



Crown  
Commercial  
Service

**FURTHER COMPETITION**

**FOR**

**DBS Backup Solution**

**DPS/00117**

**CONTRACT**

**UNDER FRAMEWORK RM6068 TECHNOLOGY PRODUCTS  
AND ASSOCIATED SERVICES**

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## 1. GLOSSARY

### 1.1 In this Further Competition Invitation the following words and phrases have the following meanings:

**“Authority”** means the Secretary for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as “the Authority”), acting as part of the Crown;

[REDACTED]

**“Call-Off Tender”** means the tender submitted by the Supplier in response to the Buyer’s Statement of Requirements following a Further Competition Procedure;

**“CCS”** means the Minister for the Cabinet Office as represented by Crown Commercial Service, which is an executive agency and operates as a trading fund of the Cabinet Office, whose offices are located at [REDACTED]

**“Contract”** means the Call-Off Contract;

**“Deliverables”** means Goods and/or Services that may be ordered under the Contract;

**“Further Competition”** means the Further Competition Procedure described in Framework Schedule 7 Call-Off Award Procedure that facilitates the provision of the DBS Backup Solution.

**“Further Competition Template and Invitation to Tender (ITT)”** means this document and all related documents published by the Authority in relation to this Further Competition;

**“Marking Scheme”** means the range of marks that may be given to a Potential Provider depending on the quality of its response to a question which is located in the boxes next to the applicable question;

**“Minimum Total Score”** means the minimum score that the Potential Provider must obtain in order to be awarded the Contract;

**“Order Form”** means a completed Order Form Template (or equivalent information issued by the Authority) used to create a Call-Off Contract;

**“Order Form Template”** means the template in Framework Schedule 6 Order Form Template and Call-Off Schedules;

**“Potential Provider”** means a company that submits a Call-Off Tender in response to the Further Competition Invitation;

**“Schedules”** means any attachment to a Framework Contract or Call-Off Contract which contains important information specific to each aspect of buying and selling;

**“Supplier”** means the person, firm or company identified in the Order Form;

**“Tender Clarifications Deadline”** means the time and date set out in paragraph 4 for the latest submission of clarification questions; and

**“Tender Submission Deadline”** means the time and date set out in paragraph 4 for the latest uploading of Tenders.

**“Total Score Available”** means the maximum potential score that can be awarded for a response to a question;

## 2. INTRODUCTION

- 2.1 This Further Competition Invitation relates to the Further Competition to award a DBS Backup Solution Contract to a sole Supplier.
- 2.2 This Further Competition Invitation contains the information and instructions the Potential Provider needs to submit a Tender.
- 2.3 This Further Competition is being conducted under the CCS Technology Products and Associated Services Framework Agreement (reference RM6068) Lot 1.

## 3. OVERVIEW OF INVITATION TO TENDER

- 3.1 The following appendices accompany this ITT:

- 3.1.1 **Appendix A – Order Form (Framework Schedule 6 Order Form Template and Call-Off Schedules)**

- Sets out the rights and obligations which apply to the Potential Provider and the Authority during this Further Competition as per the core terms of the contract and specific Schedules.

- 3.1.2 **Appendix B – Statement of Requirements**

- A statement issued by the Authority detailing its requirements in respect of Deliverables issued in accordance with the Further Competition Procedure;

- 3.1.3 **Appendix C – Further Competition Questionnaire**

- The questionnaire created by the Authority to test the suitability of the Potential Provider to meet necessary criteria in order to provide the required goods and associated services. This is used to provide final scoring and decide the Supplier.

- The further competition questionnaire will tell the Potential Provider how their bid will be evaluated by clearly describing the evaluation model including criteria and relative importance.

## 4. FURTHER COMPETITION TIMETABLE

- 4.1 The timetable for this Further Competition is set out in the table below.
- 4.2 The Authority may change this timetable at any time. Potential Providers will be informed if changes to this timetable are necessary.
- 4.3 The Authority must receive all Call-Off Tenders before the Tender Submission Deadline.
- 4.4 Call-Off Tenders received on or after the Tender Submission Deadline may be rejected by the Authority to ensure that all Potential Providers are treated fairly. The decision whether to reject a Call-Off Tender received after the Tender Submission Deadline is made entirely at the Authority's discretion.

