

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/014204-2025>

Planning

Police Records Management System

Ministry of Defence

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-014204

Procurement identifier (OCID): ocds-h6vhtk-05005b

Published 10 April 2025, 10:37am

This is an old version of this notice. [View the latest version.](#)

Scope

Reference

701161408

Description

Scope Description

This is a Preliminary Market Engagement (PMEN) notice. It is not a formal invitation to tender. You will need to respond to the tender notice when published in order to be considered for the forthcoming Contract. The purpose of this PMEN is to maximise transparency and competition for the upcoming tender notice. All details in this PMEN are subject to being updated or changed in the tender notice.

The PMEN is being published to advertise a Preliminary Market Engagement Event to be held online on 11th April 2025 at 14:00pm UK where more information about the requirements will be shared. Following this engagement event interested Suppliers may be offered the opportunity to discuss the requirements. The purpose of these meetings will be to understand current market capabilities costings and;

- (a) develop the Authority's requirements and approach to the procurement;
- (b) design a procedure, conditions of participation and/or award criteria;
- (c) support preparation of the tender notice and associated tender documents;
- (d) identify suppliers that may be able to supply the services required;
- (e) identifying likely contractual terms;
- (f) building capacity among suppliers in relation to the contract being awarded.

The PMEN fulfils the requirement for a Preliminary Market Engagement Notice to be issued under the Procurement Act 2023.

Suppliers interested in this opportunity should respond to the Expression of Interest (EOI) as advised in point 1.4 of the EOI document. The requirement to;

- Confirmation the Supplier has a commercial off the shelf solution which meets the needs outlined in the EOI.
- Provide an outline of the solution (500-word count limit)
- Provide High level/indicative costs (where available)
- Confirm vetting status

A link to the event and draft specification will be sent upon receipt of the information above.

The Sovereign Base Areas (SBAs) require a new Police Record Management Information System (RMS) to replace the current legacy system. The SBA Administration requires a Commercial Off the Shelf (COTS) solution with a Support Service to replace the bespoke legacy system.

The Solution must provide pre-configured functionality supporting the management of Crime, Case, Custody, Safeguarding and Intelligence. Enabling Officers to record known intelligence on criminals, manage investigations, build prosecution cases and bring offenders to justice through integration with the Crown Prosecution Service and Courts.

Core requirements include: storage, searching, retrieval, retention, management, archiving, viewing of information, records, documents or files pertaining to law enforcement operations

Interested parties are to confirm their attendance confirming their vetting status no later than 12.00 noon 11th April 2025 :

The event will be held on 11th April 2025 14:00pm UK via Microsoft Teams. Suppliers may be invited to further meetings to discuss requirements and slides will be shared with interested providers who meet the security requirements.

Contract Dates

Main Procurement Category

CPV code

Engagement Deadline

Engagement Process Description

This is a Preliminary Market Engagement Notice (PMEN) for information purposes only. It is not a formal invitation to tender. You will need to respond to the tender notice in order to be considered for these contracts. The purpose of this PMEN is to maximise transparency and competition for the upcoming tender notice. All details in this PMEN are subject to being updated or changed in the tender notice.

Suppliers interested in this opportunity are invited to attend a briefing session. Attendance is subject to the following criteria:

Attendee Numbers - Maximum of two (2) persons only per Supplier

Capability Statement - Submit a (500-word count limit) statement/summary explaining your interest/ reasons for attending. The supporting information is required as soon as possible but no later than 16th April 2025 12 noon

Costs - Indicative costs should be provided based on a user base of 150 no later than 16th April 2025 12 noon

Vetting - All attendees to hold BPSS/SC clearance as a minimum, confirmation of which must be provided by 11th April 2025 12 noon

Attendance - Upon return of the above, invitation and draft requirements will be forwarded to attendees.

Documents will be restricted view for those individuals who have met the above stated security requirements. Should suppliers withdraw from the process at any stage, all documentation must be securely disposed of and confirmation provided.

Total value (estimated)

- £3,200,000 excluding VAT
- £3,840,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 31 October 2025 to 31 October 2028
- Possible extension to 31 October 2030
- 5 years, 1 day

Main procurement category

Services

CPV classifications

- 79996100 - Records management
-

Engagement

Engagement deadline

16 April 2025

Engagement process description

1. EXPRESSION OF INTEREST (EOI) SCOPE

1.1 The Authority requires information on your capability and capacity to provide the services detailed below.

1.2 Any supplier which does not respond to this EOI within the stipulated timescales (section 2) will exclude themselves from the bidding process for this project.

1.3 Please advise if you are interested in bidding for this opportunity and can meet the minimum requirements set out in section 3. Please note the requirement is for a Police Records Management System commercial off the shelf (COTS) product. Providers must have an existing capability which fully meets the requirements set out in this document to be considered for this opportunity.

1.4 Interested parties are invited provide an outline of their solution (maximum 500-word count) and indicative costs/costing models.

1.5 If you are not interested in bidding, please provide reason(s) as this is will be valuable feedback for the Authority.

