

CONTRACT NOTICE

FM Assurance Services (Helpdesk and CAFM).

Services

SECTION I: CONTRACTING AUTHORITY

I.1 NAME, ADDRESS AND CONTACT POINT(S)

Official Name The Minister for the Cabinet Office acting through Crown Commercial Service		
Postal Address 9th Floor, The Capital, Old Hall Street		
Town Liverpool	Postal Code L3 9PP	Country United Kingdom
For the attention of _____		
Contact Point(s) _____		Telephone +44 3450103503
Email(s) supplier@ccs.gsi.gov.uk		Fax _____

Internet Address(es) (If applicable): General address of the Contracting Authority http://ccs.cabinetoffice.gov.uk Address of the Buyer profile https://gpsesourcing.cabinetoffice.gov.uk
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Further Information can be obtained at As in above mentioned contact point(s)

Specifications and additional documents can be obtained at (including documents for competitive dialogue and a dynamic purchasing system) As in above mentioned contact point(s)
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Tenders or requests must be sent to
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As in above mentioned contact point(s)

I.2 TYPE OF CONTRACTING AUTHORITY

Contracting Authority

Ministry or any other National or Federal Authority, including their regional or local subdivisions

Main Activity(s)

Other : Public Procurement

The Contracting Authority is purchasing on behalf of other Contracting Authorities

Yes

SECTION II: OBJECT OF CONTRACT

II.1 DESCRIPTION

II.1.1 Title attributed to the Contract by the Contracting Authority

FM Assurance Services (Helpdesk and CAFM)

II.1.2 Type of Contract and Location of Works, Place of delivery of Performance

Services

7 - Computer and related services

Main site or Location of Services

Primarily in the UK with some limited requirements overseas

NUTS Code and Name

UK - UNITED KINGDOM

II.1.3 Notice involves

ESTABLISHMENT_FRAMEWORK_AGREEMENT

II.1.4 Information on Framework Agreement

Framework agreement with single operator

Duration of the framework agreement

48 Month(s)

Justification for a framework agreement, the duration of which exceeds four years

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

Between 15,000,000.00 GBP and 34,000,000.00 GBP

Frequency and value of contracts to be awarded (if known)

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.

This Procurement will establish a single Supplier Framework Agreement for the purchase of an FM Assurance Services (Helpdesk and Computer Aided Facilities Management (CAFM)) function.

The Services to be provided under this Framework Agreement include the following:

- a. Helpdesk Services;
- b. Computer Aided Facilities Management (CAFM) System;
- c. Reporting; and
- d. FM Assurance Services

The Contracting Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") may apply at Call-Off Agreement level under this Framework Agreement. 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.

II.1.6 Common Procurement Vocabulary

Main Object

Main Vocabulary		Suppl. Vocabulary	
Code	Description	Code	Description
72253000	Helpdesk and support services		

Additional Object(s)

Main Vocabulary		Suppl. Vocabulary	
Code	Description	Code	Description
48420000	Facilities management software package and software package suite		
72253100	Helpdesk services		
72317000	Data storage services		
72514000	Computer facilities management services		
72514100	Facilities management services involving computer operation		
72514200	Facilities management services for computer systems development		

II.1.7 Contract covered by the Government Procurement Agreement (GPA)

Yes

II.1.8 Lot Details

Division into lots

II.1.9 Variants will be accepted

No

II.2 QUANTITY OR SCOPE OF THE CONTRACT

II.2.1 Total quantity or scope

Services to be delivered under this Framework Agreement include but are not limited to:

A Helpdesk function - The Supplier shall provide a fully staffed, supervised Helpdesk service linked to the CAFM System for all FM related Service Requests and fault reporting, 24 hours per day 365 days per year.
 CAFM System – The Supplier shall provide a CAFM System. The Supplier shall ensure that that all managerial quality monitoring, complaints, Planned Preventative Maintenance and Reactive Maintenance activities are managed, executed and monitored through the CAFM System.

