

Invitation to Tender

Attachment 1 – About the Framework

**RM6100 Technology Services 3**

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# Welcome

We invite you to bid in this competition for Technology Services 3 (RM6100). Our Invitation to Tender (**ITT**) pack comes in divided into two main parts:

**Attachment 1 - About the Framework** (this document) – what the opportunity is, who can bid, the timelines for this competition, how to ask questions.

Plus:

* the competition rules and obligations and rights between you and us
* how the Contract works – what a Framework Contract is and what’s in a Framework Contract.

There are also 14 other attachments to the ITT pack.

These attachments are:

**Attachment 2 - How to bid** – guidance on how to submit your bid, the selection and award stages, how we will assess your bid, what is the process at intention to award and the Framework Contract award stage.

You must use our eSourcing tool, to submit your bid <https://crowncommercialservice.bravosolution.co.uk>

**Attachment 2a - Selection questionnaire** – you must complete the questions detailed in this questionnaire online in the eSourcing tool (qualification envelope).

**Attachment 2b - Contract Example Certificate** – you must complete the certificate for all Lots for which you are bidding and get your Customer Referee to verify the information.

**Attachment 2c - Certificate of Past Performance** – you must complete this document if your Contract value is £20m or above (***for Lot 4 only***).

**Attachment 2d - Award questionnaire** – you must complete the questions detailed in this questionnaire online in the eSourcing tool (technical envelope).

**Attachment 2e – Relevant Principal Services template** – you must complete this document if your Contract value is £20m or above (***for Lot 4 only***)

**Attachment 3 - Pricing matrix** – you must complete the unlocked yellow cells in this attachment and upload to question AQC1 in the eSourcing tool (commercial envelope).

**Attachment 4 - Information and declaration workbook** – if you are relying upon any other organisation, including key subcontractors or consortium members, to meet the selection, you must get **each of the organisations** to populate this attachment. You must then attach each of the populated attachments to the relevant selection questions in the eSourcing tool (qualification envelope).

**Attachment 5** - **Financial assessment template** – you do not need to populate this template as part of your bid.

**Attachment 6 - Consortia details** – you should complete this spreadsheet if you are bidding as the lead member of a consortium and attach to selection question 1.8.3 in the eSourcing tool (qualification envelope).

**Attachment 7 - Key subcontractor details** – you should complete this spreadsheet if you intend to use Key Subcontracts in your bid and attach to selection question 1.10.1 in the eSourcing tool (qualification envelope).

**Attachment 8 - Sourcing System – Bidder Guidance –** Please note that this is not a physical attachment uploaded in the eSourcing tool. Please use the following link to see the Sourcing System Bidder Guidance:

<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>

**Attachment 9** - **Framework Terms Population Template** – you must complete this and attach to question 1.28.1 to enable us to populate your Framework Contract in the event that you are successful in the competition.

**Attachment 10 - Frequently Asked Questions** – you do not need to submit this as part of your Bid. This document contains a list of questions and answers relating to our competitions that may be helpful to you.

Make sure you **read all the attachments, and the Contract documents** which can be found within the attachments area of the event on the eSourcing tool. The guidance, information and instructions that we provide are there to help you to make a compliant bid.

If anything isn’t clear, see paragraph 6 ~ ‘When and how to ask questions’.

Please read attachment 8 - Supplier guidance for help using our eSourcing tool and instructions on how to submit a compliant bid.

1. What you need to know
   1. What ’we’ and ‘you’ means

When we use “CCS”, “we”, “us” or “our” we mean Crown Commercial Service (the Authority);

When we use “you” or “your” we mean your organisation, or the organisation you represent, in this competition also referred to as bidder.

We are a central purchasing body that has Contractual vehicles to enable the procurement of common goods and services for buyers including central government departments and the wider public sector. Please see the following link for a complete customer list and the Contract Notice for the potential buyers that will be able to use this Framework: <https://sites.google.com/crowncommercial.gov.uk/policyimplementation/home/commercial-best-practice-notes/ojeu-customer-list?authuser=0>

* 1. Who are ‘buyers’?

