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1. PURPOSE

- 1.1 The purpose of this procurement is to award a contract to a sole Supplier for the provision of a sheet-metalwork assembly for the Home Office Centre for Applied Science and Technology (CAST).
- 1.2 The Home Office Centre for Applied Science and Technology (CAST) will hereafter be referred to as the Authority

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 CAST (the “Authority”) is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. The Authority is the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of Home Office business allows the Authority to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.2 The Authority’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 Authority requires two sheet-metalwork assemblies to be manufactured and assembled to the specifications detailed in the supplied drawings.
- 3.2 The potential Supplier will be supplying the rear panel assembly and stand assembly for a CCTV Frame Interval Timer (FIT) product which measures approximately 515 mm x 245 mm x 40 mm.
- 3.3 The Authority has produced CAD drawings from which the potential supplier must produce the product to the Authority’s specifications. These drawings are available in any format which Solid Works 2016 is able to output upon request.
- 3.4 The Authority operates out of two main sites, Sandridge near St Albans and Langhurst near Horsham. The Authority requires the delivery of the units to the Sandridge site only

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4. DEFINITIONS

Expression or Acronym	Definition
CAD	Computer Aided Design
FIT	CCTV Frame Interval Timer product.
Tooling	Manufacturing aids to be made which enables the efficient manufacture of the required components – to include programming overheads of machines (CNC etc.)
Pre-Production	A sample of the requested product to prove the Authorities documentation and design; and to prove the processes and capability of the supplier. These must be manufactured using identical processes and materials as the Production products as they will be used for compliance and environmental testing.
Production	The final product, which will be used in the overall product and supplied to the end user.

5. SCOPE OF REQUIREMENT

- 5.1 The scope of this requirement extends to advice on the final design of the product; tooling; the manufacture & assembly pre-production assemblies; and manufacture & assembly of a production run of the assemblies.

6. THE REQUIREMENT

- 6.1 An assembly consists of three sub-assemblies:
- 6.1.1 **Two-off** rear panel assemblies, for which the drawings can be found in Annex 1
 - 6.1.2 **One-off** stand assembly, for which the drawings can be found in Annex 2
- 6.2 Manufacture & assembly of a one-off pre-production assembly for FIT.
- 6.2.1 The product must be constructed to the design specified by the Authority.
 - 6.2.1.1 CAD Drawings are provided in Annexes 1 and 2.
 - 6.2.1.2 CAD drawings available upon request in any format available from Solid Works 2016 outputs.
 - 6.2.2 The material stated on the CAD Drawings in Annexes 1 and 2 must be adhered to.
 - 6.2.2.1 Where necessary, the Supplier may advise modifications to the design, if the design is impractical for manufacture. This must be done during the Clarification Process

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- 6.2.3 The Supplier must be able to meet the specified acceptable tolerance of variation in the dimensions of the product, as per the drawings provided.
 - 6.2.4 The Supplier must provide a price for the initial tooling costs (if applicable); any setup/programming costs, packaging and delivery for a pre-production assembly to the Authority's Sandridge site.
 - 6.2.5 Any concessions the Supplier requests from the Authority must be stated during the Clarification Period.
- 6.3 To produce a production run to the same conditions set out in 6.1, but for a quantity of 50 assemblies.

7. KEY MILESTONES

- 7.1 The Contract will terminate upon delivery of the production units or within 6 months of the commencement date, whichever is the sooner.
- 7.2 The Supplier **MUST** deliver the pre-production units four weeks from the Supplier receiving the purchase order.
- 7.3 The Supplier **MUST** deliver the production units seven weeks from the Supplier receiving instruction from the Authority to proceed. This will be after the pre-production products have been approved by the Authority.

8. AUTHORITY'S RESPONSIBILITIES

- 8.1 The Authority shall ensure that suitable representatives from the Project Team are available to advise the Supplier on the specifics of the requirements.

