MOD Request for Information

Photographic Equipment and Support Services

Contracting Authority Details:

**Address Line 1:** Ministry of Defence, Air Commercial

**Address Line 2:** Nimrod Building, 3 Site

**Address Line 3:** RAF High Wycombe

**Town**: High Wycombe

**Postcode**: HP14 4UE

**Country**: United Kingdom

**Contact Person:** Abigail Morter

**For the attention of**: Abigail Morter

**Email**: Abigail.Morter100@mod.gov.uk

**Introduction**

1. The purpose of this RFI is to advise Suppliers of a potential Air Command procurement, to gain an understanding of the market maturity and appetite for supplying these services, and to seek feedback from potential Suppliers that may inform the final procurement approach to photographic equipment goods and support services.
2. This RFI is not a call for competition. Any comments, indications of interest, participation, or non-participation by any organisation at this stage will not influence the process, selection and/or award decision for any future possible procurement, nor will it be taken as a supplier’s committed position. Non-participation in this RFI will not exclude you from any possible future competition for this requirement.
3. Whilst the Authority expects to proceed to procurement in due course, there is no obligation to do so as a consequence of this early market engagement. The Authority will make the final decision whether to proceed to a formal procurement and The Authority does not intend to be bound by any information at this stage.
4. The Authority makes no commitment to accept recommendations or suggestions and, in the event that the Authority does proceed to a formal procurement, an Invitation to Tender, once published, will contain the final requirements in relation to this service. All previous versions, including any documents published at this stage should be disregarded.

**Background**

1. Visual Communications are vital within MOD, delivering imaging capability across the globe on Operations and Exercises, where information advantage, intelligence and communications are a key enabler to UK Defence activities. The capability also supports safety and assurance outputs in areas such as:

* Equipment trials
* Engineering support
* Equipment assessment and Repair
* Battlefield Damage
* Accident Repair
* Site Survey
* Aircraft Post Crash Management
* Air and Maritime integrity
* Service Police & Force Protection Support.

**Requirement**

1. MOD has a requirement for a single point of contact within the photographic industry to provide a route to market for the purchase and support of photographic and video capture, processing, and output solutions.
2. The contractor must be able to provide and conform to the following:
   1. Have sufficient reputational standing within industry and expertise to enable it to liaise and direct solutions to compatibility issues between different makes and models of imaging platforms.
   2. Have established relationships with industry partners to access equipment technical specifications and information to inform on capability, security and safety decisions and limitations for the authority.
   3. Be in a position to loan equipment to assist in trials to better inform the authority on future purchasing solutions.
   4. Be able to service and repair all mainstream in-service image capture systems, including, but not limited to the Nikon, and Canon mirrorless platforms, and make capability enhancing modifications, demonstrating an ability in modifying both Canon compact & mirrorless camera’s to bespoke wavelengths. The above needs to be conducted in house whist preserving the manufacturers warrantees.
   5. Have a deployable SC-cleared Contract Manager, supporting all areas of the defence photographic estate in person.
   6. Provide a core service help desk staffed by Mac and PC Subject Matter Experts (SMEs) who are able to provide telephone support to rectify hard, soft and firmware conflicts between capture, processing, and output devices. Interested parties would be expected to provide examples of your ability to manage an imaging-related Help Desk.
   7. The contractor is required to manage the trades software and associated licencing requirements where required, including bench testing software updates before installation across the defence imaging inventory.
   8. Provide colour management and calibration services to section equipment.
   9. Able to hold Government Furnished Assets in order to ‘hot swap’ equipment in the event of failure to minimise the time scale of capability loss.

* 1. Be able to generate, progress and liaise with the authority over Site Co-Ordination and Installation Design Authority (SCIDA) requirements, to facilitate emerging requirements. (This may include the commissioning, and full installation of a new visual communications section, or relocating an existing facility and conducting inhouse appliance testing upon installation. In both cases, project manage the requirement from inception to full operational capability. For more SCIDA information please see [Defence networks governance (JSP 604) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/joint-service-publication-jsp-604-network-rules) )
  2. Conduct section Photographic Digital System (PDS) asset assurance audits.
  3. Have an established knowledge of the imaging industry to assist to advise the authority of emerging trends and technologies to bring added value to Defence.
  4. Provide a mechanism to backload or safely dispose of equipment that is considered obsolete for MOD use.
  5. When required the contractor must be able to deploy in-person to units globally to deliver all of the above ad-hoc tasking.
  6. The Contractor is prohibited from supplying equipment that may be considered a ‘grey import’.

