

## **Project Update – 18 November 2015**

Please note the update as stated below has been added to Section II.8 (Additional Information) of the Prior Information Notice (PIN).

*Following the update provided on 30<sup>th</sup> September 2015, please note:*

*After careful review of feedback from the market, and whilst subject to future governance approvals, the Authority will split the Escorting and Travel Services requirements into two separate procurements (Option 1 from Concept Viability Day).*

*The second phase of market engagement is now planned for February 2016, and we will advise the market early in the New Year as to precise dates via the Home Office eSourcing portal.*

*Please note the initially estimated 'scheduled date for start of award procedures' of 16<sup>th</sup> November 2015 will now be rescheduled. Details of the revised competition timescales will be provided at the market engagement events.*

### **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that if you have already expressed an interest for this project/ associated market engagement activities (and have not withdrawn your interest since), you are not required to take any action.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 in due course with further information about the second phase of the market engagement.*

### **New Expressions of Interest**

*If you have not expressed an interest in this project to date, but wish to participate in the market engagement activities; 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 events 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 market engagement events are limited, the interested parties are requested to express their interest before 15<sup>th</sup> January 2016.*

## **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.*