
Date: 28 July 2017

**Request for Supplier Feedback on the
Procurement for the Field Force Supplies, Logistics and Replenishment Services
for the 2021 Census**

The Office for National Statistics (“ONS” or “the Authority”) is currently developing the services for the delivery of the 2021 Census Transformation Programme. Included in this Programme is the procurement of a Field Force Supplies, Logistics and Replenishment Service (“FFSLR Service”). ONS is providing any interested supplier with an ‘early view’ of the draft requirements and specific supporting information with a request for suppliers to review and provide commentary and feedback on them prior to the Authority’s formal issue of the Procurement Pack/ITT which is currently planned to be released in November 2017. This is being carried out in order to assist in finalising the Authority’s requirements, whilst enabling all interested suppliers to engage with the Authority in ensuring the requirements are realistic, relevant and attractive.

The Authority will provide specific extracts from the Procurement Pack via the Authority eSourcing Portal (<https://in-tendhost.co.uk/ons/asp/Home>).

Key Objective

The Authority is not expecting any tender return at this stage but is looking for any feedback or perceived issues from a market perspective on the draft requirements. The Authority’s prime intention is to ensure it has taken into consideration any concerns that the market may have regarding submitting a tender prior to issuing the full Procurement Pack.

The Authority kindly requests that you:

- I. electronically sign and return to the Authority the non-disclosure agreement (“NDA”) accompanying this letter to the following address - census2021.transformation.programme@ons.gov.uk;
- II. ensure that your company is registered at <https://in-tendhost.co.uk/ons/asp/Home>;
- III. wait for the Authority to reply, via email, with confirmation that you can access the “FFSLR Early Market Engagement” project within the Authority eSourcing Portal where the documents can be review;
- IV. provide any feedback on the requirements we have outlined and any key concerns or issues you may have in an attachment within the Authority eSourcing Portal;

- V. register your interest to attend a supplier event, in London on 5th/6th September 2017 or in Belfast on 7th September 2017 to meet with the Authority and other interested suppliers with the aim of the Authority presenting the requirements and key proposed changes followed by one-on-one discussions with Authority staff as required.

Content

For your information, the Authority's eSourcing Portal will contain an extract of the draft Procurement Pack called 'FFSLR Appendix B-Part 2 Schedule 2 Specification Document v0.12 for review', this includes:

- B100 General Description of the Services.
- B1300 Interfaces
- B1600 Specification of the Services
- Appendix 7 – Security classification and estimated number of Stock Keeping Unit (SKU's) for the Material Groups
- Appendix 8 – Sourcing & Procurement of Non-Technical Material
- Appendix 9 – Replenishment Logistics
- Appendix 10 – Field Force Structure
- Appendix 11 – Field Force recruitment timetable
- Appendix 12 – Field Force Initial Kit
- Appendix 13 – Ministry of Defence (MOD) and Ministry of Justice (MOJ) establishments in 2011
- Appendix 14 – Secure Collections
- Appendix 15 – FFSLR Interface Map
- Appendix 16 – Other useful information
- Glossary

For the avoidance of doubt, this content is only part of the Procurement Pack and is not to be interpreted as the final Procurement Pack/ITT

NDA

The Authority takes its responsibility for security and the protection of both its customer and supplier data and information very seriously. On this basis, the Authority requires all parties who will have access to census-related data and information to sign a NDA. The Authority, therefore, respectfully requests that you provide an electronically signed copy of the NDA which accompanies this letter at your earliest convenience. Once the Authority has this, access to the procurement portal will be provided and a confirmation email sent to the original sender.

Please could you send your signed NDA to census2021.transformation.programme@ons.gov.uk.

Indicative Timetable

The full Procurement Pack is currently planned to be published to the market in November 2017. However, in order to achieve the Authority's intended procurement launch date, the Authority needs to adhere to a challenging timetable. Therefore, the timetable for this exercise is as follows:

28 Jul 2017	(17:00 BST)	Letter and NDA provided to interested suppliers through Contracts Finder
From 31 Jul 2017	(17:00 BST)	Following receipt of the signed NDA and self registration on the ONS eSourcing Portal, access will be granted and confirmed via email to allow access to the draft requirements documentation outlined above
25 Aug 2017	(17:00 BST)	Deadline for submission of supplier responses and expressions of interest in the planned supplier event

The Authority very much values your industry knowledge and experience in this regard and would like to take this opportunity to thank you for taking the time to respond to this request. The Authority looks forward to providing the full Procurement Pack for your consideration in November 2017.

Additional Information

The purpose of this notice is to notify the market of the further planned activities, and does not indicate or confirm any future or forthcoming procurement exercise, activity or of any individual procurement action.

Any information provided by ONS to the market during the engagement will be shared with all suppliers.

Any confidential or commercially sensitive information provided by the market will be treated accordingly and not shared.

This NOT a pre-qualification or selection exercise and is NOT part of any pre-qualification or selection process that may apply to any future potential procurement. It is intended to act as an awareness and information gathering exercise offering an opportunity for suppliers to advise the extent to which they potentially are able to provide some or all of the services that ONS may require, in order to help ONS with its future commissioning intentions.

An expression of interest in attending a supplier event is no indication of a commitment to participate in any tender or procurement process, and as such it does not infer any preferential or special status on those organisations who do submit an interest.



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Deputy Director of Service Centre & Chief Procurement Officer

**For and on behalf of
Office for National Statistics**