**RFI Procedure & Timelines**

1. Following release of this RFI on the Defence Sourcing Portal, Respondents will have until 8th February 2024 09:00 GMT to seek clarification from the Authority on any part of this RFI. Any clarifications received after this deadline may not be responded to.
2. Authority responses to all clarifications received by the submission deadline will be provided by 13th February 2024 09:00 GMT.
3. Responses to this RFI will be reviewed by subject matter experts from different functional areas within the Authority.
4. If upon review of submitted responses, any clarifications or additional information is required, organisations will be contacted using the details provided in your RFI response Annex A: Part 1.
5. The results and analysis of this RFI shall not constitute any form of pre-qualification exercise.
6. Any formal procurement process will be undertaken in accordance with the relevant Procurement Law.
7. Nothing in this RFI, or any other engagements with Industry prior to a formal procurement process, shall be construed as a representation as to the Authority’s ultimate decision in relation to any future requirement.

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| **Activity** | **Date Open** | **Submission Deadline** |
| RFI Published on Defence Sourcing Portal | 2nd February 2024 | N/A |
| Suppliers can submit Clarification Questions regarding the RFI (in accordance with the ‘Contact’ section) | 2nd February 2024 | 9th February 2024 |
| Authority provides responses to all Clarification Questions | 14th February 2024 | 14th February 2024 |
| RFI closes | 23rd February 2024 | 21 business days after publication |

**RFI Instructions: How to submit responses to this RFI**

1. Please submit a response to both Part 1 and Part 2 of Annex A. Further details on contact information can be found in the ‘Contact’ section.
2. Please respond to as much of the questionnaire as you feel is applicable. Should you consider a particular question is not applicable to your organisation, please state “not applicable”.
3. Please stay within the specified word limit, where indicated. Any responses outside of the word limit will not be reviewed. Please do not submit additional documents or materials not required as part of the RFI response, such as company overviews. The purpose of the RFI is to collect information related to the Questions as outlined in Part 1 and Part 2, any additional documents will not be included in the review process.

**Confidentiality & Proprietary Information**

1. No information included in your response, or in discussions connected to it, will be disclosed to any other third party.
2. Proprietary information, where included, should be kept to minimum and must be clearly marked.
3. For the purposes of this RFI, any documentation submitted should be at the classification of OFFICIAL.

**Disclaimer**

1. Any costs relating to the preparation and submission of a response to this RFI are the sole responsibility of the respondent. The Authority will not be liable to reimburse any costs by any parties who respond to this notice or register and interest; either on the Defence Sourcing Portal or for further market engagements.

**Contact**

1. To submit your RFI response, please save the Annexes to this RFI as a new document, file reference: Photographic Equipment and Supporting Services RFI Response – [Organisation Name] and send this document to Abigail.Morter100@mod.gov.uk.
2. Please return any Clarification Questions by 9th February 2024 at 09:00 GMT and the response to this RFI by 23rd February 2024 09:00 GMT. Further information about Timelines can be found in the ‘RFI Procedure & Timelines’ Section above.
3. Responses should not exceed the security classification of OFFICIAL.

**Annex A – RFI Question Set**

**Part 1: Company Details**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Full name of your Organisation |  |
| Company Registration Number |  |
| Organisation headquarters location (Town/City and Country) |  |
| Is the company a Small-Medium Enterprise as defined by the UK Government?  ([Small to medium sized enterprise (SME) action plan - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/fcdo-small-to-medium-sized-enterprise-sme-action-plan/small-to-medium-sized-enterprise-sme-action-plan) |  |
|  | |
| Name of Company representative completing the RFI |  |
| Contact details (email and telephone number) |  |
|  | |
| Company core specialisation products /services |  |
| Main market sector |  |
| Number of years in the Photographic/video sector |  |

**Part 2: RFI Questions**

|  |  |
| --- | --- |
| Please provide a case study demonstrating the following. Please provide a response of no more than **500** words per case study Please provide context in your responses including the contracts your company has worked on, value, timescales and any other information you find relevant. | |
| Demonstrating the company’s ***corporate experience*** within the imaging sector and your company’s access to Subject Matter Expert (SME) input. |  |
| Demonstrating ***corporate*** ***flexibility*** to deliver customer requirements and ***project management*** experience including response to ad-hoc requirements. |  |
|  |  |
| Describe how your company would store, manage and distribute Government Furnished Assets for the authority |  |
| How many lines of imaging related products do you stock and sell? |  |
| What in-house photographic repair and maintenance facilities do you possess? |  |
| Is your organisation able to deliver all the requirements listed in paragraphs 6 and 7 of this RFI? |  |