

# Specification

## **Provision of SFG20 Modules, Specialist Service Schedules, and Online Training.**

Driver and Vehicle Licensing Agency

**Contract Reference: PS/21/216**

**Date: 07/02/22**

**Version: 1**

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## 1. Introduction

In accordance with the terms and conditions of **Technology Products & Associated Services Framework RM6068** the Driver and Vehicle Licensing Agency (DVLA) invites proposals for the provision of SFG20 Resource Modeller and Asset Mapping Subscription Licences.

## 2. Background to the Requirement

The DVLA is an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA's primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).

The DVLA wish to procure SFG20 Resource Modeller Module, Asset Mapping Module, Specialist Service Schedules and Online Training to assist the DVLA Estates Management Group with the maintenance of assets across the DVLA estate. SFG20 is an online dynamic service which provides access to a growing library of maintenance schedules which are updated as legislation changes and has been identified as providing the required services to support DVLA in remaining statutory compliant.

DVLA currently have a contract for the provision of SFG20 Service Model subscription licences. The existing contract expires 31/07/2023. These additional Modules and Specialist Service Schedules will be added to DVLA's current access.

This requirement is for additional modules of Resource Modeller and Asset Mapping. It also includes Specialist Service Schedules and Online Training. This requirement **must be co-terminus with the existing contract so that both contracts expire on 31/07/2023.**

Invoice payment will be annually in advance. This is in line with the existing contract.

## 3. Procurement Timetable

The timetable for this Procurement is set out below. This timetable may be changed at any time but any changes to the dates will be made in accordance with the Regulations (where applicable).

Potential tenderers will be informed if changes to this timetable are necessary.

Description	Date
Publication of Requirement via eSourcing Suite	15/02/22
Clarification period starts	15/02/22
Clarification period closes (Clarification deadline)	17/02/22 @ 17:00hrs

Deadline for publication of responses to Clarification Questions	18/02/22 @ 17:00hrs
Deadline for submission of Tenders via eSourcing Suite	23/02/22 @ 23:59hrs
Evaluation Period	24/02/22 – 25/02/22
Issue Award Letter	28/02/22
Execution (signature) of Call-Off Contract	01/03/22

#### 4. Scope

The scope of this requirement extends to the provision of SFG20 Resource Modeller, Asset Mapping module, Specialist Service Schedules and Online Training Courses for the period of 17 months until 31/07/23.

#### 5. Implementation and Deliverables

Access to the modules is required within 2 weeks of contract award. Invoice payment will be made annually in advance

#### 6. Specifying Goods and / or Services

This requirement is for the provision of:

SFG20 Resource Modeller and Asset Mapping Modules as detailed in the below table:

Product	Period	Start Date	Expiry Date
SFG20 Resource Modeller Module	17 months	01/03/22	31/07/23
SFG20 Asset Mapping Module	17 months	01/03/22	31/07/23

Specialist Service Schedules as detailed in the below table:

Product	Period	Start Date	Expiry Date
Specialist Service Set - Access Equipment and Lifts	17 months	01/03/22	31/07/23
Specialist Service Set – Catering	17 months	01/03/22	31/07/23
Specialist Service Set – Fabric	17 months	01/03/22	31/07/23
Specialist Service Set – Management Tasks	17 months	01/03/22	31/07/23
Specialist Service Set – Mechanical Handling Equipment	17 months	01/03/22	31/07/23

Specialist Service Set – Operational	17 months	01/03/22	31/07/23
Specialist Service Set – Security	17 months	01/03/22	31/07/23
Specialist Service Set – SFG30	17 months	01/03/22	31/07/23
Specialist Service Set – Workshop Equipment	17 months	01/03/22	31/07/23

Online Training Courses as detailed below:

Product	Quantity
Online Training Courses	2

DVLA have an associated Account Manager at BESA Publications Ltd who will be able to assist all suppliers in pricing this requirement correctly. Her details are:

Name: **REDACTED**  
Email: **REDACTED**  
Tel: **REDACTED**

## 7. Quality Assurance Requirements

Not Applicable

## 8. Other Requirements

### 8.1 Information Assurance

#### Removable Media

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Supplier Staff to take data off site in electronic format, the DVLA will consider if it is appropriate to supply an encrypted hard drive.

#### Security Clearance

##### Level 1

Tenderers are required to acknowledge in their response that any Supplier Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

#### Information Supply Chain

Tenderers are required to confirm how DVLA Data will be securely managed at each stage of the Information Supply Chain. This applies to both Suppliers and Subcontractors. Retention schedules will need to be defined and agreed prior to award of contract.

## **Processing Personal Data**

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of UK Data Protection Legislation (including UK GDPR) and all applicable Law about the processing of personal data and privacy.

## **8.2 Sustainability**

The DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Government's Greening Commitment which states we must: "Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society."

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

## **8.3 Health and Safety**

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the Commercial Advisor. (See Section 14 for Points of Contact):

## **8.4 Diversity and Inclusion**

The Public Sector Equality Duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work – in shaping policy, in delivering services, and in relation to their own employees. DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is available on request from the DVLA.

