



Minerva Dynamic Purchasing System **Buyers' Guide**

A guide for organisations on how to procure services using this framework

Who can use this Framework?

This Dynamic Purchasing System (DPS) is open to the contracting bodies named below:

Avon & Somerset, British Transport Police, Cheshire, City of London, Cleveland, Derbyshire, Devon & Cornwall, Dorset, Dyfed-Powys, Gwent, Hampshire, Humberside, Leicestershire, Lincolnshire, Merseyside, North Wales, North Yorkshire, Northamptonshire, Nottinghamshire, PSNI, South Wales, Staffordshire, Surrey, Sussex, Thames Valley, West Yorkshire, Wiltshire

How long can the contract/framework be for?

The DPS for Minerva Consultancy Technical Support Services is available for a period of 4 years, from 12th October 2018 to 30th August 2022.

The maximum duration for the call off contracts is not specified within the DPS due to the nature of the varied requirement. Contracting Bodies will need to state the duration for the call off contracts at Further Competition stage. The duration must be proportionate to the requirement and reflective of the level of work required.

What is available through this Agreement?

Minerva is a collaboration of 27 UK Police Forces that use the Niche RMS as their primary records management system. The Minerva vision describes a future where Police forces across the UK provide staff with instant access to secure, high quality information without geographical constraints

The Minerva objectives are;

- Maximise the effective use and development of our common core policing system
- Explore and identify alternative and innovative technical and commercial solutions that offer flexibility and choice
- Deliver increased efficiencies and realise cost savings
- Improve operational policing by removing barriers to sharing police information
- Support digital integration between forces and the wider CJS

Lot1-Maximising existing and upcoming Niche RMS functionality

- Implementing additional Niche RMS functionality
- Interfaces with Force systems
- Links with associated platforms (eg mobile, contact management)

Lot2-Data Quality and exploitation

- Data cleansing and migration
- Ongoing maintenance
- Data standards and information management
- Rules and standards
- BI and performance management

Lot3-Technical support for Niche RMS

- Upgrades
- Testing
- Emergency problem diagnosis and resolution

Lot4-Training

- Planning and delivery
- Production of training materials

Benefits

The following table summarises key benefits available under this framework:

Benefit	Description
Procurement Timelines	Shortened procurement time as advertisement in OJEU and Request to Participate stage has already been undertaken.
Increased Competition	Encourages competition as it is easier for providers to get on to the DPS and join at any time during its period of validity.
Pre-Qualified Suppliers	Contracting Authorities can undertake a competition with a group of pre-qualified Tenderers with all qualification documentation held centrally by Police Digital Services (PDS)
Further Competition Time	Award of individual tenders can be quicker than under some other procedures. The minimum time limit for return of tenders is 10 days, although consideration should be given to the size and the complexity of any mini competitions run from this DPS before defining procurement timelines.
Supplier Reassurance	Suppliers don't have to demonstrate suitability and capability every time they wish to compete for a public-sector contract.
Onboarding	Suppliers may join the DPS at any time during its period of validity, so they are not "locked out".
Accessibility	More accessible for SMEs.

How to use the Framework

A Contracting Authority will need to invite all Potential Providers on the DPS (who possess the relevant services category and the appropriate financial notation within the DPS) to bid for the specific contract. It is not possible to Direct Award and further competitions must be conducted.

The Contracting Authority is responsible for producing the specification, pricing schedule and other documentation required to undertake Further Competition under the DPS. Police Digital Services will provide all tender documentation templates to the Contracting Authority including guidance on how to carry out the Further Competition. An overview of the required steps is detailed below:

Stage	Action	Process
Step 1	Need identified	Contact the Commercial Team via the email commercial@pds.police.uk with your request to access the framework.
Step 2	Information Requirements	If you decide to proceed you will need to collate which Lot, you will be conducting your Further Competition through. It is the requirement of the Contracting Authority to collate the detailed specification, pricing schedule, technical questions, evaluation weightings, vetting and any KPI's/SLA's
Step 3	Further Competition Process	Police Digital Services will provide template documents to the Contracting Authority for the Further Competition. The documentation must be sent to all Suppliers who are listed on the specified lot. Suppliers will need to be given a minimum of ten days to submit their bid.
Step 4	Contact Approval	Once the successful supplier has been determined, through the Further Competition process, a copy of the Contracting Authorities Procurement sign off should be provided to Police Digital Services.
Step 5	Call-off contracts	The Supplier who best meets the requirements of the individual call-off, will be awarded the call-off contract. Contracting Authorities must inform Police Digital Services of all contracts awarded under the DPS so that Police Digital Services can issue contract award notices to OJEU.

Stage	Action	Process
		Authorities should also abide by the requirements for publication on Contracts Finder about contracts awarded, as explained under Procurement Policy Note 03/15 issued by the Cabinet Office.

Supplier Management

The current list of Suppliers on the DPS for each lot is detailed below. Supplier Profiles for each of the Suppliers is available on the Knowledge Hub. New Suppliers are able to join the DPS at any time during its Framework period.

Supplier	Lot 1. Maximising existing and upcoming NicheRMS functionality	Lot 2. Data Quality and exploitation	Lot 3. Technical support for NicheRMS	Lot 4. Training
Blue Skies Associates Ltd	✓	✓	✓	✗
Bluestar Software Ltd	✓	✓	✗	✗
Bolderwood Solutions Ltd	✓	✓	✓	✗
Civica UK Ltd	✓	✗	✗	✗
GPC Systems Ltd	✓	✓	✓	✓
Infoshare Ltd	✗	✓	✗	✗
Me Learning Ltd	✗	✗	✗	✓
PA Consulting Services Ltd	✓	✓	✓	✓
Red Snapper Learning Ltd	✗	✗	✗	✓
Sagaciti Consulting Ltd	✓	✓	✓	✓

Other information

Management Charge

There is a Management Charge of 1% of the total charges, excluding VAT for all Call Off Contracts through this framework. Any pricing provided by the Supplier when competing for work under the DPS will be inclusive of this charge.

Police Digital Services Knowledge Hub

This Buyers Guide, FAQs on how to transact business and details of existing commercial deals available to UK policing can be accessed via the Company Knowledge Hub at <https://knowledgehub.group/>. If you are not yet registered with the Knowledge Hub, you will need to complete the simple registration process first and ask to join the **Minerva DPS Procurement** group.

Contacting Us

If you have any further questions regarding this Guide please contact the PDS Contract Manager, Steve Williams commercial@pds.police.uk

Public Procurement references

Set out below is reference and a link to the underlying procurement documentation.

OJEU Reference Number:	Lot 1 - 2018/S 164-374841, Lot 2 - 2018/S 164-374842, Lot 3 - 2018/S 164-374843, Lot 4 - 2018/S 164-374844.
Framework Name:	DPS for Minerva Consultancy Technical Support Services
Start Date:	12th October 2018
End Date:	30th August 2022
Value:	£30,000,000
Lots:	4
Suppliers:	10
Primary CPV Code:	48100000, 48612000, 80610000