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**United Kingdom-Liverpool: Advertising and marketing services  
2015/S 014-021289**

**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@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.gov.uk) , [enablement@ccs.gsi.gov.uk](mailto:enablement@ccs.gsi.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**

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:**

Media Monitoring and Evaluation and Related Services.

**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 requirements overseas.

NUTS code UK

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

**II.1.4) Information on framework agreement**

Framework agreement with several operators

maximum number of participants to the framework agreement envisaged: 8

**Duration of the framework agreement**

Duration in years: 2

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

Estimated value excluding VAT:

Range: between 9 000 000 and 24 000 000 GBP

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

Crown Commercial Service as the Contracting 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 media monitoring and evaluation and related services.

The Services within the scope of this Framework Agreement have been sub-divided into 2 Lots:

— Lot 1: A multi-Supplier Lot for the provision of media monitoring and evaluation and related services;

— Lot 2: A multi-Supplier Lot for the provision of an online social media monitoring and analysis tool.

This Framework Agreement will replace the existing Press Cuttings framework agreement (RM1726) which expires on 31.3.2015. However, this Framework Agreement has a wider scope and shall provide a number of media monitoring and evaluation services which are not part of the Press Cuttings framework agreement. As such, the Contracting Authority does not believe that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') will apply to this Framework Agreement or any resulting Call Off Agreements and the Potential Provider should notify the Authority as soon as possible in the event that it believes TUPE may apply.

A Potential Provider may submit a Tender for Lot 1 and/or Lot 2 in its own name or as part of a Consortium or Special Purpose Vehicle. However, 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 Lot 1, and are not permitted to submit more than one Tender for Lot 2, regardless of whether that Tender is submitted in their own name as part of a Consortium or as a shareholder in a Special Purpose Vehicle. If a Potential Provider submits more than one Tender for Lot 1 or more than one Tender for Lot 2, the Contracting Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

Crown Commercial Service reserves the right for an electronic auction to be held by Public Sector bodies during further competition among the parties to the Framework Agreement(s).

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

79340000, 22200000, 72310000, 72416000, 79310000, 79330000, 79342000, 92400000

**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:**

Crown Commercial Service is seeking to establish a Framework Agreement for the supply of Media Monitoring and Evaluation and Related Services.

The Framework Agreement will consist of 2 Lots:

— Lot 1: Media Monitoring and Evaluation and Related Services — this Lot is for the provision of the following Core Services: Press monitoring, online monitoring, social media monitoring, broadcast monitoring, and human-driven evaluation and analysis of the monitored media. Suppliers must be able to provide these Core Services. Suppliers in Lot 1 can also choose to provide the following Optional Services: Automated evaluation, a forward planning database, and a journalist contact database. Optional Services can only be provided to Contracting Bodies where Core Services under Lot 1 are being provided;

— Lot 2: Social Media Monitoring and Analysis Tool — this Lot is for the provision of a social media monitoring and analysis tool which shall allow Contracting Bodies to monitor and analyse social media items from a range of social media platforms.

A Potential Provider may submit a Tender for Lot 1 and/or Lot 2 in its own name or as part of a Consortium or Special Purpose Vehicle. However, in order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted to submit more than 1 Tender for Lot 1, and are not permitted to submit more than one Tender for Lot 2, regardless of whether that Tender is submitted in their own name as part of a Consortium or as a shareholder in a Special Purpose Vehicle. If a Potential Provider submits more than one Tender for Lot 1 or more than 1 Tender for Lot 2, the Contracting Authority is entitled to disqualify 1 or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot.

Estimated value excluding VAT:

Range: between 9 000 000 and 24 000 000 GBP

#### II.2.2) **Information about options**

Options: yes

Description of these options: The Authority may extend the duration of this Framework Agreement for any period or periods up to a maximum of 2 years in total from the expiry of the initial Framework Agreement period of 2 years.

#### II.2.3) **Information about renewals**

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

##### **Information about lots**

Lot No: 1

Lot title: Media Monitoring and Evaluation and Related Services

##### 1) **Short description**

Supplier in Lot 1 shall provide press, online, social media and broadcast monitoring and human-driven evaluation and analysis of the monitored media. Suppliers can also choose to provide automated evaluation, a forward planning database and a journalist contact database.