Reporting – The Supplier shall provide a reporting function that includes but is not limited to the reporting of facilities management suppliers' performance and requested Management Information,

FM Assurance Service - The supplier shall supply an oversight function which monitors and reports against the operational performance of facilities management suppliers delivering services on behalf of the Contracting Body.

Value Basis

Between 15,000,000.00 GBP and 34,000,000.00 GBP

II.2.2 Options

No

II.3 Duration of the Contract or Time-Limit for Completion

48 Month(s)

SECTION III: LEGAL, ECONOMIC, FINANCIAL & TECHNICAL INFORMATION

III.1 CONDITIONS RELATING TO THE CONTRACT

III.1.1 Deposits and Guarantees required (if applicable)

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 if considered appropriate.

III.1.2 Main Financing conditions and Payment arrangements and/or reference to the relevant provisions regulating them

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

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 to which the performance of the contract is subject (if applicable)

No

III.2 CONDITIONS FOR PARTICIPATION

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

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 Contracting 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

<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 emailing ExpressionOfInterest@ccs.gsi.gov.uk.

Your email must clearly state: the name (FM Assurance Services(Helpdesk and CAFM)) and reference (RM3720) 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 email 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 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 Helpdesk email: eEnablement@ccs.gsi.gov.uk

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

III.2.2 Economic and Financial Capability

Information and formalities necessary for evaluating if requirements are met:

Candidates will be assessed in accordance with Part 4 of the Public Contracts Regulations 2015, as amended (implementing Title II, Chapter V11, Section 2 of Directive 2012/18/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 Authority may take into account any of the following information:

- (a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
- (b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;

Minimum level(s) of Standards possibly required (if applicable):

III.2.3 Technical Capability

Information and formalities necessary for evaluating if requirements are met:

Candidates must provide confirmation, that they:

1. Cyber Essentials and Cyber Essentials Plus

i) Have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months;

OR

ii) Have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but they are working towards gaining it, and will be in a position to confirm that they have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the Contract or at a later date when they receive sensitive and personal information with regard to the Available Services;

OR

iii) Have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but they can demonstrate (or, will be able to demonstrate by the commencement date of the Contract or at a later date when they receive sensitive and personal information with regard to the Available Services) that their organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

AND that they can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that their organisation demonstrates compliance with Cyber Essentials technical requirements;

OR

iv) Their organisation is exempt from complying with the requirements at paragraphs i), ii) and iii) above because their organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i.) Above.

AND

where their organisation proposes to use sub-contractors to carry out the Available Services and these sub-contractors shall be involved in handling sensitive and personal information with regard to the Available Services, such sub-contractors comply with one of the criteria i), ii) iii) and iv) above.

v) Have in place or be willing to have in place before commencement of the Call Off contract, Cyber Essentials Plus certification.

2. Business Impact Level 2 Accreditation

Have in place, or be willing to work towards, Business Impact Level 2 security accreditation by selecting one of the following options;

i) Provision of the Risk Management Accreditation Document Set (RMADS) for Business Impact Level 2, or

ii) To have in place an accredited Information Security Management Standard that meets the requirements of:

ISO 27001:13 or equivalent or;

ISO 27001:2005 transitioning to ISO 27001:13

3. IT Service Management

i) Have in place a recognised framework for accepted IT service management best practice such as ITIL or equivalent that is relevant to the parts of the organisation that will deliver the Services.

Minimum level(s) of Standards possibly required (if applicable):

III.2.4 Reserved Contract (if applicable)

Existence of Reserved Contracts

III.3 Conditions specific to Services Contracts

III.3.1 Execution reserved to a particular profession

No

III.3.2 Request for the Name and Professional qualifications of the Staff

SECTION IV: PROCEDURE

IV.1 TYPE OF PROCEDURE

IV.1.1 Type of Procedure

Open

IV.2 AWARD CRITERIA

IV.2.1 Award Criteria

Most economically advantageous tender in terms of Criteria stated below

No.	Criteria	Weighting
1	Quality	60
2	Price	40

IV.2.2 An Electronic auction will be used

No

IV.3 ADMINISTRATIVE INFORMATION

IV.3.1 File Reference Number attributed by the contracting authority (if applicable)

