Call-Off Schedule 20 (Call-Off Specification)

1. OVERVIEW OF SERVICES TO BE DELIVERED

- 1.1 The Buyer's core objective is to provide Asylum Seekers with the opportunity to be interviewed remotely in order to validate their application and this service is a critical part of the Asylum Seeker application process.
- 1.2 This Specification has been written with this objective in mind and describes the Buyer's business requirements, which must be fulfilled by the Supplier in providing its solution.
- 1.3 In respect of the requirements set out in this Schedule, the Supplier shall ensure that its solution:
 - Meets all the business and Service requirements;
 - Meets all Terms and Conditions of the Contract; and,
 - Meets the requirements of all Schedules to the Contract.
- 1.4 Below is the required process flow detailing the Attendee's journey to the Interview centres.

Attendee Journey – Interview Day



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2. SERVICE REQUIREMENTS

2.1 Premises

- 2.1.1 The Buyer requires the Supplier to provide a Facility and the required number of Room spaces at each Facility at each of the locations listed within Annex A.
- 2.1.2 The location of each Facility must be within 0.75 miles of a public train station (or tube station). The distance of 0.75 miles is as a direct line between the location of the Facility and the public train station. The full address of the location of each Facility must be provided by the Supplier in their Tender Response and will be defined within Annex A.
- 2.1.3 Each Facility must include but not be limited to the interviewing Room(s), an indoor, private waiting area for Attendees to wait for their interview and toilet facilities.
- 2.1.4 The Room(s) and waiting area must be available exclusively for this Service from the Go-Live Date to the Expiry Date. For clarity if the Facility is within a shared location or building, the waiting area for this Service must be separate and private.
- 2.1.5 The waiting area for each location must provide a suitable amount of seating, accounting for both service users and any chaperones that may also be in attendance.
- 2.1.6 All parts of the Facility (Rooms, waiting area, toilet facilities) to be of a size that meets all applicable UK legislation for the provision of public space for the number of Attendees in attendance at each Facility at any one time, using the Buyer's assumption that four (4) interviews will be conducted per day per Room, with each interview slot being approximately two (2) hours.
- 2.1.7 Access to the Facility, including the interviewing Room(s), must be in accordance with all relevant UK health and safety legislation and the Disability Discrimination Act 1995 (DDA).
- 2.1.8 Fully functional toilet facilities to be accessible to Attendees in compliance with all relevant UK health and safety legislation and the DDA. There must be the required number of toilet facilities for the number of individuals who may have access to them to meet all applicable legislation.
- 2.1.9 The Attendees must be able to directly access the toilet facilities from the waiting area without the need to be escorted by Supplier Staff.

- 2.1.10 Each Facility must have water dispensers and a standard form of cup for the use of Attendees.
- 2.1.11 The Facility to be accessible from 07:30 to 18:30 (UK Local Time), every Monday to Saturday, except on bank holidays where no Service will be required.
- 2.1.12 Signage using the Buyer's marketing must be used and clearly visible both outside and within the Facility to ensure Attendees are able to find the correct location and Facility. Upon arrival of the Attendee at the location, instructions and/or support must be provided to the Attendee to ensure they are easily able to locate and access the Facility.
- 2.1.13 The Facility must be segregated from any other services provided by the Supplier to the extent that only Supplier Staff directly responsible for the provision of this Service are able to engage with the Attendees, with the exception of any personnel who may provide instructions and/or support to Attendees in line with Paragraph 2.1.12. For clarity, any other personnel not involved with the delivery of this Service must not be able to and must not engage with the Attendees.
- 2.1.14 The Facility must be cleaned to the appropriate standards. The cleaning of the Facility must be outside of the operational hours of this Service. The Facility must be clean during the Buyer's required hours in order to ensure a quality interviewing experience for the Attendee. There must be arrangements in place for an emergency clean (for example a deep clean of a specific area) in the unlikely event of an accident or incident.
- 2.1.15 Antibacterial wipes must be provided in each Room. The quantity of wipes should align with appropriate guidance aimed at maintaining cleanliness of all equipment, including but not limited to the microphone pieces, the video conferencing Device, the chair, and the desk. Each Room must be appropriately cleaned and cleared of rubbish, with all equipment cleaned with antibacterial wipes between all Attendee interviews.
- 2.1.16 Any required maintenance of the premises or Facility in order for the Service to run operationally as per the Specification must occur outside of the operating hours detailed in Paragraph 2.1.11.
- 2.1.17 Each Room must be of a size that can comfortably contain a single desk of the specification in Paragraph 2.1.19.

