**HOMES ENGLAND PROPERTY PROFESSIONAL SERVICE FRAMEWORK**

**SCHEDULE 12**

**SPECIAL CONDITIONS**

**Relating to MHSRP ITT 701551438**

**Electronic Purchasing/Invoicing**

Invoices to be submitted electronically via Exostar to MODs electronic payment system CP&F in accordance with DEFCON 522. The successful Consultant will be required to be on-boarded to CP&F to enable the issue of an electronic Purchase Order and subsequent receiving of electronic invoices. DEFFORM 47, Mandatory Declarations Clause 25 confirms this requirement to be a mandatory condition of tendering for this requirement.

**Contractor’s Personnel at Government Establishments**

Where Contractor personnel, agents or subcontractors are working on Government establishments and sites they are required to comply with the conditions in DEFCON 76.

**Cyber Security**

All Consultants intending to submit a proposal in response to this ITT are required to comply with the requirements of DEFCON 658. Consultants must complete a Supplier Assurance Questionnaire using the form issued with this ITT. For the purposes of this requirement please use Cyber Risk Assessment Reference **RAR-808761247** when completing the Supplier Assurance Questionnaire.

**Security Requirements**

The successful Consultant will comply with the following;

1. The Security Aspects Letter issued with this ITT
2. The Contractor Security and Personal Security vetting requirements attached at Annex A to this Schedule 12.

**ANNEX A**  
  
**CONTRACTOR SECURITY & PERSONNEL SECURITY – Vetting Requirements**

# Classified Documents and Information

1. The *Contractor* shall ensure that all material, including maps, blueprints, sketches and written material, is handled and stored in accordance with the Government Security Classification (GSC) Policy and the JSP 440: Defence Manual of Resilience, Business Continuity and Security. Full guidance is supplied in the GSC Defence Handbook.

1. Important initial points to note:   
   1. Any material deemed Official-Sensitive is to be retained in a locked cabinet;
   2. In most circumstances Official-Sensitive material must not be transmitted across the Internet.

1. **Photography.** The *Contractor* shall seek authority to photograph or record any person, material or equipment within MOD bounds. Authority to do so is granted locally from the Head of Establishment or an authorised representative. Unauthorised recording may deemed a breach under the Official Secrets Act.

# Passes & Permits

1. Documentation (including Passes or ID) provided to the *Contractor* by a MOD Site, to assist in the entry to such premises or part thereof, remains the property of the MOD.

1. The documentation is for the sole use of the individual to which it is issued. Unauthorised possession, use, retention, alteration, reproduction, destruction or transfer to another person may be deemed an offence. The loss of such a document (Pass or Permit) must be reported to the issuing authority without delay.

# Personnel Security: Vetting and Security Clearance

1. The *Contractor* shall ensure that all *Contractor* personnel are vetted to the appropriate level, which should be clearly indicated by the *Employer*. Vetting is the cornerstone of MOD security policy.

1. Vetting is a critical activity that enables the delivery of services and the DIO Principle Security Advisor will provide ‘no cost’ training for those involved to ensure that the process is conducted to a high standard.

1. The *Contractor* shall ensure that all relevant aspects of the Data Protection Act are enforced.

# Contractor Vetting Process

1. The *Contractor* shall ensure the vetting process is undertaken in a thorough and auditable manner. Whilst the process must be comprehensive, it is also important that it is conducted in a timely manner, with the BPSS completed prior to the subject being employed on a MOD Contract. The DIO PSyA will provide no-cost training for *Contractor* personnel supervising their vetting process.

1. The *Contractor* shall initially complete the Baseline Personal Security Standard (BPSS) in all instances. BPSS is not a security clearance but an assurance which allows UK nationals[[1]](#footnote-1) to access most Establishments unescorted.[[2]](#footnote-2) It is also a prerequisite for security clearance and must be renewed at 3-yearly intervals should the contract remain in force.
2. The BPSS requires contractors to obtain verification of their unspent criminal record via the relevant provider in their area of employment[[3]](#footnote-3). The provision of this certificate will be at the cost of the contractor. The *Employer* will not fund these disclosure certificates charges. Once this certificate is obtained and subject to there not being a significant break in employment, there will no longer be a need to produce additional certificates for BPSS Renewal.
3. **Disclosure and Barring Service.** They provide the Verification of Criminal Record Certificate for all staff employed withinEngland and Wales**.**
4. **Disclosure (Scotland).** They provide the Verification of Criminal Record Certificate for all staff employed within Scotland.
5. **Access NI.** They provide the Verification of Criminal Record Certificate for all staff employed within Northern Ireland.

1. On receipt of completed BPSS the *Contractor* shall:
   1. Check the completed BPSS form for missing or inaccurate information;

* 1. Verify the identity, address, nationality and right to work in the UK of the subject and record the details on the BPSS form. Copies of the documents are to be retained by the *Contractor*;

* 1. Verify references and retain details of the verification;

* 1. Ensure MOD Form 134 (Official Secrets Act) is signed by the applicant and retained;
  2. Verify that Basic Disclosure has been included.

