**Invitation to Tender (ITT)**

**Microsoft Licensing Solutions Partner Services**

|  |  |
| --- | --- |
| *This document should be completed and returned in accordance with the Instructions to Tenderers contained herein* | |
| **Tender Reference Number**  **Tender to be submitted by:** | **HCPC/TRN/2025/36**  **14 October 2025 @17:00** |
| **To:** | **Geoff Kirk**  **Health and Care Professions Council**  184-186 Kennington Park Road  London (UK)  SE11 4BU |
| **E-mail address:** | [geoff.kirk@hcpc-uk.org](mailto:geoff.kirk@hcpc-uk.org)  [rick.welsby@hcpc-uk.org](mailto:rick.welsby@hcpc-uk.org)  [tarek.hussien@hcpc-uk.org](mailto:tarek.hussien@hcpc-uk.org) |
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# INFORMATION AND INSTRUCTIONS FOR TENDERERS

1. **Procurement Act 2023 Statement**

This procurement will be conducted under the Competitive Flexible Procedure in accordance with the UK Procurement Act 2023 (PA2023). HCPC will have regard to the statutory procurement objectives of:

* 1. Delivering value for money.
  2. Maximising public benefit.
  3. Transparency in procurement processes.
  4. Acting with integrity.

1. **The Health and Care Professions Council (HCPC)**
   1. The Health and Care Professions Council is a ‘body corporate.’ We are a public body but we are not part of the Department of Health or the NHS in England, Northern Ireland, Scotland or Wales. We were set up on the 1 April 2002 by the Health and Social Work Professions Order 2001 (the Order) and replaced the Council of Professions Supplementary to Medicine.
   2. We are one of nine UK statutory regulators of health and social care professionals. We were established to protect the public. To do this, we keep a register of professionals who meet our standards for their training, professional skills, behaviour and health, and we act against those who do not meet the standards we set or who use a protected title illegally. We regulated approximately 300,000 individuals. These are known as “registrants” and are members of the 15 professions regulated by the HCPC.
   3. We are an independent, self-funding organisation. All of our operational costs are funded by fees from registrants. Those fees are set out in the Health and Care Professions Council (Registration and Fees) Rules 2003 and any fee increases are subject to consultation and must be approved by the Privy Council.
   4. Our offices are in London located at 184-186 Kennington Park Road. This site accommodates approximately 350 staff.

* 1. Further details on the HCPC may be found on our web site [www.hcpc-uk.org](http://www.hcpc-uk.org)

1. **Background to the requirement**
   1. HCPC’s current ESA with Microsoft ends on the **31st December 2025**. We recognise the important role that the LSP provides in supporting us in getting the best price for our Microsoft licencing needs whilst ensuring we remain compliant. We also want an LSP who is able to provide us with added value in terms of helping us to maximise the return on our investment into Microsoft products and services.
   2. During the existing ESA period, HCPC has implemented a number of E5 services, and is heavily reliant on these for security, network and user management. HCPC is likely to further invest in Microsoft services over the course of the next three years. This includes further enhancements and extensions to our Business Central finance system (although BC licencing is currently provided outside of the ESA), moving towards a single D365-based CRM that consolidates several existing applications, and potentially migrating its network drives into SharePoint. HCPC makes extensive use of Teams for internal communications and will shortly be implementing Teams Telephony for most employees (excluding the contact centre).
   3. The number of HCPC employees has grown significantly over the past year. While the total number is unlikely to grow much higher, there is a possibility that it may need to reduce during the lifetime of the ESA.
2. **Tender return instructions**
   1. Tenderers are required to complete and provide all information required by the HCPC in accordance with this Invitation to Tender (ITT). Failure to comply with these Instructions to Tender may lead the HCPC to reject a tender response.
   2. Tenderers are requested to submit one copy of their tender electronically, via email with the subject heading “Response to: **HCPC/TRN/2025/36**” to

[geoff.kirk@hcpc-uk.org](mailto:geoff.kirk@hcpc-uk.org)

[rick.welsby@hcpc-uk.org](mailto:rick.welsby@hcpc-uk.org)

[tarek.hussien@hcpc-uk.org](mailto:tarek.hussien@hcpc-uk.org)

Documents should be in a format that is compatible with Microsoft Office.

