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## 1. PURPOSE

- 1.1 Home Office Centre of Applied Science and Technology (CAST) is inviting bids for the supply and delivery, in financial year 2017/18, of up to twenty five (25) different Certified Drug Reference Standards (CDRS) to one (1) bioassay test house being Eurofins, located in France.
- 1.2 The Authority is required to provide a number of CDRS to the test house in support of the Psychoactive Substances Act 2016.
- 1.3 The test house will return data to indicate which substances, represented by the CDRS, are psychoactive.
- 1.4 CAST may be referred to as the 'Authority' hereafter.

## 2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Home Office Centre for Applied Science and Technology (CAST) is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support.
- 2.2 CAST is the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology.
- 2.3 Understanding the policy and operational context of Home Office business allows CAST to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.4 CAST's expertise and activities are focused into capability areas that serve the range of Home Office interests in: contraband detection, crime prevention and community safety, cyber, forensics, identity assurance, protective security, public order and surveillance.

## 3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The purpose of this procurement is to support the Psychoactive Substances Act 2016.
- 3.2 The required CDRS are essential to the enforcement of the Act in the prosecution of suppliers of substances which will cause psychoactivity in humans.
- 3.3 There is a requirement to carry out bioassay tests on CDRS for a new substance identified by the forensic laboratories.
- 3.4 It is proposed that the Authority purchases CDRS to support prosecutions by the UK law enforcement. There are 7 (seven) CDRS required to support prosecutions now and it is anticipated that up to 25 in total will be required throughout the financial year.

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**4. DEFINITIONS**

Expression or Acronym	Definition
CAST	Means; Home Office Centre for Applied Science and Technology.
UK LEAs	Means; UK Law Enforcement Agencies.
CDRS	Means; Certified Drug Reference Standards

**5. SCOPE OF REQUIREMENT**

5.1 The Potential Providers are asked to provide quotes for the requirement detailed in the following section. All quotes should be inclusive of all expenses and exclude VAT.

**6. THE REQUIREMENT**

6.1 Suppliers are asked to provide prices for a set of seven (7) different Certified Drug Reference Standards now, as identified in Annex 1 – List of CDRS. Further CDRS up to a total of 25 is anticipated in this financial year.

6.1.1 This set comprises a particular lot, or batch, of drug substance specifically prepared, either by independent synthesis or by additional purification of production material, and shown, by an extensive set of analytical tests, to be authentic material of the highest purity reasonably attainable.

6.1.2 A Reference Standard is characterised by a metrologically valid procedure for one or more specified properties, accompanied by a Certificate that states the value of the specified property, its associated uncertainty and a statement of metrological traceability.

6.2 One item of each CDRS is needed, each CDRS shall normally be 10mg (milligram) of solid drug (please see Annex 1 – List of CDRS). Where solid material is not available, the solvent and concentration shall be discussed, in each case, with the Authority and the test house Director.

6.3 Suppliers are asked to provide firm delivery prices for the delivery of these CDRSs to one (1) Bioassay Laboratory, Eurofins, located in France.

6.4 Suppliers are asked to provide indicative lead times for the delivery of each CDRS.

6.5.1 The indicative lead times will not form part of the evaluation.

6.5 Where a CDRS is not available commercially, the supplier shall discuss the feasibility of commissioning of a standard, prepared as in 6.1.1, to meet the requirements of the Authority. The cost of this special commission is recognised by the Authority to be higher than off-the-shelf products and must be agreed by the Authority before any preparation commences.



**7. KEY MILESTONES**

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Ensuring complete and successful delivery of all applicable CDRS to Eurofins, France	The Authority understands that the delivery of the CDRS depends on their availability off-the-shelf or the necessity to produce. Furthermore their delivery is dependent on pertinent licensing in the country of production and across international borders.  The Authority shall be consulted for each order, to be made aware of timescales and regularly updated.

**8. MANDATORY REQUIREMENTS**

8.1 Suppliers must work to the following standards (or equivalent):

8.1.1 ISO Guide 34

8.1.2 GMP/GLP

8.1.3 ISO 9001

8.1.4 ISO/IEC 17025

8.1.5 ISO/IEC 17043

8.2 Suppliers are asked to provide a copy of the following Certificates via the e-Sourcing Portal:

8.2.1 ISO 9001

8.2.2 ISO/IEC 17025

8.2.3 ISO/IEC 17043

**9. AUTHORITY'S RESPONSIBILITIES**

9.1 The Authority shall:

9.1.1 Provide a Point of Contact to the Supplier.

**10. REPORTING**

10.1 Not Applicable.

**11. VOLUMES**

11.1 As per Section 6.



**12. CONTINUOUS IMPROVEMENT**

- 12.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 12.2 Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

**13. SUSTAINABILITY**

- 13.1 Not Applicable.

**14. QUALITY**

- 14.1 The Authority requires the Supplier to be working in accordance with the standards outlined with Section 8.1.
- 14.2 Suppliers must provide evidential certificates for the standards listed in Section 8.2

**15. PRICE**

- 15.1 Prices are to be submitted using Appendix E – Pricing Schedule. This should be uploaded to the “Price” questionnaire on the e-Sourcing Portal.
- 15.2 Prices should include all costs associated with the completion of this requirement and exclude VAT.

**16. STAFF AND CUSTOMER SERVICE**

- 16.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties.
- 16.2 Potential Provider’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract.
- 16.3 The Potential Provider shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

**17. SERVICE LEVELS AND PERFORMANCE**

- 17.1 The Authority will measure the quality of the Supplier’s delivery by:

KPI/SLA	Service Area	KPI/SLA Description	Target
1	Account Management	Provision of a designated Account Manager and a deputy for this person who shall act as a single point of contact with the Customer for the order, delivery and escalation of issues relating to this requirement	100%
2	Account Management	Ensuring a complete and successful delivery of the CDRS to Eurofins, France.	100%



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## 18. SECURITY REQUIREMENTS

- 18.1 The supplier shall not disclose any details with regards to the Authority's requirements to a third party without written consent.
- 18.2 The Authority's site is secure and any visitors are escorted at all times so no specific security clearances are required.

## 19. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 19.1 Not Applicable.

## 20. PAYMENT

- 20.1 The Supplier should ensure all invoices are sent to:
  - 20.1.1 Home Office Shared Service Centre  
HO Box 5015  
Newport, Gwent. NP20 9BB  
Tel: 08450 100125  
Fax: 016300 581514  
Email: post-room-rescan@homeoffice.gsi.gov.uk
- 20.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 20.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

## 21. ADDITIONAL INFORMATION

- 21.1 The Supplier is to be aware that the additional quantity over and above the initial seven (7) CDRS, will only be ordered if/when requested by the Authority.
- 21.2 With reference to 6.5 above, if parts and consumables are required by the Authority from the supplier a written quotation must be approved by the Authority before any works commence.
- 21.3 All parts and consumables required throughout the contract will be paid via purchase order

## 22. LOCATION

- 22.1 There will be one (1) delivery address which is located in France.
- 22.2 The full delivery address of Eurofins shall be disclosed upon award of contract.
- 22.3 Where delivery of a standard can be facilitated by direct delivery from the certification laboratory to Eurofins thus avoiding unnecessary licensing, this should be discussed with the Authority prior to delivery.