RM6098

Technology Products & Associated Services 2 (TePAS 2)

Expression of Interest (EOI) Template

# **Expression of Interest (EOI) Template**

## REFERENCE NO: PR 2023 084

## FRAMEWORK: RM6098 Technology Products & Associated Services 2 (TePAS 2)

## LOT: 2 Hardware

## You and your Organisation

Organisation: Crown Prosecution Service

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We would like to notify you of an upcoming requirement. This Expression of Interest is to assess the capability of suppliers and relates to Provision of Monitors for Home Workers

Please note the following general conditions:

* Nothing shall constitute a commitment to ordering or award unless we publish an Invitation to Tender that results in the award of a Call-Off Contract.
* The contents of the EOI requirements will not change. If requirements change EOI will be reissued to all suppliers.
* Any and all costs associated with the production of such a response to this EOI must be borne by the supplier.
* Information contained within this document is confidential and must not be revealed to any third party without prior written consent from us.
* Shortlisting of potential suppliers will take place as a consequence of any responses or interactions relating to this engagement.
* We expect that all responses to this will be provided by suppliers in good faith to the best of their ability in the light of information available at the time of their response.
* Suppliers who wish to participate in the tender will only be invited to bid via the CPS e-tendering portal (Jaggaer).

Overview of requirement

## **Background: Crown Prosecution Service (CPS)**

The CPS is responsible for prosecuting most cases heard in the criminal courts in England and Wales. It is led by the Director of Public Prosecutions and acts independently on criminal cases investigated by the police and other agencies.

We have more than 8,000 highly trained staff whose duty is to make sure the right person is prosecuted for the right offence, and that trials are fair so that offenders are brought to justice whenever possible. We are proud to be recognised as a leading employer, committed to supporting a diverse and inclusive workforce that reflects the community we serve.

The CPS:

* decides which cases should be prosecuted – every charging decision is based on the same two-stage test in the Code for Crown Prosecutors which;
  + determines the appropriate charges in more serious or complex cases, and advises the police during the early stages of investigations;
  + prepares cases and presents them at court; and
  + provides information, assistance and support to victims and prosecution witnesses.

**How we are organised and operate**

The CPS operates across England and Wales, with 14 regional teams prosecuting cases locally. Each of these 14 CPS Areas is headed by a Chief Crown Prosecutor (CCP) and works closely with local police forces and other criminal justice partners.

CPS Areas deal with a wide range of cases. The majority are less serious cases and are heard in the magistrates’ courts, while the most serious cases are heard in the Crown Court. CPS Direct, with prosecutors based across England and Wales, provides charging decisions to police forces and other investigators 24 hours a day, 365 days a year.

There are also three Central Casework Divisions which deal with some of the most complex cases we prosecute. They work closely with specialist investigators from a range of organisations, including the National Crime Agency, HM Revenue and Customs and the Independent Police Complaints Commission, as well as with police forces across England and Wales.

**Our values**

**We will be independent and fair**

We will prosecute independently, without bias and will seek to deliver justice in every case.

**We will be honest and open**

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

**We will treat everyone with respect**

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

**We will behave professionally and strive for excellence**

We will work as one team, always seeking new and better ways to deliver the best possible service for the public. We will be efficient and responsible with tax-payers' money.

**Equality and inclusion**

The CPS commitment to inclusion and equality is at the heart of how we work, underpinned by The Equality Act 2010. It is important to us both as an employer and in the way we approach our responsibilities as a prosecuting authority. The two are closely linked – supporting a diverse workforce allows us to provide a better service to the public.

We also value the insight we get from engaging directly with the communities we serve, who provide welcome scrutiny of our work. This inclusive approach means that:

* Effective community engagement builds greater trust with the public, higher victim and witness satisfaction, and better-informed prosecution policy and practice;
* The CPS has an inclusive culture, reflected in a diverse workforce, locally and nationally, and at all levels of the organisation; and
* By opening up the CPS and acting on input from diverse communities, we aim to inspire greater confidence in our work, in particular from witnesses and victims, resulting in improved prosecution outcomes.

**CPS Procurement**

CPS Procurement Policy and Strategy is designed to promote fair and open competition and constructive co-operation between CPS and suppliers. CPS is also fully committed to achieve continuous improvement in value for money, quality, and sustainability. Sustainable procurement is about achieving value over the lifetime of a product/service in terms of generating benefits to the organisation, society, and the economy as a whole, whilst minimising damage to the environment.