## **8.5 Business Continuity**

Suppliers (including the supply chain) shall have robust Business Continuity and Disaster recovery Plans which align to a code of practice such as ISO22301. Suppliers may be asked to supply the contents of these plans to the Agency.

The successful supplier will test their business continuity arrangements no less than once per annum and shall inform the Agency when such tests or exercises are

scheduled. Outcomes of these tests or exercises must be made available to the Agency in writing upon request.

Suppliers will notify DVLA in writing within twenty-four (24) hours of any activation of the business continuity plan, in relation to the services provided to DVLA.

## **8.6 Procurement Fraud**

The DVLA adopts a zero tolerance approach to procurement fraud and bribery. Please read the DfT Counter Fraud, Bribery, Corruption and Ethical Procurement Statement in **Appendix B**.

## **8.7 Use of DVLA Brands, Logos and Trademarks**

The DVLA does not grant the successful Supplier licence to use any of the DVLA's brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA's brands, logos or trademarks must be requested and obtained in writing from the DVLA.

# **9. Management and Contract Administration**

## **Invoicing Procedures**

DVLA invoicing procedures are detailed in **Appendix C**.

## **Subcontracting to Small and Medium Enterprises (SMEs):**

DVLA is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger Suppliers to make their subcontracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see the Gov.Uk [website](#) for further information).

If you tell us you are likely to subcontract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice.

# **10. Training / Skills / Knowledge Transfer**

The requirement includes the provision of 2 Online Training Courses as detailed in Section 6

# **11. Documentation**

Suppliers **must** complete **Appendix A – Price Schedule** in order to provide a full and transparent breakdown of costs associated with this contract

## 12. Arrangement for End of Contract

The Contractor shall fully cooperate with the Authority to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

## 13. Evaluation Criteria

Selection will be based on the Evaluation Criteria, encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility and ability to deliver.

### **Mandatory Requirements**

Annex 1 provides details of any elements/criteria considered as critical to the requirement. These are criteria, which will be evaluated on a pass/fail basis. A fail may result in the tender being excluded from further evaluation.

### **Financial / Price Criteria**

Evaluation of the prices submitted will be performed separately by a Commercial Finance Accountant and details will not be made available to the Quality Evaluation Panel. This is to ensure fairness and avoid any subconscious influence of a lower price on the quality scoring.

### **Financial / Price Criteria Scoring Methodology:**

A Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

The lowest tendered price will be awarded the maximum score available. Each subsequent bid will be baselined to this score and will be awarded a percentage of the maximum score available. The calculation used is as follows:

$$\frac{(\text{Lowest Tendered Price})}{\text{Tender Price Submitted per Supplier}} \times \text{Maximum Score Available (i.e. Weighting)}$$

For example, if the Financial/Price weighting allocation is 40%, the maximum score available is 40. Supplier A submits the lowest price of £100,000 and Supplier B submits a price of £180,000. Based on the above calculation Supplier A and B will receive the scores shown below:

Supplier A =  $100\text{k}/100\text{k} \times 40 = 40\%$

Supplier B =  $100\text{k}/180\text{k} \times 40 = 22.22\%$



### **Overall Weighting Allocation**

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>Financial / Price Criteria</b>	100%
<b>Total</b>	100%

### **14. Points of Contact**

	<b>Commercial Advisor</b>	Name	<b>REDACTED</b>
		Tel	<b>REDACTED</b>
		e-mail	<b>REDACTED</b>
		Address	Driver and Vehicle Licensing Agency (DVLA) Longview Road Swansea SA6 7JL
	<b>Contract Owner Estates Management Group</b>	Name	<b>REDACTED</b>
		e-mail	<b>REDACTED</b>

**All queries/questions should be sent to the Commercial Advisor**

## 15. Annexes:

### Annex 1 – Evaluation Criteria:

#### Mandatory Criteria

Mandatory Criteria	Mandatory Criteria Description	Pass/Fail
Framework Core Terms and Schedules	<p>The Crown Commercial Service (CCS) Public Sector Contract and its associated Core Terms and Schedules will apply to any resultant contract awarded under this Invitation to Tender. Bidders are asked to review the Core Terms in addition to the Call Off and Joint Schedules identified as being applicable to this tender process. These are referenced in the draft Call Off Order Form (Schedule 6) attached.</p> <p>The successful bidder will be expected to contract on the basis of the above terms. Therefore, with the exception of populating the highlighted areas in the published Call Off and Joint Schedules, the Authority will not accept any amendments, revisions or additions to these schedules.</p> <p>Bidders who are unable to contract on the terms as drafted will be deemed non-compliant and their bid will be rejected.</p>	

#### Financial/Pricing Criteria

Primary Financial/Pricing Criteria	Financial/Pricing Weighting (%)	Description
Pricing Requirements	100%	Lowest priced bid submitted on Appendix A Price Schedule receives full score
	Total = 100%	