**THE NATIONAL ARCHIVES**

**LEGISLATION DRAFTING AND AMENDING SERVICE CONTRACT**

**COMPETITIVE PROCEDURE WITH NEGOTIATION - STAGE 1 - INVITATION TO TENDER**

**CLOSING DATE FOR STAGE 1 TENDER RESPONSES – MIDDAY MONDAY 26 JUNE 2017**

**CLOSING DATE FOR STAGE 2 TENDER RESPONSES – MIDDAY WEDNESDAY 27 SEPTEMBER 2017**

1. **PURPOSE**
	1. The purpose of the procurement process is to select a supplier to deliver a Legislation Drafting and Amending Service (the Service) on behalf of The National Archives (the Authority), which will be the Authority for a number of Partner Organisations (see paragraph 2.7 below).
	2. The Authority intends to award a contract for an initial three years with options to extend for a further two periods of up to twelve months each (3+1+1).
2. **BACKGROUND**

**About the Legislation and Amending Service**

* 1. Over the past 18 months the Authority and its Partner Organisations have developed a browser based Beta Tool for drafting and amending legislation. The successful supplier must develop a Live Product and transition it to a live environment and manage the Service including: development, deployment and environments, service management, security, and standards. The Service must support the drafting, amending and management of legislative documents and data in particular for Bills, parliamentary amendments to Bills and Statutory Instruments.
	2. The Service must be accessed via any reasonably modern browser, providing a consistent, easy-to-use experience across all user groups and Partner Organisations. In particular, the Live Service must enable users to:
1. create and draft Bills;
2. create and draft parliamentary amendments to those Bills;
3. manage the amendatory cycle including managing the submission of amendments, production of amendment lists, and recording of decisions;
4. manage the legislative lifecycle of Bills, including sharing documents among Partner Organisations, applying parliamentary amendments to Bills and producing enacted versions for publication;
5. create and draft statutory instruments and integrate with the Statutory Instrument publishing system maintained by the Authority; and
6. create and draft other key legislative documents, such as Church Measures.
	1. In addition, the Service must provide data via an API from/to parliamentary and The National Archives systems.
	2. The successful supplier needs to develop, maintain and support the Service.
	3. The development work will consist of:
7. completing development of a Live Product which can be transitioned and released as a Live Service for users, and prior to that, developing and releasing interim products (including a Minimum Viable Product) to enable early user engagement. See Annex A for the Product Criteria, a summary of requirements to be met by the Live Product; and
8. throughout the remaining contract period, providing such on-going development of the Service as may be required by the Authority, potentially including for example:
	1. adding new or enhancing existing functionality; and
	2. extending and adapting the Service so that it can be used for new purposes or users, relating to legislative documents and lifecycles.
	3. Service management, maintenance and support: running and maintaining the Service by:
9. managing service support processes (including incident and change control);
10. managing hosting services, which is likely to be a commercial cloud service procured and maintained separately by the Authority;
11. maintaining operating systems and other software by deploying upgrades, patches and fixes;
12. setting up and maintaining all necessary technical environments;
13. implementing a continuous delivery strategy, deploying the Service to relevant environments as the Authority may specify throughout the contract period;
14. maintaining the security, integrity and availability of the production service;
15. providing user and technical support and training;
16. proposing and/or obtaining any licences as maybe required for development, and running of the Live Service; and
17. monitoring the data services consumed by the Service and operated by the UK and Scottish Parliaments and TNA.

**Governance**

* 1. The National Archives will be the Authority, procuring the Service on behalf of Partner Organisations. The current Partner Organisations are:
1. The National Archives (TNA);
2. The House of Commons and the House of Lords (UKP);
3. The Office of the Parliamentary Counsel (part of Cabinet Office) (OPC);
4. The Scottish Parliament (SP); and
5. Parliamentary Counsel Office (part of the Scottish Government) (PCO).

**About legislation**

* 1. The Service will enable the creation, drafting and management of legislative documents including Bills and Statutory Instruments.
	2. Most Bills are drafted by specialist government lawyers, called parliamentary counsel. They work with other government lawyers and policy officials to turn government policy into legal text. Once a Bill has been introduced into the parliament, control passes to clerks who manage the legislation as it goes through the relevant parliamentary process. Amendments to a Bill are tabled by both the government and also by other members of the parliament concerned. Government amendments are drafted by parliamentary counsel; the clerks provide drafting assistance to other members. Members of the parliament decide on the amendments, and those which are agreed are included in an updated version of the text. In the UK Parliament, the two Houses (Commons and Lords) usually need to agree the text of the bill between them. Once a Bill has been approved by the parliament it receives Royal Assent, becoming an Act. In limited circumstances, it is possible for a Bill that has been approved by the Scottish Parliament to be referred back for further amendment before it is submitted for Royal Assent.
	3. Statutory Instruments (SIs), including Scottish Statutory Instruments (SSIs), are subordinate legislation, mostly using powers conferred on the government by an Act. They vary enormously in size and complexity. SIs and SSIs are drafted by a wider group of lawyers in the Government Legal Service and the Scottish Government Legal Directorate, some of whom specialise in drafting legislation, others who draft legislation from time to time as well as providing legal advice. Parliamentary committees scrutinise, but do not amend, SIs and SSIs either before or after they are made.
	4. Acts and SIs are published in print and online at legislation.gov.uk, under the superintendence of the Queen’s Printer of Acts of Parliament and the Queen’s Printer for Scotland, a TNA official. The editorial team at TNA identify any changes a new Act makes to existing legislation and includes those changes in revised point in time versions of the legislation, also published on legislation.gov.uk