- 2.1.18 Each Facility must be fully accessible for a wheelchair user as according to UK legislation. Each Facility must have at least one (1) Room that is fully accessible for a wheelchair user as according to UK legislation.
- 2.1.19 Each Room must contain a desk measuring at least 1,000mm wide, and 600mm deep. The desk must be secure and strong enough to not introduce any hazards to the Attendees and anyone else, and must be able to support all IT hardware required, as specified in Paragraph 2.2.
- 2.1.20 Each Room must be fully enclosed with access via a single door. The walls of the Room must extend fully to the ceiling and floor so that there are no gaps. The walls and door, or any part of them, must not be transparent. The walls and door may be glazed, but it must not be possible for the Buyer's Interviewer on the Device to be visible from outside of the Room.
- 2.1.21 In addition to Paragraph 2.1.20 the Supplier Staff must be available to enable instant access to the Attendee via the interview room for any wellbeing concerns or for support of the Attendee.
- 2.1.22 In the absence of a viewing pane, an alternative protocol will be agreed. This is likely to include:

2.1.22.1 **Prior to Interview:**

- All cases are triaged, to ensure only customers with no known serious safeguarding alerts, are invited to the site(s);
- All tangible physical risks have been removed from each room, including shower hose, glassware, porcelain, kettle, iron, hair dryer, internal door latch and ability to lock the door from inside the room;
- Risk assessment, mandating regular floor patrols by all assigned Supplier Staff as part of the safe systems of work/operational process; and
- All rooms will be checked before and after each customer, to ensure they remain safe.

2.1.22.2 During the Interview:

 Interviewing Officers will virtually see the customer on camera for the full duration of their interview, and will notify on site Supplier Staff if the customer needs to physically leave (e.g. toilet break, escort after interview completed);

- Interviewing Officers will notify on site staff if a customer becomes distressed, to initiate a welfare check in that specific room;
- Provide a permanent reception function and include regular floor patrols (which include welfare and security duties) in the locations where interviews will take place, ensuring no customer is left unattended at any point, from the moment of entry to the building up to the moment of exit from the building;
- Regular communication between on site staff at all times, with use of two way radios;
- Access to on site first aiders and fire marshals in the event of an emergency;
- Access to on site CTM welfare staff at all times during operating hours;
- Access to on site CTM security staff at all times during operating hours; and
- Access to Home Office points of contact in the event of an incident, available at all times when customers are physically on site.

2.1.22.3 Post Interview

- On site sign posting leaflets will be handed out to customers, if requested; and
- Access to Home Office points of contact to support with any customer travel requirements (if required) after their interview.
- 2.1.23 If required to enter the room to support a customer a standard protocol will be followed as per the Risk Assessment (to be documented post risk assessment visit).
- 2.1.24 Each Room must be reasonably soundproofed so that no persons outside of the Room can listen to or overhear a conversation within the Room, and no persons inside the Room can overhear conversations outside of the Room.
- 2.1.25 There must be minimal sound echo within each Room so that the Attendee's voice in the interview is clearly understandable and without interference.
- 2.1.26 Each Room must contain a chair for the Attendees. The chair must be comfortable and seat the Attendee ergonomically for the duration of the interview.

