



Specification

Provision of:

Juma Model Analyser Software S&M

Information Technology Services (ITS)

Contract Reference: PS/20/164

Framework Agreement Reference: RM6068- Technology Products & Associated Services

Date: 18/08/20

Version: V0.1

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1. Introduction

In accordance with the terms and conditions of **RM6068- Technology Products & Associated Services** the Department for Transport (DfT) invites proposals for the services specified in section 6.

2. Background to the Requirement

The Driver and Vehicle Licencing Agency (DVLA) currently has in place a contract for Jumar Model Analyser Software Support and Maintenance.

The current contract will expire on **15 September 2020**.

DVLA wish to renew the support and Maintenance of this contract for a period of 2 years, plus the option to extend for a further 1 year if required.

3. Procurement Timetable

Description	Date
Publication of Requirement via E Sourcing Suite	19/08/20
Clarification period ends	26/08/20
Closure of Competition (Bid Submission Deadline)	23:59 on 31/08/20
Evaluation Process	01/09/20
Intended Issue of Award Letter	02/09/20
Commencement date of Contract	16 Sept 2020

NB: This timetable is not binding and may be changed if circumstances dictate and suppliers will be notified as soon as practicable of any changes to avoid adverse impact on their costs.

4. Scope

The scope of the requirement is for the renewal of Jumar Model Analyser Software Support and Maintenance for a 2 year period plus the option to extend for 1 year if required.

5. Implementation and Deliverables

This contract must be in place to commence on **16 September 2020**. Please see procurement timetable above.

6. Specifying Goods and / or Services

DVLA wish to renew the following:

Jumar Model Analyser Software Support and Maintenance for a 2 year period from 16/9/20 to 15/9/22 plus the option to extend for 1 year if required.

The Analyser is designed to allow automated cross model analysis of many Gen models, exposing the structures and content of procedures.

7. Quality Assurance Requirements

Not applicable.

8. Other Requirements

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 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.

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.

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), and all applicable Law about the processing of personal data and privacy).

Cyber Security

The Government has developed Cyber Essentials, in consultation with industry, to mitigate the risk from common internet based threats.

It will be mandatory for new Central Government contracts, which feature characteristics involving the handling of personal data and ICT systems designed to store or process data at the OFFICIAL level of the Government Security Classifications scheme (link below), to comply with Cyber Essentials.

<https://www.gov.uk/government/publications/government-security-classifications>

All potential tenderers for Central Government contracts, featuring the above characteristics, should make themselves aware of Cyber Essentials and the requirements for the appropriate level of certification. The link below to the Gov.uk website provides further information:

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

As this requirement features the above characteristics, you are required to demonstrate in your tender response that:

- Your organisation has [Cyber Essentials] or [Cyber Essentials Plus] certification; **or**
- Your organisation will be able to secure [Cyber Essentials] or [Cyber Essentials Plus] certification prior to contract award; **or**
- Your organisation has other evidence to support that you have appropriate technical and organisational measures to mitigate the risk from common internet based threats in respect to the following five technical areas:
 - Boundary firewalls and internet gateways
 - Secure configuration
 - Access control
 - Malware protection
 - Patch management

The successful tenderer will be required to provide evidence of [Cyber Essentials] or [Cyber Essentials Plus] certification 'or equivalent' (i.e. demonstrate they meet the five technical areas the Cyber Essentials Scheme covers) prior to contract award. This will be through the completion of the Statement of Assurance Questionnaire.

The successful tenderer will be required to secure and provide evidence of [Cyber Essentials] or [Cyber Essentials Plus] re-certification 'or equivalent' (i.e. demonstrate they meet the five technical areas) on an annual basis.

Details of certification bodies are available at:

<https://www.cyberstreetwise.com/cyberessentials>

Data Sharing

Not applicable

Sustainability

Not applicable

Health and Safety:

The DVLA requires contractors to fully comply with its Health and Safety Policy (**Annex A**) and follow all applicable UK and EU Health and Safety Legislation, Acts, Orders, Regulations and Approved Codes of Practices, at all times.

Diversity and Inclusion

Not applicable

Business Continuity

Suppliers shall provide a statement regarding the scope of their Business Continuity and Disaster Recovery Plans to protect the Agency from the consequences of business interruptions.

Procurement Fraud

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

9. Price and Payment Procedures

Price

Suppliers are requested to complete the pricing schedule in order to provide a full and transparent breakdown of all costs associated with the contract. This should be supported by a letter-headed official quotation.

Prices are to be submitted via the e-Sourcing Suite, excluding VAT.

In line with the terms and Conditions of RM6068- Technology Products & Associated Services, all prices must remain valid and firm for a period of thirty (30) days following the bid submission.

Payment

DVLA Invoicing Procedures are detailed in **Annex D** – DVLA Invoicing Procedures. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

10. Training/Skills/Knowledge Transfer

Not applicable

11. Arrangement for End of Contract

Any data or equipment belonging to DVLA has to be returned by end of contract.

12. Evaluation Criteria

MANDATORY QUESTION 1	
Ability to meet delivery deadline of __16/9/20__	Yes/No
Not able to supply initial requirements by that date = Non-compliant	

MANDATORY QUESTION 2	
Please confirm that within 48 hours of award you will detail your escalation procedures, the different levels of escalation and names that will apply to this contract. Please ensure you will provide all parties involved in the supply chain. To articulate this we mean your internal escalation and any external escalations the distributors, supplier(s) you/we will be dealing with and also the vendor if they will provide this information.	Yes/No
Not able to = Non-compliant	

COST	Weighting – 100%
Total aggregate cost of ALL specified goods, including any/all delivery charges	Lowest priced bid receives full score.

13. Points of Contact

Procurement Contact	Name	REDACTED
	Tel	REDACTED
	e-mail	REDACTED
	Address	DVLA, CD, C1 East. Longview Rd, Morrison, Swansea SA6 7JL
Contract Owner	Name	REDACTED
	Tel	REDACTED
	e-mail	REDACTED

All queries/questions should be sent to the procurement contact



Health and Safety
Policy (INF119) 05_17

Annex A



Procurement Fraud
Statement.pdf

Annex B



Armed Forces
Covenant.doc

Annex C



Invoicing
Annex D
Invoicing procedures