



**INVITATION TO TENDER (ITT)  
FOR GEOSPATIAL SERVICES  
TENDER REFERENCE: CS20/08/109**

**September 2020**

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## **SECTION 1**

### **TENDER PARTICULARS**

## SECTION 1: TENDER PARTICULARS

### GLOSSARY

Unless the context otherwise requires, the following words and expressions used within this Invitation to Tender (except Section 5: GOJ's Terms & Conditions of Contract) shall have the following meanings (to be interpreted in the singular or plural as the context requires):

TERM	MEANING
<b>Base Mapping Products</b>	Means products derived from the process of creating topographic based maps and charts as contained within Technical Appendix A
<b>Business Partner</b>	refers to one or more Service Providers successfully selected by GoJ to deliver the requirement in Lot 3: Value-Added Reselling and Customer Support Services.
<b>Claimable Expenses</b>	expenses incurred whilst travelling to Jersey as a non-resident Contractor in accordance with Government of Jersey Procurement Procedures Travel & Expenditure Guide v1.3 (GoJ funded for non-employees) July 2019. Claimable Expenses relate to Flights and Bed and Breakfast Accommodation only.
<b>Commercial Customers</b>	Means a non-Government company or individual entity that wishes to utilise GoJ Data to fulfil a commercial need.
<b>Common Address File</b>	The product form of the Jersey Land and Property Index (JLPI) as described in Appendix A.
<b>Conditions of Tender</b>	Means the terms and conditions set out in this ITT relating to the submission of a Tender.
<b>Contract</b>	Means the GoJ Terms & Conditions of Contract (as set out in Section 5 of the ITT) to be entered into by GOJ and the Contractor following any award under the procurement exercise.
<b>Contractor</b>	means the successful Tenderer(s) who will be a party to the Contract responsible for supplying the Services
<b>COTS</b>	Custom Off The Shelf software applications
<b>Distorted Price</b>	Means a tender price which is received where the proposed price is exponentially higher (or lower) than the average price received within Tenders and; any accompanying Non-Price proposal does not indicate a clear alternative means to justify an exponent price.
<b>Distribute:</b>	permitting view and download access to the stored Geospatial Information via an internet-based solution that includes necessary user authentication.
<b>Due Diligence Information</b>	Means the background and supporting documents and information provided by the GOJ for the purpose of better informing the Tenderers' responses to this ITT.
<b>Existing Sales</b>	Renewal revenue gained from an existing Commercial Customer.
<b>Front End Portal:</b>	web portal landing page, used to perform log in processes, access the view and download services.
<b>Fundamental Data Themes:</b>	means the list of data themes defined by the United Nations Committee of Experts as forming the minimum set required to support geospatial applications on a National basis UN GGIM Fundamental Data Themes definition: <a href="http://ggim.un.org/meetings/GGIM-committee/8th-Session/documents/E-C20-2018-7-Add_1-Global-fundamental-geospatial-data-themes.pdf">http://ggim.un.org/meetings/GGIM-committee/8th-Session/documents/E-C20-2018-7-Add_1-Global-fundamental-geospatial-data-themes.pdf</a>
<b>Geospatial Data Management and Distribution Service:</b>	Means the Service referred to in Lot 2 that delivers ingesting, management and distribution of Geospatial Information to user organisations.

<b>Geospatial Dataset or GD</b>	refers either to an existing individual dataset listed in Appendix A which belongs to the Government of Jersey- or an individual dataset belonging to the Government of Jersey in the future.
<b>Geospatial Information</b>	Geospatial information describes the location and names of features beneath, on or above the earth's surface.
<b>Geospatial Management Board</b>	Means the GoJ body that determines strategic policy related to Geospatial Information and related Services.
<b>GoJ Data</b>	Facts and statistics collected together for reference or analysis, by Government of Jersey. Data and Information used interchangeably in this document.
<b>GOJ, Government, States of Jersey, The States</b>	<p>Means the Government of Jersey as defined in the <a href="#">One Government Structure</a>, which includes the following Departments;</p> <ul style="list-style-type: none"> <li>• Office of the Chief Executive</li> <li>• Customer and Local Services</li> <li>• Children, Young People, Education and Skills</li> <li>• Health and Community Services</li> <li>• Justice and Home Affairs</li> <li>• Treasury and Exchequer</li> <li>• Growth, Housing and Environment</li> <li>• Strategic Policy, Performance and Population</li> <li>• Chief Operating Office</li> </ul> <p>and the following non Ministerial States Bodies:</p> <ul style="list-style-type: none"> <li>• Bailiff's Chambers</li> <li>• Office of the Lieutenant Governor</li> <li>• Office of the Comptroller and Auditor General</li> <li>• States Greffe</li> <li>• Viscount's Department</li> <li>• Judicial Greffe</li> <li>• Law Officers' Department</li> <li>• Official Analyst</li> <li>• Jersey Probation Service.</li> </ul> <p>Arm's length Government Bodies (including SoJDC, Andium, Ports of Jersey and Digital Jersey) are not included in this definition for the purposes of receiving free access to Geospatial data but may be eligible following agreement by the Geospatial Management Board.</p>
<b>High Level Design</b>	The definition of the High Level Design is that which is considered suitable as part of the Full Business Case.
<b>Ingest:</b>	Means the process of loading geospatial data from a variety of providers into the Geospatial Data Management and Distribution Service.
<b>Invitation to Tender or ITT</b>	Means this invitation to tender document and all related documents published by the GOJ and made available to Tenderers and includes the Due Diligence Information.
<b>Jersey Financial Directions</b>	Means the Jersey Financial Directions as issued by the Treasurer of the States under Article 34 the Public Finances (Jersey) Law 2005 (hereafter referred to as "the Law"). Compliance with Financial Directions is mandatory and not following them may lead to an offence being committed under Part 7 of the Law.

