



College of  
Policing

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**ATTACHMENT 3 – STATEMENT OF REQUIREMENTS**  
**INVITATION TO TENDER**  
**FOR**  
**IT HARDWARE DISPOSAL**  
**REF NO: COLL0395**

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# 1. PURPOSE

- 1.1 The College of Policing requires an ICT Disposal Service and the purpose of this Tender exercise to award a Framework contract for the provision of this service to a single supplier

# 2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The College of Policing is a professional body responsible for the training and development of police officers in England and Wales.

The College has 4 locations –

- Old Queen Street, London
- Ryton-on-Dunsmore near Coventry
- Harperley Hall, Crook, Co. Durham
- Harrogate
- Hendon Data Centre
- Spring Gardens, London

# 3. SCOPE OF REQUIREMENT

- 3.1 The College of Policing requires an ICT Disposal Service that incorporates the following minimum service capabilities:

- 3.1.1 Chain of custody enabling end to end traceability for all items from start (asset collected from customer sites) to finish (disposal, remarket, recycle, redeploy, or donation to Education Establishments)
- 3.1.2 Specialist / legally compliant / secure logistics (collection from customer sites using fully secure units for licenced transportation)
- 3.1.3 Staff and sub-contractor vetting process to ensure appropriate security clearance for assets and including but not limited to; transit, storage facilities, records and processes.
- 3.1.4 Data Destruction (secure data erasure, degaussing, shredding)
- 3.1.5 Confidentiality of customer information,
- 3.1.6 Protection of personal data
- 3.1.7 On site witnessed Destruction at customers nominated site (on site data cleansing and destruction) where required
- 3.1.8 An Authorised Refurbishment Programme
- 3.1.9 Recycling (including provision of all relevant disposal certificates and details of materials recycled and/or sent to landfill)
- 3.1.10 Asset tagging (removal)
- 3.1.11 Remarketing
- 3.1.12 Management Information Reporting

## **4. THE REQUIREMENT**

- 4.1 At present the College of Policing has the following equipment that requires disposal;
  - 4.1.1 600 x Laptops – HP Elitebook 840 G1 (128gb SDD / 4GB Ram) also note all drives that held official data were encrypted.
  - 4.1.2 50 x Thin Client devices (T620) Mainly unused many still boxed.
  - 4.1.3 10 x HP Procuve 2524 Switch
- 4.2 The College will be responsible for partial erase of the equipment prior to collection to ensure no passwords are left on the devices making it easier to carry out the assured wipe process. For a laptop as an example Disk wiped using BIOS and BIOS password removed.
- 4.3 As well as this initial requirement outlined above the College of Policing intend to us this contract for any future disposal requirements during the next three years.
- 4.4 The type of equipment we may have to dispose of over this period is as follows but not limited too;
  - 4.4.1 iPhones
  - 4.4.2 Laptops
  - 4.4.3 Desktops
  - 4.4.4 Thin Clients
  - 4.4.5 Printers
  - 4.4.6 Tablets
  - 4.4.7 Servers
  - 4.4.8 Switch's
  - 4.4.9 Firewalls
  - 4.4.10 UPS Batteries
  - 4.4.11 SAN Storage
  - 4.4.12 Desk Phones

## **5. QUALITY**

- 5.1 The supplier shall ensure that they and any appointed sub-contractor meet all statutory and legal requirements in the delivery of this service.
- 5.2 All Service Levels proposed by the supplier as part of their tender submission will be met through the duration of the contract and in the situation were a

Service Level is not met the supplier will ensure that all reasonable measures are taken to bring the service back up to the require level.

## **6. STAFF AND CUSTOMER SERVICE**

- 6.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 6.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 6.3 The Supplier 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.

## **7. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

- 7.1 The successful contractor will need to assure the College of Policing that staff supplied under the contract including its own staff and those of sub-contractors who need unsupervised access to the College of Policing assets including but not limited to premises, IT equipment and classified information meet the Government's Personnel Security Standard.
- 7.2 The verification process consists of 4 separate checks as follows:
  - 7.2.1 Identity.
  - 7.2.2 Employment history.
  - 7.2.3 Nationality and immigration status.
  - 7.2.4 Unspent criminal records.

## **8. PAYMENT AND INVOICING**

- 8.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 8.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 8.3 Invoices should be submitted to: [payables@college.pnn.police.uk](mailto:payables@college.pnn.police.uk)
- 8.4 A Purchase Order number must be quoted on all Invoice. Failure to do so may lead to delays in payment.

## **9. LOCATION**

- 9.1 The location of the Services will be mainly be at our Ryton site but the services may also be required at Harperley, Harrogate, Old Queen street – Westminster and our Hendon Data Centre.