- 2.1.27 If the Facilities are located on the ground floor of any building, blinds or an equivalent method to restrict view need to be provided on any windows that would provide a view of the Facility or the Attendees, from any place outside of the Facility.
- 2.1.28 The Facility and the entire location where the Facility is located must be evaluated by the Supplier to assess the security of the site and the safety of the Attendee and all personnel. The Buyer has the right to request changes to be made where the Buyer reasonably considers there to be inadequate security and safety of the Attendees.
- 2.1.29 The Buyer has the right to inspect Facilities and Rooms on a regular basis to ensure they meet requirements. The Buyer must provide the Supplier at least twenty-four (24) hours' notice of any inspection.
- 2.1.30 The Supplier must provide the Services in compliance with all relevant rules, regulations, building regulations, Fire Safety (England) Regulations 2022 orders, bye-laws, or codes of practice or similar of any local or other competent Buyer or of any statutory undertaker; and permissions, consents, approvals, licenses, certificates and permits as may be necessary lawfully to commence, carry out, complete and maintain the Services.
- 2.1.31 The location of each Facility may only be changed if agreed by the Buyer and the Supplier.
- 2.1.32 Due to uncertainty in demand, The Buyer has a desire to stand up and stand down Room(s) and/or Facilities at existing or new locations throughout the duration of the Contract. See Special Terms 1.1 to 1.4 in the Award Form for more details. (For the purposes of information and transparency only, the Buyer would ideally like any such variation to be completed within a 3 to 6 month period).

2.2 IT Hardware

- 2.2.1 For each Room, the Supplier must provide a Device capable of joining a Microsoft Teams call hosted by the Buyer. The choice of Device is up to the discretion of the Supplier providing it meets the Specification, except that the Device must be the size of an industry standard tablet or larger. For clarity the Device may not be a phone or smartphone. The Device must be equipped with video conferencing capabilities including:
 - 2.2.1.1 a screen;
 - 2.2.1.2 a web camera with a resolution of no less than 1280 x 720 pixels;
 - 2.2.1.3 speakers; and

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- 2.2.1.4 microphone (either built-in or external).
- 2.2.2 All video conferencing Devices must ensure a high-quality experience, including both audio and visual aspects, for both the Attendee and the Buyer's Interviewer during the video interview. If there are any issues with the quality of the interview or the hardware listed in Paragraph 2.2.1 and the associated interview, the Supplier must take the necessary steps to resolve any issues and improve the quality of the interview.
- 2.2.3 Microsoft 365 licence and credentials will be supplied by the Buyer.
- 2.2.4 The Facility must have access to internet connectivity which provides suitable bandwidth to consistently provide a high-quality interview and Microsoft Teams meeting experience for simultaneous video interviews in the required numbers of Rooms at the Facility. The internet connection must be reliable and resilient.
- 2.2.5 An alternative back-up internet provision must be useable in case of any issue with the primary internet provision. This must be capable of delivering high quality interviews in line with the Specification.
- 2.2.6 Each Room must be equipped with one active telephone with national inbound dialling capability only and a unique incoming direct dial number.

2.3 IT Software

- 2.3.1 All Devices must be fully capable of using the most up to date version of Microsoft Teams.
- 2.3.2 The Devices must only be accessible to authorised Supplier Staff and protected from unauthorised access when not in use.
- 2.3.3 Software licenses will be issued by the Buyer to be used by each Device, at each Facility.
- 2.3.4 The Supplier must ensure that all Supplier Staff at each Facility must have access to an email account and dedicated phone line in order to communicate with the interviewing officer at the Buyer's sites.
- 2.3.5 The Supplier must have the capability to receive and manage interview bookings sent by the Buyer via email. The Supplier must ensure any personal Attendee information received by email is only held for the purposes of managing the interview bookings and deleted no more than seven (7) calendar days after the date of the interview. Deletion of interview emails will be monitored during site visits from the Buyer.