<b>Manage:</b>	managing the Geospatial Information, updating when new data is available and storing it in a secure environment.
<b>Map viewer:</b>	name given to the service described in this document through which a user can access Geospatial Information and manipulate it via a web map interface.
<b>Messaging Facility</b>	Means the communication tool provided within the Governments Secure Web Portal to correspond with Tenderers
<b>Modular</b>	A combination of individual software solution components that when combined support and deliver a defined set of business processes
<b>New Business Sales</b>	<p>New business sales are defined as satisfying one or more of the following conditions:</p> <p>(1) Made to a new commercial customer (2) Substantially new product type or data licence sale to an existing customer. (3) Uplift in user licence banding within an existing customer, but only the uplifted revenue.</p> <p>Note that a customer returning within two years of the end of a licence agreement or previous product purchase is considered an existing customer.</p> <p>A new product must be substantially new and not a new version of a previous product.</p> <p>A new data licence does not include any changes to the wording of existing licences to existing customers, nor an existing licence transferred to a different value-added service where there is no uplift in revenue. Licence price increases are not new business.</p> <p>The benchmark test used by the Geospatial Management Board will be “does this new sale generate additional revenue to the GoJ?”</p>
<b>OneGov</b>	One Government Transformation Programme
<b>Ordnance Survey</b>	National Mapping Organisation for Great Britain.
<b>Outline Business Case</b>	5 Case Document set in accordance with HM Treasury Green Book guidance
<b>Premium Services</b>	Services for which there is a charge for access.
<b>Requirements</b>	Means the Specification of Requirements (Non-Price and Price) described in Section 3 of this ITT
<b>Secure Web Portal</b>	Means the channelislandtenders.com procurement portal, owned and operated by PROACTIS. The Secure Web Portal is the GoJ’s primary means of advertising and processing all supplier-related activities in relation to this ITT. Interested suppliers shall need to register themselves with PROACTIS via the Secure Web Portal and login to express interest and access the ITT suite of documents. Interested suppliers shall need to register themselves with PROACTIS via the Secure Web Portal and login to express interest and access the ITT suite of documents

<b>Services</b>	Means the Geospatial Services as detailed in Table 2.0 - Geospatial Services Lotting Strategy and as described within the respective GoJ Terms & Conditions of Contract for the provision of the services
<b>Standard Industry Practice</b>	The delivery of business activities based upon standardised workflows and processes which are associated with cloud-based applications.
<b>Tender Response(s), or ITT Response</b>	means a Tenderer's formal offer in response to this ITT.
<b>Tenderers</b>	means the organisations being invited to respond to this ITT.
<b>Web map</b>	a browser-based technology solution that allows the display of geospatial information and user interaction.

## 1. GENERAL

1.1 The Government of Jersey (GoJ) wishes to contract with a number of providers that shall provide **Geospatial Services**. Geospatial Services is a combination of services (made up of four (4) Lots- as described within Table 2.0 - Geospatial Services Lotting Strategy. The GOJ is managing this procurement process in accordance with Jersey Financial Directions. This services contract is being procured using a 'restricted' procedure incorporating separate **selection** (Pre-Qualification) and **award** (ITT) stages.

1.2 All Tenderers which have successfully passed the **selection** stage shall be issued with a copy of this ITT.

1.3 Following a strategic review of business and operating model options for exploiting and further developing the Government of Jersey's Geospatial Information, this procurement aims to build on previous success and capitalise on new practices to achieve the following objectives:

- Increase use of geospatial data across all sectors of Jersey economy to maximise economic growth, including by digital start-ups.
- Enable improved 'One Government' spatial analysis, decision-making and efficiency.
- Optimise access to GoJ Geospatial Information for Government, commercial and civil society users.
- Increase GoJ revenues through a sustainable commercial model.