* 1. Sign the BPSS to confirm that it has been completed to the required standard.

1. The *Contractor* shall request Security Clearance for those who require it for multi-establishment access, access to sensitive areas (SC) or for non-UK nationals (CTC). The *Contractor* shall complete DIO Form 8012A (Contained within Annex A) using information provided during the BPSS process and submit it to the DIO PSyA Personnel Security Department (DIO PSD) for processing.
2. Vetting information can be submitted via email on the strict condition that it is encrypted using MOD approved encryption, with the most readily available COTS product being Corel WINZIP. It is essential that the 256 Bit Encryption option is utilised, and the password is sent via alternate method; i.e. not via email.
3. Upon processing, United Kingdom Security Vetting (UKSV) will issue an email directly to the applicant granting access to the full online application. The applicant with then have 30[[4]](#footnote-4) days to complete the online process. If the process is not completed (and subject reasonable reasoning for non-compliance) in this time, a new request for Security Clearance must be submitted.

# Northern Ireland Special Conditions

1. Personnel who require access to Establishments located in Northern Ireland must be included on the cleared-contractors list, which requires the completion of the BPSS and a Counter-Terrorist Check (CTC). The *Contractor* shall complete the vetting process above for the relevant Personnel and forward the result plus a CTC application (DIO Form 8012A) to the DIO Personnel Security Department prior to personnel reporting for work;

1. Due to the strict security requirement of Northern Ireland the *contractor* shall:

* + 1. notify the access control point of the relevant Establishment at least 5 working days prior to any Personnel who have not obtained a CTC reporting for work. Personnel may be denied access if the required notification has not been given;

* + 1. acknowledge the requirement to provide an escort with CTC and approved local access for Personnel without CTC.

1. **Transfers/TUPE.** Where existing contractor staff have extant BPSS or security clearance, paperwork and records should be transferred. It is the responsibility of the *Contractor* to ensure that any existing BPSS paperwork is valid and any security clearance is transferred where appropriate. Transfers of security clearance will be arranged via the DIO PSD office.

1. **Record Management.**  The *Contractor* shall ensure that all records and paperwork relating to the vetting process are retained in a manner that allows for auditing, including:

* 1. Maintenance of a readily accessible database of full records forpersonnel. This shall include their full name, date of birth, current vetting level, the expiry date and details of passes held;

* 1. Ensuring that all BPSS paperwork, including verification copies, is held securely, in accordance with the DPA; and

* 1. Retention of paperwork for 1 year after termination of employment. After this point, MOD Form 134 (Official Secrets Act) should be sent to DIO PSD and any remaining information or paperwork destroyed.

1. **Reviews and Renewals.** The *Contractor* shall have a robust process in place to review the records of *Contractor* personnel and initiate timely renewal to ensure continuous access.

1. **Requests for Information.** The *Contractor* shall have a suitable process in place to provide timely responses to unit security staff who request verification of vetting levels. This information will be required prior to access being granted access.

***Information***

1. ***Future Changes.*** *The Future Vetting Model is in early stages of implementation (As of Jan 21). This program will see widespread changes to the levels of clearance and the processes that surround the application process. The Employer will notify the Contractor of these changes at the earliest opportunity and will require the Contractor to amend their processes accordingly.*

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Contract Agreed and Ratified

All new staff complete BPSS form, MOD F134 and provide Basic Disclosure certificate

Trained Contractor staff conduct ID Verification, Reference Checks and check BPSS for anomalies

**Single Site (Eng, Scot, Wales)**

Contractor Vetting Process

Contractor selects staff for Vetting Training.

(Provided FOC at Sutton Coldfield by PSyA Office)

**No**

**Single Site (Northern Ireland)**

CTC Application completed and passed to DIO PSD for Sponsoring.

Approx 3 month process

**Multisite (UK)**

Employment

SC Application completed and passed to DIO PSD for Sponsoring.

Approx 3 month process

**New Staff**

Ensure BPSS are reviewed (3 yrs) and SC renewed (5 yrs) for all staff

Ensure paperwork is maintained for DIO Audit

**Yes**

Does the Subject require clearance transfer\*?

(Guidance during training)

Agree Process for Previous Contract to Supply existing details

**TUPE**

Ensure information for sites is available and forwarded as required. Access will be denied without clearance.

Contractor Vetting Staff Collate and Store paperwork in iaw DPA & JSP 440

Request Transfer via PSD

Staff leaving the contract are to return all issued passes. Paperwork retained for 1 yr then the F134 is to be passed to DIO PSD. Remaining paperwork destroyed.

1. Non-UK nationals will require a minimum of SC before unescorted access and will have restrictions on their SC access. [↑](#footnote-ref-1)
2. Dependant on any local variations on their required baseline standard for access. [↑](#footnote-ref-2)
3. The region where the job is based. [↑](#footnote-ref-3)
4. Shortened from 63 days by UKSV WEF 26 Jul 19 [↑](#footnote-ref-4)