Attachment 3 - Statement of requirements - GovPass Cards and Associated Goods

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1. Purpose

1.1. As part of the GovPass project, a common Access Control standard for Government was developed to raise security standards and align technologies across the His Majesty's Government (HMG) Estate. As part of their estates portfolio the Government Property Agency (GPA) has responsibility for rolling out the GovPass and associated printing consumables to support the estate it manages on behalf of (HMG).

1.2. As part of the GovPass technology being rolled out there is a requirement to align the smartcard technology being used so it is applicable across the HMG estate.

1.3. GovPass forms a part of the ‘One Estate’ component of the Civil Service Interoperability Programme. This has mandated that government departments should adopt common property technology (PropTech) to create interoperable buildings that support mobile working.

1.4. To date the GovPass project has rolled out c. 85,000 cards across more than 50 buildings across a number of Government departments and agencies.

1.5. The purpose of this procurement is to enable the provision of the physical smart cards required for the GovPass Project and ensure there are agreed delivery timelines and prices.

1.6. In addition to the main requirement for smart cards, the GPA is also seeking agreed pricing for ad-hoc kit required for the project - including printers and similar related items

2. Background to the contracting authority

2.1. The GPA delivers property and workplace solutions across government by managing central government property as a strategic asset. GPA is an executive agency, sponsored by the Cabinet Office.

3. The Requirement

3.1. The Authority is seeking a supplier to provide GovPass compatible cards and associated goods over a 5 year contract with a maximum contract value of £2m (ex-VAT).

3.2. Goods shall be delivered within 16 weeks of receipt of the order.

Smart Cards

3.3. The GovPass technology is based around a MIFARE DESFire EV2 32Kb smart card.

3.4. The smart cards the successful supplier shall supply is as follows:

3.4.1. MO NXP MF3DA200DA6/02 MO B6 Module Contactless MIFARE DESFire, EV2 XL, 32K, 17PF, MOB6, 9353 8401 5118.

3.4.2.

MF3D9300DA4/01J	MIFARE DESFire EV3 16K, 17pf, MOA4
MF3D9300DA8/01J	MIFARE DESFire EV3 16K, 17pf, MOA8
MF3D9301DUD/01Z	MIFARE DESFire EV3 16K, 17pf, wafer

3.4.3. Blank Test cards

3.5. All of the required smart cards shall conform to the following specification:

3.6. CR80.30mil (762microns), tolerance +/ - 1.96mil (50 Microns), Colour:RAL 9010, Gloss finish.

3.7. The supplier shall provide casing options as follows: PVC, and recycled PVC.

3.8. All GovPass cards are encoded by the Authority, then pre-personalised by printing both the card number and the return details utilising direct to card (DTC) printing technology. No pre-personalisation will be required by the supplier.

3.9. Post pre personalisation cards are overprinted with full users personal details including a 600*300 DPI passport style photograph of the user utilising a retransfer type printer.

3.10. Should the MIFARE DESFire EV2 32Kb smart card become obsolete during the life of the contract the supplier shall supply a compatible card replacement, subject to the Authorities approval, at the same price as that detailed for the original EV2 32Kb card in the successful supplier's proposal.

Associated Goods

3.11. In addition to smart cards the Authority requires the successful supplier to supply multiple printer options, and their associated consumables, for the Authority to conduct GovPass printing.

3.12. In order for the Authority to access a range of printers the supplier shall propose three printer options, and supply pricing, that shall meet the following minimum specification:

3.12.1. Card type: PVC (or alternative recycled PVC, PVC/PET polyester core composite, biodegradable) carrier CR80.30mil (762microns), tolerance +/- 1.96mil (50microns).
3.12.2. 600*300 dpi full colour RYBB & greyscale capability.
3.12.3. Minimum printable font size >=5.