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

79340000, 79330000, 92400000, 22200000, 79342000, 72310000, 79310000

##### 3) **Quantity or scope**

Estimated value excluding VAT:

Range: between 8 000 000 and 20 000 000 GBP

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

##### 5) **Additional information about lots**

Lot No: 2

Lot title: Social Media Monitoring and Analysis Tool

##### 1) **Short description**

Suppliers in this Lot shall provide a social media monitoring and analysis tool which shall allow Contracting Bodies to monitor and analyse social media items from a range of social media platforms.

- 2) **Common procurement vocabulary (CPV)**  
79340000, 72416000, 79330000, 92400000, 79342000, 72310000, 79310000
- 3) **Quantity or scope**  
Estimated value excluding VAT:  
Range: between 1 000 000 and 4 000 000 GBP
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**

**Section III: Legal, economic, financial and technical information**

**III.1) Conditions relating to the contract**

**III.1.1) Deposits and guarantees required:**

Parent company and/or other guarantees of performance and financial liability may be required by the Authority if considered appropriate. Potential Providers will be advised if this is necessary during the procurement process.

**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: Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V 11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an Invitation to Tender ('ITT').

The ITT can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk>

This procurement will be managed electronically via the Crown Commercial Service's 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

<http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by e-mailing [expressionofinterest@ccs.gsi.gov.uk](mailto:expressionofinterest@ccs.gsi.gov.uk)

Your email must clearly state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the email. Crown Commercial Service will process the e-mail and then enable the supplier 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 Emptoris e-mail 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 Help desk e-mail: [eenablement@ccs.gsi.gov.uk](mailto:eenablement@ccs.gsi.gov.uk)

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

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

Information and formalities necessary for evaluating if the requirements are met: Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V 11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an ITT.

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

The Contracting Authority uses a credit reference agency (currently Experian) as the first step in determining financial risk in relation to Potential Providers' Tenders. The Contracting Authority will request an Experian financial risk score based on the information provided by Potential Providers in response to the Selection Questionnaire in the ITT. The report provided by Experian will be used to determine the level of financial risk the Potential Provider represents.

In assessing the financial risk represented by Potential Providers, the Contracting Authority may take into account any of the following information:

- a) a copy of its audited accounts for the most recent 2 years;
- b) a statement of its turnover, profit and loss account and cash flow for the most recent year of trading;
- c) a statement of its cash flow forecast for the current year and a bank letter outlining its current cash and credit position; and/or
- d) an alternative means of demonstrating financial status if trading for less than a year.

### III.2.3) **Technical capacity**

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

Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2006, as amended (implementing Title II, Chapter V 11, Section 2 of Directive 2004/18/EC), on the basis of information provided in response to an ITT.

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

### 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**

## **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: no

**IV.3) Administrative information**

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

RM3708

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

**Prior information notice**

Notice number in the OJEU: [2014/S 117-207167](#) of 20.6.2014

**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**

25.2.2015 - 15:00

**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**

Date: 25.2.2015 - 15:00

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**

Potential suppliers should note that, in accordance with the UK Government's policies on transparency, Crown Commercial Service 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 Crown Commercial Service. The terms of the proposed Framework Agreement will also permit a public sector contracting authority, awarding a contract under this Framework Agreement, to publish the text of that contract, subject to possible redactions at the discretion of the contracting authority. Further information on transparency can be found at:

<https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance>

The Contracting 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 candidates.

If the Contracting Authority decides to enter into a Framework Agreement with the successful supplier, 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 suppliers. Any orders placed under this Framework Agreement will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the Framework reserve the right to use any electronic portal during the life of the agreement.

The duration referenced in Section II.1.4) is for the placing of orders. The Authority may extend the duration of this Framework Agreement for any period or periods up to a maximum of 2 years in total from the expiry of the initial Framework Agreement period of 2 years.

The value provided in Section II.1.4) is only an estimate. We cannot guarantee to suppliers 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 Suppliers for each Lot (4 in Lot 1, and 4 in lot 2). This may only increase as detailed in section 11.5 of the ITT.

