Government Departments and wider Public Sector organisations to provide Multifunctional Devices, Managed Print and Content, Records Information Management Services primarily throughout the UK with some limited requirement Overseas for Lot 2.

Estimated value excluding VAT:

Range: between 500 000 000 and 700 000 000 GBP

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

II.3) **Duration of the contract or time limit for completion**

Duration in months: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Multifunctional Devices (MFDs) And Entry Level Print Management Software

1) **Short description**

The provision of Equipment e.g. mono and colour-capable Multifunctional Devices, Entry Level Print Management Software and peripheral accessories via an online web based portal. The duration of the Lot 1 Framework Agreement is four (4) years (48 months), with a maximum Call Off period of five (5) years (60 months).

2) **Common procurement vocabulary (CPV)**

30121100, 30123000, 79521000, 50313100, 30125000, 50310000, 30192400, 50313200, 30100000, 30121200, 30121300, 50313000

3) **Quantity or scope**

The scope of this Lot 1 Multifunctional Devices (MFD's) and Entry Level Print Management Software is for the provision of Equipment which includes mono and colour-capable Devices from small to large office based, free standing and network ready MFDs, Entry Level Print Management Software and peripheral accessories to enable Contracting Authorities to utilise bespoke Devices to meet their individual requirements.

Potential Providers for Lot 1 shall be able to provide all of the following services:

- An online catalogue via a web based portal to be accessible via the internet
- Mono and colour-capable MFDs, all with network interfaces.
- Consumables including toner, staples and Customer Replacement Units (CRU).
- Entry Level Print Management Software (where required).
- Maintenance and support, including training (on-site).
- Finance based on fixed term operating leases and page costs.
- Option for outright purchase of all Equipment.

Estimated value excluding VAT: 12 500 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') not to be an issue in respect to Lot 1, on the basis that there is no organised grouping of

employees dedicated to providing these services under the current arrangements. It is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply in the particular circumstances at individual Call Off Agreement stage under this Framework Agreement and to act accordingly.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Lot No: 2

Lot title: Multifunctional Devices (MFDs) And Print Management Software And Services

1) **Short description**

The provision of a catalogued range of new digital and remanufactured digital Equipment and Services throughout the United Kingdom with a limited Overseas requirement. The duration of the Lot 2 Framework Agreement is four (4) years (48 months), with a maximum Call Off Contract period of five (5) years (60 months) for non-Print Room Equipment and seven (7) years (84 months) for Print Room Equipment.

2) **Common procurement vocabulary (CPV)**

79800000, 30121100, 79821000, 30192400, 50310000, 79811000, 30121300, 50313200, 50313100, 30100000, 50313000, 30125000, 30121200, 79521000, 30123000, 79820000, 79810000

3) **Quantity or scope**

The scope of this Lot 2 Multifunctional Devices and Print Management Software and Services is for the provision of a catalogued range of new digital and remanufactured digital Equipment ranging from entry level, standalone, single function desktop printers (only where balanced deployment is required) through to fully networked Print Room Equipment along with the required Software options to support Contracting Authorities page output, document workflow and relevant business process requirements.

Potential Providers for Lot 2 shall be able to provide all of the following services and requirements:

— Mono, colour and colour-capable MFDs, digital copiers, mono and colour network printers and Print Room Devices, including A0 Wide Format and 3D Devices, all with standard network interfaces.

— Print Room services, including web based client job submission, electronic job ticketing, and visual cost indication for Users, email job status feedback, print finishing options, online and offline, document clean up Software, further defined Service Level Agreement to reflect critical nature of Devices.

— All the above Devices utilised within an Enhanced Service provision, where required, including Software options to enable process improvements and cost efficiencies such as, cloud based mobile printing, inbound mail and hybrid mail.

— Software to enable product management e.g. remote diagnostics.

— Push and pull printing Software.

— Functionality to enable email to print and web to print.

— Options, including paper storage/feed, finishing, print controller/RIP, memory, PostScript, hard disks, fax etc. Duplex is shall be provided as standard for all but the slowest Devices.

— Consumables including toner staples, and Customer Replaceable Units (CRU).

— Auditing Software for print management/accounting, print routing / load balancing, email notification, scanning Software with optical character recognition (OCR).

