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Tender

Subject Access Request Support Services

HAMPSHIRE COUNTY COUNCIL

F02: Contract notice

Notice identifier: 2025/S 000-003657

Procurement identifier (OCID): ocds-h6vhtk-04cd84

Published 4 February 2025, 2:10pm

Section I: Contracting authority

I.1) Name and addresses

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238ZB

Contact

Katerina Ploumakis

Email

strategic.procurement@hants.gov.uk

Country

United Kingdom

Region code

UKJ36 - Central Hampshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.hants.gov.uk

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/hampshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/hampshire.aspx/Home>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Subject Access Request Support Services

Reference number

CS23760

II.1.2) Main CPV code

- 72314000 - Data collection and collation services

II.1.3) Type of contract

Services

II.1.4) Short description

Hampshire County Council (the Authority) invites applications from suitably experienced organisations who wish to tender for a position on the Dynamic Purchasing System (DPS) for the processing of Subject Access Requests (SAR) in the event of a backlog of requests.

The requirement involves handling and processing data of Children's Services SARs disclosures under the laws of UK General Data Protection Regulation (UK GDPR) and the Data Protection Act(2018).The service required from providers would be to redact Children's Services documents provided by Hampshire County Council (HCC) in line with exemptions specified in the UK GDPR.

The DPS will be procured using the restricted procedure under 34(5) of the Public Contract Regulations 2015 (PCRs).

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

II.2.4) Description of the procurement

The DPS will be established in accordance with Regulation 34(5) of the PCR with a DPS start date of March 2025.

The Authority is establishing this mechanism as a way to deal with any backlog of SARs in a timely manner and within the designated timescales as prescribed by legislation. The following aims and objectives have been established by the Authority for providers to deliver against:

- Successful providers will provide Subject Access Request disclosures within statutory timeframes stipulated in the UK GDPR. These timeframes will be given to the provider by the Authority when the package of work is advertised.
- Successful providers will ensure that responses provided to the Authority are accurate and that all information that is exempt from disclosure has been removed or marked for removal.
- Successful providers will ensure that all information is secured to the appropriate security standards (as defined by the Authority) in transit and whilst being held in the provider's host system. No personal or special category data will leave the provider's system as part of this process unless it is agreed by the Authority.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £600,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

24 March 2025

End date

23 March 2028

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-000171](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

5 March 2025

Local time

2:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

London

Country

United Kingdom