

### Project Update – 19 January 2016

Following the update provided on 18 November 2015, please note for:

#### **Travel Services**

There will be an opportunity to attend the Travel Services – Suppliers Industry Day (Phase 2) planned for 04 February 2016; this event is predominantly for parties interested in the provision of Travel Services.

In addition, follow up one-on-one meetings will be offered with Home Office Project representatives. Subject to the total number of interested parties, one-on-one meetings are expected to take place either in the afternoon of 04 February 2016 or on 05 February 2016.

As part of the Travel Services market engagement (Phase 2) interested parties will be requested to provide, where possible, written feedback on certain aspects of the Travel Services tender documentation.

Please note for Travel Services, the initial estimation of 'scheduled date for start of award procedures' was 16 November 2015; this estimation has now been revised to 15 March 2016. Details of the revised competition timescales will be provided on the Travel Services – Suppliers Industry Day.

#### **Escorting Services**

A separate Suppliers Industry Day is being planned for Escorting Services; details of which will be communicated with the market in due course.

#### **Interested Parties**

Please note that if you have already expressed an interest for this project/ associated market engagement activities (and have not withdrawn your interest since), you are not required to take any action. You will be contacted via the eSourcing Portal shortly with further information about the second phase of the market engagement for Travel Services or Escorting Services as appropriate.

Under the EU Procurement Directive 2014, the standard notice forms have been changed. In order to comply, the Home Office will re-publish the PIN using the new standard form. For the avoidance of doubt, if you have already expressed an interest you are not required to take any action.

#### **New Expressions of Interest**

If you have not expressed an interest in this project to date, but wish to participate in market engagement activities either for Travel Services or Escorting Services; the opportunity is still available. The process to express interest and to request further information is set out below:

The Home Office uses an eSourcing toolkit to enable its sourcing activities to be conducted over the internet. In order to express an interest and therefore participate in the market engagement process, please follow the steps set out below.

##### **Step 1**

Any organisation intending to submit an expression of interest must be registered (unless your organisation is already registered) as a supplier with the Crown Commercial Service (CCS) eSourcing Portal. (Please see the timeline for expressing interest to attend the market engagement event referenced below).

To register, visit the portal's login page at <https://gpsesourcing.cabinetoffice.gov.uk> by clicking on the Register for CCS eSourcing link on the portal homepage.

For technical assistance on use of the e-Sourcing Suite, please contact Crown Commercial Service Helpdesk: (+44) 3454102222 or email: [supplier@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.gov.uk)

Please note that before potential suppliers can be provided with further information regarding this project, they will be required to sign a Non Disclosure Agreement (NDA) and return it to the Home Office.

## **Step 2**

Once potential suppliers are registered on the CCS portal, they are required to send an email to [esprocurement@homeoffice.gsi.gov.uk](mailto:esprocurement@homeoffice.gsi.gov.uk) following which they will be linked to the event entitled 'Escorting and Travel Services Re-Procurement Project (NDA)' which will enable them to gain access to the NDA. In their email to [esprocurement@homeoffice.gsi.gov.uk](mailto:esprocurement@homeoffice.gsi.gov.uk) potential suppliers should include the following details:

- Their full name(s),
- The full name and contact details of the person with whom the Home Office can communicate on this matter.

The contact details of the person mentioned above should include the person's e-mail address and telephone number.

Once they have obtained the NDA, potential suppliers should sign and return the NDA to the Home Office via the CCS portal as soon as possible.

## **Step 3**

Once the NDA is submitted, potential suppliers should send an email entitled 'Escorting and Travel Project - Further Information Request' to [esprocurement@homeoffice.gsi.gov.uk](mailto:esprocurement@homeoffice.gsi.gov.uk) confirming submission of the NDA. Once the email confirmation is received the Home Office will link the organisation to the event on CCS portal where further information will be made available (See reference to the supply of further information below).

## **Timeline for Expression of Interest**

As places for the Travel Services – Suppliers Industry Day (Phase 2) are limited, interested parties are requested to express their interest before 25 January 2016; additionally, please note that an expression of interest in line with the requested date does not automatically guarantee a place.

## **Supply of Further Information**

Once the NDA has been signed and submitted, interested parties will be provided with all the information communicated to date as part of market engagement.