1.4 Through this competitive tender, the Government of Jersey is now seeking to procure a revised range of Services. The full scope of requirements is detailed within **Section 3.0 – Specification of Requirements** of this ITT

1.5 GOJ is using a Secure Web Portal where the ITT suite of documents will be accessible for Tenderers. The ITT is only available in electronic form which can be accessed via a web browser.

1.6 Tenderers are required to access the ITT suite of documents in accordance with Section 1- Tender Particulars, Section 2- Instructions To Tenderers, Section 3- Specification of

Requirements (Price and Non-Price), Section 4- Returnable Documents, and Section 5 - GOJ Terms & Conditions of Contract.

- 1.7 The information contained in the ITT is designed to ensure that completed Tender Responses are given equal and fair consideration. It is important that Tenderers provide all the information asked for in the format and order specified.
- 1.8 Tenderers should read the ITT carefully before submitting a Tender Response. Failure to comply with the instructions for completion and submission of a Tender Response will result in elimination from the procurement exercise. Tenderers are advised to acquaint themselves fully with the extent and nature of the goods and/or services in Section 3 Specification of Requirements (Price and Non-Price) and Section 5 GOJ's Terms and Conditions of Contract. These instructions constitute the Conditions of Tender. Participation in this procurement exercise automatically signals that the Tenderer accepts the Conditions of Tender.

## 2. PROPOSED TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS

Invitation to tender published on <a href="http://www.channelislandtenders.com">www.channelislandtenders.com</a>	<i>Thursday 24<sup>th</sup> September 2020</i>
Deadline for EOI to access the ITT Suite of Documents through the Secure Web Portal and confirmation of intention to submit a Tender Response	<i>12 Noon - Monday 2<sup>nd</sup> November 2020</i>
Deadline for Tenderers to submit "Appendix 5- Observations to Contract"	<i>Friday 9<sup>th</sup> October 2020</i>
Reissue of SECTION 5- GoJ Terms and Conditions of Contract to include any accepted observations	<i>Monday 19<sup>th</sup> October 2020</i>
Deadline for clarification questions from Tenderers	<i>Friday 23<sup>rd</sup> October 2020</i>
Deadline for GOJ to respond to clarification questions	<i>Wednesday 28<sup>th</sup> October 2020</i>
<b>Deadline for Tender Responses</b>	<b><i>Monday 2<sup>nd</sup> November 2020 at 12 Noon</i></b>
Evaluation of Tenders	<i>2<sup>nd</sup> November 2020-20<sup>th</sup> November 2020</i>
'Aid to Evaluation' session for Tenderers	<i>w/c 16<sup>th</sup> November 2020</i>
Contract award notifications	<i>w/c 30<sup>th</sup> November 2020</i>
Contract award	<i>w/c 7<sup>th</sup> December 2020</i>
Transition Period	<i>3 months</i>
Proposed Duration of Contract Lot 2 and Lot 3	The Contracts for both Lot 2 and 3 shall commence December 2020 and expire December 2023.  GOJ reserves the right to extend the contract for a further 2 Years in 2 increments of 12 months

- 2.1. The proposed timetable is only a guideline. The GOJ reserves the right to make any changes it deems necessary to the proposed timetable.
- 2.2. For Lot 2 and 3, a minimum of three (3) and up to a maximum of five (5) Tenderers achieving the highest initial score shall be invited to attend an 'Aid to Evaluation' session that will take place week commencing 16<sup>th</sup> November 2020 via a Microsoft Teams link. This will take place prior to award of the Contract in order to confirm information provided in the Tender Response. The session is intended to aid the GOJ with its evaluation process.

### **3. COMMERCIAL MODELS**

- 3.1. The GOJ will consider single tenders from sole suppliers; or collaborative tenders from consortiums (defined as a group of individuals or companies formed to undertake an enterprise or activity that would be beyond the capabilities of the individual members), where there is a Lead Contractor responsible for sub-contracting and managing the other members in the consortium.

### **4. CONDITIONS APPLYING TO THIS ITT**

- 4.1. Unless stated otherwise in this ITT or in writing from the GOJ, all communications from Tenderers (including Tenderers sub-contractors, consortium members, consultants and advisers) during the period of this procurement exercise must be undertaken using the GOJ's Messaging Facility available within the Secure Web Portal.

