



Crown
Commercial
Service

PROCUREMENT STRATEGY REPORT

FOR

**PROVISION OF ACCESS TO PRESS ASSOCIATION NEWS
WIRE**

CONTRACT REFERENCE: CCCO19A09

FOR

THE CABINET OFFICE

CONTENTS

1.	CONTRACTING AUTHORITY (AUTHORITY)	3
2.	CONTRACT TERM AND VALUE	3
3.	DESCRIPTION OF REQUIREMENT	3
4.	PROCUREMENT OPTIONS APPRAISAL.....	4
5.	AUTHORITY'S SUGGESTED APPROACH.....	5
6.	RECOMMENDED COMMERCIAL STRATEGY.....	5
7.	SOURCING TIMETABLE AND RESPONSIBILITIES.....	5
8.	APPROVALS.....	6

1. CONTRACTING AUTHORITY

Name:	REDACTED
Position:	Media Monitoring Unit, Cabinet Office

2. CONTRACT TERM AND VALUE

Initial Term:	31 st March 2019 to 1 st April 2020
Options to Extend:	1 x 12 Months (1 + 1)
Value per Contract Year:	£37,464.00 excluding VAT.
Total Contract Value (excluding VAT):	Circa £75,000 excluding VAT, with possible additional inflationary uplift.

3. DESCRIPTION OF REQUIREMENT

- 3.1 The Cabinet Office Media Monitoring Unit (MMU) operates 24 hours a day, seven days a year delivering broadcast, print and social media monitoring to subscribing HMG departments and agencies.
- 3.2 The Cabinet Office MMU requires access to news content from the Press Association (PA) website to inform its monitoring products.
- 3.3 The Press Association content is used to produce monitoring products and to distribute embargoed press releases to colleagues in other Government departments.
- 3.4 Distribution of Embargoed copy is vital so that Government departments can proactively respond to stories prior to publication.
- 3.5 The Media Monitoring Unit aims to allow departments to share the cost of a bespoke monitoring service.
- 3.6 The Press Association is responsible for providing the following under contract:
 - 3.6.1 A Login to a web platform containing Press Association content including embargoed copy.
 - 3.6.2 Continuous access to all UK newswire copy including stories under embargo.
 - 3.6.3 Clear presentation of UK Newswire content on the supplier's web platform with ability to share quickly with registered email address.
 - 3.6.4 Training and guidance on any alteration to the system delivering the newspaper cuttings.

3.6.5 A point of contact for any issues arising with service.

3.7 The Press Association was founded in 1868 and is a multimedia news agency operating in the United Kingdom and Ireland. It has 26 shareholders, most of whom are national and regional newspaper publishers. More details about the Press Association can be found on its website at: [REDACTED](#)

The MMU's contact at the Press Association is: REDACTED (REDACTED).

4. PROCUREMENT OPTIONS APPRAISAL

4.1 The Cabinet Office is mindful that its MMU has a number of subscriptions and media related requirements in operation that are renewed annually on a Single Tender Action (STA) basis. The Cabinet Office has asked CCS if there might be scope to tender any of these requirements to mitigate any risks associated with operating long standing STA-based contractual arrangements.

4.2 Following a review of the requirement, the following procurement routes have been researched:

CCS Commercial Agreement – None in scope as services provided on a “sole supplier” basis.	
OGD Commercial Agreement – None in scope as services provided on a “sole supplier” basis.	
Open Market – Not suitable as sole supplier so no competition available via an Open Market tender	
OJEU Procurement – Reasons provided for “Open Market” negate this possibility and the budget is too low for approval to run an OJEU to be provided.	
Other – None identified.	
Single Tender Action:	
Justification including Benefits;	Risks;
<ul style="list-style-type: none"> The Cabinet Office has definite ongoing needs for the services, for the reasons outlined in 3, above. Supplier will only provide website access directly to end user organisations, so there is 	<ul style="list-style-type: none"> No specific risk identified as only the existing Supplier can provide access to information on its own website and there is no alternative source of information that would fulfil the same purpose. No other organisation could therefore

<p>no scope for CCS to seek to tender this requirement.</p> <p>In the event the Supplier agreed to operate through an intermediary organisation appointed via a competitive tender, this would cost more money as the Supplier's annual fee would still stand, plus the intermediary would charge their own margin in addition. Best value for money would therefore not be achieved.</p>	<p>claim to be disadvantaged by this STA proceeding.</p> <ul style="list-style-type: none"> The annual charge is relatively low so should not attract attention from other media operators.
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5. CONTRACTING AUTHORITY'S SUGGESTED APPROACH

- 5.1 The Contracting Authority has confirmed their preference would have been to operate a competitive tender, however they conceded it was not possible to do so.

6. RECOMMENDED COMMERCIAL STRATEGY

It is recommended that this requirement is sourced via operating an STA subscription renewal to the incumbent Supplier.

- 6.1 The Contracting Authority has confirmed that they have all the necessary approvals to proceed.

7. SOURCING TIMETABLE AND RESPONSIBILITIES

- 7.1 The anticipated timescales for the STA are:

DATE	ACTIVITY	RESPONSIBILITY (Contracting Authority or CCS)
Tuesday 26 th March 2019	Approval of this Procurement Strategy Report.	CCS and Cabinet Office
On / before Friday 29 th March 2019	Issue a Purchase Order to Press Association.	Cabinet Office

8. EVALUATION CRITERIA

8.1 Not applicable as this is for the renewal of existing online access to PA data.

9. CLARIFICATION PERIOD

9.1 Not applicable as this is for the renewal of existing online access to PA data.

10. PROPOSAL SUBMISSION

10.1 Not applicable as this is for the renewal of existing online access to PA data.

11. EVALUATION PROCESS

11.1 Not applicable as this is for the renewal of existing online access to PA data.

12. PROPOSAL CLARIFICATIONS

12.1 Not applicable as this is for the renewal of existing online access to PA data.

13. AWARD STAGE

13.1 Not applicable as this is for the renewal of existing online access to PA data.

14. TRANSPARENCY

14.1 Not applicable as no government contract documentation operates between the parties, so there is no contract document that can be redacted.

15. APPROVALS

15.1 The Authority is responsible for adherence to the Cabinet Office Controls and for securing budgetary approval. By signing this document the Authority confirms that:

15.1.1 All necessary approvals to commence the Procurement are in place.

Activity	Name	Signature	Date
Agreed By (Authority)	REDACTED	REDACTED	