— Enabling document management/archiving tools which ensure seamless integration into Contracting Authorities' existing document management software platforms.

— Maintenance and support, including training (on and off-site).

— Surveys/Print Assessments — essentially fact-finding and verification of existing Equipment/estate, networks, principal flows and page output, ideally with vendor neutral analysis and further recommendations / proposals to the Contracting Authorities (typically provided following award of the Call Off Contract).

— Finance options offering Contracting Authorities flexibility relating to the payment configuration, including lease, rental offerings, asset management, and cost per copy/page.

Estimated value excluding VAT: 260 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may apply at Call Off stage in respect of Lot 2. In this instance, it is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply under this Framework Agreement and to act accordingly.

Contracting Authorities will have the ability to direct award in Lot 2 where value for money can be demonstrated and when a comparison can be made by Contracting Authorities using Supplier 'catalogue' pricing or where there are a set of unique requirements that underpin a direct award approach.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Lot No: 3

Lot title: Managed Print and Content Management Services

1) **Short description**

The provision of a Managed Print and Content Management Services throughout the United Kingdom. The duration the Lot 3 Framework Agreement is for four (4) years (48 months), with a maximum Call Off Contract period of seven (7) years (84 months).

2) **Common procurement vocabulary (CPV)**

79800000, 79820000, 64216200, 72212311, 79995100, 48311100, 72212780, 79821000, 50310000, 72512000, 79131000, 79811000, 48613000, 79999100, 79521000, 79810000, 30121100, 50313000, 30100000, 92512000, 50313100, 30125000, 30123000, 30121200, 30121300, 30192400, 50313200

3) **Quantity or scope**

The scope of this Lot 3 Managed Print and Content Management Services is for the provision of a Fully Outsourced solution which enables strategic management of information including printed output which is tailored to the requirements of Contracting Authorities.

As part of the overall delivery of a Fully Outsourced Solution the Potential Provider shall provide hardware, software, applications and ongoing management of the solution, as appropriate and consultancy services. Potential Providers shall be able to provide all of the following requirements of Managed Print Services:

- optimal range of equipment;
- security management technology;
- inventory management;
- online notification system;
- automated workflow/ business optimisation process;
- third parties and multi-vendor fleet management;
- post-order maintenance services.

The following Content Management Services shall only be delivered as enhanced Services, in addition to above, as part of the Fully Outsourced solution:

- document/ information lifecycle optimisation
- supporting a mobile workforce;
- Electronic Document and Records Management Systems (EDRMS);
- hybrid mail.

Estimated value excluding VAT: 125 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may apply at Call Off stage in respect to Lot 3. In this instance, it is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply i under this Framework Agreement and to act accordingly.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Lot No: 4

Lot title: Records Information Management Service

1) **Short description**

- Off Site Records Management services (full end-to-end services including Intake, Retrieval, Return, Storage and Shredding).
 - Off Site storage of Inactive records.
 - Off and/or On Site Scanning services.
 - Off and/or On Site Shredding, Destruction and Disposal Services.
 - Off and On Site Combined Records Information Management Services.
 - Off and/or On Site Specialist Services: Cataloguing, Indexing, Repair, Appraisal and Selection services.
- (NB. Potential Providers will be expected to provide all of the above as a single end to end service or as individual service lines relative to individual customer requirements).

2) **Common procurement vocabulary (CPV)**

79996100, 63121100, 64216200, 48311100, 48613000, 92512000, 63121000, 79999100, 72212311, 92512100, 72512000, 79995100

3) **Quantity or scope**

The scope of this Lot 4 Records Information Management Services is for the provision of a Records Information Management Service through the following six (6) service lines:-

- Off-Site Records Information Management Service (full end to end service);
- Off-Site Storage of Inactive Records;
- Off-Site and/or On-Site Secure Shredding, Destruction and Disposal Services;
- Off-Site and/or On-Site Specialist Records Management Services;
- Off-Site and/or On-Site combined Records Information Management Services;
- Off-Site and/or On-Site Scanning Services.

The Supplier shall be capable of providing all aspects of the and shall do so by providing:

- secure storage and access to Records at the Call Off Stage;
- sound and pro-active Account Management to Contracting Authorities;
- accurate and periodical Reporting to the Authority and Contracting Authorities; and
- reporting of contractual activity against savings delivered in line with the Authorities savings objectives, base lining and benchmarking processes.