Crown Commercial Service wishes to establish a Framework Agreement for use by the following UK public sector bodies (and any future successors to these organisations):

Crown Commercial Service wishes to establish a Framework Agreement for use by the following UK public sector bodies (and any future successors to these organisations):

— Central Government Departments, Local Government and Public Corporations that can be accessed at the Public Sector Classification Guide: <http://www.ons.gov.uk/ons/rel/na-classification/national-accounts-sector-classification/index.html>

— Local Authorities

<http://openlylocal.com/councils/all>

[www.ubico.co.uk](http://www.ubico.co.uk)

— NDPBs

<https://www.gov.uk/government/organisations>

— National Parks Authorities

<http://www.nationalparks.gov.uk/>

— Educational Establishments in England and Wales, maintained by the Department for Children, Schools and Families including Schools, Universities and Colleges but not Independent Schools

<http://www.education.gov.uk/edubase/home.xhtml>

— Police Forces in the United Kingdom

[http://www.police.uk/?view=force\\_sites](http://www.police.uk/?view=force_sites)

<http://apccs.police.uk/about-the-apcc/>

— Fire and Rescue Services in the United Kingdom

<http://www.fireservice.co.uk/information/ukfrs>

<http://www.nifrs.org/areas-districts/>

<http://www.firescotland.gov.uk/your-area.aspx>

— NHS Bodies England

<http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx>

<http://www.nhs.uk/ServiceDirectories/Pages/MentalHealthTrustListing.aspx>

<http://www.nhs.uk/ServiceDirectories/Pages/CareTrustListing.aspx>

<http://www.nhs.uk/ServiceDirectories/Pages/AmbulanceTrustListing.aspx>

<http://www.nhs.uk/ServiceDirectories/Pages/SpecialHealthAuthorityListing.aspx>

<http://www.nhs.uk/ServiceDirectories/Pages/OtherListing.aspx>

— Hospices in the UK

<http://www.helpthehospices.org.uk/about-hospice-care/find-a-hospice/uk-hospice-and-palliative-care-services/>

— Registered Social Landlords (Housing Associations)

— Third Sector and Charities in the United Kingdom

<http://www.charitycommission.gov.uk/find-charities/>

<http://www.oscr.org.uk/search-charity-register/>

<https://www.charitycommissionni.org.uk/ShowCharity/RegisterOfCharities/RegisterHomePage.aspx>

— Citizens Advice in the United Kingdom

<http://www.citizensadvice.org.uk/index/getadvice.htm>

[www.cas.org.uk](http://www.cas.org.uk)

<http://www.citizensadvice.co.uk/>

— Scottish Public Bodies.

The framework agreement will be available for use by any Scottish Public Sector Body: the Authority; Scottish Non-Departmental Public Bodies; offices in the Scottish Administration which are not ministerial offices; cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998; the Scotland Office; the Scottish Parliamentary Corporate Body; councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994 (except where they are acting in their capacity as educational authority); Scottish joint fire boards or joint fire and rescue boards; Scottish joint police boards or any successor National Police or Fire Authority; Scottish National Park authorities, bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, Northern Lighthouse Board, further or higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005 any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by 1 or more of the foregoing, bodies subject to management supervision by 1 or more of the foregoing and bodies 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, being appointed by one or more of the foregoing.

— Scottish Government

<http://www.scotland.gov.uk/Home>

— Scottish Parliament

<http://www.scottish.parliament.uk/abouttheparliament/27110.aspx>

— Scottish Public Services Ombudsman;

— Scottish Information Commissioner;

— Commissioner for Children and Young People in Scotland;

— Scottish Commission for Human Rights;

— Commission for Ethical Standards in Public Life in Scotland;

— Standards Commission for Scotland;

