**ANNEX B – DEFENCE SOURCING PORTAL GUIDANCE (DSP)**

1. INTRODUCTION
	1. The DSP is an intuitive internet based system and contains on-line guidance. It will be used to manage distribution of the ITN, supporting documents and collection of ITN Materials.
	2. The DSP website address for this Contract is: <https://contracts.mod.uk/web/login.html>.
	3. The DSP will:
		1. allow Tenderers to download electronic copies of information provided by the Authority in relation to the DMS-NG procurement;
		2. allow Tenderers to raise and respond to clarification questions and Authority queries; and
		3. provide a portal for formal submission of Tenders (although Tenderers should also note there are specific Tender submission requirements set out in Annex C (Guidance to Tenderers)).
2. SECURITY CLASSIFICATION AND CLEARANCE
	1. All information provided through the DSP (which includes the ITN Documentation, ITN Materials and the Data Room) will be at a maximum classification of "Official Sensitive".
	2. Material that is protectively marked above "Official Sensitive" must not be uploaded to the DSP. Tenderers with a requirement to submit documents above "Official Sensitive" must contact the Authority's Commercial Officer via the DSP first.
	3. Document classification may be subject to change as the body of information is collated.
	4. Access to the DSP and/or to view information will only be considered for those who hold a valid UK national security vetting clearance or have been subject to a valid Baseline Personnel Security Standard ("**BPSS**") check, as set out in Security Policy Framework. For further information on BPSS, please refer to the government website guidance on BPSS at <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>. Each person must provide the following information through the DSP:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Date of Birth** | **Clearance Level (****BPSS/SC/DV?)** | **E-mail address**(Multiuser accounts will not be accepted) |

* 1. Users will be able to access the DSP anywhere that they can access the internet, but security of information and DSP guidelines must be strictly adhered to at all times.
1. USER ACCOUNTS AND ACCESS
	1. Tenderers can register an account with the DSP via the following link: <https://contracts.mod.uk/esop/toolkit/registration/displayAgreement.si?isOnModification=true&_ncp=1664786525365.14789-3>
	2. Access to the DSP for the ITN phase will be made available to fifteen (15) users, per Tenderer, per Contract. Tenderers are required to nominate two (2) of the users as the points of contact for all communications with the Authority and only communications received from these points of contact will be accepted. These two (2) nominated users must also be their Tenderer Representatives.
	3. The Authority will contact Tenderers prior to ITN issue and each Tenderer organisation will receive individual user logins to the DSP system for their fifteen (15) users.
	4. To access the DSP system, each user will need to read and accept the terms and conditions for the usage of the DSP.
	5. For queries relating to DSP user accounts, including login, access issues, the overall functionality and operation of the DSP please refer to the DSP website at: <https://contracts.mod.uk/web/login.html>. This web link will enable Tenderers to obtain online help with the application and provide them with current helpdesk contacts.
	6. Should Tenderers require any changes to the details of their users please contact the Authority's Commercial Officer via the DSP. Log-in details for access to the DSP will be cancelled for those being removed from the users list prior to log-in details being provided to new users.
2. USE OF DSP DURING THE CONTRACT PROCUREMENT
	1. Information downloaded from the DSP by the users may only be shared with other members of their Tender team who have been identified to the Authority and meet the requirements at paragraph 2.4 (Security Classification and Clearance).
	2. Any proposal to give access to or share information with a foreign national or entity must be approved by the contracting Authority before such access is granted.
	3. Tenderers must not upload any International Transfer and Arms Regulations ("**ITAR**") or export controlled information as part of their Tender, ITN Documentation or ITN Materials onto the DSP. Tenderers must contact the Authority's Commercial Officer via the DSP to discuss any exchange of ITAR or export controlled information. Tenderers must ensure that they have the relevant permissions to transfer information to the Authority.
	4. The following features of the DSP will be in use:
		1. **Clarification questions**: Where Tenderers wish to clarify matters relating to the ITN (as further detailed in paragraph 3 (Clarification Questions) of Annex C (Guidance to Tenderers)). The Authority's Commercial Officer will be automatically notified of their request. The user who raised the request will be alerted by the DSP when a response is available.
		2. **Authority clarifications**: Where the Authority wishes to raise a point of clarification with a Tenderer, the Authority will raise a query via the DSP. The Tenderer will be alerted by the DSP and must respond within five (5) Business Days (as set out in paragraph 3 (Evaluation Tools and Clarifications) of Annex D (Evaluation of Tenders)).
		3. **Notifications and updates**: The Authority may wish to notify all Tenderers of some information as a result of a request raised by one of the Tenderers, or may wish to release a general update to all Tenderers. All Tenderers will be alerted by the DSP at the same time that a notification is available.
		4. **Alerts**: The DSP alerts users when they are required to perform some action as a result of a Tenderer request, a notification, a clarification question or an Authority query. Once dealt with, the alert may be safely deleted without affecting the originating item.
		5. **Evaluation tool**: a software tool used by the Authority to evaluate Tenders as set out in paragraph 3 (Evaluation Tools and Authority Clarification Requests) of Annex D (Evaluation of Tenders).

For more detail, a technical guide entitled "**DSP Supplier User Guide**" is available via the DSP homepage.

* 1. Unsuccessful Tenderers must delete or return any copies of information provided to them as part of the ITN in accordance with paragraph 23.2(g) (Intellectual Property in ITN Documentation and ITN Materials) of the ITN.
1. DATA ROOM
	1. The Data Room can be accessed via <https://award.commercedecisions.com/dmsng/web/project/my?proj.id=105> or located via the tab called AWARD in the DSP and contains:
		1. the Contract 4 Terms & Conditions;
		2. a suite of information to support Tenderers compiling their Tender responses. This data includes both Tender scaling supporting information such as historic service volumetrics and also documents which are referenced in the suite of contract documentation such as Joint Service Publications (JSPs), DEFFORMS and Tender templates etc.; and
		3. an informative "[Index Register](https://award.commercedecisions.com/dmsng/web/project/document/file/3753/DMS-NG%20Portal%20C4%20Index.xlsx)" as a means of navigating the critical and informative documentation, directly referenced in this Tender document.