The Supplier shall support the Authority through this Framework Agreement by promoting a fully electronic Records Information Management System to Contracting Authorities that shall allow:

- efficient management of Physical and Digital Information, in line with the Government's digital by default agenda;
- Contracting Authorities to meet ongoing physical storage demands;
- the separation of 'Active' and 'Inactive' Records to improve the management of inactive Records resulting in more competitive storage costs;
- scanning services to be provided in line with the Government's digital by default agenda;
- combined On-Site and Off-Site Records Information Management Services to be provided where a planned move to a fully Off-Site Records Information Management Service is a defined strategic objective;
- shredding, destruction and disposal of Records in line with the Government's environmental and waste policies; and
- compliance with The National Archives Gateway process, where required.

The Supplier shall provide all Services relating to the management of Contracting Authorities' hard copy Records and the physical to digital process in line with the Government's broader 'digital by default' strategy, and shall ensure that:

- Government's Records are stored appropriately and made available when needed;
- Government's Records can be accessed in the most economical manner;

- Records can be interpreted;
- Government's Records can be maintained through time in accordance with stated retention and disposal policies;
- Records are stored securely;
- Government's records are retained and disposed of appropriately;
- Supplier Personnel are skilled and experienced.

Estimated value excluding VAT: 190 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may apply at Call Off stage in respect to Lot 4. In this instance, it is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply under this Framework Agreement and to act accordingly.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Lot No: 5

Lot title: Scanning Services

1) **Short description**

The Provision of a Scanning Service (Off and/or On-Site) throughout the United Kingdom. The Lot 5 Framework Agreement duration is for four (4) years (48 months), with a maximum Call Off Contract period of three (3) years (36 months).

2) **Common procurement vocabulary (CPV)**

79999100, 48311100, 72512000, 92512000, 92512100, 79996100, 63121000, 63121100, 79995100

3) **Quantity or scope**

The scope of this Lot 5 Scanning Services, is for the management of Records and the 'physical to digital' process in line with Governments broader 'digital by default' strategy. During this process it is acknowledged that there will be a short term requirement to store physical records. The Potential Provider shall be able to provide the full Scanning Service for an End to End or part requirement which shall include:

- Scanning Service (On and/or Off site);
 - Document Scanning & Digitising of paper Images (or other media as specified);
 - Transportation of Records between locations where required;
 - Bulk Scanning project management;
 - Hosting services (digital storage of scanned images or transfer into Contracting Authorities 'Records Information Management System /Document Repository System' (RM/DRS));
 - Digital media storage (Hosting of scanned records);
 - Secure storage and access;
 - On line User access;
 - Inventory Software;
 - Electronic Retrieval;
 - Destruction and Archive Services;
 - Help desk availability — core hours or 24/7, where specified;
 - Performance monitoring;
 - Management Information reporting (Periodical and pro-active);
 - Missing Records procedures;
- Estimated value excluding VAT: 25 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') may apply at Call Off stage in respect to Lot 5. In this instance, it is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply under this Framework Agreement and to act accordingly.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Lot No: 6

Lot title: Sensitivity Review Service

1) **Short description**

The provision of a Sensitivity Review Service throughout the United Kingdom. The duration of the Lot 6 Framework Agreement is four (4) years (48 months), with a maximum Call Off Agreement period of three (3) years (36 months).

2) **Common procurement vocabulary (CPV)**

79996100, 79999100, 72512000, 63121100, 92512000, 79995100, 63121000, 79410000, 92512100, 48311100

3) **Quantity or scope**

The scope of this Lot 6 is to provide a Sensitivity Review Service to identify whether Record(s) contain sensitive information and whether the Exemptions support or do not support withholding the sensitive information. The Potential Provider shall be able to provide an On site or Off site Sensitivity Review Service through either a Fully Managed Sensitivity Review Service or a Triage Sensitivity Review Service, which will include:

- Attending Induction Events;
- Determining the Sensitivity of a Record(s);
- Considering whether the Exemptions support withholding sensitive information;
- Determining whether Records should be Retained, Closed or Partially Closed;
- Providing Potential Provider Sensitivity Reports to Contracting Authorities Senior Sensitivity Reviewer (SSR);
- Providing a redaction service, for a Fully Managed Sensitive Review Service; and
- Consumable items such as Cotton Tape, Chinagraph Pencil, Plastic Ended Tags, Archival Tube 10" Diameter, Acid free envelopes, Bubble Wrap, Corrugated Cardboard 450 mm x 75 m, Euro Pallet, British Standard Pallet, Elastic Bands, Shrink Wrap, Parcel Tape, Box (Small), Box (Medium), Box (Large), Polyester enclosure (also known as Poly Pockets), Photocopying Paper, Photocopying Documentation.

