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1. PURPOSE

- 1.1 The purpose of this procurement is to award a contract to a sole Supplier for the provision of pneumatic masts for the Home Office Centre for Applied Science and Technology (CAST).
- 1.2 This is required to upgrade our existing mobile telescoping camera towers within the Front Line Support (FLS) Surveillance service. The towers are used for mounting either overt CCTV cameras or back haul wireless links and are vital to ensure we both maintain and enhance our existing operational capability. The current mobile telescoping camera towers use obsolete technology and no longer meet our operational requirements.
- 1.3 The Home Office Centre for Applied Science and Technology (CAST) will hereafter be referred to as the Authority.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 CAST (the “Authority”) is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. The Authority is the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of Home Office business allows the Authority to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.2 The Authority’s expertise and activities are focused into capability areas that serve the range of Home Office interests in contraband detection; crime prevention and community safety; cyber; forensics; identity assurance; protective security; public order and surveillance.
- 2.3 The Front Line Support (FLS) Surveillance service offers short term overt CCTV surveillance solutions to major security events within the UK. The vast majority of our work involves deploying networked video equipment and infrastructure including temporary video display equipment in short term Police CCTV Control Rooms.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Authority requires six (6) portable Pneumatic Masts, associated accessories and ancillaries in order to support FLS services.

4. DEFINITIONS

Expression or Acronym	Definition
FLS	means First Line Support.
VDC	means Vehicle Dynamic Control.



5. SCOPE OF REQUIREMENT

- 5.1 The Authority requires six (6) portable Pneumatic Masts, associated accessories and ancillaries as stated above.
- 5.2 There is no requirement for installation as these are portable and the Authority will instruct internal teams to move the Goods after satisfactory testing has been completed after award.

6. THE REQUIREMENT

- 6.1 The Authority requires six (6) portable Pneumatic Masts, associated accessories and ancillaries meeting the following requirements:
 - 6.1.1 Minimum extended height of 6 metres.
 - 6.1.2 Minimum head load of 50 kg.
 - 6.1.3 Hand tightened individual section clamps.
 - 6.1.4 Manual mast rotation handles or ring facility.
 - 6.1.5 External cable management from ground level to mast head.
 - 6.1.6 Sufficient guy rope kits and ancillaries for all six masts.
 - 6.1.7 Sufficient tripod style bases, with integral equipment shelf / access step, to allow for freestanding mast deployments.
 - 6.1.8 Padded transportation bag for each mast.
 - 6.1.9 Padded transportation bag for each tripod.
 - 6.1.10 1x drive-on vehicle mount to allow mast deployments when a tripod is not suitable.
 - 6.1.11 2x 12vdc air compressors to extend masts.
 - 6.1.12 1x manual hand pump to extend masts when power may not be available.
 - 6.1.13 The ability to add static dry weight to each mast to increase stability in windy conditions. This should be achieved by using a minimum of two dedicated bags capable of each holding a 22 kg Heras fence weight attached to the tripods / mast lower section.

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
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1	Delivery	Within week 1 of Contract Award
2	Testing	As soon as possible.

8. AUTHORITY’S RESPONSIBILITIES

8.1 Not applicable.

9. REPORTING

9.1 Not applicable.

10. VOLUMES

10.1 The Authority requires six (6) portable Pneumatic Masts.

11. CONTINUOUS IMPROVEMENT

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

11.2 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.

12. SUSTAINABILITY

12.1 Not applicable.

13. QUALITY

13.1 Not Applicable.

14. PRICE

14.1 Prices are to be submitted via the Appendix E excluding VAT.

15. STAFF AND CUSTOMER SERVICE

15.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Pneumatic Masts Contract in order to consistently deliver a quality service to all Parties.

15.2 Potential Provider’s staff assigned to the Pneumatic Masts Contract shall have the relevant qualifications and experience to deliver the Contract.

15.3 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.

16. SERVICE LEVELS AND PERFORMANCE

16.1 The Authority will measure the quality of the Supplier’s delivery by:

16.1.1

KPI/SLA	Service Area	KPI/SLA description	Target
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1	Delivery timescales	Required by 31 st January 2017	98%
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17. SECURITY REQUIREMENTS

17.1 The Authority's site is secure and any visitors are escorted at all times therefore no specific security clearances are required.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

18.1 Not Applicable.

19. PAYMENT

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

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

20. ADDITIONAL INFORMATION

20.1 Not Applicable.

21. LOCATION

21.1 The location of the Services will be carried out at Home Office CAST, Langhurst House, Langhurstwood Road, Horsham, West Sussex. RH12 4WX.