# Data Classification Project – Request for Information / Early Market Engagement

1. This Request for Information (RFI) / Early Market Engagement (EME) is being held to help shape the Authority’s requirement for the below noted project. Any response provided, attendance at industry sessions, or provision of a demonstration relating to this RFI / EME does not guarantee the Vendor / Supplier any place or advantage within any subsequent Invitation to Tender (ITT) release, evaluation, or Contract Award and any information gained during this period will solely be used for shaping the Statement of Requirement that is released with the ITT.
2. This project is subject to approval and any subsequent ITT or contract may be withdrawn or cancelled at any point whereby no Vendor / Supplier costs associated with the RFI / EME are recoverable from the Authority.
3. This Early Market Engagement is being split into two sections:
4. Written response to RFI / EME questions with additional standard product information (to support this the Authority will be holding Market Interest Session, see paragraph 15); and
5. Product Demonstration session.
6. Should a Vendor / Supplier not wish to provide a written response to the RFI / EME questions or complete a product demonstration session, this will **not** negatively impact them in any future commercial competition, including any directly related to this RFI / EME.

## Background

1. The modern digital age has created a new domain in which the UK (and other) Military operate: Cyber Space. Operating in this domain comes with significant risks and requirements, including the requirement to protect UK Military digital information / data. This project is part of a series of activities to reduce the cyber risk to the Authority associated with data management and data loss.

## Disclaimer

1. This RFI is intended to help us to refine the requirements. Please note the following general conditions:
2. The Authority reserves the right not to proceed with a further competition. Nothing shall constitute a commitment to ordering unless we undertake a further competition that results in the award of a Contract.
3. Should a Contract be awarded following a further competition, the Vendor / Supplier agrees to supply the services in accordance with the terms contained within the Cyber Security Services 3 (CSS3) Agreement, and any additional contained within the Call-Off Contract itself.
4. Any, and all costs associated with the production of such a response either to a RFI or a further competition must be borne by the Vendor / Supplier. The Authority will not contribute in any way to meeting production costs of any response.
5. Information contained within this document is confidential and must not be revealed to any third party without prior written consent from the Authority Representative listed in paragraph 14.
6. No down-selection of Vendor / Supplier will take place as a consequence of any responses or interactions relating to this RFI.
7. The Authority expects that all responses to this RFI will be provided by Vendor / Supplier in good faith to the best of their ability in the light of information available at the time of their response.
8. No information provided by a Vendor / Supplier in response to this RFI will be carried forward, used, or acknowledged in any way for the purpose of evaluating the Vendor / Supplier, in any subsequent formal procurement process.

## Aim of the Project

1. The Authority is intending (subject to approvals) to launch a procurement for the delivery and support of, a Commercial Off The Shelf (COTS) tool that can automatically discover, classify and label structured and unstructured data.
2. This Data Classification tool is required to work in conjunction with other tools and capabilities as part of a coherent approach to cyber risk reduction and will be required to operate across both Cloud (virtual) and on-premises storage locations.
3. A set of basic minimum requirements is outlined below. These requirements are not comprehensive, and it is anticipated further requirements will be developed for the full competition, informed by this RFI / EME.

## Basic Minimum Requirements

1. The Authority has the following minimum requirements for a Commercial Off the Shelf (COTS) tool that can:
	1. Discover structured and unstructured data across the entire MOD M365 Azure Tenant;
	2. Interrogate all the discovered data to establish the correct security classification in accordance with [Government Security Classifications - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/government-security-classifications) (Up to and including OFFICIAL & OFFICIAL-SENSITIVE);
	3. Interrogate all the discovered data to establish the presence of Personal Identifiable Information (PII);
	4. Provide reports / alerts to users regarding mis-classified data and documents;
	5. Automatically re-label / apply labels to data by:
		1. (for files held in Microsoft Sharepoint, OneDrive or Email) Azure Information Protection labels; and
		2. Amending the file name.
	6. Integrate / interface with Microsoft Outlook / Exchange mail server to classify plain text (content of email) and verify the classification of any attachment.

## Written Submission

1. The Authority requests that potential Vendors / Suppliers of suitable COTS products submit a written submission that addresses the questions below and adheres to the proposed structure:
	1. Company information (1 page).
	2. Suggested COTS product outline and key features, alignment to basic minimum requirements (1 page).
	3. Additional features / modules / elements that could further enhance Data management and reduce associated cyber risk (2 pages).
	4. Implementation options (SAAS, On-premises, Cloud etc) (2 pages).
	5. Interface to other tools / DLP (1 page).
	6. Likely support requirements (Infrastructure, operational support etc) (1 page).
	7. Standard licensing options and recommendations (1 page).
	8. Rough Order of Magnitude costs (1 page).
	9. Additional supporting information (product brochure, architecture diagrams etc).
2. The number of pages above is for guidance and is based on a standard A4 page using a font no smaller than 11 points.
3. There will be a Market Interest Session (details from paragraph 15) in which potential Vendors / Suppliers can ask open-forum questions regarding the written submission document and other aspects associated with the wider project.
4. The written submission should be electronically supplied (via email using MS word or pdf) to Crystal.Struve100@mod.gov.uk and David.Butler133@mod.gov.uk no later than 17:00 (BST) 26th July 2024.

