



Home Office

# **Escorting and Travel Services Re-Procurement Project**

Contracts Finder Notice

Process for Expression of Interest



## Process for Expression of Interest

*Please note the information within this Contracts Finder Notice is based on the **Prior Information Notice (PIN)**. An extract from section II.7 of the PIN with details on market engagement and the process for expression of interest is provided below:*

This notice is published for the purpose of market engagement. Potential Suppliers are requested to express an interest to attend the Concept Viability Day by 22 July 2015 and are encouraged to request further information from the Escorting and Travel Services Project (See reference to the Concept Viability Day below). The process for expression of interest and requesting further information is set out below.

The Home Office uses an eSourcing toolkit to enable its sourcing activities to be conducted over the internet. In order to express an interest and therefore participate in the market engagement process, please follow the steps set out below.

### Step 1

Any organisation intending to submit an expression of interest must be registered (unless your organisation is already registered) as a supplier with the Crown Commercial Service (CCS) eSourcing Portal. (See the timeline for expressing interest below).

To register, visit the portal's login page at <https://gpsesourcing.cabinetoffice.gov.uk> by clicking on the Register for the CCS eSourcing link on the portal's homepage.

For technical assistance on use of the e-Sourcing Suite, please contact Crown Commercial Service Helpdesk: + 44 3454102222 or email: [supplier@ccs.gsi.gov.uk](mailto:supplier@ccs.gsi.gov.uk)

Please note that before potential suppliers can be provided with further information regarding this project they will be required to sign a Non Disclosure Agreement (NDA) and return it to the Home Office.

### Step 2

Once potential suppliers are registered on the CCS portal, they are required to send an email to [esprocurement@homeoffice.gsi.gov.uk](mailto:esprocurement@homeoffice.gsi.gov.uk) following which they will be linked to the event entitled '**Escorting and Travel Services Re-Procurement Project (NDA)**' which will enable them to gain access to the NDA. In their email to [esprocurement@homeoffice.gsi.gov.uk](mailto:esprocurement@homeoffice.gsi.gov.uk) potential suppliers should include the following details:

- Their full name(s),
- The full name and contact details of the person with whom the Home Office can communicate on this matter.

The contact details of the person mentioned above should include the person's e-mail address and telephone number.

Once they have obtained the NDA, potential suppliers should sign and return the NDA to the Home Office via the CCS portal as soon as possible.

### Step 3

Once the NDA is submitted, potential suppliers should send an email entitled '**Escorting and Travel Project – Further Information Request**' to [esprocurement@homeoffice.gsi.gov.uk](mailto:esprocurement@homeoffice.gsi.gov.uk) confirming submission of the NDA. Once the email confirmation is received the Home Office will link the organisation to the event on CCS portal where further information will be made available (See reference to the supply of further information below).

## Market Engagement

Please note that the Home Office intends to conduct a two phase approach to market engagement as described below:

### Phase 1- Concept Viability

The Home Office wishes to conduct a Market Testing and Sounding exercise of the proposed procurement options and provide the market with an opportunity to shape the future commercial operating model. To support this activity the Home Office has organised a Concept Viability Day on 27 July 2015. To conduct this event, the Home Office have appointed techUK to facilitate the Concept Viability Day.

As a minimum, the core objectives of the Concept Viability Day are to obtain:

- The market's assessment of the procurement options including Strengths and Weaknesses, Opportunities and Threats (SWOT);
- The market's view of key commercial principles to achieve value for money; and
- The market's view of innovation to enhance service delivery.

Once the NDA has been signed and submitted, interested parties will be provided with a document pack consisting of a high level summary of possible procurement options and other information. This information will enable interested parties to fully participate in the Concept Viability Day. Once the interested parties have reviewed the documentation, there will be an opportunity to attend the Concept Viability Day planned for 27 July 2015. As places are limited interested parties are requested to express their interest before 22 July 2015. In addition, follow up one-on-one meetings will be offered with Home Office Project representatives. These are expected to take place on 30 July.

Following one-on-one meetings, interested parties will be requested to provide written feedback on certain commercial and operational aspects of the Escorting and Travel services procurement.

### Phase 2 - Suppliers Industry Day

Please note that the project intends to arrange a Suppliers Industry Day (currently planned for September 2015) and further Supplier one-on-ones for which further information will be provided to the interested parties in due course.

In Section II.5 of the PIN we have provided 16 November 2015 as 'Scheduled date for start of award procedures'. Please note this is an estimated date and the Home Office reserves the right to change it.

Additionally, subject to an interested party's consent, the Home Office may facilitate the communication of that party's details to other potential suppliers; this is for the interested parties who may not want to bid in their own right, but may be interested in collaborating in either a joint venture, consortium or in a sub-contracting capacity with others.