* 1. The tender is to be returned by no later than **14 October 2025 @ 17:00** The Health and Care Professions Council (HCPC) reserves the right to extend the Deadline. Any extension will apply to all tenderers. The HCPC reserves the right to reject any responses received after the Deadline.

* 1. **It is each tenderer’s responsibility to ensure that their tender is emailed to the correct email address by the Deadline.**
  2. The HCPC reserves the right at any time to issue further supplementary instructions and updates and amendments to the instructions and information contained in this Invitation to Tender as it shall in its absolute discretion think fit.
  3. The HCPC will not be responsible for the costs or expenses of any Tenderer in relation to any matter referred to in this Invitation to Tender howsoever incurred.

1. **Contract terms and conditions**
   1. In submitting a response to this ITT, you offer to be bound by all the provisions of this ITT.
2. **Acceptance of tenders**
   1. The HCPC does not bind itself to accept the lowest or any tender.
   2. The HCPC reserves the right to accept the whole or any part of any tender.
   3. The tender is to remain open for acceptance by HCPC for a minimum period of 60 days from the Deadline.
3. **Quantities and scope**

The quantities and scope of services set out in the attached appendix are an estimate of the HCPC’s requirements at the time of producing this ITT. The information provided is to the best of our knowledge accurate at the time of issuing the ITT but circumstances may change over the life of the contract.

* 1. Tenderers must form their own opinions, make such investigations and take such advice (including professional advice) as is appropriate without reliance upon any opinion or other information provided by the HCPC or their advisers and representatives. Tenderers should notify the HCPC promptly of any perceived ambiguity, inconsistency or omission in this ITT, any of its associated documents and/or any other information issued to them during the procurement process.

**Further information**

* 1. All requests for further information or clarification of the HCPC’s requirements in relation to this ITT must be addressed to:

[geoff.kirk@hcpc-uk.org](mailto:geoff.kirk@hcpc-uk.org)

[rick.welsby@hcpc-uk.org](mailto:rick.welsby@hcpc-uk.org)

[tarek.hussien@hcpc-uk.org](mailto:tarek.hussien@hcpc-uk.org)

The closing date for any further questions/clarification will be:

**29 September 2025 @12:00pm**

* 1. The HCPC reserves the right to issue the response to any clarification request made to all tenderers unless it is expressly required to be kept confidential at the time the request is made. If the HCPC considers that the contents of the request should not be kept confidential, it will inform the requester and the requester will have the opportunity to withdraw the request.

1. **Contract period**
   1. The ESA will run for a period of 3 years commencing on 1st January 2026 HCPC understands that Microsoft will need to receive the order form for the ESA from its appointed LSP no later than the end of November 2025. The appointed LSP will be expected to commence work with HCPC immediately after appointment on finalising the ESA order.
2. **Pricing**
   1. The Tenderer shall price all items set out in the attached Microsoft Licencing Statement, applying whichever discounts the LSP is satisfied apply to HCPC. This will form the “Baseline Scenario.”
   2. The rates stated should include VAT which shall be charged at the prevailing rate, if applicable. No other costs will be accepted other than those in the Pricing Schedule.
   3. The Tenderer should then also price what it believes to be the best value licencing solution to meet HCPC’s needs, based on the information provided in Section 2 and what it knows about Microsoft’s licencing models. This will form the “Recommended Scenario.”
3. **Evaluation**
   1. Tenders will be evaluated using the following criteria which have been set out in more detail under **Specification**:

|  |  |
| --- | --- |
| **Evaluation criteria** | **Weighting (%)** |
| Quality of Proposed Licensing Solution | 30% |
| Quality of LSP Services | 20% |
| Added Value & Innovation | 10% |
| Cost of Baseline Scenario | 10% |
| Cost of Recommended Scenario | 30% |
| **Total** | **100%** |
| ***Note:***  *Social Value & Public Benefit (integrated into quality scoring – included in 30% above)* | |

1. **Timetable (Proposed to be discussed)**
   1. The indicative dates for the remainder of the procurement are set out in the table below. These are for guidance only and are subject to change at the sole discretion of the HCPC.