## Market Interest Session

1. Suppliers are invited to attend a Market Interest session on the afternoon of Tuesday 16th July 2024 15:30-16:30 (BST) via a Teams video conference. The session is expected to last for one (1) hour and will include a brief overview of what the Authority requires and a Q&A session.
2. The Market Interest session will be held at Official only to enable greater attendance. Any subsequent ITT / Contract Award will be at a minimum of Official-Sensitive and therefore may require suitably cleared individuals (e.g., SC/DV) - details will be released in any subsequent ITT.
3. Attendance at this session is limited to a maximum of two (2) representatives from each Vendor / Supplier.
4. Suppliers wishing to attend the session are requested to send the following details to Crystal.Struve100@mod.gov.uk and David.Butler133@mod.gov.uk no later than 17:00 (BST) 12th July 2024:
5. Supplier Name
6. Name(s) and email address(es) of Attendee(s)
7. Any clarification questions you would like to submit for review prior to the Session.

Product Demonstration Sessions

1. To allow further understanding of what is currently available on the market, the Authority is requesting Product demonstrations of any COTS products readily available that may be suitable for the above-mentioned requirement. These demonstrations will be held during the period 22nd July 2024 – 2nd August 2024 – see paragraph 21e). This activity is **not** marked or evaluated and does not form part of any subsequent ITT / Contract Award.

1. During the demonstration session, the Authority would like the Supplier / Vendor to demonstrate at a minimum the following in relation to their available COTS product to gain a better understanding of how the product could fit into the Defence ICT environment and its ability to support the technical requirements at paragraph 10:
	1. Capabilities / features aligned to the “Basic Minimum Requirements”.
	2. Additional capabilities / features, above and beyond, the “Basic Minimum Requirements” that would help the Authority to reduce any cyber risk associated with Data Loss / Data misuse.
	3. Implementation / integration options that the vendor / supplier has, and which they might recommend for the Authority.
	4. How you would recommend the product be introduced into service and whether there are any limitations regarding architecture models.
2. To gauge Vendor / Supplier interest in the demo sessions prior to confirmed dates being released, the Authority would like all interested parties to provide the following information to Crystal.Struve100@mod.gov.uk and David.Butler133@mod.gov.uk no later than 17:00 (BST) 9th July 2024:
3. Supplier Name
4. Supplier Attendee(s)
5. Name of product
6. Confirmation product is COTS
7. Preferred date / time (see paragraph 19 for details)
8. Any additional information (e.g., identification of why the product would be suitable, Legal / IPR Considerations, or TEPIDOIL (Training, Equipment, People, Infrastructure, Doctrine, Organisation, Information, & Logistics))
9. Length of time required for the demo (no more than one (1) hour).
10. Once all relevant information has been gathered, and interest levels reviewed the Authority aims to confirm any details of any demonstration session to all interested parties no later than 17:00 (BST) 18th July 2024.
11. If the Authority receives limited or no interest in the demonstration sessions this activity may not go ahead.
12. The Authority will not bear any Supplier / Vendor costs associated with this activity.

## Next Steps and Outline Timescales

1. Once this RFI / EME has closed, the authority plans to amend / enhance the Statement of Requirement that will be utilised for the (planned) full commercial competition.
2. Any subsequent Commercial competition will be undertaken via the Authority’s Cyber Security Services 3 (CSS3) Dynamic Purchasing System (DPS). Suppliers can join this DPS at any time, with instruction at paragraph 29. Any Supplier who is **not** on this DPS and does not wish to join **will not** be able to participate in any subsequent further activities regarding this project with the Authority.
3. The anticipated timeline for the launch of the procurement via a Contract Notice (CN) / launch on CSS3 is mid to end of Q3 of 2024, however may be subject to change.

## Cyber Security Services 3 (CSS3)

1. Following this RFI / EME, the Authority will release any subsequent Tender for this requirement on the Cyber Security Services 3 (CSS3) Dynamic Purchasing System (DPS) which is open to all Suppliers to apply throughout the duration.
2. If your company is not on the CSS3 DPS and you wish to submit a tender to any subsequent ITT, you can join CSS3 at the following link: [Dynamic Purchasing System Marketplace - Supplier Registration Service (cabinetoffice.gov.uk)](https://supplierregistration.cabinetoffice.gov.uk/dps).
	1. Under Cyber Security Services 3 on the above link please download the ‘bid pack’ and read *‘Read First RM3764iii Cyber Services DPS Needs'.* Once completed, to apply select ‘Access as a Supplier’ to register and complete your application.
	2. Application reviews can take approximately 10+ working days, so please ensure your account is created and completed prior to the anticipated timeframe of ITT release noted at paragraph 27.
3. If you have any queries relating to the content of this RFI / EME please do not hesitate to get in touch with Crystal.Struve100@mod.gov.uk to discuss.

## Summary of timeline

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| **Event / activity** | **Date & Time (BST)** |
| RFI / EME Launch | 8th July 2024 |
| Deadline for Supplier to notify Authority to join Market Interest Session | 12th July 2024, 17:00  |
| Market Interest Session | 16th July 2024, 15:30-16:30 |
| Deadline for Supplier to notify Authority to give Product demonstration | 16th July 2024, 17:00  |
| Deadline for Authority to confirm demonstration dates & times | 18th July 2024, 17:00  |
| Product demonstration sessions | 22nd July 2024 – 2nd August 2024 |
| RFI / EME written submission deadline | 26th July 2024, 17:00  |
| Planned launch of Full Commercial Competition via Cyber Security Services 3 | ~September 2024 |