

14 August 2017

Dear Sirs

**Inclusion in Pre-tender research for Public Space CCTV Requirements
DYFED POWYS POLICE HQ
13 SEPTEMBER 2017**

You have been invited by the Police and Crime Commissioner for Dyfed Powys to participate in research in conjunction with a requirement the Force may have that may lead to a tender opportunity in the future.

The purpose of this letter is to inform you of the guidelines this research will follow to ensure fairness and transparency is achieved, and to ensure any subsequent tender process is not prejudiced.

The need for research:

1. Investigate what the market has to offer
2. prepare estimates of likely costs for the compilation of a business case
3. develop a specification for inclusion within an Invitation to Tender (ITT)

Any research undertaken must not prejudice any subsequent Procurement process.

To ensure this is achieved, the following rules must be followed:

1. Potential suppliers are advised that their involvement in the research grants them no advantage or disadvantage in any subsequent procurement process and that the Force offers them no commitment or obligation to buy their product or service.
2. Any specification written from knowledge gained from engagement with potential suppliers must focus on the outcome required, not the process to achieve the outcome.
3. The specification must not be written in a way that restricts competition or favours any particular supplier(s)
4. Technical advice on the preparation of an ITT or quotation must not be sought or accepted from anyone who may have a commercial interest in them if this may prejudice the equal treatment of all potential suppliers or distort competition.

5. As a result of the research, the force could engage in another desired procurement route i.e. participate in an existing framework.

Please contact me in writing at the above address or email faye.ryan@dyfed-powys.pnn.police.uk should you require further information regarding the pre-tender research process.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Faye Ryan', with a long horizontal flourish extending to the right.

Faye Ryan MCIPS
Procurement and Contracts Manager



**SUPPLIER EVENT/EXPRESSIONS OF INTEREST
SUPPLY, INSTALLATION AND MAINTENANCE OF PUBLIC SPACE CCTV**

**DYFED POWYS POLICE HQ
13 SEPTEMBER 2017**

To express an interest in attending the Supplier Event can you please sign and return this page, with the following information:

general company overview,

which force locations you would be able to install and support in relation to Public Space CCTV requirements

an example of a previous project undertaken that is similar in nature or scale to this one, preferably in a police or public sector environment.

Please provide information to Faye Ryan, Procurement and Contracts Manager. E-mail faye.ryan@dyfed-powys.pnn.police.uk

Please do not make contact with the Operational Unit or Divisions direct at this time.

By receiving information in relation to this project, interested parties agree to keep confidential the information contained in it or made available in connection with any further enquiries or provided during the course of the procurement process.

Signed

PRINT NAME

Company

Date