Buyers are the organisations named in the published Contract notice as those able to place Call-Off orders for the deliverables via this Framework Contract. They will do this in line with Framework Schedule 5 (Call-Off procedure) and Framework Schedule 6 (Award Criteria).

* 1. What is a ‘Lot’?

A Lot is sub-division of the deliverables which are the subject of this competition as described in the published Contract notice.

* 1. What do we mean by ‘deliverables’?

Deliverables are the goods and/or services that will be provided under this Framework Contract as set out in Framework Schedule 2 (Services and Key Performance Indicators) Section 2 Specification.

* 1. Who are ‘key subcontractors’?

Key subcontractors are any other person other than you who under this Framework Contract will:

* be relied on to deliver any of the deliverables under this Framework Contract in their entirety (or any part of them)
* provide the facilities or services necessary for the provision of the deliverables (or any part of them)
* be responsible for the management, direction or control of the provision of the deliverables (or any part of them)

Please note we do not require all subcontractors to be named in your bid, we only want to know about key subcontractors who directly contribute to your ability to provide the deliverables under the Framework Contract and any Call-Off Contracts. We do not need to know about subcontractors who supply general services to you (such as window cleaners etc.) that only indirectly enable you provide the deliverables under the framework.

* 1. What is the difference between a Bidder and Supplier?

Successful bidders will become Suppliers.

* 1. The Public Contracts Regulations 2015

The Public Contracts Regulations 2015 (“the Regulations) regulate how we procure. This means that we and you have follow processes that are fair, transparent and equitable for all bidders.

* 1. Government Security Classifications (GSC)

On 02/04/2014 the Government introduced its Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this was the reduction in the number of security classifications used.

You are encouraged to make yourself aware of the changes and identify any potential impacts in your Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during this competition, or pursuant to any Contract awarded to you as a result of this competition, will be subject to the GSC from 02/04/2014. The link below to the Gov.uk website provides information on the GSC:

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

1. The opportunity

Crown Commercial Service as the Contracting Authority is putting in place a Pan Government Collaborative Framework Agreement for use by UK public sector bodies identified at VI.3 of the Contract Notice (and any future successors to these organisations).

The above Public Sector Bodies have a need for a technology service Framework Agreement, which will deliver local, regional and national technology service provides for the range of service outlined below.

The agreement will include but not be limited to the following technology support services:

• Hardware management and support

• Software management and support

• Network management and support

• Data management

• Enterprise security (Security Operations Centre – SOC services)

• Technology service discovery

• Technology service disaggregation

• Transition and transformation of existing technology services

• Technology strategy & service design

The Services covered by this Procurement have been subdivided into 8 individual Lots, named as follows:

Lot 1 – Technology Strategy and Service Design

Lot 2 – Transition and Transformation

Lot 3a - Operational Services - End User Services

Lot 3b - Operational Services - Operational Management Services

Lot 3c - Operational Services - Technical Management

Lot 3d - Operational Services - Application and Data Management

Lot 4 – Major Services Transformation Programmes

Lot 5 – Service Integration and Management

Bidders have the opportunity to bid for all or a combination of Lots in certain circumstances.

You will be eligible to bid for a place on Lot 4 if you also bid for Lots 1, 2, 3a, 3b, 3c and 3d. Therefore you will have to pass the Selection stage for these Lots as well as having been successful at Selection stage for Lot 4 (Contract example) in order to progress to the Award Stage for Lot 4. To be able to be evaluated for Lot 4 you will need to have answered the Award stage questions for Lots 1, 2, 3a, 3b, 3c and 3d in addition to the other mandatory questions.

Crown Commercial Service reserves the right for an electronic auction to be held by contracting authority(s) during further competition among the parties to the Framework Agreement(s).

Technology Services 3 will be the next iteration of the successful [Technology Services 2](https://www.crowncommercial.gov.uk/agreements/rm3804) Framework. It will continue to cover traditional Information and Communication Technology (ICT) services, from strategy through to transition and operational deployment.

It will also look to include new and future services, which have been requested throughout customer and supplier engagement, where these are clear and separate from other CCS agreements.