The Potential provider shall ensure they have the operational capacity and capabilities to provide the requirements of Lot 6 which shall include the following:

- Provision of experienced and qualified Potential Provider Personnel who shall identify and apply knowledge of the applicable law and Exemptions.
- Provision of Subject Matter Experts and/or Experts in the field of diplomacy
- Provision of Potential Provider Personnel with the appropriate security clearance.

Estimated value excluding VAT: 35 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that

Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') not to be an issue in respect to Lot 6, on the basis that there is no organised grouping of employees dedicated to providing these services under the current arrangements. It is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply in the particular circumstances at individual Call Off Agreement stage under this Framework Agreement and to act accordingly.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Lot No: 7

Lot title: Audit and Consultancy Services

1) **Short description**

The provision of an Audit and Consultancy Service throughout the United Kingdom. The duration of the Lot 7 Framework Agreement is four (4) years (48 months), with a maximum Call Off Contract period of one (1) year (12 months).

2) **Common procurement vocabulary (CPV)**

79410000, 72512000, 79212200, 79212000, 79311200, 72220000, 72228000, 72221000, 79311000

3) **Quantity or scope**

The scope of this Lot 7 is for the Potential Provider to provide an entirely independent Vendor Neutral Audit and Consultancy based on total cost transparency of existing information management processes. The Potential Provider shall, where required utilise market expertise and knowledge to influence and support Contracting Authorities strategies in the management of its Managed Print and Content Management requirements and the optimisation of physical storage requirements, including reduction of volumes where appropriate and the management of retention and Disposal/ Destruction strategies.

The Potential Provider shall be able to provide:

- Managed Print and Content Management Audits and Consultancy Services.
- Records Management Audits and Consultancy Services.
- The provision of total cost transparency to Contracting Authorities for their existing Managed Print and Content Management processes or records management services.
- The assessment and evaluation of Managed Print and Content Management and / or records management usage and running costs in order to determine potential savings and efficiencies.
- The analysis of a Contracting Authorities Managed Print and Content Management processes and/or records management services.
- The provision of objective, professional advice and audits regarding how Contracting Authorities may better manage or move towards the management of its Managed Print and Content Management and records management requirement together or as interdependent areas.

Estimated value excluding VAT: 1 200 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 48 (from the award of the contract)

5) **Additional information about lots**

Potential Providers have the opportunity to submit a Tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7. However, the successful Potential Provider(s) for Lot 7 are required to provide an entirely independent vendor

neutral audit, therefore if successful on any other Lots, the Potential Provider must make the choice of accepting a single award for Lot 7 or accept award for any other Lot(s) which they are successful.

The Authority has taken the decision to award this procurement in two (2) Phased periods, Phase 1 is applicable to Lots 2 and 3. Phase 2 is applicable to Lots 1, 4, 5, 6 and 7.

In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that they intend to accept the offer of award for Lot 2 and/or Lot 3.

Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.

In order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than one Tender for each Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators. If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') not to be an issue in respect to Lot 7, on the basis that there is no organised grouping of employees dedicated to providing these services under the current arrangements. It is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply in the particular circumstances at individual Call Off Agreement stage under this Framework Agreement and to act accordingly.

NUTS codes for the main place of performance and supply: UK United Kingdom.

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Participants will be advised if this is necessary during the procurement. Parent company and/or other guarantees of performance and financial liability may be [required by Crown Commercial Service] [proposed by participants] if considered appropriate.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

No special legal form is required but if a contract is awarded to a consortium, the Contracting Authority may require the consortium to form a legal entity before entering into the Framework Agreement.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: no

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: Information and formalities necessary for evaluating if the requirements are met; Potential Providers will be assessed in accordance with Section 5 of Chapter 2 of the Public Contracts Regulations 2015, as amended (implementing Title II, Chapter III, Section 3, Sub-section I of Directive 2014/24/EU), on the basis of information provided in response to an Invitation to Tender ('ITT').