**Legislative documents**

* 1. The Service must support these documents in particular:
	2. UK Parliament Bills: A Bill is a proposal for a new law, or a proposal to change an existing law that is presented for debate before Parliament. More information on different types of Parliamentary Bills and the passage of Bills can be found here <http://www.parliament.uk/about/how/laws/bills/>; and <http://www.parliament.uk/about/how/laws/passage-bill/>
	3. Scottish Parliament Bills: For an overview of Scottish Parliament Bills see <http://www.parliament.scot/visitandlearn/100530.aspx>
	4. UK Parliamentary amendments and amendment lists: An amendment is a proposal to change the wording of a Bill by an MP or member of the House of Lords. An amendment list is a list of such amendments published by Parliament, for example <http://www.parliament.uk/site-information/glossary/amendments/>
	5. Scottish Parliamentary amendments and amendment lists: In Scotland, an amendment is a proposal to change the wording of a Bill by an MSP and an amendment list is a list of such amendments published by the Scottish Parliament. More about this can be found at <http://www.parliament.scot/visitandlearn/100532.aspx>
	6. Finance Bill resolutions: These resolutions are a set of motions which are submitted to, and passed by, the House of Commons before the introduction of a Finance Bill. They authorise the introduction of a Bill dealing with the subject-matter described in the resolutions. Some resolutions have legal effect and these will set out in full the text of the provisions which will be included in the Finance Bill. The resolutions are prepared by OPC, printed in hard copy and released on Budget Day. They are then transposed onto the House of Commons Order Paper, which appears on the Parliament website. For an example of how they appear when published see: <http://www.publications.parliament.uk/pa/cm201516/cmagenda/br160317v2.pdf>
	7. Statutory Instruments (including Scottish Statutory Instruments): Government ministers (or another authorised person) can make laws called subordinate legislation (also known as secondary or delegated legislation), if they have the required powers under Act of the UK Parliament or an Act of the Scottish Parliament. This legislation is made in the form of a Statutory Instrument or a Scottish Statutory Instrument. Subordinate legislation is often used to provide the details of how a law will be applied, bring a specific section (or sections) of an Act into force, and to amend existing Acts. For more information see:

<http://www.parliament.uk/business/bills-and-legislation/secondary-legislation/statutory-instruments/> and <http://www.parliament.scot/visitandlearn/100539.aspx>

* 1. Church Measures: These Measures are the instrument by which changes are made to legislation relating to the administration and organisation of the Church. For more information see

<http://www.parliament.uk/business/bills-and-legislation/secondary-legislation/churchmeasures/>

**User base and support**

* 1. Users of the Service will be:
1. legislative drafters - parliamentary counsel in OPC and PCO, law commissions and the Church of England; solicitors in UK and Scottish government departments and similar agencies;
2. parliamentary staff - staff in the UK Parliament and the Scottish Parliament involved in the preparation and management of legislation;
3. legislative publishers - staff in TNA and associated contractors; and
4. administrative and support staff - staff in all Partner and Government Organisations.
	1. The current user base is approximately 2,500 users. Once the Live Service is fully rolled out around 100 of those users (predominantly users in OPC, PCO, SP and UKP) will use the Service on a daily basis; other users will use it on a more sporadic basis depending on the work they are engaged with at the time. It is expected that there will be no more than 250 concurrent users.
	2. It is expected that the successful supplier will not need to provide a support service to help users operate the Service. The Partner Organisations intend to provide this support themselves through a peer support system. The successful supplier will need to provide user training and technical support, however, and the minimum requirements are detailed in the service requirements (see ***Appendix C***).

**Current drafting tools**

* 1. At the moment different systems and tools are used for drafting UK Bills, Scottish Bills, Statutory Instruments and for revising legislation. These systems and tools will not be part of the Service, but initially at least, will be concurrent to them:
1. Adobe FrameMaker based application for drafting UK Bills and amendments, used by the Office of the Parliamentary Counsel and the UK Parliament;
2. Microsoft Word based application for Statutory Instruments (including Scottish Statutory Instruments), the SI Template, and associated transformation, online validation and publishing systems;
3. Microsoft Word based application for drafting Scottish Bills and amendments; and
4. XMetaL based application for revising and editing legislation on legislation.gov.uk