DATE	ACTIVITY
Monday 22 <sup>nd</sup> February 2021	Publication of the ITT
Monday 22 <sup>nd</sup> February 2021	Clarification period starts

DATE	ACTIVITY
Monday 1 <sup>st</sup> March 2021 at 17:00	Clarification period closes (" <b>Tender Clarification Deadline</b> ")
Tuesday 2 <sup>nd</sup> March 2021 at 17:00	Deadline for the publication of responses to Tender Clarification questions
Monday 8 <sup>th</sup> March 2021 at 17:00	Deadline for submission of a Tender to the Authority (" <b>Tender Submission Deadline</b> ")
Tuesday 9 <sup>th</sup> March 2021	Commencement of Evaluation Process
Wednesday 17 <sup>th</sup> March 2021	Potential Providers made aware of intention to award and start date of 10-day Standstill period to commence
Monday 29 <sup>th</sup> March 2021	Proposed Award Date
Wednesday 31 <sup>st</sup> March 2021	Expected execution (signature) date for Call-Off Contract
Monday 5 <sup>th</sup> April 2021	Expected commencement date for the Contract

## 5. QUESTIONS AND CLARIFICATIONS

- 5.1 Potential Providers may raise questions or seek clarification regarding any aspect of this Further Competition at any time prior to the Tender Clarification Deadline.
- 5.2 Clarification questions should be raised through the Crown Commercial Services eSourcing Portal.
- 5.3 The Authority will not enter into exclusive discussions regarding the requirements of this Further Competition with Potential Providers.
- 5.4 To ensure that all Potential Providers have equal access to information regarding this Further Competition, the Authority will publish all its responses to questions raised by Potential Providers on an anonymous basis.
- 5.5 Responses will be published in a questions and answers document to all Potential Providers who were invited to tender.
- 5.6 At times the Authority may issue communications to the email address for the Potential Provider contact provided in Appendix C (Tender Questionnaire), therefore please ensure that this mailbox is reviewed on a regular basis.

## 6. PRICE

- 6.1 All Potential Providers are asked to complete the provided pricing schedule attached within the validated Bill of Materials list.

## 7. SUBMITTING A TENDER

- 7.1 All Potential Providers should submit a Tender via the Crown Commercial Services eSourcing portal.
- 7.2 A tender must remain valid and capable of acceptance by the Authority for a period of 30 calendar days following the Tender Submission Deadline. A Tender with a shorter validity period may be rejected.

## 8. TENDER EVALUATION

- 8.1 Tenders will be evaluated in line with the Marking Scheme set out in Appendix C (Tender Questionnaire).
- 8.2 The Total Score Available for each questionnaire set out in Appendix C (Tender Questionnaire) is as follows:

QUESTIONNAIRE NUMBER	QUESTIONNAIRE	TOTAL SCORE AVAILABLE
[1]	Company Information	0% Information Only
[2]	Potential Provider Contact Information	0% Information Only
[3]	Mandatory Questionnaire	0% Pass / Fail
[4]	Additional Questionnaire – <b>Cyber Security</b>	0% Information Only
[5]	<b>Quality</b> questionnaire - <b>Buyer Service Satisfaction and Logistics and Delivery Capabilities</b>	55%
[6]	<b>Price</b> questionnaire – <b>Price</b>	45%
<b>Total</b>		<b>100%</b>

## 9. CONTRACT AWARD

- 9.1 The Potential Provider that achieves the highest total score will be awarded the Contract.
- 9.2 If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the '**Quality Questionnaire – Buyer Service Satisfaction and Logistics and Delivery Capabilities**' element of the tender evaluation will be deemed the winner and awarded the Contract.
- 9.3 If the Authority receives only one Tender in relation to this Further Competition, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of **60**. This will be achieved by obtaining a score of at least thirty (30, "Acceptable") against each of the Quality Questions. The tenderer will also need to be fully compliant with the 'Mandatory Questionnaire' Pass/Fail questions as referenced to in Paragraph 8.2 above and outlined in Appendix C below.

## APPENDIX A – ORDER FORM - TERMS OF THE FURTHER COMPETITION

### 1. INTRODUCTION

- 1.1 Sets out the rights and obligations which apply to the Potential Provider and the Authority during this Further Competition as per the core terms of the contract and specific Schedules.

- 1.2 All Call-Off Schedules and Joint Schedules applicable to this Call-Off contract can be found within Framework Schedule 6 Order Form Template and Call-Off Schedules.

## **APPENDIX B – STATEMENT OF REQUIREMENTS**

### **1. INTRODUCTION AND BACKGROUND TO THE AUTHORITY**

- 1.1 Defence Business Systems provide the foundation and supporting framework for Civilian Applications like Payroll, HR and Financial; with a section that runs similar applications for the Military. This proposal is for the Civilian applications only.