Remember that the full Specification is in Framework Schedule 2 (Services and Key Performance Indicators ~ Part A - Services).

1. What a Framework Contract is

A Framework Contract, with one or more Suppliers, sets out terms that allow Buyers to make specific purchases (‘Call-Off Contracts’) during the life of the Framework Contract. This competition is for a multi Supplier Framework Contract.

If you are a successful bidder, we will use the information you have provided in your bid, including your pricing to personalise your Framework Contract. Each successful bidder will have their own Framework Contract, which will be signed by you and us, the Authority. The Framework Contract will be managed by you and us, the Authority.

Buyers can then use the Framework Contract to make Call-off Contracts. Each call-off Contract will be signed and managed by you and the Buyer.

The estimated value of Call-off Contracts that may be placed under this Framework Contract is set out in the OJEU Contract Notice. There will be multiple Call-Off Contracts under one Framework Contract.

However, we cannot guarantee any business through this Framework Contract.

**How the Framework Contract is structured**

The Framework Contract will be established for 48 months with no option for us to extend.

The Framework Contract will have 8 (eight) Lots.

Bidders can bid for one or more Lots.

The Lot details for each Lot are detailed in the table below:

|  |  |
| --- | --- |
| Lot | Lot name and description |
| Lot 1 | Technology Strategy & Service Design |
| Lot 2 | Transition & Transformation |
| Lots 3a, 3b, 3c & 3d | Operational Services  3a – End User Support  3b – Operational Management  3c – Technical Management  3d – Application & Data Management |
| Lot 4 | Major Service Transformation Programmes |
| Lot 5 | Service Integration & Management |

1. Who can bid

We are running this competition using the ‘open procedure’. This means that anyone can submit a bid in response to the published Contract Notice.

The Contract Notice can be found on Tenders Electronic Daily (TED) and our website: <https://www.crowncommercial.gov.uk/agreements/RM6100>

You can submit a bid as a single legal entity. Alternatively, you can take one or both of the following options:

work with other legal entities to form a consortium. If you do, we ask the consortium to choose a lead member who will submit the bid on behalf of the consortium.

bid with named key subcontractors to deliver parts of the requirements. This applies whether you are bidding as a single legal entity or as a consortium.

We recognise that subcontracting and consortium plans can change. You must tell us about any changes to the proposed subcontracting or to the consortium as soon as you know. If you do not, you may be excluded from this competition.

1. Timelines for the competition

These are our intended timelines. We will try to achieve these however, for a range of reasons, dates can change. We will tell you if and when timelines change:

|  |  |
| --- | --- |
| Start date (this is the date we submitted the Contract Notice to be published) | 23/10/2020 |
| Publication date (this is the date the ITT pack will be published) | 26/10/2020 |
| Bidders post Contract notice webinar | 10/11/2020 and 11/11/2020 |
| Clarification questions deadline | 17:00 on 01/12/2020 |
| Deadline for our responses to clarification questions | 14/12/2020 |
| Bid submission deadline | 15:00 on 05/01/2021 |
| Compliance/evaluation | From the bid submission deadline through to Award of Framework Contracts |
| Issue of intention to award notices to successful and unsuccessful bidders | 21/04/2021 |
| End of mandatory standstill period | midnight at the end of 03/05/2021 |
| Award of framework contracts | 04/05/2021 |
| Framework start date | 05/05/2021 |

1. When and how to ask questions

We hope everything is clear after you have this ITT pack (including the attachments).

If you have any questions you need to ask them as soon as possible after the Contract Notice is published. This is because we have set a deadline for submitting questions - the clarification questions deadline.

You need to send your questions to us through the eSourcing tool and you may ask some questions during the Bidders Webinar Conference, which CCS will capture and reply to via the eSourcing tool. ***This is the only way we can communicate with bidders during this procurement.*** Try to ensure your question is specific and clear. Do not include your identity in the question. This is because we publish all the questions and our responses, to all bidders.

If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.

Remember that you can ask us questions about the Framework Contract and Call-Off Contract but please do not attempt to ‘negotiate’ the terms. All Framework Contract Awards will be made under identical terms.