9. REPORTING

- 9.1 The Authority requests the following reporting frequency from the Supplier:
 - 9.1.1 The Authority requires the Supplier to provide by email, a weekly progress update throughout the duration of this contract. Contact information from the Authority will be released upon commencement of the Contract.
 - 9.1.2 The Authority requires the Supplier to inform by email once the pre-production products have been completed and are ready for delivery.
 - 9.1.3 The Authority requires the Supplier to inform by email once the production has commenced.
 - 9.1.4 The Authority requires the Supplier to inform by email once the production is complete and provide an expected delivery date.

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10. VOLUMES

- 10.1 **One-off** pre-production assembly, including delivery.
- 10.2 **50-off** production assemblies, including delivery.

11. CONTINUOUS IMPROVEMENT

- 11.1 The Supplier will continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 11.2 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.

12. SUSTAINABILITY

- 12.1 Not applicable.

13. QUALITY

- 13.1 The Supplier will provide evidence of the ways in which quality will be controlled and assured throughout the process.

14. PRICE

- 14.1 Prices are required to be itemised against each drawing found within Annexes 1 and 2.
 - 14.1.1 Seven items within Annex 1
 - 14.1.2 Eight items within Annex 2

- 14.2 Prices are to be submitted using Appendix E and shall include all expenses but exclude VAT.

15. STAFF AND CUSTOMER SERVICE

- 15.1 The Supplier will provide a level of resource throughout the duration of the Contract to ensure that all of the deliverables are met.
- 15.2 The Supplier shall ensure that staff understand the Authority's vision and objectives.



16. SERVICE LEVELS AND PERFORMANCE

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

16.1.1

KPI/SLA	Service Area	KPI/SLA description	Target
1	Before pre-production manufacturing and assembly	The provision of support and advice following a request from the customer within 24 hours	98%
2	Delivery of pre-production assembly	Delivery of the pre-production assemblies within four weeks of an order placed by the customer	100%
3	Post pre-production assembly, before production manufacturing and assembly	The provision of support and advice following a request from the customer within 24 hours.	98%
4	Delivery of production assemblies	The delivery of the production assemblies within seven weeks of an order placed	100%

16.2 Where the Authority identifies poor performance against the agreed KPI's, the Supplier shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 10 working days from the date of notification at the Authority’s premises.

16.3 The Supplier shall be required to provide a full incident report which describes the issues and identifies the causes. The Supplier shall also be required to prepare a full and robust ‘Service Improvement Action Plan’ which sets out its proposals to remedy the service failure. The Service Improvement Plan shall be subject to amendment following the performance review meeting and agreed by both parties prior to implementation.

16.4 The Authority agrees to work with the Supplier to resolve service failure issues. However, it will remain the Supplier’s sole responsibility to resolve any service failure issues.

16.5 Where the Supplier fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard, the Authority reserves the right to seek early termination of the contract in accordance with the procedures set out in Appendix C - Terms and Conditions



17. SECURITY REQUIREMENTS

17.1 The Authority's site is secure and any visitors are escorted at all times. Therefore no specific security clearances are required.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

18.1 All intellectual property rights in any materials provided by the Authority to the Supplier for the purposes of this Agreement shall remain the property of the Authority or the respective owner of such Intellectual Property Rights, but the Authority hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract.

18.2 All Intellectual Property Rights in any materials created or developed by the Supplier pursuant to the Contract or arising as a result of the provision of the Services shall vest in the Authority.

19. PAYMENT

19.1 The Supplier shall invoice in two stages:

19.1.1 The tooling, programming, manufacturing, assembly and delivery of two-off pre-production assemblies on an itemised invoice which will be payable upon delivery of the pre-production assemblies and with the Authority's agreement.

19.1.2 The tooling, programming, manufacturing, assembly and delivery of 100-off production assemblies on an itemised invoice, which will be payable upon delivery of the production assemblies and with the Authority's agreement.

20. LOCATION

20.1 The location of where these assemblies are required to be sent to is:

Home Office CAST,
Woodcock Hill,
Sandridge,
Herts.
AL4 9HQ