2.3.6 The Supplier must ensure their Service Delivery team are available to resolve any IT issues that arise.

2.4 Staffing, Training & Security

- 2.4.1 Supplier Staff's responsibilities will include but not be limited to the following:
 - 2.4.1.1 Ensure that all Attendees are met by Staff and managed through the process, from the point of Attendee arrival. Staff are required to verify Attendee identity via their authentication letter and application registration card (ARC) and confirming their interview slot;
 - 2.4.1.2 Direct Attendees to the waiting area and then escort Attendees to the Room for their interview;
 - 2.4.1.3 Ensure the Attendee is set up and ready to conduct the interview;
 - 2.4.1.4 Be available for any technical support or wellbeing concerns;
 - 2.4.1.5 Periodically observe interviews from outside the Room to ensure the interview is underway and the interview is being conducted with integrity; and
 - 2.4.1.6 Once the interview is completed, Supplier Staff must direct and escort Attendees to the exit of the building the Facility is located in.
- 2.4.2 The site must have a Supplier Staff member as a point of contact to act as a reception for the Service where the identity of the Attendee is confirmed by Supplier Staff via authentication letter from the Buyer inviting them to the interview. This contact point must also be able to receive the interview schedule from the Buyer which will be received no later than 16:00 on the Working Day before the scheduled interview for the following day.
- 2.4.3 The Supplier Staff must provide the Buyer with Attendee and interview information within a weekly report in line with Paragraph 2.7.2.
- 2.4.4 Attendees must be directed to and from the Room, and any prohibited communication between Attendees and instances of Attendee misconduct with regards to the integrity of their interview must be reported to the Buyer immediately.
- 2.4.5 The Supplier must ensure that following their interview Attendees are provided with a document with instructions on how they may submit their documentation to the Buyer. The Buyer will provide the Supplier with the instructions to be documented.

- 2.4.6 The Supplier must provide a sufficient number of Supplier Staff so that all requirements are met.
- 2.4.7 The Supplier shall ensure that all Supplier Staff have undergone preemployment checks including a Baseline Personal Standard Security (BPSS) pre-employment check Level 1B.
- 2.4.8 At all times while delivering the Service, the Supplier must be mindful of the intent and spirit of the UK Government's "Supplier Code of Conduct" which outlines the standards and behaviours that the Government expects of all its Delivery Partners.
- 2.4.9 The Supplier must ensure that the recruitment, selection, and training of its staff, including persons employed by them or acting as agents of subcontractors to the Supplier, is consistent with the standards of service required for the performance of the Service. The Supplier shall ensure that all Supplier Staff have the right to work in the UK under all applicable laws.
- 2.4.10 The Supplier must ensure that all Supplier Staff in connection with the Service are subject to basic Disclosure and Barring Service checks. The Supplier and the Supplier Staff and are both obligated to disclose to the Buyer any previous criminal convictions subject to the provisions of the Rehabilitation of Offenders Act 1974.
- 2.4.11 The Supplier must ensure that Supplier Staff levels are appropriate at all times for the purposes of delivering the Service and ensure the security and well-being of all Attendees and Supplier Staff.
- 2.4.12 The Supplier must take all reasonable steps to ensure that they, their staff and anyone acting on their behalf shall possess the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in compliance with all relevant law for the time being in force (so far as binding on the Supplier).
- 2.4.13 The Supplier must ensure that it has relevant organisational policies in place to deliver the Services. These shall remain current for the duration of the contract and be reviewed regularly. All Supplier Staff must be aware of these policies and of how to raise any concerns.
- 2.4.14 The Supplier must fully equip and train staff to ensure they are able to fulfil their roles. Supplier staff must be fully competent in the delivery of the Service.

- 2.4.15 The Supplier must complete the security questionnaires provided by the Buyer in advance of the Go-Live Date and be accredited to ISO 27001 or the equivalent.
- 2.4.16 The Supplier shall store records and information relevant to, or generated during the delivery of this Contract, in a manner which aligns with data protection legislation (including the Data Protection Act 2018 which implements the General Data Protection Regulation (GDPR)) and the Buyer's security requirements, as defined in Schedule 16 (Security) and Schedule 20 (Processing Data). Upon expiry or termination of the Contract, the Supplier shall transfer any required records and information to the Buyer, in a manner and format to be determined by the Buyer, within six (6) months of the date of the expiry or termination of the Contract.
- 2.4.17 The Supplier shall ensure that its, and any sub-contractors, physical, information technology and data storage systems used in delivering the Service are secure and that its business systems comply with security requirements and data protection legislation, in accordance with the provisions of Schedule 9A (Security) and Schedule 11 (Processing Data).
- 2.4.18 The training to be provided by the Supplier shall take into account the vulnerabilities of each Attendee. The Supplier's training programme for all Supplier Staff involved in the delivery of this Contract must cover, as a minimum, the following requirements:
 - 2.4.18.1 Equality and diversity, including disability awareness;
 - 2.4.18.2 Data protection;
 - 2.4.18.3 Safeguarding, including working with adults with specific needs such as trauma;
 - 2.4.18.4 First-aid training;
 - 2.4.18.5 Reception and Attendee monitoring training;
 - 2.4.18.6 Customer service training;
 - 2.4.18.7 Personal safety training (PST); and
 - 2.4.18.8 Fire marshal training.
- 2.4.19 The supplier's staffing proposal to meet the Home Office's requirements in relation to each of the sites proposed is included within Annex A

