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1. PURPOSE

- 1.1 The purpose of this procurement is to award a contract to a sole Potential Provider for the provision of a rugged case with customised internals for the Home Office Centre for Applied Science and Technology (CAST).
- 1.2 The Home Office Centre for Applied Science and Technology (CAST) will hereafter be referred to as the Authority

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 CAST (the “Authority”) is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. The Authority is the primary science and technology interface between Home Office Ministers and policy makers, frontline delivery partners, and the potential providers of science and technology. Understanding the policy and operational context of Home Office business allows the Authority to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.2 The Authority’s expertise and activities are focused into capability areas that serve the range of Home Office interests in contraband detection; crime prevention and community safety; cyber; forensics; identity assurance; protective security; public order and surveillance

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Authority requires a rugged carry case with the internals machined according to the specifications detailed in the supplied drawings.
- 3.2 The Potential Provider will be supplying the rugged case with the internals engineered to house the components required for a CCTV Frame Interval Timer (FIT) product which measures approximately 515 mm x 245 mm x 40 mm.
- 3.3 The Potential Provider must produce the product to the Authority’s specifications found within the supplied CAD drawings which have been produced by The Authority. These drawings are available in any format which Solid Works 2016 is able to output, upon request.
- 3.4 The Authority operates out of two main sites, Sandridge near St Albans and Langhurst near Horsham. The Authority requires the delivery of the units to the Sandridge site only

4. DEFINITIONS

Expression or Acronym	Definition
CAD	Computer Aided Design
FIT	CCTV Frame Interval Timer product.



5. SCOPE OF REQUIREMENT

- 5.1 The scope of this requirement extends to advice on the final design of the product; tooling; the purchasing of the case and the machining of the internal elements for the pre-production one-off and final production of 50 units.

6. THE REQUIREMENT

- 6.1 This requirement consists of five components:
- 6.1.1 A Peli 1555 Air rugged case – sourced and supplied by the Potential Provider.
 - 6.1.2 A foam-insert base layer, manufactured to the drawing in Appendix G (drawing number: M101079)
 - 6.1.3 A mid-layer insert consisting of a machined and formed sheet of polypropylene with foam adhered to one side, manufactured to the drawings in Appendix G (drawing numbers: M101084, M101083 & M101082)
 - 6.1.4 A top-layer insert consisting of machined polypropylene-backed foam, manufactured to the drawing in Appendix G (drawing number: M101046)
 - 6.1.5 The design and implementation of a foam lid insert to incorporate a recessed A4 sized document pocket with a method of retaining documents whilst the lid is open.
 - 6.1.5.1 CAD files of the finished design for the lid insert must be supplied to the Authority in a format 100% compatible with Solidworks 2016 upon completion of the design.
 - 6.1.5.2 Drawing number M101081 in Appendix G can be used as a 'blank' to design the A4 document pocket.
- 6.2 CAD drawings are available upon request in any format available from Solid Works 2016 outputs.
- 6.3 Where necessary, the Potential Provider may advise on modifications to the design if the design is impractical for manufacture. This must be done during the Tender Clarification Period.
- 6.4 Any concessions the Potential Provider requests from the Authority must be stated during the Tender Clarification Period.
- 6.5 Two quantities are required.
- 6.5.1 A pre-production, one-off product delivered to the Authority's Sandridge site manufactured using identical processes as in 6.5.2., followed by
 - 6.5.2 A production run of 50 products.

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- 6.6 The Potential Provider must provide a price for the initial tooling costs (if applicable); any setup/programming costs, packaging and delivery for the pre-production product to the Authority's Sandridge site.

7. KEY MILESTONES

- 7.1 The service should commence as soon as the contract is awarded.
- 7.2 The Potential Provider **MUST** deliver the pre-production product no later than five weeks from the Potential Provider receiving the purchase order.
- 7.3 The Potential Provider **MUST** deliver the production run of products no later than four weeks from the Potential Provider receiving instruction from the Authority to proceed. This will be after the pre-production products have been approved by the Authority.

8. AUTHORITY'S RESPONSIBILITIES

- 8.1 The Authority shall ensure that suitable representatives from the Project Team are available to advise the Potential Provider on the specifics of the requirements.

