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1. PURPOSE

1.1 The College of Policing seeks to procure the expertise of a potential provider with experience of the Police IT network, risk and risk appetite and the information risk management landscape that the College operates in. The requirement is to review our processes and practices with regard to the IT and information security elements of our approach to information risk management, providing a full report including options and recommendations.

1. BACKGROUND TO THE CONTRACTING AUTHORITY

1.1 The College of Policing is the professional body for policing. It has a mandate to set standards in professional development, including codes of practice and regulations, to ensure consistency across the 43 forces in England and Wales. We also have a remit to set standards for the police service on training, development, skills and qualifications and we provide support to help the service implement these standards. Further information is available on the College website: www.college.police.uk

2. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

3.1 The College would like to review its approach to information security to ensure it supports the effective delivery of the College's objectives.

2.1 The College operates in a complex environment with information security requirements to be considered, both as an Arm's Length Body (ALB) of the Home Office and as a police membership organisation operating on the police IT network.

2.2 Further clarity is required regarding the College's information security requirements particularly with regard to the police network. Some of this complexity relates to the fact that the College is part of the police community but its employed staff are not police staff. Secondly, and linked to this, the College's approach to information risk appetite requires reviewing. Thirdly, there are a vast array of organisations and stakeholders in information risk in the police arena. Clarity as to their role in relation to the College is required. Finally, a review of College staff roles and responsibilities is required in relation to Information Security, to provide efficiencies and an effective approach for the future.

3. DEFINITIONS

Expression or Acronym	Definition
ALB	Arm's Length Body

4.   SCOPE OF REQUIREMENT

- **Documents:** high-level review of internal College and external documents relevant to information security.

- **Threat levels:** identification of existing and potential threats to the College's information and IT systems.

- **Risk Appetite:** assessment of the College's risk appetite in practice and the implications of any change to the risk appetite.

- **Police Network and IT systems:** The College's information security requirements for those systems that are and aren't part of the police network.

- **Vetting:** sense-check of the College's recent review of its approach to vetting; consider the impact of a change in risk appetite on our approach to vetting.

- **Roles and responsibilities:** review of College staff roles and responsibilities with regard to information security and any options for change provided.

- **Best Practice Guide:** the inclusion of a "Best Practice" type guide that can be shared across other ALBs and potentially wider.

5.   THE REQUIREMENT

5.1   In-depth knowledge of the Police IT network and expertise in risk management is required along with an understanding of the information risk management landscape that the College operates in.

5.2   The Potential Provider will be required to work with internal and external stakeholders to understand the range of challenges and areas to be considered.

5.3   A project plan and report template will be presented by the provider which clearly outlines the identified deliverables.

5.4   A comprehensive report with an executive summary will be presented and explained by the provider in person addressing the areas outlined in section 5, more specifically:

6.3.1   Documents: a high level review of internal College and relevant external documents on information security (approximately 12 documents). An identification of what internal documents the College needs to have in place and which external documents are relevant. Where there is conflict between external policies, identification of the policies that should prevail. A full re-write of the policies is not required, rather an identification of high-level content.

6.3.2   Threat levels: an evidence-based understanding of what threats exists to the College's information and IT systems.

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6.3.3 Risk Appetite: an assessment of the College's current risk appetite in practice, and the implications of any such change to that risk appetite.

6.3.4 Police network and IT systems: What the College's requirements are with regard to information security for those systems that are and aren't part of the police network.

6.3.5 Vetting: the College is currently carrying out a review into our approach to vetting. The results of this work would be sense-checked as part of this review and consider the impact of a change in risk appetite theour approach to vetting.

6.3.6 Roles and responsibilities: there are approximately eight staff who have an information security aspect as part of their role. A review of College staff roles and responsibilities is required with regard to information security and any options for change provided.

6.3.7 Best Practice Guide: the inclusion of a "Best Practice" type guide that can be shared across other ALBs and potentially wider.