2.5 Mobilisation

- 2.5.1 The Supplier must complete the implementation of their solution whilst completing the required Deliverables and Milestones within Call-off Schedule 13 (Implementation Plan and Testing). This includes but is not solely limited to the below requirements:
- 2.5.2 The Supplier must develop an Implementation Plan at least 5 working days prior to Service Commencement;
- 2.5.3 The Supplier must develop Resource planning and Staff training documents at least 5 working days prior to Service Commencement;
- 2.5.4 The Supplier must develop a draft Test Plan at least 5 working days prior to Service Commencement;
- 2.5.5 The Supplier must develop a draft Transition Plan at least 5 working days prior to Service Commencement;
- 2.5.6 The Supplier must develop a draft contingency plan (Business continuity and disaster recovery) plan according to Call-off Schedule 8. This must include contingency plans in the event there may be any significant outage or issues with the Service. The Supplier must have contingency plans to mobilise alternative Facilities in the event of building outage or any issue with the Facility which significantly impacts the Service. A suitable alternative which meets the Specification must be provided by the Supplier;
- 2.5.7 The Supplier must develop a Risks, Assumptions, Issues & Dependencies (RAID) register at least 10 working days prior to Service Commencement.
- 2.5.8 The Supplier must provide Test Reports at least 10 working days following Service Commencement; and
- 2.5.9 The Supplier must provide confirmation that all necessary training and appropriate clearance of Supplier Staff for Go-Live has been completed ahead of Service Commencement
 - 2.5.9.1 The Buyer will review each and all of the contractual Deliverables within five (5) Working Days of receipt. The Buyer has full discretion to provide approval for each Deliverable. If not approved, feedback must be provided to the Supplier within five (5) Working Days of receipt of each Deliverable. In the case that any Deliverable is not approved, the Supplier must implement any remedial actions to resolve the issues and re-submit the Deliverable to the Buyer. All Deliverables must be approved to complete Implementation and Go-Live.

2.6 Safeguarding

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- 2.6.1 The Buyer will not direct known high risk or vulnerable individuals to the Supplier locations however the Buyer cannot guarantee that no high risk or vulnerable individuals will be in attendance at Supplier locations. The Supplier shall proactively identify and implement best practice processes relating to safeguarding and the protection of vulnerable Attendees across all aspects of the Service delivery, in line with relevant regulations and the Equality Act 2010. This may include, but is not limited to:
- 2.6.2 **Complex Needs.** Attendees may access the Service with a variety of complex needs due to their circumstances. The Supplier must at all times deliver support in response to these needs.
- 2.6.3 **Vulnerability.** A vulnerable Attendee is one who is at greater than normal risk of abuse or neglect. The Supplier must have clearly defined safeguarding policies and measures in place to protect the safety, health, and wellbeing of all Attendees, with appropriate adaptations and clearly agreed escalation routes.
- 2.6.4 **Disability.** The Supplier must ensure they deliver support in line with the Equality Act 2010 to enable Attendees with a disability to access the provision equally, for example through taking necessary steps to obtain and provide special aids or services that may be needed for participation, such as meeting the Attendee outside the Facility, or in extreme and unlikely circumstances, travelling to the nearest train station to meet the Attendee where this has been previously agreed between the Buyer, the Supplier and the Attendee.
- 2.6.5 **Protected Characteristics.** The Supplier shall establish procedures to ensure Attendees with protected characteristics are supported with fair treatment with key members of staff trained in how to meet their Public Sector Equality Duty. For example, Attendees shall be supported in line with any cultural or religious beliefs and their diversity shall be valued, in line with the Equality Act 2010.
- 2.6.6 The Supplier shall report any individual who is at high risk and requires protection and other significant safeguarding issues, for example issues which require legal advice, that may arise throughout the duration of the Service to the Buyer.
- 2.6.7 The Supplier must appoint a fully trained safeguarding lead and develop a safeguarding policy for the Service. The Supplier shall ensure that the safeguarding policy, guidance and training provided to staff regarding the identification and management of vulnerable Attendees with specific needs,

