

UoS/DH/25/26/QTR2/ The provision of Business Continuity services

The provision of Business Continuity services to the University of Salford

1.0 Introduction

This tender relates to the provision of Business Continuity services to the University of Salford for a 12-month period commencing 01 February 2026.

2.0 Services to be provided

The Business Continuity company quoting for the work shall provide a professionally qualified business continuity consultant who will act as the single point of contact for the duration of project. Should this individual become unavailable the company will appoint a substitute of equal professional competence and shall notify the University of Salford immediately.

The services described within this document will be delivered using the expertise of the business continuity consultant and where applicable any approved, reputable third party whose services shall remain the full responsibility of the quoting company. The quoting company shall provide an average of 2.5 days of the business continuity consultants time per month for the duration of the 12-month contract. It is recognised that some months maybe higher or lower, but the business continuity consultants time on the project will not be lower than 30 days over the 12-month period.

The business continuity consultants' services will include the following (note that this list is not exhaustive):

- Development and delivery of business continuity training
- Review and update of business impact analysis and business continuity plan templates
- Administration of the business continuity management system
- Development and delivery of business continuity exercises
- Any other similar work deemed as in scope by both parties

3.0 Pricing

The pricing should be expressed as a monthly fee based on the 2.5 days per month detailed at 2.0 (above).

The pricing should also contain a 'day rate' for the business continuity consultant for any additional hours required by exception.

4.0 Evaluation

The quotations received by the University will be evaluated based on a combination of price and demonstrable evidence of previous experience in the provision of the business continuity services listed in 2.0 (above), within the context of a university environment.

Please send your quotations and correspondence to **Alan Cain**, a.r.cain@salford.ac.uk

Feedback will only be provided after the quotation deadline, if feedback is requested.

Procurement Contact – Dion Horsfield, D.horsfield2@salford.ac.uk