**Development to date**

* 1. Development on this project has been underway since October 2015. The successful supplier will inherit the architecture etc. that has been developed, and may use and continue to build upon that architecture, or propose a different architecture to develop the Live Service (and any interim products before then) that can be hosted in a production environment.
	2. Functionality has already been developed to enable the following. (In some cases, further extension of functionality or refinement of existing functionality is required to produce a Service that would be viable in a production environment. See Annex A for more detail):
1. create and manage legislative projects (i.e. collections of documents relating to one Bill or other piece of legislation) including managing document permissions by user and organisation;
2. draft Scottish Bills consisting of common element types;
3. draft amendments to Scottish Bills in ‘traditional’ form;
4. generate amendment lists for Scottish Bills;
5. convert some tracked changes in Scottish Bill documents into amendments in ‘traditional’ form;
6. draft U.K. Bills consisting of common element types;
7. draft amendments to U.K. Bills in ‘traditional’ form;
8. generate some amendment lists for U.K. Bills; and
9. draft a Statutory Instrument or Scottish Statutory Instrument containing common provisions.
	1. From a user’s perspective, the following screens/sections have been developed:
10. login - User is currently asked for a username and password to access the system. This screen may be bypassed where Single Sign On is implemented;
11. dashboard - the dashboard allows a user to see all projects that he or she has permission to view. Projects can be viewed as a grid or list and filtered in different ways. New projects can be created from this screen;
12. project page - the project screen shows all versions of the primary document (e.g. the Bill or Statutory Instrument) and allows the user to select an action in relation to one of those documents e.g. edit document, edit metadata, edit permissions, produce PDF, duplicate, and publish;
13. editor - the editor screen presents a word-processor like view of the document being edited in the main window together with a hierarchical ‘structure view’. A toolbar gives access to various functions and pull-out trays at the side offer additional functionality including integration with legislation.gov.uk, footnotes, templates, and find and replace.
14. draft amendments - the draft amendments screen shows lists of draft amendments that the user is working on;
15. amendment management - the amendment management screen enables clerks to manage amendments that have been submitted including reviewing them and recording decisions against them;
16. list management - the list management screen shows amendment lists that have been generated and allows users to generate different lists of amendments for different purposes (e.g. marshalled lists); and
17. administration - the admin screens allow admin users and the superuser to manage user information, organisation information and templates.
	1. Screencasts of the development work to date are available showing its operation and functionality in practice. You can view the screencasts here:

<https://www.youtube.com/watch?v=CTAad2E-9Y4&t=602s>

* 1. The development version is currently deployed to instances of a commercial cloud hosting service (AWS) under an account maintained by the Authority. It is expected that the Authority’s future hosting options for the Service will be similar, and that they will be procured separately by the Authority.
	2. The existing system architecture diagram (see paragraph 2.33) shows the main components and their interrelationship.
	3. It divides into two main parts: the Production System and the API System which the successful supplier will be provided with. The Production System is accessed by the users mentioned above and provides all the functionality required to draft, manage and produce legislative documents. The API System holds a subset of the data in the Production System (i.e. the data that is to be accessible by users/systems outside the system, e.g. parliamentary systems) and provides a means of accessing that data by replicating the core functionality of the resolver component in the Production System. The components in each system are integrated via a series of internal APIs.
	4. The main components of the Production System are:
1. Workflow – bespoke component in front end and middleware, built using AngularJS and open source libraries, to provide web-based interface for managing the legislative lifecycle and integrating the other components;
2. Editor – built around LegisPro Web XML editor (http://xcential.com/legispro/), a browser-based (JavaScript) XML editor from Xcential Corp;
3. Resolver – bespoke middleware component built with Node.js handling communications between the editor etc. and the backend databases;
4. eXist repository – an eXist XML database storing all legislative documents and other data.
5. PostGreSQL database – a PostGreSQL database used to store user and project data;
6. PDF generator – a component built around XEP RenderX which produces print-ready outputs (i.e. PDF) from XML data. It also produces XML output which captures page/line information from PDF necessary for amendment process;
7. amendment generator – a node.js service to transform documents incorporating tracked changes into amendments in the traditional form required by parliaments and vice versa; and
8. spellchecker – WebSpellChecker.net Web API (http://www.webspellchecker.net/web-services.html) a server-based service for checking the spelling of text in the Editor from WebSpellChecker Ltd.
	1. The API system replicates the resolver, eXist repository and PostGreSQL database to the extent necessary to provide an API for external users/systems.
	2. Image of the Production and API systems:



* 1. IPRs in code developed so far are held by the Crown and that code will be made available to the successful supplier. Work to date has used a number of proprietary and open source technologies which have been used under a relevant licence. In particular:
1. Xcential’s Legispro editor – this is a proprietary legislative XML editing component used under a development licence from Xcential. The underlying editorial technology provides functionality when provided with a model that contains business logic and is contained within an application. The Crown owns the IP for the model that contains business logic and the application;
2. XEP RenderX – a proprietary PDF rendering engine used under a trial licence;
3. Webspellchecker.net – a proprietary server-based XML spellcheck service used under a full licence;
4. eXist – an open source XML database;
5. Postgres – an open source relational database; and
6. AngularJS, ExpressJS, NodeJS – open source Javascript frameworks.
	1. If a Potential Supplier’s proposal for any aspect of the Service involves licencing requirements; the proposal must explain the licences required, their terms and how the licences would be obtained. It may be that the Authority opts to use another procurement vehicle, such as a Technology Products Framework, for procuring licences. The preference is for open standards and open source software where possible, in line with the UK government’s digital service standard.
	2. The principle suppliers and sub-contractors involved in the development to date have been The Stationery Office Ltd (TSO) part of Williams Lea Tag, Azeus, Xcential Corporation (in particular Grant Vergottini) and Jim Mangiafico.
	3. Completion of a non-disclosure agreement will enable Potential Suppliers to access technical documentation and other information including:
7. URL identifier scheme used between resolver, XML editor and other components;
8. API specifications;
9. technical approach for PDF generation;
10. user and document permission model;
11. data flow diagrams for legislative documents;
12. technical approach to referencing;
13. common metadata specification for documents;
14. technical environment configuration;
15. publishing service configuration;
16. proposed production infrastructure diagrams;
17. unit testing framework; and
18. risk appetite statement.
19. **PROCUREMENT PROCESS**
	1. The Procurement Process for the Legislation Drafting and Amending Service will be split into two Stages, described in this document as ‘***Stage 1***’ and ‘***Stage 2***’.
	2. Stage 1 of the Procurement Process is about understanding and evaluating Potential Suppliers’ capability to deliver the Service Contract – at an initial level. At Stage 1, we will be evaluating Tender Responses on the basis of quality criteria only.
	3. At the end of Stage 1, each Potential Supplier’s Stage 1 Tender Response will be evaluated and the highest scoring Potential Suppliers in Stage 1, up to a maximum of 4 (on the basis of their evaluation scores), will be considered for participation in Stage 2 of the Procurement Process. If you have been successful, we will provide you with feedback on your Stage 1 Tender Response to help you to prepare for Stage 2 of the Procurement Process. If you have not been successful, we will provide you with feedback on the reasons why.
	4. Stage 2 of the Procurement Process is about understanding and evaluating short-listed Potential Suppliers’ capability to deliver the Service Contract – at a more detailed level.
	5. During Stage 2, short-listed Potential Suppliers will have opportunities to have one-to-one meetings with the Authority to test ideas, to negotiate, and to fine tune their proposals. At the end of Stage 2, short-listed Potential Suppliers will be invited to re-submit their final Tender Responses. The Authority will evaluate those Tender Responses on the basis of weighted quality and cost criteria. For Stage 2 quality criteria will be weighted at 70% and cost criteria will be weighted at 30%.
20. **PROCUREMENT TIMELINE**