— Scottish Local Authorities

<http://www.scotland.gov.uk/About/Government/councils>

<http://www.scotland-excel.org.uk/home/AboutUs/OurMembers/AssociateMembers.aspx>

— Scottish Agencies, NDPBs

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

— Scottish NHS Bodies



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<http://www.scotland.gov.uk/Topics/Health/NHS-Workforce/NHS-Boards>  
— Scottish Further and Higher Education Bodies  
<http://www.universities-scotland.ac.uk/index.php?page=members>  
[http://www.sfc.ac.uk/aboutus/council\\_funded\\_institutions/WhoWeFundColleges.aspx](http://www.sfc.ac.uk/aboutus/council_funded_institutions/WhoWeFundColleges.aspx)  
— Scottish Police  
<http://www.scotland.police.uk/your-community/>  
— Scottish Housing Associations  
[http://www.sfha.co.uk/component/option,com\\_membersdir/Itemid,149/view,membersdir/](http://www.sfha.co.uk/component/option,com_membersdir/Itemid,149/view,membersdir/)  
— The Scotland Office  
<http://www.scotlandoffice.gov.uk/scotlandoffice/33.30.html>  
— Registered Social Landlords (Housing Associations) - Scotland  
[http://www.esystems.scottishhousingregulator.gov.uk/register/reg\\_pub\\_dsp.search](http://www.esystems.scottishhousingregulator.gov.uk/register/reg_pub_dsp.search)  
— Scottish Schools;  
— Primary Schools  
<http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=isprimaryschool&bSubmit=1&Submit=Search>  
— Secondary Schools  
<http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=issecondaryschool&bSubmit=1&Submit=Search>  
— Special Schools  
<http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=isspecial&bSubmit=1&Submit=Search>  
— Scottish Public Bodies;  
— National Records of Scotland;  
— Historic Scotland;  
— Disclosure Scotland;  
— Registers of Scotland;  
— Scottish Qualification Authority;  
— Scottish Courts Service;  
— Scottish Prison Service;  
— Transport Scotland;  
— The Scottish Government Core Directorates;  
— Highlands and Islands Enterprise;  
— Crown Office and Procurator Fiscal Service;  
— Scottish Police Authority;  
— National Museums of Scotland;  
— Scottish Children's Reporter Administration;  
— Scottish Enterprise;  
— Scottish Environment Protection Agency;  
— Scottish Legal Aid Board;  
— Scottish Natural Heritage;  
— Skills Development Scotland;  
— Visit Scotland;  
— Aberdeen City Council;  
— Aberdeenshire Council;

- Angus Council;
- Argyll and Bute Council;
- City of Edinburgh Council;
- Clackmannanshire Council;
- Comhairle nan Eilean Siar;
- Dumfries and Galloway Council;
- Dundee City Council;
- East Ayrshire Council;
- East Dunbartonshire Council;
- East Lothian Council;
- East Renfrewshire Council;
- Falkirk Council;
- Fife Council;
- Glasgow City Council;
- Highland Council;
- Inverclyde Council;
- Midlothian Council;
- Moray Council, The;
- North Ayrshire Council;
- North Lanarkshire Council;
- Orkney Islands Council;
- Perth and Kinross Council;
- Renfrewshire Council;
- Scottish Borders Council;
- Shetland Islands Council;
- South Ayrshire Council;
- South Lanarkshire Council;
- Stirling Council;
- West Dunbartonshire Council;
- West Lothian Council;
- Central Scotland Fire and Rescue Service;
- Dumfries and Galloway Fire and Rescue Service;
- Fife Fire and Rescue Service;
- Grampian Fire and Rescue Service;
- Highlands and Islands Fire and Rescue Service;
- Lothian and Borders Fire and Rescue Service;
- Strathclyde Fire and Rescue Service;
- Tayside Fire and Rescue Service;
- Golden Jubilee Hospital (National Waiting Times Centre Board);
- NHS 24;
- NHS Ayrshire and Arran;
- NHS Borders;
- NHS Dumfries and Galloway;
- NHS Education for Scotland;
- NHS Fife;