This procurement will be managed electronically via the Authorities e-Sourcing Suite. To participate in this procurement, participants must first be registered on the e-Sourcing Suite. If you have not yet registered on the eSourcing Suite, this can be done online at

<https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for CCS eSourcing'. Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <https://www.gov.uk/government/publications/become-a-crown-commercial-servicesupplier/becoming-a-supplier-through-the-crown-commercial-service-what-you-need-to-know>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing ExpressionOfInterest@crowcommercial.gov.uk

Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the Potential Provider; and the name and contact details for the registered individual sending the email. The Authority will process the email and then enable the Potential Provider to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done. As a user of the e-Sourcing Suite you will have access to eSourcing Suite email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact Crown Commercial Service Support Desk email: eEnablement@crowcommercial.gov.uk

A full copy of the ITT documentation for this procurement will be available for unrestricted and full direct access, free of charge via Crown Commercial Service website from the date of this publication of the contract notice:

<http://ccs-agreements.cabinetoffice.gov.uk/procurement-pipeline>

Responses must be published by the date in IV.3.4.

From 01.10.14, potential provider must be compliant with the new Cyber Essentials controls if bidding for government contracts which involve the handling of sensitive and personal information and the provision of certain technical products and services. The easiest way to demonstrate that the Cyber Essentials requirements are met is to gain the Cyber Essentials certificate and this is also likely to be the most cost effective way to demonstrate compliance. The Cyber Essentials Assurance Framework, leading to the award of Cyber Essentials and Cyber Essentials Plus certificates for organisations, has been designed in consultation with SMEs, including the Federation for Small Business, to be 'lighttouch' and achievable at low cost. The two options give organisations a choice over the level of assurance they wish to gain and the cost of doing so. This scheme offers the right balance between providing additional assurance of an organisation's commitment to implementing Cyber Security to third parties, while retaining a simple and low cost mechanism for doing so. The need to meet the requirements of the Cyber Essentials Scheme will extend to Sub-Contractors of the Potential Provider where such Sub-Contractors are involved, on behalf of the Potential Provider, in the handling of sensitive and personal information and the provision of certain technical products and services. The Potential Provider and any Sub-Contractors will need to renew their evidence of Cyber Essentials compliance at least annually.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Information and formalities necessary for evaluating if the requirements are met: Potential Providers will be assessed on the basis of information provided in response to the ITT.

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1

The Authority shall use a credit reference agency as the first step in determining financial risk in relation to Potential Providers' Tenders. The Authority will request a financial risk score based on the information provided by Potential Providers in response to the Selection Questionnaire in the ITT.

In assessing the financial risk represented by Potential Providers, the Authority may take into account a copy of its audited accounts for the most recent two years (or any other information which the Authority acting transparently and objectively, considers would be appropriate taking into account the circumstances of the Potential Provider) and any one or more of the following in respect of its organisation or its guarantor (as the case may be):

- (a) a statement of its turnover, profit and loss account and cash flow for the most recent year of trading for this organisation; or
- (b) a statement of its cash flow forecast for the current year and a bank letter outlining its current cash and credit position; and/or
- (c) an alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1. Potential Providers will be assessed in accordance with Section 5 of the Regulations implementing the Directive, on the basis of information provided in response to an ITT.

The Authority may take into account the following information:

- (a) Two contract examples, from the public or private sector, providing evidence within these contracts that you have the necessary technical and professional capability ensuring similar requirements to those sought under this Procurement have been performed. Contracts should have been performed during the last 3 years prior to notification of OJEU notice.

The Potential Provider must also provide:

- (a) Certificates in the form attached to the ITT (titled 'Certificate of Past Performance') from those to whom services from the three contract examples were provided; or
- (b) if any such Certificate cannot be obtained, a Certificate in the same form from the entity that provided the services; together with an explanation of the steps taken to obtain a Certificate from the customer and the reason why a Certificate from the customer is not available.

If any Certificate does not state that the services have been provided satisfactorily in accordance with the terms of the contract in question, information to show that the reason why the contract was not performed satisfactorily will not recur in the performance of the contract to be awarded.

