



# Specification

## **Provision of Tenable Nessus Professional Subscription Licences**

Driver and Vehicle Licensing Agency

**Contract Reference: PS/21/48**

Date: 15/04/21  
Version: V1.0

<b>1. Introduction</b>	<b>3</b>
<b>2. Background to the Requirement</b>	<b>3</b>
<b>3. Procurement Timetable</b>	<b>3</b>
<b>4. Scope</b>	<b>4</b>
<b>5. Implementation and Deliverables</b>	<b>4</b>
<b>6. Specifying Goods and / or Services</b>	<b>4</b>
<b>7. Quality Assurance Requirements</b>	<b>4</b>
<b>8. Other Requirements</b>	<b>4</b>
<b>9. Management and Contract Administration</b>	<b>7</b>
<b>10. Training / Skills / Knowledge Transfer</b>	<b>7</b>
<b>11. Documentation</b>	<b>7</b>
<b>12. Arrangement for End of Contract</b>	<b>7</b>
<b>13. Evaluation Criteria</b>	<b>8</b>
<b>14. Points of Contact</b>	<b>9</b>
<b>15. Annexes:</b>	<b>10</b>
Annex 1 – Evaluation Criteria:	10

## 1. Introduction

In accordance with the terms and conditions of *Technology Products and Associated Services Framework RM6068 Lot 3*, the Department for Transport (DfT) invites proposals for the renewal of Tenable Nessus Professional Subscription Licences.

## 2. Background to the Requirement

The Driver and Vehicle Licensing Agency (DVLA) **[The Authority]** is an Executive Agency of DfT, based in Swansea. The Agency'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 currently have a contract for the provision and support of Tenable Nessus Professional Subscription Licences which expires 10/05/21.

This requirement is for a renewal contract for 12 months.

## 3. Procurement Timetable

Description	Date
Publication of Requirement via DfT Sourcing Portal	20/04/21
Clarification period starts	20/04/21
Clarification period closes (Clarification deadline)	21/04/21 @ 17:00hrs
Deadline for publication of responses to Clarification Questions	22/04/21 @ 17:00hrs
Deadline for submission of Tenders via DfT Sourcing Portal	26/04/21 @ 17:00hrs
Evaluation Period	27/04/21 – 28/04/21
Issue Award Letter	29/04/21
Execution (signature) of Call-Off Contract	By 03/05/21
Commencement Date of Contract/Provision of service	11/05/21

## 4. Scope

The scope of the requirement extends to the renewal of existing subscription licences for 12 months as detailed in section 6.

## 5. Implementation and Deliverables

The contract must be in place in time for delivery of renewed subscription licences by 11/05/21.

## 6. Specifying Goods and / or Services

Provision of Tenable Nessus Professional Subscription licences as detailed in the below table:

Product Description	Quantity	Part Number	Tenable Customer ID	Start Date	Expiry Date
Tenable Nessus Professional Feed Licences– on Premise – Annual Subscription-Renewal	10	SERV-NES-R	21637	11/05/2021	10/05/2022

DVLA have an associated Account Manager at Tenable. Her details are:

Name: **REDACTED**

Email: **REDACTED**

However, any suppliers requiring assistance in pricing this requirement should contact Tenable's distributor Arrow UK:

Name: **REDACTED**

Email: **REDACTED**

## 7. Quality Assurance Requirements

Not Applicable

## 8. Other Requirements

### 8.1 Information Assurance

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Contractor's 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**

Tenders are required to acknowledge in their tender response that any Contractors' 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.

### **Level 2**

Tenderers are required to confirm in their tender response that any Contractor's Staff that will be accessing the DVLA Site to provide routine maintenance or have access to the DVLA site and DVLA systems have Baseline Personnel Security Standard clearance (BPSS). The BPSS comprises verification of the following four main elements:

1. Identity;
2. Employment History (past 3 years);
3. Nationality and Immigration Status;
4. Criminal Record Check (unspent convictions only).

The aim of the Baseline Standard verification process is to provide an appropriate level of assurance as to the trustworthiness, integrity and proper reliability of prospective staff. Tenderers are required to provide evidence of relevant Contractor's Staff clearance in their tender response.

### **Level 3**

Tenderers are required to confirm in their tender response that any Contractor's Staff that have access to the DVLA site and DVLA Systems, administration rights, sensitive programmes or large blocks of sensitive data must have full Security Clearance.

### **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 Contractors and Sub-Contractors. Retention schedules will need to be defined and agreed prior to award of contract.

This contract may require the successful Supplier to process Government data. The successful tenderer may be required to complete a Statement of Assurance Questionnaire (Questionnaire attached as an Annex) upon request from DVLA for the duration of the contract, to satisfy DVLA that its data will be appropriately protected.

The tenderer shall allow for audits of its Data Processing activity by the DVLA or the DVLA's representative and/or designated auditor.

### **Processing Personal Data**

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of the Data Protection Legislation (including the General Data Protection Regulation ((EU) 2016/679), the Law Enforcement Directive (Directive (EU) 2016/680), Data Protection Act 2018, and all applicable Law about the processing of personal data and privacy).

### **Offshoring of Government Data**

Any request to offshore must receive clearance and approval from DVLA prior to the commencement of any data processing activity.

The Supplier shall not, and shall ensure that none of its Sub-contractors shall not, transfer DVLA Data outside the EEA without the prior written consent of the DVLA and the Supplier shall not change where it or any of its Sub-contractors process DVLA Data without the DVLA's prior written consent which may be subject to conditions.

### **Redundant Equipment**

Any redundant equipment that will have captured any DVLA sourced data must be disposed of securely on the DVLA Site.

## **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 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.

## **8.5 Procurement Fraud**

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

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

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

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

## **9. Management and Contract Administration**

### **Invoicing Procedures**

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

### **Sub-contracting to Small and Medium Enterprises (SMEs):**

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts 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 sub-contract 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**

Not Applicable.

## **11. Documentation**

### **Price Schedule Appendix A**

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

Suppliers will be required to forward renewal/licence certificates to both the Commercial Advisor and Contract Owner (email addresses detailed in Section 14).

## **12. Arrangement for End of Contract**

The successful supplier shall fully cooperate with the Authority to ensure a fair and transparent re-tendering process for this contract. This may require the successful supplier 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.

### **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**

Evaluation Criteria	Weighting
Financial / Price Criteria	100%
Total	100%



## 14. Points of Contact

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

#### Financial/Pricing Criteria

Primary Financial/Pricing Criteria	Financial/Pricing Weighting (%)	Description
Pricing Requirements	100%	Lowest priced bid receives full score.
	Total = 100%	