1.6 Please note an EOI via a Framework has been issued alongside this EOI. Suppliers may respond once, responding to one will not preclude them from further participation should the alternate route be utilized. Please note only relevant framework providers are permitted to respond via the Framework route all other interested suppliers should respond via the Pre market engagement notice and this document.

2. PROCUREMENT TIMETABLE

DATE ACTIVITY

8th April 2025 Publication of this EOI

11th April 2025

14:00-15:00pm Supplier Information Presentation

An online Supplier information event to provide information regarding the user base and operational uses.

Please note: Slides will be shared with interested parties who meet the relevant security requirements.

16th April 2025 12 noon Return date for this EOI.

Any supplier which does not respond to this EOI within the stipulated timescales (section) will exclude themselves from the bidding process for this project.

May 2025 TBC Invitation to Tender

3. THE REQUIREMENT

3.1 This is being conducted via Pre Market Engagement Notice.

3.2 The SaaS product will be supporting Sovereign based Administration Area

3.3 The Sovereign Base Areas (SBAs) require a new Police Record Management Information System (RMS) to replace the current legacy system. The SBA Administration requires a Commercial Off the Shelf (COTS) solution with a support service to replace the bespoke legacy system. Please note: interested providers should be able to demonstrate full capability within their existing product.

3.4 SBAs established following creation of Republic of Cyprus in 1960. There are 2 Sovereign Base Areas (WSBA and ESBA) - 98 sq miles, 7,000 British Personnel and their families, 10,000 Cypriots who live in villages outside of military stations, No boundary with the Republic of Cyprus, 48 km boundary with the Turkish Controlled Areas and a UN Buffer Zone

3.5 The civil government of the Sovereign Base Areas Headquarters is at Episkopi (WSBA). SBAA focus on functions related to exercise of sovereignty and fulfilment of the UK's commitments under the 1960 Treaty of Establishment responsibilities in enactment of legislation, maintenance of law and order, control immigration/customs and development. Other functions are delegated to the Republic of Cyprus to carry out.

3.6 RMS enable the SBA to collect, collate, interrogate and share intelligence and other information between Police Officers and SBA Services, contributing to the prevention of

crime and public safety.

3.7 The Solution must provide pre-configured functionality supporting the management of Crime, Case, Custody, Safeguarding and Intelligence. Enabling Officers to record known intelligence on criminals, manage investigations, build prosecution cases and bring offenders to justice through integration with the Crown Prosecution Service and Courts.

3.8 Core requirements include: storage, searching, retrieval, retention, management, archiving, viewing of information, records, documents or files pertaining to law enforcement operations.

3.9 The Solution shall provide.

3.9.1 pre-configured search functionality against a POLE (Person, Object, Location, Event) database.

3.9.2 pre-configured workflow functionality that meets the standards required by the SBA Police and relevant SBA legislation.

3.10 The user base is approximately 150 users.

3.11 Information governance and security requirements must meet MOD national standards.

3.12 Suppliers are required to meet the security requirements at tender stage; Vetting SC clearance evidence of which must be provided prior to the NDA being issued. NDA must be signed and returned. Bidders will be provided access to the relevant tender pack where SC and NDA are held.

3.13 The term is 3 years with an optional extension of a further 2 x 12 months.

3.14 A 24/7 Service Support package will also be required to resolve technical issues within agreed service levels. Further details will be provided at tender stage.

4. INDICATIVE EVALUATION CRITERIA

4.1 Indicative Evaluation Criteria:

4.1.1 Quality 30%

4.1.2 Social Value 10%

4.1.3 Pricing 60%

4.2 Please note that the above evaluation criteria is subject to change during the

development of the Invitation to Tender.

4.3 Full detailed requirements would be available with any subsequent tender pack.

5. RIGHT TO CANCEL OR VARY THIS EXPRESSION OF INTEREST

5.1 The Authority reserves the right to:

5.1.1 Cancel all or part of this EOI at any stage and at any time;

5.1.2 Amend, clarify, add to or withdraw all or any part of the EOI at any time;

5.1.3 Re-run and EOI if the requirements or timescales change at any time.

5.1.4 Procure via an alternative procurement route.

6. EOI CUSTOMER CONTACT

Name: Vic Barton

Telephone Number: 07974298328

Email Address: Victoria.barton100@mod.gov.uk

7. CONFIDENTIALITY

7.1 Documents will be restricted view for those individuals who have met the minimum stated security requirements. Should suppliers withdraw from the process at any stage, all documentation must be securely disposed of and confirmation provided on request. All documentation should be treated as confidential and should not be shared other than for purposes of responding to this EOI and subsequent tender.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

31 May 2025

Contracting authority

Ministry of Defence

- Public Procurement Organisation Number: PHVX-4316-ZVGZ

MOD Corsham, Westwells Road

Corsham

SN13 9NR

United Kingdom

Contact name: Victoria Barton

Telephone: 07974298328

Email: DefComrcl-SystemsGuidance@mod.gov.uk

Website: <https://www.gov.uk/government/organisations/ministry-of-defence>

Region: UKK15 - Wiltshire CC

Organisation type: Public authority - central government