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| **Stage 1** |
| **Ref.** | **Description** | **Date**  |
| 1 | Notice is published in OJEU and on the Contracts Finder website | 15/05/17 |
| 2 | Deadline for Potential Suppliers to submit Expressions of Interest and clarification questions to procurement@nationalarchives.gov.uk  | 30/05/05 |
| 3 | Deadline for the Authority to respond to clarification questions **1** | 05/06/17 |
| 4 | Deadline for Potential Suppliers to submit their Stage 1 Tender Responses to procurement@nationalarchives.gov.uk  | 26/06/17 |
| 5 | Deadline for the Authority to evaluate Stage 1 Tender Responses and to short-list Potential Suppliers for Stage 2 of the Procurement Process | 24/7/17 |
| 6 | Deadline for the Authority to provide feedback to unsuccessful Potential Suppliers  | 31/07/17 |
| 7 | Deadline for the Authority to provide feedback to short-listed Potential Suppliers | 31/07/17 |

*1 - Any clarification question that the Authority deems to be relevant to more than one Potential Supplier will be shared with all Potential Suppliers participating in Stage 1 of the Procurement Process*

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| **Stage 2** |
| **Ref.** | **Description** | **Date**  |
| 8 | The Authority to submit Stage 2 Documentation to short-listed Potential Suppliers | 31/07/17 |
| 9 | Time-Box for short-listed Potential Suppliers to meet with the Authority to test ideas, to negotiate, and to fine tune their Stage 2 proposals | 15/08/17 – 01/09/17 |
| 10 | Deadline for short-listed Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk  | 7/09/17 |
| 11 | Deadline for the Authority to respond to clarification questions **2**  | 13/09/17 |
| 12 | Deadline for short-listed Potential Suppliers to submit their Stage 2 Tender Responses to procurement@nationalarchives.gsi.gov.uk  | 27/09/17 |
| 13 | Deadline for the Authority to evaluate Stage 2 Responses and identify preferred Potential Supplier, and to send advisory letters to short-listed Potential Suppliers  | 01/11/17 |
| 14 | End of standstill period | 10/11/17 |
| 15 | Contract award  | 20/12/17 |
| 16 | Deadline for the Authority to provide feedback to unsuccessful short-listed Potential Suppliers | 12/01/18 |
| 17 | Deadline for completing contract schedules  | 02/03/18 |
| 18 | Contract signature | 09/03/18 |
| 19 | Contract and Service commencement date is dependent on the successful supplier’s submission and the negotiation process | TBC |

*2 - Any clarification question that the Authority deems to be relevant to more than one Potential Supplier will be shared with all Potential Suppliers participating in Stage 1 of the Procurement Process*

1. **HOW TO RESPOND**
	1. If you plan to submit a Stage 1 Tender Response, please sign the confidentiality agreement attached to this document as ***Appendix A*** and return it as soon as possible to procurement@nationalarchives.gsi.gov.uk. This will allow the Authority to share with you further information about the Service which may help you in preparing your Response.
	2. If you have any clarification questions related to your Stage 1 Tender Response, please submit these to procurement@nationalarchives.gsi.gov.uk by midday (UK time) on Tuesday 30 May 2017.
	3. Please submit your Stage 1 Tender Response by midday (UK time) on Monday 26 June 2017to procurement@nationalarchives.gsi.gov.uk, providing the information specified in ***Appendix C*** to this document.
2. **EVALUATION CRITERIA**
	1. Responses will be evaluated using the criteria described in ***Appendix C*** to this document.
3. **CONTRACT TERMS AND CONDITIONS**
	1. The Legislation Drafting and Amending Service Contract Terms & Conditions shall be based on the Model Services Contract published here: <https://www.gov.uk/government/publications/model-services-contract>. The Contract Terms & Conditions will be published at Stage 2. Potential Suppliers should note that the Authority may potentially amend the Model Services Contract for the Legislation Drafting and Amending Service. Potential amendments may include:
4. Contract governance, to reflect that the Authority is acting on behalf of Partner Organisations; and
5. Intellectual property.
	1. Please note that the information you supply in your Stage 1 and/or Stage 2 Tender Response may be used, in whole or in part, to populate the Contract Schedules. As such, please make clear and unambiguous statements about the commitments you are making.
6. **TERMS OF PARTICIPATION**
	1. The Terms of Participation attached as ***Appendix B*** to this document constitute the conditions which will apply to Potential Suppliers’ participation in the Procurement Process. Submission of a Stage 1 and/or Stage 2 Tender Response will be deemed to constitute your acceptance of these Terms of Participation.
	2. Submission of a Stage 1 and/or Stage 2 Tender Response will also be deemed to constitute a declaration that you have not been convicted of any of the offences specified in Regulation 57(1) of The Public Contracts Regulations 2015:

