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Planning

## **DDaT21484 - ACAS IT Technical Services and Disposal Procurement**

Advisory Conciliation and Arbitration Service (ACAS)

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-029607

Procurement identifier (OCID): ocds-h6vhtk-02fb18

Published 29 November 2021, 5:26pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Advisory Conciliation and Arbitration Service (ACAS)

8th Floor Windsor House

London

SW1H 0TL

#### **Contact**

UKSBS DDaT Procurement Team

#### **Email**

[DDaTProcurement@uksbs.co.uk](mailto:DDaTProcurement@uksbs.co.uk)

#### **Country**

United Kingdom

**NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.acas.org.uk>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Advisory Conciliation and Arbitration Service

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

DDaT21484 - ACAS IT Technical Services and Disposal Procurement

Reference number

DDaT21484

#### II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Please note, this is a Prior Information Notice , full details can be found in section II.2.4)  
Description of the procurement

Introduction and Background

Advisory Conciliation and Arbitration Service (ACAS) operates its own internal IT operations, managed by the Digital, Data and Technology (DDaT) Team. This team is responsible for day to day management and maintenance of live IT assets, software, configuration, and security policies. The scope of the requirement is for the following services: Asset Storage, disposal and management, with IT Technical Support for the assets, such as asset disposal, asset redeployment or installation (including end user device imaging, configuration, and application management). The service should also provide technical support for Infrastructure Assets such as Network devices and firewalls. Acas DDaT are accountable for the assets they deliver to Acas users and will be the sole authority regarding instructions of its assets, their configuration and deployment.

This is also an opportunity to "take stock" of what we are doing now and with a new or improved service how we can:

- Better improve, efficiency, value for money, customer service, speed and quality of Service Delivery.
- Ensure our ITIL Service Management business processes are correctly reflected in the

service to improve governance and reduce risk, service downtime or unplanned changes.

- As part of any discovery, take the opportunity to assess how Acas can do things differently with input from suppliers and internal stakeholders.

## Implementation

For implementation and deployment of the solution, the supplier will be required to re-locate IT equipment from the current supplier warehouse, (UK Based) to their premises. The supplier will perform a complete inventory of Acas assets stored that the customer can access.

## Support

Ongoing maintenance and support, with warranty support for system hardware is required. With EUD's 3 years warranty is purchased, we would require the successful supplier to co-ordinate any call on this warranty and also to repair out of warranty equipment if it is deemed cost effective.

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 72000000 - IT services: consulting, software development, Internet and support

### **II.2.3) Place of performance**

NUTS codes

- UKI - London

### **II.2.4) Description of the procurement**

This Prior Information Notice is being issued in order to undertake a market consultation exercise with regards to the requirements detailed above. In particular the Contracting Authority -Acas would like to understand how many suppliers there are in the market that are able to meet all of the requirements and how many suppliers would be willing to submit their proposals when the tender has been launched. Please note that a full specification of requirements document for your review is attached to the Early Engagement Notice in Contract finder, please use this link to access the document <https://www.contractsfinder.service.gov.uk/Notice/e9d85094-e192-47aa->

[bcb8-dc840765bdc2](#)

We would welcome market input into our development of the pricing structure to ensure that the most fit for purpose approach that is in line with the market charging model is adopted.

If you wish to submit your feedback in the written format, we would be happy to receive some as well. Please use the [DDaTProcurement@uksbs.co.uk](mailto:DDaTProcurement@uksbs.co.uk) for any correspondence.

The intention is to hold a supplier engagement day sometime in the second half of December (day and time to be agreed and communicated to the suppliers that registered their interest) in order to assess the market's appetite, concerns and views on formulation of requirements. The session will take place via Zoom. Feedback gathered from the suppliers through this market engagement will be used to finalise our statement of requirements before the tender is launched.

If you believe this is of interest to you and your organisation, please register an expression of interest by sending an email to the following email address: [DDaTProcurement@uksbs.co.uk](mailto:DDaTProcurement@uksbs.co.uk) by no later than Wednesday, 15th December 2021 detailing your organisation name and representatives of who will be attending the day. When emailing please reference in the subject " DDaT21484 - Acas: IT Technical Services and Disposal Procurement.

Please note that this is not an opportunity to provide a proposal or quotation to the Contracting Authority, or to try selling your services. The purpose of this exercise is purely to test the market, gain feedback and input into our final service definitions and tender documentation. Acas will consider information and responses received as part of the market consultation to help inform Acas specification and further decision making in relation to the planning and conduct of the proposed procurement. The engagement will also inform Acas's decision on the route to the market for this requirement. Outputs from the session will be shared with other potential suppliers that registered their interest and will form part of the final tender documentation.

For the avoidance of doubt, this notice is not a Call for Competition; a Contract Notice will be issued as a call for competition. Not registering an interest shall not prevent any supplier participating in a future procurement.

### **II.3) Estimated date of publication of contract notice**

1 February 2022

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## **Section IV. Procedure**

### **IV.1) Description**

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

The procurement is covered by the Government Procurement Agreement: No