1. Management information and management charge

If you are awarded a Framework Contract you will need to send to us management information every month. We will use this information to calculate the management charges you must pay us for sales made through the Framework. See Framework Schedule 9 (Management Information). <https://www.crowncommercial.gov.uk/agreements>

The percentage management charge is stated in the Framework Schedule 1 Definitions, Management Charge.

1. Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”)

We don’t think TUPE will apply to this procurement at **Framework** level because:

* no services are provided to CCS under the any existing Framework Contract or arrangements that this Framework will replace
* Services will only be provided to Buyers under Call-Off Contracts, no services will be provided to CCS under the Framework Contract.

We encourage you to take your own advice on whether TUPE is likely to apply and to carry out due diligence accordingly.

We think that TUPE may apply to **Call-Off** Contracts because:

* Services which are fundamentally the same as what we need under this procurement are currently being provided either in-house or by a Supplier
* there are organised groupings of employees delivering Services
* the responsibility for delivering those or comparable Services may transfer to the Supplier who is awarded the Call-Off Contract

Again, we encourage you to take your own advice on whether TUPE is likely to apply and to carry out due diligence accordingly.

You can see the provisions we make and the indemnities which will be given if TUPE is to apply under a call-off contract in Schedule 4 (Staff Transfer) of RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5 and Schedule 9.1 (Staff Transfer) of RM6100 Lot 4 Call Off Terms. No further indemnities will be provided.

We do not envisage that TUPE will apply for Lot 1.

1. Competition rules

We run our competitions so that they are fair and transparent for all bidders. This section, sets out the rules of this competition. It needs to be read together with the ITT pack.

* 1. What you can expect from us

We will not share any information from your bid which you have identified as being confidential or commercially sensitive with third parties, apart from other central government bodies (and their related bodies). However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

* 1. What we expect from you

You must comply with these competition rules and the instructions in this ITT pack and any other instructions given by us. You must also ensure members of your consortium, key subcontractors or advisers comply.

Your bid must remain valid for 180 days after the bid submission deadline.

You must submit your bid in English and through the eSourcing tool only.

* 1. Involvement in multiple bids

If you are connected with another bid for the same requirement or the same Lot, we may make further enquiries. For example, where you submit a bid:

* in your own name and as a key subcontractor and/or a member of a consortium connected with a separate bid
* in your own name which is similar to a separate bid from another bidder within your group of companies.

This is so we can be sure that your involvement does not cause:

* potential or actual conflicts of interest
* Supplier capacity problems
* restrictions or distortions in competition

We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.

* 1. Collusive behaviour

You must not, and you must make sure that your directors, employees, subcontractors, key subcontractors, advisors, companies within your group or members of your consortia do not:

* fix or adjust any part of your bid by agreement or arrangement with any other person, except where, getting quotes necessary for your bid or to get any necessary security
* communicate with any person other than us the value, price or rates set out in your bid or information which would enable the precise or approximate value, price or rates to be calculated by any other person except where such communication is undertaken with persons who are also participants in your bid submission, namely those where disclosure to such person is made in confidence in order to obtain quotes necessary for your bid or to get any necessary security
* enter into any agreement or arrangement with any other bidder, so that bidder does not submit a bid
* share, permit or disclose to another person, access to any information relating to your bid submission (or another bid submission to which you are party)
* offer or agree to pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any other person for doing or having done or causing or having caused to be done in relation to its bid submission

If you do breach paragraph 9.4, we may (without prejudice to any other criminal or civil remedies available to it) disqualify you from further participation in this competition.

We may require you to put in place any procedures or undertake any such action(s) that we in our sole discretion considers necessary to prevent or stop any collusive behaviour.

* 1. Contracting arrangements

Only you or, as applicable, your key subcontractors (as set out in your bid) or consortium members can provide the deliverables through the Framework Contract.

* 1. Contracting arrangements for consortium

We may require a consortium to form a specific legal entity when signing a Framework Contract. We may also require a member to sign a Framework guarantee for the legal entity.

Otherwise, each member will sign the Framework Contract.