Where the Potential Provider proposes to rely on other entities (including sub-contractors or consortium members) to perform the contract, the Potential Provider must describe the function that each such other entity will perform under the contract and provide the information required in relation to each entity.

Minimum level(s) of standards possibly required:

Any Potential Provider must meet the selection criterion in relation to reliability based on performance of past contracts — namely, the Authority is satisfied that: -the two contracts provided by the per Lot have been satisfactorily performed in accordance with their terms or, -where that has not occurred, the reason or reasons why that has not occurred in relation to any such contract, will not recur in the performance of the contract to be awarded. Where the Potential Provider proposes to rely on other entities (including sub-contractors or consortium members) to perform the contract, then the selection criterion for reliability must be met by each such entity, save as regards contracts or subcontracts with a value of less than 5 % of the total contract value

and any sub-contractors not yet appointed. The Authority will assess whether or not this criterion is satisfied at the selection stage. In relation to the Services to be provided under this Contract, Potential Providers must confirm (in the Selection Questionnaire which is Attachment 2 of the ITT) if they have, or will have in place, prior to the Call Off Commencement Date, certification in the Standards set out below (the Standards are set out in Attachment 4a — Framework Schedule 2 (Part A: Goods and Services). — Cyber Essentials Plus Certification or equivalent (required 30 Working Days prior to the Call Off Commencement Date) <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: yes

Additional information about electronic auction: E-Auction applies to Lot 1 and Lot 4 only.

Additional information about electronic auction: Those Potential Providers whose Tenders have not been previously excluded, and have achieved or exceeded the Minimum Quality Threshold (as set out in the ITT), and have submitted a correctly completed Pricing Matrix, will be invited to e-auction. The e-auction will be a 'Reverse English Price Only e-auction'.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

RM3781

IV.3.2) **Previous publication(s) concerning the same contract**

Prior information notice

Notice number in the OJEU: [2015/S 241-437566](#) of 12.12.2015

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

IV.3.4) **Time limit for receipt of tenders or requests to participate**

5.9.2016 - 17:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**
English.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
in days: 120 (from the date stated for receipt of tender)
- IV.3.8) **Conditions for opening of tenders**
Place:
Electronically, via web-based portal

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**
The contract is related to a project and/or programme financed by European Union funds: no
- VI.3) **Additional information**
This Framework Agreement will be accessible for use by all UK Central Government Departments and their Arm's Length Bodies and agencies; Non-Ministerial Departments and Executive Agencies; and the Wider Public Sector (and any future successors to these organisations).
As at the publication of this Contract Notice the latest list of these Contracting Authorities can be found in the Office for National Statistics' Public Sector Classification Guide (see the 'Central Government' worksheet in the 'Public Sector Classification Guide spreadsheet found at:
<https://www.ons.gov.uk/economy/nationalaccounts/uksectoraccounts/datasets/publicsectorclassificationguide>
Entities which are not public sector bodies may also use the Framework Agreements if the Authority is satisfied that: such entity is calling off Goods and Services directly, solely and exclusively in order to satisfy contractual obligations to one (1) or more public sector bodies, all of which are entitled to use the Framework Agreements on their own account; all Goods and Services to be called-off by it are to be used directly, solely and exclusively to provide energy at sites occupied by such public sector body(ies); and it will pass the benefit of the Call-Off Contract to such public sector body(ies) directly, in full and on a purely 'pass-through' basis. Accordingly there must be no mark-up, management fee, service charge or any similar cost solely in relation to the supply of energy imposed on the relevant public sector body(ies), who must be able to benefit from the terms of the Framework Agreements in a like manner and to the same extent as if using the Framework Agreements on its/ their own account.
This Framework Agreement will also be accessible for use by any corporation established, or a group of individuals appointed to act together, for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, and
(i) financed wholly or mainly by another Contracting Authority (listed above in this section VI.3) of this notice;
(ii) subject to management supervision by another Contracting Authority (listed above in this section VI.3) of this notice; or
(iii) more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, are appointed by another Contracting Authority (listed above in this section VI.3) of this notice;
(iv) an association of or formed by one (1) or more of the Contracting Authorities (listed above in this section VI.3) of this notice.