<http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>

**Annex**

1. **Product criteria**

**ANNEX A – PRODUCT CRITERIA**

Key:

* **Bold criteria** have begun to be developed, but may not be finished
* (MVP) denotes criteria in Minimum Viable Product
1. Editor features

Core editor features

1. **(MVP) Modify (including undo & redo) content and structure in editor view and structure – insert/delete provisions, reorder provisions, promote/demote provision within hierarchy, wrap provisions in higher level provision & unwrap, split & merge provisions,  cut/copy & paste provisions**
2. **(MVP) Adjust formatting of text in the editor - bold, italic and underline, left/right/centre alignment**
3. **(MVP) Edit document in tracked change mode including accepting/rejecting changes**
4. **(MVP) Optionally reveal the underlying structure and relationships between elements and see the full context of an element in the editor through the breadcrumb trail as well as structure view**
5. **(MVP) Highlight spelling errors and suggest alternatives**
6. **(MVP) Automatically number provisions including quoted structures and manually force renumbering specifying the extent as required: at specific level, within a quoted structure only or everything in the editor incl. or excl. quoted structures**
7. **(MVP) Automatically assign numbers according to the auto-assign numbering rule (1A, A1 etc.)**
8. **(MVP) Insert tables with pre-formatted styles, add/remove rows and columns; header row print settings; column width, shrink fit, format cell text and insert lists**
9. **(MVP) Optionally view line numbers in the editor for versions that have been copied from published versions**
10. **(MVP) Insert symbols (including em-dash)**
11. **(MVP) Insert quoted text and quoted structures including elements from other document types (inserted text/textual amendments) as well as nested quoted structures**
12. **(MVP) Context sensitive insertion of text templates including into quoted structures and tables**
13. **(MVP) Search legislation.gov.uk and view result in editor**
14. **(MVP) Find and replace text**
15. **(MVP) Paste and manually format unstructured text from other sources (PDF, Word, emails, websites etc..) into structured text in the editor**
16. **(MVP) View complete element hierarchy in structure view**
17. **(MVP) Preview one provision while editing another**
18. **(MVP) Control form of citation when inserting cross-references (full context or numbers only options), automatically update them when provisions numbers change and highlight broken cross-references when provisions are removed or no longer recognised**
19. **(MVP) Lock a document or a portion of a document for editing, allowing others to see who is editing the document/provision.**
20. **(MVP) Edit portions of a document at the same time as other users editing different portions**
21. (MVP) Merge documents within a project which would allow for the drafting of separate provisions in separate documents (by separate users with separate permission settings if required) within a project
22. **(MVP) Display elements according to defined stylistic rules and formatting and suggest the appropriate next element, based on context, from a limited selection of elements using the agreed catalogue of elements**
23. (MVP) Create and manage table notes
24. Insert cross-references to enacted legislation via legislation.gov.uk
25. Insert cross-references to provisions in other Projects
26. Create, view, update and delete drafter’s notes
27. Check spelling using other system dictionaries and toggle visibility of spelling errors
28. Split document into multiple volumes
29. Enhance PDF to optionally include drafter’s notes
30. **Expand and collapse view of elements in Editor**
31. Compare differences between two versions of a provision or document within a project
32. View and restore previous document and provision versions
33. Display an audit history for a document showing who and at what date/time a change was made
34. Handle landscape tables and the formatting of borders
35. Create and insert forms
36. Insert and edit equations
37. Merge documents from different projects into one document within a separate project

Specific Bill editor features

1. **(MVP) Create a new project with the appropriate jurisdiction’s Bill template for a Government or Member’s Bill/Private Member’s Bill**
2. **(MVP) Add and edit Bill metadata (bill number, session number and year and member information accessed from Scottish Parliament and UK Parliament)**
3. **(MVP) Insert relevant rubric elements into the bill and its covers (status, stage and amendment notes, front cover notes, explanatory note rubric e.g. standing order 50, Prince of Wales Consent, privilege amendment etc…)**
4. **(MVP) View and modify copyright and publishing rubric on the bill back cover**
5. **(MVP) Control order of members as they appear on the bill’s back cover**
6. **(MVP) Insert upper level elements into the body (Group of Parts, Parts, Chapters, Cross-headings, sections, subsections, schedules (incl. introducing reference notes/shoulder notes), schedule paragraphs)**
7. **(MVP) Insert lower level elements into the body (paragraphs, subparagraphs, sub-sub-paragraphs, closing words, numbered lists, unnumbered lists, schedule sub-paragraphs, subheading and stepped calculations)**
8. (MVP) Convert schedule paragraphs or schedules into one or more sections and vice versa also convert a block of lower level elements (from subsection and below or Schedule Paragraph and below) into a different block of lower level elements e.g. paragraphs into sub-paragraphs and vice versa – including lists (unnumbered and numbered) and fullouts
9. **(MVP) Create and manage user defined identifiers (J-refs) against sections and schedules**
10. **(MVP) Produce PDF of a portion, table of contents only or the whole of bill including track change, side-lining, page and line numbers, allow selection of non-contiguous provisions, header/footer notes,  user defined identifiers (J-refs), table of contents and front/back cover options**
11. Create a new project with the appropriate jurisdiction's Bill template for a Private Bill and manage Private Bill specific features
12. Create a new project with the appropriate jurisdiction's Bill template for a Committee Bill and manage Committee Bill specific features
13. Create a new project with the appropriate jurisdiction's Bill template for a Hybrid Bill and manage Hybrid Bill specific features
14. Create a new project with the appropriate jurisdiction’s Bill template for a Consolidation Bill and manage Consolidation Bill specific features
15. Create, view, update and delete origin information against provisions
16. Create Tables of origins and destinations
17. Create Finance Bill Resolutions and Finance Bill Resolution Books allowing users to insert text from the Finance Bill within Finance Bill Resolutions which will keep synced to Finance Bill version.
18. Create a new project with the appropriate template for a Church Measure (although secondary legislation, it reuses bill format and elements) and manage Church Measure specific features
19. Insert ‘subheading’ elements for higher level elements (under part headings, chapter headings and schedule headings) allowing flexible formatting and alignment
20. Insert multi-purpose html-based elements to handle the inserted text of other legislative documents not modelled in LDAPP e.g. European Instruments or International Conventions
21. Create and manage alternative versions of sections and schedules (or schedule paragraphs?) inside a document