RM3720

IV.3.2 Previous publication(s) concerning the same Contract

Yes

Previous Publication Notice Number in OJ

Prior Information Notice 2014/S 190-335281 published on 03/10/2014 BST

Other previous publications (if applicable)

IV.3.4 Time-limit for receipt of Tenders or requests to participate

IV.3.6 Languages

Language(s) in which Tenders or requests to participate may be drawn up

English

Other Language(s)

IV.3.7 Minimum Tender Duration

Minimum time frame during which the Tenderer must maintain the Tender

120 Day(s)

IV.3.8 Conditions for opening Tenders

Date

Place (if applicable)

Electronically, via web-based portal.

Persons authorised to be present at the opening of Tenders (if applicable)

No

SECTION VI: COMPLEMENTARY INFORMATION

VI.1 RECURRENT PROCUREMENT

VI.1.1 This is a Recurrent Procurement (if applicable)

No

VI.2 PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

VI.2.1 Contract related to a Project and/or Programme Financed by EU Funds

No

VI.3 ADDITIONAL INFORMATION (IF APPLICABLE)

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:

<http://ccs.cabinetoffice.gov.uk/about-government-procurement-service/transparency-and-accountability/transparency-procurement>

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 Authority be liable for any costs incurred by the candidates. If the 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 Authority. The Authority and other contracting authorities 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. However Call Off Contracts can be extended for up to a maximum of 7 years.

The value provided in Section II.1.4 is only an estimate. We cannot guarantee to Potential Providers any business through this framework agreement.

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 January 2014 <http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcM%3A77-336664>

Local Authorities

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

www.ubico.co.uk Agent acting on behalf of Cheltenham Borough Council.

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://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.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 one

or more of the foregoing, bodies subject to management supervision by one 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

<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

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/

The Scotland Office

<http://www.scotlandoffice.gov.uk/scotlandoffice/33.30.html>

Registered Social Landlords (Housing Associations) - Scotland [http://](http://www.esystems.scottishhousingregulator.gov.uk/register/reg_pub_dsp.search)

www.esystems.scottishhousingregulator.gov.uk/register/reg_pub_dsp.search

Scottish Schools

Primary Schools

[http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?](http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=isprimaryschool&bSubmit=1&Submit=Search)

[schoolsearchstring=&addresssearchstring=&authority=&strTypes=isprimaryschool&bSubmit=1&Submit=Search](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?](http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=issecondaryschool&bSubmit=1&Submit=Search)

[schoolsearchstring=&addresssearchstring=&authority=&strTypes=issecondaryschool&bSubmit=1&Submit=Search](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?](http://www.ltscotland.org.uk/scottishschoolsonline/index.asp?schoolsearchstring=&addresssearchstring=&authority=&strTypes=isspecial&bSubmit=1&Submit=Search)

[schoolsearchstring=&addresssearchstring=&authority=&strTypes=isspecial&bSubmit=1&Submit=Search](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 & 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.psni.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 one or more of the Contracting Authorities listed above in this section VI.3 of this notice

From 2nd April 2014 the Government is introducing 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>

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 suppliers 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 suppliers 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 PROCEDURES FOR APPEAL

VI.4.1.1 Body responsible for Appeal Procedures

Official Name _____
Postal Address _____

Town	Postal Code	Country
_____	_____	_____
Telephone	Fax	
_____	_____	
Email(s)		

Internet Address (URL)		

VI.4.1.2 Body responsible for Mediation Procedures (if applicable)

Official Name		

Postal Address		

Town	Postal Code	Country
_____	_____	_____
Telephone	Fax	
_____	_____	
Email(s)		

Internet Address (URL)		

VI.4.2 Lodging of Appeals

Information on deadline(s) for lodging Appeals

VI.4.3 Service from which information about the lodging of Appeals may be obtained

Official Name		

Postal Address		

Town	Postal Code	Country
_____	_____	_____
Telephone	Fax	
_____	_____	
Email(s)		

Internet Address (URL)

VI.5 DATE OF DISPATCH

Date of dispatch of this Notice

The dispatch date will be automatically updated when the notice is submitted for publication