9. REPORTING

- 9.1 The Authority requests the following reporting frequency from the Potential Provider:
- 9.1.1 The Authority requires the Potential Provider to provide by email, a weekly progress update throughout the duration of this contract. Contact information from the Authority will be released upon commencement of the Contract.
- 9.1.2 The Authority requires the Potential Provider to inform by email once the pre-production products have been completed and are ready for delivery.
- 9.1.3 The Authority requires the Potential Provider to inform by email once the production has commenced.
- 9.1.4 The Authority requires the Potential Provider to inform by email once the production is complete and provide an expected delivery date.

10. VOLUMES

- 10.1 **One-off** pre-production product, including delivery.
- 10.2 **50** production run products, including delivery.

11. CONTINUOUS IMPROVEMENT

- 11.1 The Potential Provider will continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 11.2 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.



12. SUSTAINABILITY

12.1 Not applicable.

13. QUALITY

13.1 The Potential Provider will provide evidence of the ways in which quality will be controlled and assured throughout the process.

14. PRICE

14.1 Prices are required to be itemised as follows:

14.1.1 Against each drawing found within Appendix G.

14.1.1.1 Three items within Appendix G – Drawing numbers: M101079, M101084, M101046

14.1.2 The design charge (if any) for the requirement described in paragraph 6.1.5

14.1.3 Manufacturing of the requirement described in paragraph 6.1.5

14.1.4 Supply of the Peli 1555 Air case

14.1.5 Delivery to the Authority’s Sandridge site

14.2 Prices are to be submitted using Appendix E and shall include all expenses but exclude VAT.

15. STAFF AND CUSTOMER SERVICE

15.1 The Potential Provider will provide a level of resource throughout the duration of the Contract to ensure that all of the deliverables are met.

15.2 The Potential Provider shall ensure that staff understands the Authority’s vision and objectives.

16. SERVICE LEVELS AND PERFORMANCE

16.1 The Authority will measure the quality of the Potential Provider’s delivery according to the following:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Before pre-production manufacturing and assembly	The provision of support and advice following a request from the customer within 24 hours	98%
2	Delivery of pre-production product	Delivery of the pre-production assemblies within five weeks of an order placed by the customer	100%



3	Post pre-production, Prior to production run manufacturing	The provision of support and advice following a request from the customer within 24 hours.	98%
4	Delivery of production run products	The delivery of the production run products within four weeks of the Authority approving the pre-production product	100%

- 16.2 Where the Authority identifies poor performance against the agreed KPI's, the Potential Provider shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 10 working days from the date of notification at the Authority's premises.
- 16.3 The Potential Provider shall be required to provide a full incident report which describes the issues and identifies the causes. The Potential Provider shall also be required to prepare a full and robust 'Service Improvement Action Plan' which sets out its proposals to remedy the service failure. The Service Improvement Plan shall be subject to amendment following the performance review meeting and agreed by both parties prior to implementation.
- 16.4 The Authority agrees to work with the Potential Provider to resolve service failure issues. However, it will remain the Potential Provider's sole responsibility to resolve any service failure issues.
- 16.5 Where the Potential Provider fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard, the Authority reserves the right to seek early termination of the contract in accordance with the procedures set out in Appendix C - Terms and Conditions

17. SECURITY REQUIREMENTS

- 17.1 The Authority's site is secure and any visitors are escorted at all times. Therefore no specific security clearances are required.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 18.1 All intellectual property rights in any materials provided by the Authority to the Potential Provider for the purposes of this Agreement shall remain the property of the Authority or the respective owner of such Intellectual Property Rights, but the Authority hereby grants the Potential Provider a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Contract for the sole purpose of enabling the Potential Provider to perform its obligations under the Contract.
- 18.2 All Intellectual Property Rights in any materials created or developed by the Potential Provider pursuant to the Contract or arising as a result of the provision of the Services shall vest in the Authority.



19. PAYMENT

19.1 The Potential Provider shall invoice in two stages:

19.1.1 The tooling, programming, manufacturing, assembly and delivery of a pre-production product on an itemised invoice which will be payable upon delivery of the pre-production product and with the Authority's agreement.

19.1.2 The tooling, programming, manufacturing, assembly and delivery of the 50 production run products on an itemised invoice, which will be payable upon delivery of the production run products and with the Authority's agreement.

20. ADDITIONAL INFORMATION

20.1 The contract will be for the duration of 13 weeks.

21. LOCATION

21.1 The location of where these assemblies are required to be sent to is:

Home Office CAST, Woodcock Hill, Sandridge, Herts, AL4 9HQ