Specific SI/SSI editor features

1. (MVP) Run validation check which ensures SI/SSI conforms to The National Archives Publishing Tool standards
2. **(MVP) Create a new project with the appropriate SI or SSI template for a set of Regulations, Orders, Orders in Council, Orders of Council and Rules**
3. **(MVP) Create a new project with a generic SI or SSI template for a set of Schemes, Byelaws, Approval Instruments, Warrants, Directions and ‘other’ with ministerial signatures and explanatory notes**
4. **(MVP) Add and edit SI/SSI metadata (SI number and year)**
5. **(MVP) Insert relevant procedural and correction rubric elements into the SI/SSI**
6. **(MVP) Create and manage footnotes**
7. **(MVP) Manage subject, sub-subject, extent and date information in title block**
8. **(MVP) Add subject/sub-subject from data provided by SI registrar**
9. **(MVP) Insert upper level elements into the body (Group of Parts, Parts, Chapters, Cross-headings, SI Sections, SI Subsections, Regulations, Articles, Rules, Byelaws, Schemes, Directions, Approval Instruments, Schedules (including shoulder notes), Schedule Paragraphs)**
10. **(MVP) Insert lower level elements into the body (SI Paragraphs, SI Subparagraphs, SI Sub-sub-paragraphs, SI Sub-sub-sub paragraphs, Closing words, Numbered lists, Unnumbered lists, Schedule sub-paragraphs, paragraphs, sub-paragraphs, sub-sub-paragraphs, subheading, stepped calculations including combined numbering with the em-dash rule)**
11. (MVP) Insert images including validation of format type, size and quality
12. **(MVP) Produce PDF of a portion, the table of contents only or the whole SI/SSI including track changes, running headers, footnotes, side-lining, page numbers, allow selection of non-contiguous provisions, header/footer notes and table of contents**
13. Enhance PDF to include user defined identifiers (J-refs)
14. Create and manage user defined identifiers (J-refs) against schedules and regulations (articles etc…)
15. Document workflow features
16. **(MVP) Create different versions of a bill in the same stage or at different stages – including tracked change versions**
17. **(MVP) Restrict edit rights to individual documents within a project to specific users within own organisation and restrict read-only access (share a version) at user/org level outside of own organisation**
18. **(MVP) Edit and prepare a Bill “as introduced” or “as amended” or enactment versions by making editable copies/new versions from shared copies by Counsel (or the other House) or from previously published versions**
19. (MVP) Produce a proof for Royal Assent, including royal crest
20. **(MVP) Turn on/off tracked changes and allow users to record ‘silent’ printing changes in the Bill**
21. **(MVP) Filter list of amendments (whether already debated or not) to apply to a version of a bill and allow users to select one or more to be automatically applied to the Bill as tracked changes, highlighting to the user any amendments that could not be auto-inserted**
22. (MVP) Optionally apply amendments to the bill in one go or in batches for stages that take place over more than one day
23. (MVP) Provide a mechanism for checking the application of amendments one-by-one in an ‘as amended’ version of the bill, allowing users to undo or make changes to an applied amendment as required
24. **(MVP) Review a read-only proof of the bill in the system shared by Parliament users, with the option to make a copy and suggest printing changes to share back to Parliament users**
25. **(MVP) Generate a PDF amended version of the Bill with tracked change and side-lining options**
26. **(MVP) Publish PDFs and the XML document to the API at each appropriate stage making that version of the document read-only**
27. **(MVP) Download a PDF for sending to official printer**
28. Amendment drafting features
29. **(MVP) Create one or more sets of draft amendments in the traditional form for all types of amendments against a bill version at different stages (and different Houses) and optionally reveal the underlying structure of the elements in the inserted text from within the structure view and see the full context of an element in the editor through the breadcrumb trail**
30. **(MVP) Add, edit, remove, manually reorder, renumber, view one or all of a subset of draft amendments in a list**
31. (MVP) Arrange draft sets of amendments according to a specified order of consideration
32. **(MVP) Add, edit, remove and reorder proposers and supporters against an amendment (accessing member name data from Scottish and UK Parliament) and allow users to expand and collapse view of supporters for draft amendments in a list when in traditional form**
33. **(MVP) Produce a PDF of one, all or a subset of non-contiguous amendments within a draft set of amendments in traditional form (reflecting the order in the Editor view)**
34. **(MVP) Create set of draft amendments inline as tracked changes to a Bill version**
35. **(MVP) Create inline amendments in Bill version displayed as tracked change, indicating when necessary where two back-to-back amendments should be treated as separate amendments**
36. **(MVP) Add, edit and remove inline amendments in the Bill version by rejecting tracked changes or making further additions/modifications - including changes to the proposers and supporters for the inline set of amendments (accessing member name data from Scottish and UK Parliament)**
37. **(MVP) Produce a PDF of the inline amendments shown as tracked changes within the Bill version**
38. **Generate a set of draft amendments in the traditional form from the inline version (insert, leave out, insert & leave out (substitute), long & short titles and preamble)**
39. **(MVP) Consolidate two or more lists of amendments drafted by the same drafter or different drafters (depending on edit rights) into a single set**
40. **(MVP) Submit set of draft amendments to appropriate Parliament**
41. **(MVP) Restrict edit rights to specific users within own organisation and/or share read-only versions to specific users within or outside of own organisation**
42. **(MVP) Search, filter and sort a list of draft amendment lists**
43. (MVP) Create amendments to amendments including display of line numbers on the amendment being amended
44. Generate a set of draft amendments in the traditional form from the following inline amendment types: text in tables, transposing/moving text and splitting text
45. Generate inline amendments as tracked changes to a bill version from the set in traditional form, highlighting to the user any amendments unable to be converted through overlaps or not being recognised
46. Drafting motions in relation to Ping Pong
47. Create and manage user-defined identifiers against draft amendments in traditional form
48. Insert automatic cross reference to text already in the Bill
49. Insert automatic cross reference to other text within the same amendment
50. Maintain automatic cross references when amendment is applied to the Bill and highlight any cross references used in amendments that do not automatically update
51. Insert automatic cross-reference to other text in other amendments (in same or different set)