or at-risk Attendees, is kept up to date every calendar year at least, and aligns with best practice. Additionally, the Supplier shall ensure they have sought input from the Buyer so their guidance and materials align with the Buyer's safeguarding strategy.

- 2.6.8 The Supplier will be expected to have in place strong safeguarding, governance, management, assurance policies and operational guidance, and adhere to these through the lifetime of the Service. The Supplier shall appropriately respond to the needs of Attendees with specific needs and atrisk Attendees in their Service delivery, to assure their safety and wellbeing. This will include, but may not be limited to:
 - 2.6.8.1 Implementing appropriate inspection and reporting procedures necessary to assure the safeguarding and wellbeing of Attendees with specific needs, or at-risk Attendees;
 - 2.6.8.2 Establishing processes for referring issues of concern to the statutory agencies of health, police and social services, including an emergency response process when there is need of immediate intervention; and
 - 2.6.8.3 Maintaining complete and auditable records demonstrating how the Supplier has considered and responded to the circumstances and needs of Attendees with specific needs, or at-risk Attendees.
- 2.6.9 The Supplier shall ensure all Supplier Staff on sites are trained to identify safeguarding and vulnerability needs of customers.
- 2.6.10 All Supplier Staff shall also act on their initiative to identify customer vulnerabilities that may fall outside the scope of safeguarding from the point of Attendee arrival to the point of Attendee departure.
- 2.6.11 The Supplier shall take steps to manage immediate vulnerability and safeguarding concerns on site and inform the Buyer representative via email or phone.
- 2.6.12 Where safeguarding and vulnerability concerns are not immediate the Supplier shall refer these to any of the Buyer's staff via a specified agreed escalation channel or email address (email to be provided by the Buyer at the start of the Service).

2.7 Reporting.

2.7.1 The Supplier must have capability to report video interviewing faults directly to the Buyer.

- 2.7.2 The Supplier must provide Management Information of the previous week to the Buyer on the Monday of the following week in a report to include but not be limited to:
 - 2.7.2.1 The number of Attendees booked to utilise the Service on a daily basis;
 - 2.7.2.2 The number of Attendees who attend the Facility on a daily basis;
 - 2.7.2.3 The time and date each Attendee is signed in;
 - 2.7.2.4 The time and date each interview starts;
 - 2.7.2.5 The time and date each interview ends;
 - 2.7.2.6 The time and date each Attendee signs out;
 - 2.7.2.7 The number and the percentage of late Attendees daily, who are deemed as late if they arrive after the time the interview is due to start; and
 - 2.7.2.8 The number and the percentage of no shows daily where an Attendee does not turn up on the correct day.
- 2.7.3 Any additional comment or issues. Any issues should be communicated with the Buyer on the same day they arise via email.
- 2.7.4 The Management Information required may change throughout the Contract Period. This will be requested by the Buyer and confirmed through contract Variation. The Supplier must make best endeavours to meet reasonable Management Information requests by the Buyer. Reports must not include the names or any personal details of Attendees as these should be deleted in line with Paragraph 2.3.5.
- 2.7.5 The premises within which the Facilities are located must have accompanying building management support in relation to utilities and telephony.
- 2.7.6 The premises within which the Facilities are located must have first aid cover on-site.
- 2.7.7 Key performance indicators (KPIs) to be maintained by the Service and to be reported to the Buyer in accordance with Call-off Schedule 14 (Service Levels).

Regular Operational and Commercial review meetings will be held in accordance with Call-off Schedule 15 Call-off Contract Management.

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