|  |  |
| --- | --- |
| **Activity** | **Date / Time** |
| ITT Issued to Potential Tenderers | 15 September 2025 |
| **Closing Date for Tenderer Clarification Questions** | **29 September 2025 @12:00pm** |
| Responses To Clarifications Sent to All Tenderers | 2 October 2025 |
| **Tender Closing Date.** | **14 October 2025 @17:00** |
| **Stage 1 Evaluation:**  Compliance & Scoring to Shortlist | 16 – 17 October 2025 |
| Notify Shortlisted Tenderers & Invite to Interview | 21 October 2025 |
| Interviews / Presentations with Shortlisted Bidders | 23 – 24 October 2025 |
| **Stage 2 Evaluation:**  Interview Scoring & Final Assessment | 27 – 29 October 2025 |
| **Awarding The Tender &** | **30 October 2025** |
| Start of Standstill Period | 31 October 2025 |
| **Standstill Period Ends** | **11 November 2025** |
| Contract Discussion and Preparation & LSP Appointed | 12 November 2025 |
| Delivery of LSP Services Begins | 19 November 2025 |

1. **Prevention of corruption**
   1. Any attempt by any tenderer to influence inappropriately the contract award process in any way will result in that tender being disqualified. Any direct or indirect canvassing by any tenderer in relation to this procurement or any attempt to obtain information from any of the employees or agents of the HCPC concerning another tenderer may result in disqualification at the discretion of the HCPC.
   2. The HCPC shall be entitled to cancel the Contract and recover from the Contractor the amount of any loss resulting from such cancellation should any tenderer, his servant or agent give or offer any gift or consideration whatsoever as an inducement or reward to any employee, agent or officer of the HCPC, which the tenderer may note will also constitute a criminal offence, punishable by imprisonment.
2. **Freedom of information**
   1. The Freedom of Information Act (‘FOIA’) applies to the HCPC. Any tenderer should be aware that the HCPC’s obligations and responsibilities under the FOIA to disclose, on written request, recorded information held by the HCPC. Information provided by a tenderer in connection with this ITT, or with any Contract which may be awarded as a result of this ITT, may therefore have to be disclosed by the HCPC in response to such a request, unless the HCPC decides that one of the statutory exemptions under the FOIA applies.
   2. The HCPC may also decide to include certain information in the publication scheme which the HCPC maintains under the FOIA.
   3. If a tenderer wishes to designate information supplied as confidential, it must provide clear and specific detail as to the precise elements which are confidential. For example, if a tenderer considers that any of the information included in their tender submission is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.
   4. Tenderers should be aware that, even where they have indicated that information is commercially sensitive, the HCPC may still be required to disclose it under the FOIA if a request is received.
   5. Tenderers should also note that the receipt of any material marked ‘confidential’ or equivalent by the HCPC should not be taken to mean that the HCPC accepts any duty of confidence by virtue of that marking.

# SPECIFICATION

## 

## **Purpose**

HCPC is looking to appoint a Licensing Solutions Partner to support it in renewing its Microsoft ESA (attachment 1) ready for **1st January 2026.** The expectation is that the LSP will continue to support HCPC in managing its Microsoft licencing estate throughout the 3-year lifecycle of the ESA.

## 

## **Quality**

The Tenderer must be fully accredited with Microsoft as a licencing partner. They must be able to demonstrate a strong track record and expert knowledge of supporting public sector organisations in renewing and managing their Microsoft ESA to secure best value and a strong return on investment.

The Tenderer must be able to demonstrate how they add value to HCPC over and above ensuring licencing compliance in the following areas:

* LSP services included within the cost of the ESA that would enable HCPC to get best value and maximum return on its investment.
* Additional services that are chargeable, but which the Tenderer would seeks to secure funding through other channels to minimise the additional cost to HCPC.

## 

## **Quantities**

The attached MLS sets out the Current quantities that should be used to inform the Baseline Scenario and Recommended Scenario.

## 

## **Timescales and deadlines**

HCPC understands that Microsoft’s deadline for receiving the order form from the appointed LSP is the **end of November 2025.** The new ESA must be in place to ensure HCPC is fully compliant when the current ESA expires on **31st December 2025.**

## 

## **Cost**

The Baseline and Recommended Scenarios should both be priced at what the Tenderer believes to be the best available price to HCPC, incorporating all applicable discounts and inclusive of any LSP margins.