**Social Value**

The Social Value Model introduced by Government1 must be applied to all procurements over threshold. Social Value will be explicitly evaluated using the standard model criteria, where the requirements are related and proportionate to the subject-matter of the contract.

## 

## Definitions

This table has 2 columns and 3 rows.

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| Expression or Acronym | Definition |
| Jaggaer | The Jaggaer eTendering solutions portal that the Authority is using to manage this Competition and that the Suppliers have used to register their interest and receive this ITT; including related documentation and that will be used for all further correspondence and submission of Responses. |
| eTendering portal | The Jaggaer e-Procurement suite used by CPS. |
| Social Value Mode | A model to deliver social value through government’s commercial activities. Central government organisations use this model to take account of the additional social benefits that can be achieved in the delivery of its contracts, using policy outcomes aligned with this government’s priorities. |

## The current situation

Currently all ordering and payment procedures of Monitors are conducted via an e-procurement system; the Oracle purchase to pay system. An e-purchase order for each requirement is issued via the Oracle system to the Supplier; this order is raised to the value of the requirement as per the Charges agreed to the Contract. The Supplier receives an attachment to an email and also directly into the Supplier portal. Requests for payment are sent as a valid e-invoice, or via the CPS Supplier portal.

## Your requirement

Provision of monitors with an option to request a 24” or 27” screen size as per the specification below:

* Samsung 27" S60UA IPS 75Hz 5ms 2560x1440 1xHDMI 1xDP 1xUSB-C 1xLAN USB Hub and HA Stand
* Samsung S24A600UCU 24'' WQHD IPS Monitor, 75Hz, 5ms, HDMI, DisplayPort & USB-C, Height Adjustable, AMD FreeSync

There is also a requirement for flexibility to increase these specifications during the term of the contract should the Authority require higher specification.

The CPS approach to Hybrid Working is currently under review with a view to mandating a percentage of contracted hours being spent in a workplace.

The Customer requires all ordering and payment procedures to be conducted via an e-procurement system; the Oracle purchase to pay system. The Customer will provide guidance for the registration and use of the CPS Supplier Portal, if necessary. The Customer will sponsor the Supplier to use this system and no costs will be incurred by the Supplier.

Following the award of the Contract an e-purchase order for each requirement will be issued via the Oracle system to the Supplier; this order will be raised to the value of the requirement as per the Charges agreed to this Contract. This will be received by the Supplier as an attachment to an email and also directly into the Supplier portal. Requests for payment will be sent as a valid e-invoice, or via the CPS Supplier portal.

The item(s) will be required to be delivered **only** **to the home addresses** of CPS staff situated within the United Kingdom. This requirement will not include any requests for office use.

The requests will be of up to a maximum of 2 monitors per requestor with delivery to UK home addresses only.

## Technical capabilities, merit and or assistance

N/A

## Location / geographical region

Delivery to home address of CPS staff

## Key milestones and deliverables

Delivery of items shall be completed within five working days of the purchase order being issued.

Supplier to manage the return and repair of any faulty devices from the end user that fall within standard warranty.

## Volumes

These are on a call off as and when required basis.

## Price

Estimated Total Contract Value £90,000 including VAT for a 12 Month term.

Per item plus delivery including VAT

## Security and confidentiality requirements

N/A

## Social value

N/A

## Questions and Clarifications

* Suppliers may raise questions or seek clarification regarding any aspect of this EOI document at any time prior to the Response Deadline. Questions must be submitted by 24/1/2024.
* To ensure that all suppliers have equal access to information regarding this EOI, responses to questions raised by suppliers will be published in a questions and answers document, which will be available 26/01/2024.
* Responses to questions will not identify the originator of the question.
* If a supplier wishes to ask a question or seek clarification without the question and answer being published in this way, then the supplier must notify us and provide its justification for withholding the question and any response. If we do not consider that there is sufficient justification for withholding the question and the corresponding response, the supplier will be invited to decide whether:
  + the question/clarification and the response should in fact be published; or
  + It wishes to withdraw the question/clarification.

## Response Timescales

31/01/2024.