* 1. Bidder conduct and conflicts of interest

You must not attempt to influence the Contract award process. For example, you must not directly or indirectly at any time:

* collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, Supplier, consortium member or provider of finance.
* canvass any Minister, officer, public sector employee, member or agent of our staff or advisors in relation to this competition.
* try to obtain information from any of our staff or advisors about another bidder or bid.

You must ensure that no conflicts of interest exist between you and us. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

* 1. Confidentiality and freedom of information

You must keep the contents of this ITT pack confidential unless it is already in the public domain, you must keep the fact you have received it confidential. This obligation does not apply to anything you have to do to:

* submit a bid
* comply with a legal obligation.
  1. Publicity

You must not make statements to the media regarding any bid or its contents. You are not allowed to publicise the outcome of the competition unless we have given you written consent.

* 1. Our rights

We reserve the right to:

* waive or change the requirements of this ITT pack from time to time without notice.
* verify information, seek clarification or require evidence or further information in respect of your bid. You MUST ensure you are regularly checking your messages to ensure you are able to respond to our clarifications.
* withdraw this ITT pack at any time, or re-invite bids on the same or alternative basis.
* choose not to award any Framework Contract(s) or Lot(s) as a result of the competition.
* choose to award different lots at different times.
* make any changes to the timetable, structure or content of the competition.
* carry out the evaluation stages (selection and award stages) of this procurement concurrently.
* exclude you if:
  + you submit a non-compliant bid.
  + your bid contains false or misleading information.
  + you fail to respond to any clarifications from us.
  + you fail to tell us of any change in the contracting arrangements between bid submission and contract award.
  + the change in the contracting arrangements would result in a breach of procurement law.
  + for any other reason set out elsewhere in this ITT pack.
  + for any reason set out in the Regulations.
  1. Consequences of misrepresentation

If a serious misrepresentation by you induces us to enter into a Framework Contract with you, you may be:

* excluded from bidding for contracts for three years under regulation 57(8)(h)(i) of the Regulations.
* sued by us for damages, and we may rescind the contract under the Misrepresentation Act 1967.

If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

If there is a conviction, then your organisation must be excluded from the procurement procedure for five years under regulation 57(1) of the Regulations (subject to self-cleaning).

* 1. Bid costs

We will not pay your bid costs for any reason, for example if we terminate or amend the competition.

* 1. Warnings and disclaimers

We will not be liable:

* where parts of the ITT pack are not accurate, adequate or complete.
* for any written or verbal communications.

You must carry out your own due diligence and rely on your own enquiries.

This ITT pack is not a commitment by us to enter into a contract.

* 1. Intellectual Property Rights

The ITT pack remains our property. You must use the ITT pack only for this competition.

You allow us to copy, amend and reproduce your bid so we can:

* run the competition
* comply with law and guidance
* carry out our business

Our advisors, Subcontractors and other government bodies can use your bid for the same purposes.

* 1. Government Security Classifications (GSC)

You allow us to amend any security related term or condition of the draft contract accompanying this ITT to reflect any changes introduced by the Government Security Classifications (GSC) classifications scheme.

1. The Framework Contract and Call-Off Contracts

This Procurement will result in the award of the Framework Contract to successful Potential Providers. Once the Framework Contract has been executed those successful Potential Providers will become Suppliers.

The Framework Contract will enable Buyers to place orders with Bidders for the Related Services via Call Off Contracts.

The published Framework Contract, which includes the Framework Schedules, Template Order Forms and Template Call Off Terms and Call Off Procedure, is downloadable from a zip file within the attachments area of the eSourcing tool. Please carefully review this document so that you fully understand the rights and obligations they confer on the parties.

Framework Contract and Call Off Contract terms are non-negotiable, whether during this Procurement or post award. However, you may seek clarification of any points of ambiguity or apparent error in relation to the terms throughout the clarification period (see Section 6). If, in its sole discretion, the Authority accepts that there is either ambiguity or error, then it will make appropriate amendment.

Following the Authority’s decision to award, the Framework Contract will be updated to incorporate elements of the Tender including (but not limited to) the successful Potential Provider’s charges and the approach to delivering the Related Services.