### **2. OVERVIEW OF REQUIREMENT**

- 2.1 DBS need to update the back-up of our systems moving from a tape-based library system where tapes are taken off site manually, to a system that provides off-site back-up across three of the DBS sites.
- 2.2 The requirement will be used for back-up and recovery of the systems across the Authority's site.
- 2.3 The requirement is for supply of parts only. No installation or configuration needed.

### **3. SPECIFICATION**

- 3.1 The Authority is seeking the provision of BoM items from the [REDACTED] as per the Attachment 4 – Price Schedule for a period of one year (12 months) from the 5<sup>th</sup> April 2021 to the 4<sup>th</sup> April 2022 with an option to extend for a further two years (12 months + 12 months as single 1-year options). Please note that the contract dates outlined above are only provisional and are subject to change.
- 3.2 No alternative or reconditioned equipment will be accepted by the Authority. It must be from the [REDACTED] stock and cannot be from 'Grey' sources.
- 3.3 Potential Providers should note that this requirement extends solely to the provision and delivery of BoM items. No installation, maintenance or configuration is required as part of this procurement.
- 3.4 The solution will be conformant with ISO/IEC 27701:2019 Security techniques – Extension to ISO/IEC 27001 and ISO/IEC 27002 for privacy information management – Requirements and guidelines.

### **4. OUTCOME LETTERS AND CALL OFF CONTRACTS**

- 4.1 Upon contract award Potential Providers will be notified of the tender outcome by successful and unsuccessful outcome letters.

## **APPENDIX C – FURTHER COMPETITION QUESTIONNAIRE**

### **1. INTRODUCTION**

- 1.1 Appendix C sets out the questions that will be evaluated as part of this Further Competition.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question;
- 1.2.2 Guidance – sets out information for the Potential Provider to consider when

preparing a response; and

1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.

## 2. DOCUMENT COMPLETION

- 2.1 Potential Providers **must** provide a response to every question in the blue shaded boxes. All responses must be in Arial font, no less than size 11.
- 2.2 Potential Providers **must not** alter / amend the document in any way.
- 2.3 Potential Providers **must not** submit any additional information other than that specifically requested in this document

## 3. RESPONSE TEMPLATE

[1] COMPANY INFORMATION		Weighting 0%
[1.1]	Please state your full company name	

[2] POTENTIAL PROVIDER CONTACT		Weighting 0%
[2.1]	Please state the contact's name	
[2.2]	Please state the contact's telephone number	
[2.3]	Please state the contact's e-mail address	

[3] PASS/FAIL QUESTIONNAIRE		Pass/Fail 0%	
<b>Please Note:</b> The following question[s] is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by deleting the inappropriate answer.			
[3.1]	If not already, are you willing to be onboarded to the CP&F (Contracting, Purchasing and Finance) system for the purpose of payment transaction against this agreement?	Yes	No
[3.2]	Can you confirm that the [REDACTED] hardware is not due to be upgraded within 12 months of this purchase and if the software has an upgrade the Authority will be allowed to install the upgrade as part of the licensing agreement obtained in this purchase?	Yes	No

[4] ADDITIONAL QUESTIONNAIRE – [Cyber Security]		Information Only 0%
<b>Please Note:</b> This question is for Information Only and will not be evaluated.		