3.12.4. Simplex / single sided printing is required, unless otherwise specified.
3.12.5. Firmware upgradable, ability to run commercial off the shelf security scans of printer firmware and driver environment.
3.12.6. Facility to physically lock down/tether the printer to prevent unauthorised removal i.e. Kensington lock.
3.12.7. Start/Warm up time <=5 minutes, capable of >50 colour cards per hour.
3.12.8. Annual throughput capability >10,000 cards with minimum 50 card hopper.
3.12.9. Type: 'Retransfer' card printing technology; (dye sublimation process onto a 'film' which is then applied and glued/bonded via a thermal process onto the face of the card).
3.12.10. Zero 'print' data retention within the printer, deleted between print runs.
3.12.11. Ethernet - 10/100 and USB 2.0/3.0 Type B interface/connection.
3.12.12. WiFi WPA2 Encrypted, IEEE 802.11g/g/n is optional but must be configured to OFF
3.12.13. Card read module: Mifare (Desfire EV2/3) 7 byte CSN non truncated read capable, ISO/IEC 14443A compatible.
3.12.14. Encoding module: Mifare (Desfire EV2/3), ISO/IEC 14443A compatible for pass encoding – Optional and dependent on departmental requirements.
3.12.15. Driver support: Windows 10 x64bit, Windows Server 2016, Linux, Mac OS
3.12.16. Printer drivers are fully supported and compatible with access control systems and badge printing software.
3.12.17. Currently no requirement for hologram capability. Future capable only.

3.13. For each printer provided the following consumables must be made available to the Authority purchase:

3.13.1. YMCK & greyscale ribbons (1000 card prints)
3.13.2. Laminate (1000 card print)
3.13.3. Cleaning kit
3.13.4. Omnikey MIFARE DESFire encoder

3.14. The supplier must detail in the Pricing Schedule the make and model of the proposed printer and its consumables.

3.15. In addition to the three printers that must meet the minimum specification above, the successful supplier shall also supply the following printer and associated compatible consumables:

3.15.1. Quantum Evolis direct to card double sided printer
3.15.2. Greyscale ribbons (double sided, 1000 card prints)
3.15.3. Ominkey MIFARE DESFire encoder
3.15.4. Cleaning kit

SAM AV3

3.16. The successful supplier shall provide breakout Secure Access Module (SAM) AV3 cards within a standard PVC carrier that shall meet the

following specification:

3.16.1. Supports latest security features of MIFARE DESFire® EV2, MIFARE Plus® EV1, and MIFARE Ultralight® EV1 contactless tag ICs
3.16.2. Supports NXP's NTAG DNA, ICODE DNA, and UCODE DNA ICs
3.16.3. Supports Crypto 1, TDEA (56, 112, 168), AES (128, 192, 256), SHA-1, SHA-225, SHA-256, RSA and ECC
3.16.4. 128 key entries for symmetric cryptography, 3 key entries for RSA, 8 key entries for ECC asymmetric cryptography and 48 EMV CA keys
3.16.5. Secure download and storage of keys with flexible key diversification
3.16.6. Programmable functionality for customised commands and logic
3.16.7. Common Criteria EAL6+ (HW), MIFARE Security Certification (SW), FIPS 140-2 CAVP

4. Definitions

Expression or Acronym	Definition
GovPass	GovPass is the name of the UK Government's interoperable access control system that is being deployed on its Estate.
GPA	Government Property Agency
HMG	His Majesty's Government
DTC	Direct to Card
EAL5+	Evaluation Assurance Level 5+
PVC	Polyvinyl Chloride
Smart Card	A physical card that has an embedded integrated microcontroller that can retrieve or store end users data, together with acting as a security credential communicating via a short range wireless connection to a third party device or system.

KPI	Key Performance Indicator
UID	Unique Identifier
SLA	Service Level Agreement
SAM	Secure Access Module
NCSC	National Cyber Security Centre

5. Key milestones and deliverables

Milestone/Deliverable	Description	Timeframe or Delivery Date
Kick off/Initiation Meeting	Contract commences with an opportunity to reconfirm scope and deliverables. To gain additional information and context regarding the Buyers organisation and to further clarify the scope	Within week 1 of Contract Award or no later than 4 weeks of Contract Award
Annual Review Meeting	Annual Review to validate supplier financial health, common criteria certificate, Cyber Essentials and NCSC supply chain status. Review on the availability of the required goods and any challenges faced by the Authority and/or Supplier.	Every 12 months following the contract start date

6. Volumes

6.1. The GPA estimates a need for 120,000 cards per year and therefore anticipate a minimum order quantity of 120,000 cards per year in batches

of 120,000 per order. However, there are no committed volumes within this contract. The GPA will place a purchase order when the need arises in line with the successful supplier's priced response. The GPA reserves the right to place no orders under this contract.

6.2. Similarly, volumes of associated goods detailed above, such as printers and consumables will be ordered if and when they are required.

7. Quality

7.1. GovPass requires the Mandatory Certification of; Evaluation Assurance Level (EAL) 5+ - and as such the successful supplier shall provide a 'Common Criteria' document for certification as part of the evaluation process and be able to demonstrate certification at any time during the life of the contract.