1. **Order form**

When a Buyer wants to make purchases they will Call-Off from the Framework by providing the relevant information laid out in Framework Schedule 4 (Template Order Forms and Template Call Off Terms). You can read about how buyers will do their call-offs in Framework Schedule 5 (Call-Off Procedure).

The order form lays out:

* the Supplier and Buyer contact details
* details of what will be supplied
* how it’ll be supplied
* how much it’ll cost
* a list of all the Call-off and Joint Schedules, including any Special Terms.

The Call-off Contract will be created when both parties agree to it either by:

* each party signing a completed template Order Form
* a binding electronic purchase order which includes the relevant information as laid out in the Order Form

Over the life of a Framework Contract there are typically many Call-off Contracts. Each Call-off Contract is normally between one Buyer and one Supplier but sometimes Buyers pool their demand and award jointly to one Supplier.

1. **The Contract documents**

This table lists and briefly describes each contract document.

You can see from the table that certain Terms and Conditions are only applicable to certain Lots and this reflects the different nature of some of the requirements that are likely to be tendered under this Framework Contract. For example, Lot 1 only has two documents, whereas Lot 4, which is a more complex Lot, has more detail in relation to that requirement and therefore has four documents.

You can find the individual documents either in the attachments area of the eSourcing tool or on the CCS procurement pipeline page.

|  |  |
| --- | --- |
| Document title | What is it? |
| **Applicable to all Lots** | |
| **RM6100 TS3 Framework Agreement** | The legal terms for the Framework Contract. |
| **Applicable to Lot 1 Only** | |
| **RM6100 Additional and Alternative Terms and Conditions Lot 1** | Additional Clauses and additional Schedules for Lot 1. |
| **RM6100 Lot 1 Call Off Terms** | The legal terms for Call Off Contracts for Lot 1. |
| **RM6100 Lot 1 Order Form** | The template document that the Buyer needs to  complete to form a Call-Off Contract. |
| **Applicable to Lots 2, 3 and 5 Only** | |
| **RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5** | Additional Clauses and additional Schedules for Lots 2, 3 and 5. |
| **RM6100 Lots 2, 3 and 5 Call Off Terms** | The legal terms for Call Off Contracts for Lots 2, 3 and 5. |
| **RM6100 Lots 2, 3 and 5 Order Form** | The template document that the Buyer needs to  complete to form a Call-Off Contract for Lots 2,3 and 5. |
| **Applicable to Lot 4 Only** | |
| **RM6100 Additional and Alternative Terms and Conditions Lot 4** | Additional Clauses and additional Schedules for Lot 4. |
| **RM6100 Lot 4 Call Off Terms** | The legal terms for Call Off Contracts for Lot 4. |
| **RM6100 Lot 4 Call Off Terms Schedules** | The template documents that the Buyer needs to complete to form a Call-off Contract for Lot 4. |
| **RM6100 Lot 4 Order Form** | The template document that the Buyer needs to complete to form a Call-off Contract for Lot 4. |
| **RM6100 Lot 4 Order Form Attachments** | The Order Form Attachments that the Buyer needs to complete to form a Call-off Contract for Lot 4. |

# The Armed Forces Covenant

1. The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.
2. The Covenant’s 2 principles are that:

* the armed forces community should not face disadvantages when compared to other citizens in the provision of public and commercial services
* special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

We encourage all bidders, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein. We encourage you to make your [Armed Forces Covenant pledge](https://www.gov.uk/government/publications/corporate-covenant-pledge).

1. [The Corporate Covenant](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/649954/20171005_Armed_Forces_Covenant_Guidance_Notes_for_Businesses.pdf) gives guidance on the various ways you can demonstrate your support.
2. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: [covenant-mailbox@mod.uk](mailto:covenant-mailbox@mod.uk)

Address: Armed Forces Covenant Team, Zone D, 6th Floor, Ministry of Defence, Main Building, Whitehall, London, SW1A 2HB

1. Paragraphs 1 – 4 above are not a condition of working with CCS now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, CCS very much hopes you will want to provide your support.