[4.1]	<p>Can you confirm that you hold Cyber Essentials accreditation? If so, please provide evidence of this. If not, please provide an example detailing how you would aim to achieve this (maximum 250 words).</p> <p><a href="https://www.gov.uk/guidance/defence-cyber-protection-partnership#the-cyber-security-model-defence-condition-658httpswwwgovukgovernmentpublicationsdefence-condition-658-cyber-flow-down">https://www.gov.uk/guidance/defence-cyber-protection-partnership#the-cyber-security-model-defence-condition-658httpswwwgovukgovernmentpublicationsdefence-condition-658-cyber-flow-down</a></p> <ul style="list-style-type: none"> <li>- Please see the link to Def Stan 05-138 above for further information</li> </ul>	Yes	No
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[5]	QUALITY QUESTIONNAIRE – [Buyer Service Satisfaction and Logistics and Delivery Capabilities]	Weighting 55%
Guidance:		
<p><b><u>Tender Evaluation</u></b></p> <p>1) The winning Potential Provider will be identified by applying the MEAT (Most Economically Advantageous Tender) calculation after completion of the Tender assessment, as the Potential Provider whose Tender obtains the highest score in accordance with the guidance below and Paragraph 9 (<i>Contract Award</i>) above. Only Tenders which have passed the “compliance check” stage of evaluation as described in Paragraph 3 (<i>Response Template</i>) of Appendix C (<i>Pass/Fail Questionnaire</i>) above will be evaluated and scored.</p> <p><b><u>Technical Evaluation – Quality Questions</u></b></p> <p>1) The section below sets out the questions that will be evaluated as part of this further competition.</p> <p>2) Tenders will be evaluated, and the Winning Potential Provider will be identified, using a MEAT methodology.</p> <p>3) The MEAT evaluation methodology to be used for this Further Competition is the Weighted Value for Money Index, where the:</p> <ul style="list-style-type: none"> <li>• weighting applied to the financial component of a Tender (“<b>wP</b>”) = 45%</li> <li>• weighting applied to the quality component of a Tender (“<b>wQ</b>”) = 55%</li> </ul> <p>4) During this stage of evaluation of a Potential Provider’s Tender, the Customer will assess and score the Potential Provider’s responses to the two Quality Questions outlined below. The following information has been provided in relation to each Quality Question:</p> <p>i) Weighting – highlights the relative importance of the question;</p> <p>ii) Marking Scheme – details the marks available to evaluators during evaluation.</p> <p>5) The maximum score available for the Quality Questions is two hundred <b>200 (100 per question)</b> and Potential Providers should ensure that they are familiar with the Marking Scheme for each Quality Question as this may contain question-specific elements.</p>		

- 6) If a Potential Provider receives a score of zero ("0"; Unsatisfactory) in relation to any Quality Question, the Potential Provider's Tender will be rejected, and the Potential Provider will be eliminated from this Further Competition.
- 7) A Potential Provider's total Quality Score will be calculated by multiplying the marks that the Potential Provider received for each Quality Question by the applicable weighting.
- i) This will then be converted into a Weighted Quality Score using the following formula:
- ii) 
$$\text{Weighted Quality Score} = \text{Quality Score} \times \frac{wQ}{wP}$$
- 8) A generic example of the calculation of each of the Quality Score and the Weighted Quality Score is set out below. The scores used in this example are fictitious and for illustrative purposes only.

Name	Tender Score	Quality Score	Weighted Quality Score
Example Tender A	170	85	228.128049
Example Tender B	'100' on one Quality Question and '0' in the other	Potential Provider received a "0" score in a Quality Question and was therefore eliminated from the Further Competition.	N/A
Example Tender C	100	50	119.2666
Example Tender D	140	70	179.9367

- i) In this example, Supplier A has achieved the highest Weighted Quality Score.

#### Question:

1) Please demonstrate how your company will successfully deliver the [REDACTED] Server Hardware within the six (6) week lead time specified? Please provide a similar example of how this has been achieved to restricted timescales in the past and the challenges faced?	<b>50% of question weighting</b> Maximum 500 words per question
2) Please demonstrate your escalation procedure for responding to queries and issues raised; giving contact details and position titles for each level in the process?	<b>50% of question weighting</b> Maximum 500 words per question

TOTAL 100%	
Marking Scheme:	
The following marking scheme will be used to assess the response provided to this question:	
100 (Very High)	<p>The Potential Provider's response gives the Customer a <b>very high level of confidence</b> because it demonstrates the following characteristics:</p> <ul style="list-style-type: none"> <li>i. it provides <b>all items</b> of evidence specified in the Question;</li> <li>ii. it is of a <b>very high level</b> of quality and detail and relevance; and</li> </ul> <p>it <b>provides a very high level of assurance</b> that the Potential Provider will successfully deliver its solution, considering the subject-matter of the Quality Question and the supporting Guidance.</p>
70 (Good)	<p>The Potential Provider's response gives the Customer a <b>good level of confidence</b> because it demonstrates the following characteristics:</p> <ul style="list-style-type: none"> <li>i. it provides <b>all items</b> of evidence specified in the Question;</li> <li>ii. it is of a <b>good level</b> of quality and detail and relevance; and</li> </ul> <p>it <b>provides a good level of assurance</b> that the Potential Provider will successfully deliver its solution, considering the subject-matter of the Quality Question and the supporting Guidance.</p>
30 (Acceptable)	<p>The Potential Provider's response gives the Customer an <b>acceptable level of confidence</b> because it demonstrates the following characteristics:</p> <ul style="list-style-type: none"> <li>i. it provides <b>all items</b> of evidence specified in the Question;</li> <li>ii. it is of an <b>acceptable level</b> of quality and detail and relevance; and</li> </ul> <p>it provides an <b>acceptable level of assurance</b> that the Potential Provider will successfully deliver its solution, considering the subject-matter of the Quality Question and the supporting Guidance.</p>
0 (Unsatisfactory)	<p>The Potential Provider fails to provide a response, or its response simply repeats wholesale, or with only minor amendments, the provisions of this ITT or the content of any part of the ITT Material or ITT Documentation.</p> <p><b>OR</b></p> <p>The Potential Provider's response <b>does not give the Customer confidence</b>, or gives the Customer a <b>low level of confidence</b>, because it demonstrates one or more of the following characteristics:</p> <ul style="list-style-type: none"> <li>i. <b>not all</b> of the items of evidence specified in the Question are provided; and/or</li> <li>ii. it is any of the following: <ul style="list-style-type: none"> <li>a. of <b>poor quality</b>; or</li> <li>b. <b>lacking in detail</b>; or</li> <li>c. <b>irrelevant</b> to the subject-matter of the Quality Question; and/or</li> </ul> </li> </ul> <p>it <b>does not provide an acceptable level of assurance</b> that the Potential Provider will successfully deliver its solution, considering the subject-matter of the Quality Question and the supporting Guidance.</p>

