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1. INTRODUCTION

- 1.1 Immigration Enforcement (IE) part of the Home Office (HO) has a requirement for the Provision of Digital Recording Equipment.
- 1.2 It is crucial that Immigration Enforcement (IE) training mirrors the technologically advanced working practises in the law enforcement community at large. This includes digital recording equipment for the purpose of interviewing.
- 1.3 IE can be referred to as the "Authority" hereafter.

2. PURPOSE

- 2.1 Crown Commercial Service (CCS) are running this procurement on behalf of the Authority for the purchase of Digital Recording Equipment.
- 2.2 The Contract will expire upon successful delivery of the digital recording equipment.

3. BACKGROUND TO THE AUTHORITY

- 3.1 IE was set up in 2012 and is responsible for preventing abuse, tracking immigration offenders and increasing compliance with immigration law.
- 3.2 The Authority works with partners such as the police, to regulate migration in line with government policy, whilst supporting economic growth.
- 3.3 The Authority works with staff both in the UK and overseas, including air and sea ports. The Authority work across government and with employers, the voluntary sector and others to maximise compliance with the immigration rules.

4. BACKGROUND TO REQUIREMENT

- 4.1 IE are seeking a Sole Supplier to provide digital recording equipment for the purpose of interviewing.
- 4.2 Digital recording equipment is generally more reliable and of greater quality than analogue recording equipment.
- 4.3 Digital recording of interviews is standard practice across Police Forces and across the law enforcement community in general. However, IE training still employs analogue, audio taped recorders to deliver suspect and witness interview training.
- 4.4 The Authority requires an upgrade for the provision of eight (8) individual pieces of digital recording equipment. This is to ensure that the training model provided by IE and crime training is reflective of the most state of the art methodology in law enforcement. Currently the Authority only have analogue, tape recording devices which are no longer state of the art.
- 4.5 The digital recording equipment will ensure compliance with the Police and Criminal Evidence Act 1984 (PACE, code E).

5. DEFINITIONS

Expression or Acronym	Definition
IE	Means; Immigration Enforcement
PACE	Means; Police and Criminal Evidence Act 1984 (PACE, code E)

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HO	Means; Home Office
CCS	Means; Crown Commercial Service
ACPO	Means; The Association of Chief Police Officers

6. THE REQUIREMENT

6.1 Suppliers are required to outline pricing for the following digital recording equipment for the following locations:

Product	Location	Quantity	Required Date
Single Recording Device	<u>Moorfield:</u> Dedicated IE training site with 3 rooms	3	Delivery by end of November / Beginning of December 2016
Single Recording Device	<u>Bedfont Point:</u> Dedicated IE training site with 3 rooms	3	
Single Recording Device	For breakdown / malfunction purposes	2	

- 6.2 The Authority requires delivery of all eight (8) digital recording devices to one (1) single location which is outlined in Section 14.
- 6.3 The Authority require mains (and battery) powered recorders which adhere to PACE and ACPO guidelines. This is to ensure compliant use in evidential and disciplinary interviews.
- 6.4 Potential Providers must outline their compliance to PACE and ACPO guidelines within the Mandatory Requirements section of the Response Guidance.
- 6.5 The digital recorders must be fully portable with a carrying case (either integral or separate) as they will be used in more than one office and should be easily transportable.
- 6.6 The digital recorders should come with a standard one year warranty. This should be outlined within the tender submission.
- 6.7 The equipment must be fully protected from loss of power.
- 6.8 Potential Providers are requested to attach user instructions for the digital recording equipment for clarity purposes.
- 6.9 The digital recorders are required to be able to record up to eight (8) hours' time
- 6.10 As part of the requirement, Potential Providers are requested to submit technical data sheets for the digital recording equipment quoted for.

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7. KEY MILESTONES

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Digital Recording Equipment to be delivered by;	End of November / Early December 2016

8. VOLUMES

8.1 The volumes for this requirement are outlined in Section 6.

9. CONTINUOUS IMPROVEMENT

9.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

9.2 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.

10. PRICE

10.1 Prices are to be submitted via the Appendix E – Pricing Schedule within the e-sourcing portal excluding VAT.

10.2 Suppliers are requested to submit a PDF attachment for this requirement which breaks down their quotation.

11. STAFF AND CUSTOMER SERVICE

11.1 The Authority requires the Potential Provider to provide sufficient level of resource throughout the duration of the Provision of Digital Recording Equipment Contract in order to consistently deliver a quality service to all Parties.

11.2 Potential Provider’s staff assigned to the Provision of Digital Recording Equipment Contract shall have the relevant qualifications and experience to deliver the Contract.

11.3 The Potential Provider shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

12. SECURITY REQUIREMENTS

12.1 There are no security restrictions known for this requirement.

13. PAYMENT

13.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

13.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

13.3 Payment will be made upon successful delivery/receipt of the eight (8) items of Digital Recording Equipment and will be invoiced



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- 13.4 Each invoice MUST state a valid purchase order number as issued by the Contracting Authority.
- 13.5 Each invoice should list a full breakdown of services supplied.
- 13.6 Payment will be made 30 days following receipt of a correctly submitted invoice.
- 13.7 All electronic invoices should be sent directly to the accounts payable team at:
ap-hold-resolution@homeoffice.gsi.gov.uk
- 13.8 All paper invoices should be submitted for the attention of Accounts Payable at the following address(s):

Home Office Shared Service Centre (Shared Services Connected Ltd / SCCL)

PO Box 5015

Newport

Gwent

NP20 9BB

Tel: 01633 581644

Email: ap-hold-resolution@homeoffice.gsi.gov.uk
- 14. LOCATION**
- 14.1 All eight (8) Digital Recording devices will be required to be delivered to the following location:

Moorfield

Unit 5

Yeadon

Leeds

LS19 7YA