- NHS Forth Valley;
- NHS Grampian;
- NHS Greater Glasgow and Clyde;
- NHS Health Scotland;
- NHS Highland;
- NHS Lanarkshire;
- NHS Lothian;
- NHS Orkney;
- Healthcare Improvement Scotland;
- NHS Shetland;
- NHS Tayside;
- NHS Western Isles;
- Scottish Ambulance Service;
- The Common Services Agency for the Scottish Health Service;
- The State Hospital for Scotland;
- Aberdeen College;
- Adam Smith College;
- Angus College;
- Anniesland College;
- Ayr College;
- Banff and Buchan College;
- Barony College;
- Borders College;
- Cardonald College;
- Carnegie College;
- Central College of Commerce;
- Clydebank College;
- Coatbridge College;
- Cumbernauld College;
- Dumfries and Galloway College;
- Dundee College;
- Edinburghs Telford College;
- Elmwood College;
- Forth Valley College;
- Glasgow College of Nautical Studies;
- Glasgow Metropolitan College;
- Inverness College;
- James Watt College;
- Jewel and Esk College;
- John Wheatley College;
- Kilmarnock College;
- Langside College;
- Lews Castle College;
- Moray College;
- Motherwell College;

- Newbattle Abbey College;
- North Glasgow College;
- North Highland College;
- Oatridge College;
- Orkney College;
- Perth College;
- Reid Kerr College;
- Sabhal Mor Ostaig;
- Shetland College;
- South Lanarkshire College;
- Stevenson College;
- Stow College;
- West Lothian College;
- Edinburgh College of Art;
- Edinburgh Napier University;
- Glasgow Caledonian University;
- Glasgow School of Art;
- Heriot-Watt University;
- Queen Margaret University;
- Robert Gordon University;
- Royal Scottish Academy of Music and Drama;
- Scottish Agricultural College;
- UHI Millennium Institute;
- University of Aberdeen;
- University of Abertay Dundee;
- University of Dundee;
- University of Edinburgh;
- University of Glasgow;
- University of St Andrews;
- University of Stirling;
- University of Strathclyde;
- University of the West of Scotland;
- Cairngorms National Park Authority;
- Office of Scottish Charity Regulator;
- Forestry Commission Scotland;
- Audit Scotland;
- Welsh Public Bodies;
- National Assembly for Wales, Welsh Assembly Government and Welsh Local Authorities, and all bodies covered by:  
<http://www.assemblywales.org/abthome/abt-links.htm> <http://new.wales.gov.uk/about/civilservice/directorates/?lang=en>
- NHS Wales  
<http://www.wales.nhs.uk/ourservices/directory>
- Housing Associations — Registered Social Landlords Wales;
- NI Public Bodies;

— Northern Ireland Government Departments

<http://www.northernireland.gov.uk/gov.htm>

— Northern Ireland Public Sector Bodies and Local Authorities

<http://www.northernireland.gov.uk/az2.htm>

— Schools in Northern Ireland

<http://www.nidirect.gov.uk/index/search.lsim?sr=0&nh=10&cs=iso-8859-1&sc=nidirect-cms&sm=0&mt=1&ha=nidirect-cms&cat=Banner&qt=SCHOOLS>

— Universities in Northern Ireland

<http://www.deni.gov.uk/links.htm#colleges>

— Health and Social care in Northern Ireland

<http://www.hscni.net/index.php?link=hospitals>

<http://www.hscni.net/index.php?link=boards>

<http://www.hscni.net/index.php?link=agencies>

<http://www.hscni.net/index.php?link=councils>

— Northern Ireland Housing Associations

<http://www.nidirect.gov.uk/index/contacts/contacts-az.htm/housing-associations-contact>

— Police Service of Northern Ireland

<http://www.psn.police.uk/index.htm>

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 1 or more of the Contracting Authorities listed above in this section VI.3) of this notice.

From 2.4.2014 the Government introduced its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

From 1.10.2014, suppliers 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 cheapest 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 'light touch' and achievable at low cost. The 2 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 Supplier where such Sub-Contractors are involved,

on behalf of the Supplier, in the handling of sensitive and personal information and the provision of certain technical products and services. The Supplier and any Sub-Contractors will need to renew their evidence of Cyber Essentials compliance at least annually.

For complaints procedure please refer to the ITT.

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: There is no right of appeal in this procurement. If you have a complaint or seek to challenge the outcome, please follow the guidance on procedure contained in the previous section.

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

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

16.1.2015