**[6] PRICE QUESTIONNAIRE – [Price]****Weighting 45%****Guidance:****Commercial Evaluation – Price**

- 1) This section contains information on how to complete Attachment 4 – Price Schedule and the commercial evaluation process.
- 2) **How to complete your Attachment 4 – Price Schedule**
  - i) Read and understand the instructions in the Attachment 4 – Price Schedule, and in this section before submitting your prices.
  - ii) Your prices should compare with the technical of your offer.
  - iii) Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.
  - iv) Your prices are to exclude VAT.
  - v) Pricing is to be inclusive of expenses.
  - vi) The currency is British pounds sterling.
  - vii) Zero bids will not be allowed.
  - viii) Where we consider any of the total price(s) you have submitted to be abnormally low, we will ask you to explain the price(s) you have submitted (as required in Regulation 69 of the Public Contracts Regulations 2015).
  - ix) You must download and complete the Attachment 4 - Price Schedule you are submitting a bid for. Further detail may be provided within the Attachment 4 – Price Schedule.
  - x) When you have completed your Attachment 4 – Price Schedule, you must upload this into the Crown Commercial Services e-Sourcing suite. If you do not upload your Attachment 4 – Price Schedule, your bid may be rejected from this competition.
  - xi) Do not alter, amend or change the format or layout of the Attachment 4 – Price Schedule.

**Question:**

Not Applicable – Please refer to the information above and Marking Scheme below

**TOTAL 100%**

£

**Marking Scheme:****Commercial Evaluation Process**

- 1) This is how we will evaluate your pricing:
  - i) We will check you have completed the Attachment 4 – Price Schedule
  - ii) Failure to complete the Attachment 4 – Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.
  - iii) The commercial evaluation process will be undertaken alongside the technical evaluation process.

### **Determining the winning Tender**

- 1) Tenderers will be evaluated, and the winning Potential Provider will be identified, using a MEAT methodology (Weighted Value for Money Index) as alluded to above.
- 2) The MEAT evaluation methodology to be used for this Further Competition is the Weighted Value for Money Index, where the:
  - weighting applied the financial component of a Tender (“**wP**”) = 45%
  - weighting applied to the quality component of a Tender (“**Wq**”) = 55%
- 3) The Customer will use the Weighted Value for Money Index MEAT methodology to determine the winning Tender. The calculation will be:

$$\text{Weighted Value for Money Index} = \frac{\text{Weighted Quality Score}}{\text{Net Present Value Whole Life Cost}}$$

- 4) The Tender which obtains the highest Weighted Value for Money Index score will be the most economically advantageous Tender and the associated Potential Provider will be the winner of this Further Competition.
- 5) An example of the Weighted Value for Money Index calculation and determination of a winning Tender is set out below. The scores used in this example are fictitious and for illustrative purposes only.

Name	Weighted Quality Score	Net Present Value Whole Life Cost	Weighted Value for Money Index	Rank
Example Tender A	228.128049	£20	11.4064025	1
Example Tender B	<i>Tender not assessed due to elimination from Further Competition.</i>			
Example Tender C	119.2666	£24	4.9694423	3
Example Tender D	179.9367	£29	6.2047149	2
<i>Example Tender A is the winning Tender.</i>				