Specific Commons motion drafting features

1. **(MVP) Create draft sets of motions**
2. **(MVP) Add, edit and remove motions from a list of motions including changes to the proposers and supporters (accessing member name data from UK Parliament)**

Specific UK Parliament amendment features

1. (MVP) Convert amendments for one House into amendments for another House including converting amendments in the same House to formats for a different stage
2. (MVP) Insert automatic cross references in explanatory statements to the amendment numbers of other amendments
3. Amendment and motion workflow features
4. (MVP) Display notification when there are newly submitted amendments, visible only to the appropriate Parliament users from any screen
5. **(MVP) Receive submitted set of draft amendments split out into individual amendments – recording the date/time they were submitted and from whom**
6. **(MVP) Specify actual submission date/time if different from the system date/time at point of copying up the amendments**
7. **(MVP) View, update and delete amendments including editing/deleting their metadata at any stage in the process (proposers, supporters and lifecycle event details)**
8. **(MVP) Search, filter and sort amendments in a list, with ‘select all’ option to produce ad hoc lists based on filtered list of amendments**
9. (MVP) Create separate marshalled lists containing a subset of amendments e.g. for different committees reviewing the same bill, by allowing users to manually override the automatic generation of amendment lists
10. **(MVP) Review submitted amendments and mark them as tabled or rejected**
11. **(MVP) Withdraw amendments before debate**
12. **(MVP) Record decisions against amendments, clause/schedule stand part, including ‘agreed en bloc’**
13. (MVP) Mark when an amendment has been tabled in substitution and recording the number of the amendment that it supersedes
14. **(MVP) View list of amendments in the structure view when editing a list of amendments (in traditional format) in the editor and allow user to show/hide the structure of any quoted structures within an amendment**
15. Highlight submitted and tabled amendments which overlap and help users provide information to help sort these amendments in official amendment lists
16. Allow users to record additional information against individual amendments to support their workflow including comments and who has checked an amendment

Specific Commons motion workflow features

1. **(MVP) Record decisions against motions**
2. **(MVP) View and update motions at any stage in the process**
3. (MVP) Allow users to search, filter and sort motions in a list
4. Amendment list features

Core amendment list features

1. **(MVP) Produce an ad hoc list of amendments**
2. **(MVP) Edit a generated amendment list in the Editor (adding/editing or deleting amendments, including proposers and supporters, reordering amendments, adding/editing or removing general notes to amendments or to the amendment list, adding/editing or removing interstitial headings and updating title block information) and optionally save those changes back to the source amendment(s)**
3. **(MVP) Edit amendment list information including amendment list name, list date and list number as required**
4. (MVP) Search, filter and sort list of amendment lists
5. **(MVP) Control edit rights and read only access to an amendment list based on user and organisation**
6. **(MVP) Produce PDF of all amendment list**
7. **(MVP) Publish official amendment lists, allowing users to delete published versions in order to produce revised versions as required**
8. **(MVP) Identify government amendments and apply the ‘government precedence’ sort logic accordingly in applicable amendment lists**
9. (MVP) Produce a revised version of an official amendment list if a version was published with a mistake
10. **Create a copy of another amendment list, including draft sets of amendments and ad hoc amendments lists**

Specific Scottish amendment list features

1. **(MVP) Produce a Daily list of amendments and assign numbers to amendments**
2. **(MVP) Produce a Marshalled list of amendments, numbering any amendments without official numbers and display according to a specified order of consideration and also a sort order based on amendment type and whether it is a Government amendment**
3. **(MVP) Produce a Groupings list of amendments according to defined groupings**
4. **(MVP) Show on a Daily list when an amendment has been withdrawn or when an amendment has been lodged in substitution**
5. Produce Scottish Scripted Marshalled List (as long as you can export the Marshalled List to Word)
6. Produce Scottish Supplementary Sheets