2. KEY MILESTONES

2.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Provider to attend start up meeting at the College of Policing	Within week 1 of Contract Award
2	Provider to submit project plan, report template and clearly identified deliverables	Within week 2 of Contract Award
3	Provider to report on progress against the deliverables; regularity to be defined by the College of Policing after discussion with the Potential Provider	Weeks 2-10 of Contract Award
4	Provider to submit full report and presentation.	Within week 10 of Contract Award

3. AUTHORITY'S RESPONSIBILITIES

8.1 The Director of Corporate Services is leading on this project for the College and will:

8.1.1 Provide a pack of supporting materials to inform this work.

8.1.2 Act as a conduit of communication with stakeholders as appropriate.

8.1.3 Monitor progress and arrange regular meetings with the Provider.

8.1.4 Ensure that the final report is reviewed and quality assured.

4.   REPORTING

4.1   As outlined in the milestones, the Potential Provider will be required to submit a full project plan including clearly defined deliverables and timescales. Throughout the project the Potential Provider will be required to report progress against the deliverables; regular meetings will be discussed and agreed with the Authority.

5.   VOLUMES

5.1   Not applicable.

6.   CONTINUOUS IMPROVEMENT

6.1   A report detailing findings and recommendations will be produced as part of the consultancy service. Benefits and lessons learned will then be taken forward by the Director of Corporate Services in conjunction with the College's Information Governance Group, executive team and CEO.

6.2   The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

6.3   The Supplier should present new ways of working to the Authority during Contract review meetings.

6.4   Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

7.   SUSTAINABILITY

7.1   There are no sustainability requirements for this work.

8.   QUALITY

8.1   No specific quality accreditation is required for this work.

9.   PRICE

9.1   Price must include all costs associated with project management, provision of expertise writing, production of presentation and material, travel expenses to main base locations.

9.2   The budget available to complete this work is up to £65,000 excluding VAT although it's hoped that the full amount will not be required to complete this piece of work.

9.3   Prices are to be submitted via the e-Sourcing Suite Appendix E excluding VAT.

10.   STAFF AND CUSTOMER SERVICE

10.1   The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Information Risk Management Contract in order to consistently deliver a quality service to all Parties.

10.2   Potential Provider's staff assigned to the Information Risk Management Contract shall have the relevant qualifications and experience to deliver the Contract.

10.3   The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

11. SERVICE LEVELS AND PERFORMANCE

11.1 The Authority will measure the quality of the Potential Provider's delivery by: monitoring progress against the milestone dates and the project plan that will be supplied as set out in Section 7.1.

11.2 Throughout the duration of the project, the College will oversee the project and ensure that it comes in on time or ahead of time and that knowledge is retained within the organisation.

11.3 With regards to end of project exit or early exit, the Potential Provider will hand over all information gathered to the College of Policing who will use it to inform the next part of the project. Robust project management must be used throughout the project by the Potential Provider including a risks, issues and lessons learned log.

12. SECURITY REQUIREMENTS

12.1 The Potential Provider's staff who work on this contract will need to or be willing to undergo vetting to Non Police Personnel Vetting Level 2.

13. INTELLECTUAL PROPERTY RIGHTS (IPR)

18.1 The Intellectual Property Rights on all work undertaken under this contract, including to the project reports and any spreadsheets developed will be in line with the contracts standard terms and conditions.

14. PAYMENT

14.1 Invoices must be submitted quoting the valid Purchase Order and following instructions on the Purchase Order. Invoices can be submitted electronically to: payables@college.pnn.police.uk.

14.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables as stated in section 7.

14.3 Before payment can be considered, invoices must include a detailed elemental breakdown of work completed and the associated costs.

15. ADDITIONAL INFORMATION

15.1 There is no additional information for this requirement.

16. LOCATION

16.1 The location of the Services will be carried out at the successful Potential Providers premises but with regular travel to College of Policing offices. The main base location will be at the London office 10th floor, Riverside House, 2A Southwark Bridge Road, London SE1 9HA. This will be for initial set up meetings and Contract review meetings. We will endeavour to use technology and dial in facilities where appropriate.

16.2 The other office locations which the supplier may be required to visit will be:

- Leamington Road, Ryton-on-Dunsmore, Coventry CV8 3EN

- Central House, Beckwith Knowle, Otley Road, Harrogate HG3 1UF

- Priestley House, Priestley Road, Basingstoke, Hampshire, RG24 9NW

- Harperley Hall, Fir Tree, Crook, County Durham DL15 8DS

16.3   The Potential Provider should include visits to the main base location within their pricing as part of their bid submission. Any visits to other sites listed other than the main base location will be based on Home Office travel and subsistence rates.

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