There should be no additional charges for LSP services. Day rates for any Added Value Services should be provided, along with details of any funding routes the Tenderer would look to utilise, and how much of the total cost for such services HCPC should realistically expect to have to meet.

# EVALUATION CRITERIA

Tenders will be evaluated by a panel made up of:

* ELT Member
* Geoff Kirk – Head of IT and Digital Transformation
* Rick Welsby – Service Support Manager
* Jason Roth – Infrastructure, Architecture and Data Manager
* Tarek Hussien – Procurement Manager

The Tender Panel will use the following criteria:

## **Stage 1**

|  |  |
| --- | --- |
|  | **Pass/fail** |
| * Does the tenderer meet our essential/minimum requirements for: * Financial Health and Capacity. * Insurance Policies. * Microsoft Certification. * ISO 9001:2015 Certificate Number. * ISO 27001:2017 Certificate Number. * Is the tender compliant with the terms of the Invitation to Tender? |  |

## **Stage 2**, for tenders that pass stage 1

|  |  |
| --- | --- |
| **Criteria** | **Weighting (%)** |
| **Quality** | **60%** |
| Quality and strategic relevance of proposed licence solution  LSP Services offering  Additional Services offering | 30%  20%  10% |
| **Cost** | **40%** |
| Cost of Baseline Scenario  Cost of Recommended Scenario | 10%  30% |
| **Total** | **100%** |

# INFORMATION TO BE PROVIDED BY TENDERERS

1. **Full name & address of the Tenderer**

|  |  |
| --- | --- |
| Company Name |  |
| Registered Name: |  |
| Company Number: |  |
| Registered Address: |  |
| VAT Registration Number: |  |
| ICO reference number: |  |
| Address |  |
| Town/City |  |
| Postcode |  |
| Website |  |

1. **Main contact**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone Number |  |
| Mobile Phone |  |
| E-mail |  |

1. **Current legal status of the Tenderer**

|  |  |  |
| --- | --- | --- |
|  | | Please tick one box |
| Partnership | |  |
| Limited Company / PLC | |  |
| Limited Liability Partnership | |  |
| Company/LLP registered number |  | |
| Other  Please provide details below | |  |
| Consortium  Please outline below the proposed legal structure of the consortium including an organisation chart and a full description of each member’s role. | |  |
| Details of “Other” legal status, or consortium legal structure etc, if applicable: | | |

1. **Financial health**

|  |  |
| --- | --- |
| Please attach your most recent accounts. If you file abbreviated accounts at Companies House, please attach the full accounts including profit and loss account.  *Note that where the contract is for a service that is key to HCPC’s delivery of its functions and/or the service would be difficult to replace, HCPC will require the supplier to be profitable and solvent and to have sufficient spare capacity to provide assurance of delivery, and this will be assessed on the basis of the tenderers’ accounts.* |  |

1. **Insurance**

|  |  |
| --- | --- |
| Please attach scan(s) provide evidence of the professional indemnity insurance held. The evidence should include the name of the insurers, policy number, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policy. |  |

1. **Equality and diversity**

|  |  |
| --- | --- |
| Please attach scan(s) of your equality and diversity policies |  |
| Do you provide training for your employees on equality and diversity? |  |
| In the last three years has any finding of unlawful discrimination in the employment field been made against you by an employment tribunal, an employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction? |  |
| If the answer to the previous question is yes, please provide details as to what steps have been taken by you as a result of that finding(s) |  |

1. **How you meet our specification**

|  |
| --- |
| Describe here or in attached documents how your services meet our specification |
|  |

1. **Pricing**

|  |
| --- |
| Set out here or in attached documents your proposed prices/charges/fee for the Baseline and Recommended Scenarios, noting our requirements in the Costs section of the specification |
|  |

1. **Please provide two references that we may contact to whom you have provided similar services:**

|  |  |
| --- | --- |
| First reference contact details |  |
| Second reference contact details |  |

# FORM OF TENDER

**To: The Health and Care Professions Council**

Having examined the Terms and Conditions and the Specification for the provision of **Microsoft Licencing Solutions Partner Services,** I/We offer to carry out the whole of the **said services** in conformity with the said Terms and Conditions of Contract and associated work orders (to be detailed following selection of preferred supplier) and Specification.

I/We confirm that I am/we are not aware of any conflict of interest that would arise if I/we were to be successful in this tender.