Specific Commons amendment list features

1. **(MVP) Produce House of Commons Rolling Marshalled list, listing amendments and motions, assigning amendment numbers and displaying notices of any withdrawn amendments.  Sort by an order of consideration or grouping by topics and for all amendments to be further sorted by amendment type and whether it is a Government amendment**
2. (MVP) Produce a rolling House of Commons Proceedings list and a Proceedings List for a specific date, listing any relevant amendments and motions with decisions recorded against them

Specific Lords amendment list features

1. **(MVP) Produce House of Lords Daily Amendment sheet**
2. **(MVP) Produce House of Lords Marshalled list, assign amendment numbers according to the HoL numbering rule and display according to a specified order of consideration and also a sort order based on amendment type and whether it is a Government amendment**
3. (MVP) Produce House of Lords Supplementary Sheets and manuscript amendments
4. Produce House of Lords Scripted Marshalled List
5. Produce rolling House of Lords Authority and an Authority for a specific date, detailing any relevant amendments with decisions recorded against them

Specific ping pong features

1. (MVP) Produce Ping Pong Daily Sheets for Commons and Lords
2. (MVP) Produce ‘Ping pong’ documents (Paper A/Composite lists of amendments/Lords amendments/Commons amendments, Paper B/Ping Pong motions/To and fro motions and amendments in lieu etc… and Paper Back/Lords or Commons messages)
3. (MVP) Record ping pong decisions
4. Project management features (dashboard)
5. **(MVP) Log on using username and password**
6. **(MVP) View all available projects based on user permissions in tile or list format**
7. **(MVP) Filter projects so only user selected favourites are visible**
8. **(MVP) Search (by title, stage, session, type and number), filter (by closed/inactive) and sort (by alphabetical, number, current House, current stage, type and subtype) projects**
9. **(MVP) Create new project**
10. Log on using “Single sign on” for OPC, PCO, Scottish Parliament and UK Parliament
11. System Administration features
12. **(MVP) Create, view, update and delete users at organisation admin level**
13. **(MVP) Create, view, update and delete organisations at super user level**
14. **(MVP) Delete projects (Super User functionality)**
15. **(MVP) Create and amend text templates, including insertion of placeholders within the templates**
16. **(MVP) Create, and amend amendment text templates, including insertion of placeholders within the templates**
17. **(MVP) Force update of member data from UK parliament**
18. **(MVP) Force update of member data from Scottish Parliament**
19. (MVP) Release document lock if document is locked accidentally
20. Implement retention, archive and deletion policy
21. Maintain reference data used in the system including amendment decision outcome descriptions
22. Inputs to and outputs from LDAPP
23. (MVP) Export Scottish Bills to Scottish Word Bill Template (excluding tracked changes)
24. (MVP) Export Scottish Amendment Lists to Scottish Word Amendment List Template
25. **(MVP) Export UK Bills to FrameMaker, including ping pong documentation (correctly structured in Framemaker Bill books and their component files)**
26. (MVP) Export UK Amendment Lists to FrameMaker, including ping pong documentation (correctly structured in the appropriate Framemaker amendment file)
27. (MVP) Export SIs and SSIs into the SI/SSI Word Template (excluding tracked changes)
28. **(MVP) Import and automatically refresh Scottish Members’ names**
29. **(MVP) Import and automatically refresh Commons and Lords Members’ names**
30. (MVP) Send SI/SSIs to TNA’s publishing system
31. (MVP) Send Acts to TNA’s publishing system
32. **(MVP) Download XML of a Bill version**
33. (MVP) Produce an API which will return a list of what documents and amendment lists that are newly available
34. **(MVP) Produce an API which will return a published bill or portion of that Bill as XML**
35. (MVP) Produce an API which will return a published Amendment List as XML
36. (MVP) Produce an API which will return a published amendment as XML
37. (MVP) Obtain a published SI/SSI as XML from the API
38. **Import legislative documents and text from legislation.gov.uk’s API**
39. Produce an API which will assist in the search for specific legislative documents, returning either a list of matching documents or a single document depending on the specificity of the search criteria
40. Produce an API which will assist in the search for amendment lists, returning either a list of matching lists or a single list depending on the specificity of the search criteria
41. Produce an API which will assist in the search for individual amendments, returning either a list of matching amendments or a single amendment depending on the specificity of the search criteria
42. Import Members’ Amendments from Lords Amendment System, sending a success message back to the Portal to confirm that the amendment was successfully delivered
43. Stability and usability features
44. (MVP) Validate insertion of elements according to the structural hierarchy defined in the catalogue of elements
45. (MVP) Produce help documentation and quick reference guides
46. **(MVP) Use keyboard shortcuts to insert provisions and quoted structures into the editor**
47. **(MVP) Suggest the appropriate next element, based on context, from a limited selection of elements using the agreed catalogue of elements**
48. **(MVP) Change view of the Editor, to Editor view only or Editor and structure view and allow user to change the size of the Structure view**
49. **(MVP) Keep a local copy of documents in the editor (bills, SIs, SSIs, amendment lists)  to be restored in case of network interruption**
50. Work offline in an area with no internet access or in an area with intermittent internet access
51. Highlight where the document has broken structural hierarchy validation rules according to the catalogue of elements