7.2. The successful supplier shall conform to the National Cyber Security Centre (NCSC) Supply Chain Principles and incorporate these principles if they are not already a part of the supplier's supply chain governance. Adherence to the NCSC supply chain principles will be reviewed annually by the Authority and rectification measures put in place should the supplier not be compliant with these principles during review. The NCSC supply chain principles can be viewed here https://www.ncsc.gov.uk/collection/supply-chain-security.

7.3. Electronic Authenticity Check: Up to ten (10) cards shall be randomly extracted from the delivery of each card batch by the Authority and shall undergo an electronic authenticity check based on the card Unique Identifier (UID) that utilises the NXP public key and the card's electronic read signature. Each tested cards authenticity shall pass this validity check prior to the Authority accepting the batch. An example of the NXP Card Platform to test authenticity can be found in Annex 1.

7.4. Card print viability: The Authority shall randomly extract up to ten (10) cards from each batch and process the card print process as described in paragraph 3.12 with sample templates to ensure the card substrate material and finish is acceptable, and that is conforms to the quality of the samples received from the successful supplier during the bidding process. These templates shall consist of a 600*300DPI full colour RYBB & greyscale passport style image and a selection of standard & bold ARIAL font sizes 5-20 including a 10mm wide solid colour band (along the long side of the card) to ensure no card aberration or card substrate degradation of deformation. An example of the image used to test the printing process can be seen in Annex 2. All cards shall pass this validity check prior to the employer accepting the batch.

7.5. Where a batch of cards fails the Electronic Authenticity Check or Card Print Viability check, the batch will be rejected, and the supplier shall immediately replace the failed batch with an identical order for cards that will be subject to the same Authenticity and Validity check. If the supplier

wishes for the failed batch to be returned to them the delivery cost shall be at the suppliers own expense.

8. Price

8.1. Prices are submitted in GBP, excluding VAT and including all other expenses relating to Contract delivery.

8.2. Prices are to be submitted within Attachment 4 - Price Schedule.

8.3. The supplier shall provide a price for all items listed on the pricing schedule which are based on the anticipated, but not committed, minimum order quantity per year. Suppliers shall provide a price for the requested items year by year for the total five year contract.

8.4. All items are to be priced inclusive of delivery based on the anticipated minimum order quantity detailed within the Pricing Schedule.

8.5. The successful suppliers prices are fixed for the life of the contract based on the anticipated minimum order quantity in the pricing schedule and they cannot be exceeded.

8.6. In the event the Authority exceeds its anticipated annual order quantity, the successful supplier shall use its best endeavours to obtain a lower price per item, where possible, than that detailed in the successful suppliers Pricing Schedule.

9. Performance

9.1. The Authority will measure the quality of the Supplier's delivery via the following Key Performance Indicator (KPI):

KPI	Performance Area	KPI description	Target
1	Delivery timescales	Delivery time from order to order fulfilment	Goods shall be received within 16 weeks of the order

9.2. Within the terms and conditions of this contract KPI’s have the same meaning as Service Level Agreements (SLA’s), as further detailed within Schedule 10 (Service Levels).

10. Security and confidentiality requirements

10.1. The successful supplier shall either hold a valid Cyber Essentials certification for the life of the contract and/or a valid ISO 27001 certification, with the supporting Statement of applicability (SOA) to support the ISO27001 Certification. Evidence of holding such certification will be requested from the successful supplier prior to contract award.

10.2. The Cyber Essentials Scheme has been developed by the Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats (as may be amended from time to time). Details of the Cyber Essentials Scheme can be found at: https://www.cyberessentials.ncsc.gov.uk/

11. Payment and invoicing

11.1. Payment can only be made against a valid Purchase Order.

11.2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

11.3. Before payment can be considered, each invoice must include a detailed elemental breakdown.

11.4. Amounts due under such invoice shall be payable within thirty (30) days after receipt of such invoice.

11.5. Invoices will be sent to: Government Property Agency, 23 Stephenson Street, Birmingham B2 4BJ Invoices and credit notes must be sent to this email: gpaapinvoices@gpa.gov.uk. For statements and queries: financeoperations@gpa.gov.uk. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number in the format of GPA xxxxx, your full company name and address, clearly addressed to the payee, and a unique invoice number. Invoices must be in PDF or Word format and each invoice should be on a separate attachment. Documents such as JPEG's or excel do not constitute a valid invoice/credit therefore will be returned. If you are unable to email invoices, please post them to: Government Property Agency 23 Stephenson St, Birmingham B2 4BJ **Non-compliant invoices will be returned to you if they are not in the correct format.**