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and will not do at any time before the hour and date specified for the return of this tender any of the following acts: -

1. communicating to a person other than the person calling for those tenders the amounts or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
3. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Form of Tender, the word "person" includes any persons and anybody or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signature: Designation:

for and on behalf of:

Address:

Date: Tel. No

# Attachment 1: MICROSOFT ESA:

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Description** | **Quantity** |
| **1** | Dyn365EForCustmrSrvc ShrdSvr ALNG SubsVL MVL PerUsr | 86 |
| **2** | Dyn365ETeamMembers ShrdSvr ALNG SubsVL MVL PerUsr | 225 |
| **3** | CommonDataSrvcDBCpcty ShrdSvr ALNG SubsVL MVL AddOn | 211 |
| **4** | CommonDataSrvcFileCpcty ShrdSvr ALNG SubsVL MVL AddOn | 51 |
| **5** | CommonDataSrvcLogCpcty ShrdSvr ALNG SubsVL MVL AddOn | 65 |
| **6** | Microsoft Exchange Online Standard - Subscription Licence - 1 User - Academic - 1 Month - Mac, PC | 40 |
| **7** | Exchange OnlnPlan2 Shrd Server All Language SubsVL MVL PerUsr | 5 |
| **8** | Exchange OnlnPlan2 Shrd Server All Language SubsVL MVL PerUsr | 3 |
| **9** | M365 E5 ShrdSvr ALNG SubsVL MVL PerUsr | 121 |
| **10** | M365 E5 From SA Unified ShrdSvr ALNG SubsVL MVL PerUsr | 260 |
| **11** | M365F1FullUSL ShrdSvr ALNG SubsVL MVL PerUsr | 4 |
| **12** | O365ExtraFileStorage ShrdSvr ALNG SubsVL MVL AddOn XtraStrg1GB | 3000 |
| **13** | ProjOnlnProf ShrdSvr ALNG SubsVL MVL PerUsr | 2 |
| **14** | ProjOnlnProf ShrdSvr ALNG SubsVL MVL PerUsr | 13 |
| **15** | ProjOnlnPrem ShrdSvr All Language SubsVL MVL PerUsr | 2 |
| **16** | ProjectPlan1 ShrdSvr ALNG SubsVL MVL PerUsr | 3 |
| **17** | Power Apps Portal Login T5 Sub Add-on Min 1000 Units | 1000 |
| **18** | FlowperBusPrcssPlan ShrdSvr ALNG SubsVL MVL Min5Licenses | 5 |
| **19** | Teams Rooms Pro Sub Per Device | 5 |
| **20** | Teams Rooms Pro Sub Per Device | 2 |
| **21** | VisioOnlnP2FromSA ShrdSvr ALNG SubsVL MVL PerUsr | 5 |
| **22** | VisioProforOff365 ShrdSvr ALNG SubsVL MVL PerUsr | 25 |
| **23** | WinRmtDsktpSrvcsCAL ALNG SubsVL MVL PerUsr | 5 |
| **24** | SQL Server Standard Core ALng LSA 2L | 8 |
| **25** | CIS Suite Datacenter Core ALng LSA 2L | 16 |
| **26** | CIS Suite Standard Core ALng LSA 2L | 12 |

# Attachment 2: ECAT Portal (CSP):

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Description** | **Seats** |
| **1** | Dataverse Database Capacity add-on [NCE] | 10 (monthly) |
| **2** | Dataverse Database Capacity add-on [NCE | 200 (annual) |
| **3** | Dataverse File Capacity add-on [NCE] | 30 (annual) |
| **4** | Dataverse File Capacity add-on [NCE] | 220 (monthly) |
| **5** | Dataverse Log Capacity add-on | 100 (annual) |
| **6** | Office 365 Extra File Storage [NCE] | 1000 (annual) |
| **7** | Power BI Pro [NCE] | 1 (monthly) |
| **8** | Dynamics 365 Business Central Additional Environment Addon [NCE] | 1 (annual) |
| **9** | Dynamics 365 Business Central Database Capacity 100GB [NCE] | 1 (annual) |
| **10** | Dynamics 365 Business Central Essentials [NCE] | 73 (annual) |
| **11** | Dynamics 365 Business Central Team Members [NCE] | 90 (annual) |