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Planning

Services to increase the number of data protection fee payers

The Information Commissioner

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2024/S 000-031719

Procurement identifier (OCID): ocds-h6vhtk-04a575

Published 3 October 2024, 2:05pm

Section I: Contracting authority

I.1) Name and addresses

The Information Commissioner

Wycliffe House, Water Lane

Wilmslow

SK9 5AF

Email

procurement@ico.org.uk

Telephone

+44 3304146613

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://ico.org.uk/>

I.3) Communication

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Regulator

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Services to increase the number of data protection fee payers

Reference number

2024ICO00388

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

This is a Prior Information Notice to alert the market that the ICO intends to request tenders for the provision of services to increase registration rates of organisations legally required to pay a data protection fee ("the Services").

II.1.5) Estimated total value

Value excluding VAT: £2,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

UNITED KINGDOM

II.2.4) Description of the procurement

Most of the ICO's data protection work is funded by organisations who pay a mandatory data protection fee (the "Fee"). The ICO is looking to appoint a supplier to support the delivery of its objective to ensure that all organisations that are required to pay the Fee do so (the "Services"). Following an unsuccessful procurement to appoint a supplier to deliver the Services on a 100% commission basis, the ICO has decided to award a contract (below-threshold) to Quantum Risk Solutions ("Quantum") to run a 2-month pilot. In the pilot, Quantum will match email addresses with organisations which have not responded to previous postal requests and email those organisations on the ICO's behalf, referring organisations that are required to pay the Fee to make payment through existing ICO infrastructure. The intention is for the pilot to inform the ICO's longer term strategy ensuring that all organisations that are required to pay the data protection fee do so and therefore maximising potential fee income. The pilot will be delivered on a hybrid commercial model, with a fixed charge for the acquisition of email data, payment of some fixed delivery charges, with the majority of the charges being paid on commission, on receipt of Fees paid. The pilot will also test whether this model represents value for money for the ICO. Should the pilot be successful, the ICO will invite tenders via an open procedure to provide the Services on a hybrid commercial model for a period of 12 months, with an option to extend for a further 12 months. It is currently expected that the Services will include: a) The acquisition of business email data. b) Prepare and manage the data to ensure organisations contacted are not already registered. c) Analyse the organisations who have not responded to our campaigns, to identify fee payers. d) Use existing and new data sources to contact organisations who are not registered to check on the requirements for them to register. e) Draft and issue communications, using a range of channels, to raise awareness of the need to pay the fee, or to register a valid exception. f) Increase the number of organisations paying the required fee, using established ICO payment channels. g) Provide the ICO with management information on the performance of the Services. The ICO reserves the right to modify this requirement as a result of learnings from the pilot. The pilot is due to finish by December 2024, but an interim report will be included in the Invitation to Tender detailing all learnings to date. These interim findings will be sufficient to indicate whether the pilot has delivered sufficient value to continue with the Services under a longer-term contract. The ICO is proposing use of the Cabinet Office Mid-Tier Contract as a basis for this procurement.

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: £2,500,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

One optional extension for a further 12-month period

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

This is a prior information notice, intended to inform the market of the ICO's plan to procure. If you wish to register your interest, or ask any questions, please contact us at procurement@ico.org.uk

II.3) Estimated date of publication of contract notice

8 November 2024

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: Yes

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Wilmslow:-Business-services:-law%2C-marketing%2C-consulting%2C-recruitment%2C-printing-and-security./63448YNK95>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/63448YNK95>

GO Reference: GO-2024103-PRO-27905996

VI.4) Procedures for review

VI.4.1) Review body

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow

SK9 5AF

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

High Court of Justice, England and Wales

Strand

London

WC2A 2LL

Country

United Kingdom