Potential Providers should note that, in accordance with the UK Government's policies on transparency, the Authority intends to publish the Invitation to Tender (ITT) document and the text of any Framework Agreement awarded, subject to possible redaction's at the discretion of the Authority. The terms of the proposed Framework Agreement will also permit public sector Contracting Authorities, awarding a contract under this Framework Agreement, to publish the text of that contract, subject to possible redaction's at the discretion of the Contracting Authorities.

Further information on transparency can be found at: <https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance>

The Authority expressly reserves the right:

- (i) not to award any contract as a result of the Procurement process commenced by publication of this notice; and
- (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the Potential Provider.

If the Authority decides to enter into a Framework Agreement with the successful Potential Provider, this does not mean that there is any guarantee of subsequent contracts being awarded.

Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of Potential Providers.

Any Orders placed under this Framework Agreement will form a separate contract under the scope of this Framework Agreement between the Potential Provider and the specific requesting Contracting Authorities. The Authority and Contracting Authorities utilising the Framework Agreement reserve the right to use any electronic portal during the life of the Framework Agreement.

The duration referenced in Section II.1.4) is for the placing of Orders.

The value provided in Section II.1.4) is only an estimate. The Authority cannot guarantee to Potential Provider any business through this Framework Agreement.

In reference to Section II.1.4), Maximum number of participants allowed. Framework Agreements will be concluded with the maximum number of Potential Providers. For Lots 2, 3, 5, 6 and 7, the Authority will award a Framework Agreement to additional Potential Providers where their Final Score is within 1 % of the original awarded last place position only. For the avoidance of doubt, the last position is 6th for Lot 2, 6th for Lot 3, 4th for Lot 5, 4th for Lot 6 and 6th for Lot 7.

The maximum number of Suppliers for Lot 4 may increase only where two or more Potential Providers have tied basket prices after the eAuction and are placed in last position in respect of the number of positions intended to award for Lot 4 (i.e. 4).

In such cases, Potential Providers who are tied with the same score in the last position for each Lot shall be deemed to be one Supplier for the purpose of calculating the maximum number of Suppliers for each Lot.

In the event that there is a substantive challenge to the Procurement and such challenge is confined to a single Lot, the Authority reserves the right to the extent that it is lawful to do so to conclude a Framework Agreement with the successful Potential Provider in respect of the Lot that has not been challenged.

Further additional information:

The International Accounting Standards Board (IASB) issued IFRS 16 Leases in January 2016 which sets out the principles for the recognition, measurement, presentation and disclosure of leases for both parties to a contract. IFRS 16 is effective from 1 January 2019 and replaces the previous leases Standard, IAS 17 Leases, and related Interpretations.

Whilst CCS is aware of the finalisation of IFRS16, it has not been endorsed by the European Union to date and European Financial Reporting Advisory Group (EFRAG) draft endorsement advice is still to be determined.

Whilst this work is ongoing and implications and guidance for the Public Sector in the UK is under consideration by Treasury, no change to leasing requirements are deemed necessary at this stage. CCS will continue to monitor this situation and will vary any agreements accordingly.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Complaints during the procurement process are conducted under the Official Journal for the European Union (OJEU) in line with the Public Contracts Regulations (2015). Our processes are conducted in a fair, open and transparent manner. We are committed to developing constructive relationships with Potential Providers and are keen to generate maximum competition in all of our procurements to deliver best value and sustainable cost savings for the taxpayer. The outcome of the evaluation process is totally dependent on the competitive strength of the individual bid submissions, regardless of the bidder's size or place on existing / previous arrangements. We are committed to treating all Potential Providers fairly and all feedback and complaints are given full and fair consideration. If at any stage we believe that a mistake has been made by us, please be assured that we will rectify it to the extent that we can legally do so. In order to complain you must first be registered on the eSourcing tool for the relevant procurement event. All complaints must be raised via the eSourcing tool messaging facility. If you are still unsatisfied at the outcome of a procurement competition and wish to challenge it, then you should issue legal proceedings under Part 3 chapter 6 (Applications to the Court) of the Public Contracts Regulations 2015 and serve them on the Government Legal Department in accordance with the Civil Procedure Rules Part 66 (Crown Proceedings) and its associated Practice Direction. Please note that service by email is subject to prior agreement with the Head of Litigation at the Government Legal Department Solicitor's Department and is not routinely given.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

VI.5) **Date of dispatch of this notice:**

3.8.2016