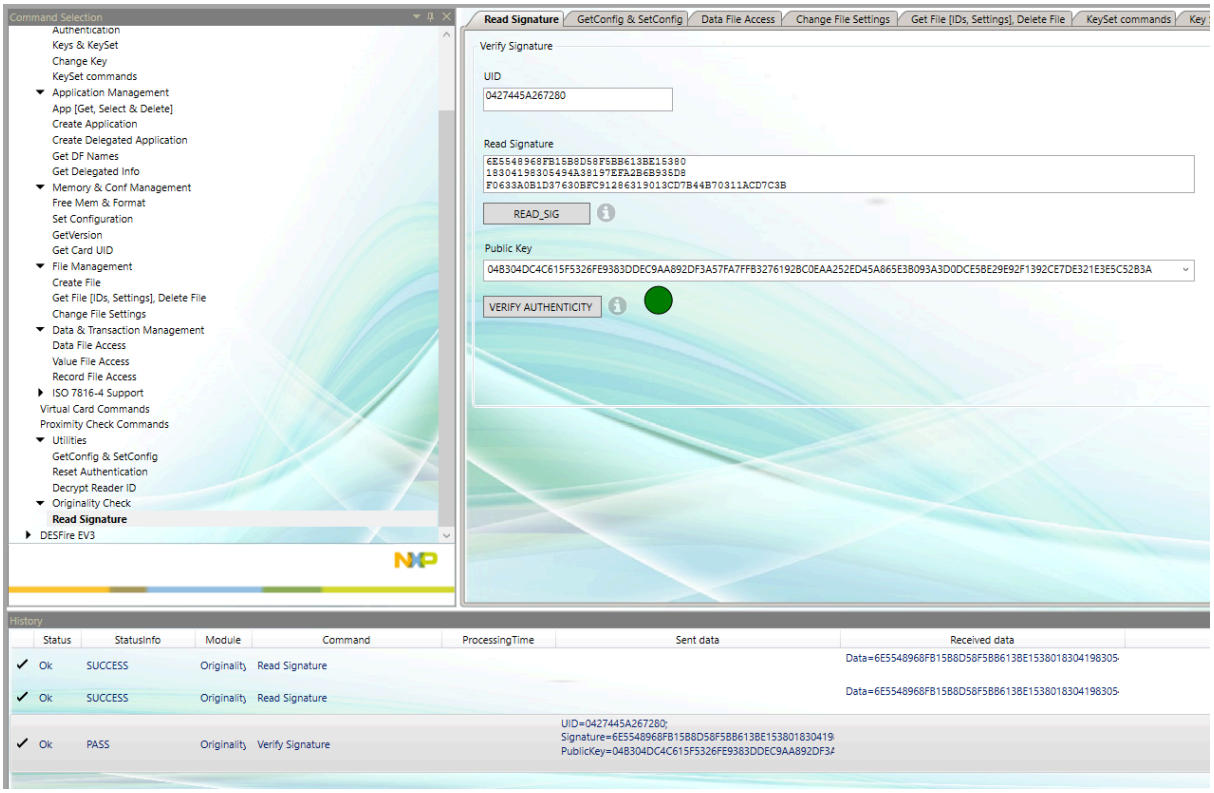
12. Location

12.1. The shipping location will be a HMG building based in Central London which will be provided on receipt of a purchase order.

12.2. The supplier shall provide the following information a minimum of 48 hours in advance of each delivery date to the primary Authority contact: date of delivery, name of delivery driver, name of courier company, registration plate of vehicle.

Annex 1 - NXP Card Platform to test Card Authenticity

Below is an example of the NXP public key application. The application will present a green dot (as demonstrated below) to confirm the tested card meets the Authorities requirements.



Annex 2 - Printed GovPass Example

The printed GovPass examples below are provided to demonstrate the quality the Authority is seeking during printing tests of the supplied cards. Please note for security the example below is not an accurate representation of a finished GovPass card, but it is indicative of the features the Authority is seeking in a finished card.

12 FEB 2024
Sally
Goodman

001

12 FEB 2024
Sally
Goodman

001

12 FEB 2024
Mica
Gaddir

001

SAMPLE

12 FEB 2024
Mica
Gaddir

001