#### **Enquiries and Communication relating to this ITT**

- 4.2. Any request for clarification about the requirement or procurement exercise should be submitted at the earliest opportunity via the Messaging Facility and in any event no later than the deadline for clarification questions. No further questions will be accepted after the clarification question deadline. Please see Paragraph 2 (Proposed Timetable and Administrative Arrangements) for the timetable.
- 4.3. If the GOJ considers any request for clarification to be of significance to other Tenderers, the GOJ will circulate on a regular basis the clarification together with the GOJ's response (but not the source of the clarification) to all Tenderers that have expressed an interest in this ITT.
- 4.4. Where a Tenderer believes that a request for clarification is commercially sensitive e.g. where disclosure of such clarification and the response would or would be likely to prejudice its commercial interests, the Tenderer should clearly indicate that the clarification is commercially sensitive. However, if the GOJ at its sole discretion does not consider that the clarification is (a) commercially confidential in nature or (b) that all Tenderers would potentially benefit from seeing together with the GOJ's response, the GOJ will:
  - a) invite the Tenderer submitting the clarification either to declassify the clarification and allow the clarification along with the GOJ's response to be circulated to all Tenderers; or
  - b) request the Tenderer, if the Tenderer still considers the query to be commercially sensitive, to withdraw the query.

- 4.5. The GOJ reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that clarification would or would be likely to prejudice the GOJ's commercial interests. In such circumstances, the GOJ will inform the relevant Tenderer.
- 4.6. The GOJ will not consider any request for clarification made or submitted by any other means except via the Messaging Facility. Unless otherwise stated, enquiries by telephone or verbal enquiries will NOT be accepted nor responded to.
- 4.7. The GOJ will endeavour to respond to all clarifications as quickly as possible but cannot guarantee a minimum response time.

#### **Alterations to the ITT**

- 4.8. The format and/or wording of the ITT must not be changed by Tenderers.
- 4.9. Tenderers may modify their Tender Response prior to the deadline for receipt of Tender Responses via the GOJ's Secure Web Portal. No Tender Response may be modified after the deadline for receipt of Tender Responses.
- 4.10. Tenderers may withdraw their Tender Response at any time prior to the deadline for receipt of Tender Responses or any other time prior to accepting the offer of a contract by submitting a notice via the Messaging Service.

#### **Receipt of Tender Response**

- 4.11. Tender Responses must be sent to the dedicated Secure Web Portal up to the time and date set out in the proposed timetable in Paragraph 2 (Proposed Timetable and Administrative Arrangements) above. Tender Responses received before that deadline will remain unopened until that deadline or such time thereafter when all Tender Responses will be opened. The GOJ will not consider Tender Responses received after the deadline.

#### **Acceptance of Tender Responses**

- 4.12. By issuing this ITT, communicating with a Tenderer or a Tenderer's representative or agents or any other communication in respect of this procurement exercise, the GOJ shall not be bound to accept any Tender Response. The GOJ reserves the right not to award a contract for some or all of the goods and/or services for which Tender Responses are invited.

#### **Conditions of Tendering**

- 4.13. In submitting a Tender Response, a Tenderer undertakes that in the event of their Tender Response being accepted by the GOJ and the GOJ confirming in writing such acceptance to the Tenderer, the Tenderer will, upon being called to do so by the GOJ execute the Contract in the form set out in Section 5 which form part of this ITT.
- 4.14. The GOJ has issued its standard Terms and Conditions, which shall apply to services procured under this process. Tenderers are invited to provide any observations they may have in relation to these standard terms during the Tender Period. The Government shall review any and all observations received and may issue an amendment to its Standard Terms and Conditions in accordance with the Tender Timetable. The Government is not be obliged to accept any Observations to the Contract.

- 4.15. In the event that a Contractor (successful Tenderer) is successful in both Lot2 and Lot3 the award of contract will be contingent upon GoJ being satisfied with measures to mitigate potential conflict of interest. [Tenderers shall be able to tender for Lots 1 and 4, once these have been published.

### **Legal Requirements for working within Jersey**

- 4.16. There are specific legal requirements relating to working within Jersey that will be relevant to this assignment. If a company based outside of Jersey will be delivering services in Jersey for a more than 10 working days then a “non-resident undertaking” licence is required and must be granted prior to any activity taking place. There are also restrictions of the renting or leasing of living accommodation which should also be taken into consideration.

More information is available on the States website [www.gov.je](http://www.gov.je).

### **Costs of Tendering**

- 4.17. Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their Tender Response and the GOJ will in no case be responsible or liable for those costs, regardless of the outcome in relation to individual Tender Responses.
- 4.18. The GOJ reserves the right to cancel the procurement exercise at any point. GOJ will accept no liability for any losses caused by neither any cancellation of this procurement exercise nor any decision not to award a contract as a result of the procurement exercise.

### **Mandatory Requirements**

- 4.19. The ITT includes a minimal threshold requirement based on a number of mandatory technical requirement questions (as set out in The Specification of Requirements - Section 3 Part 2a), whereby confirmation to meet these requirements is mandatory. The classification of a requirement as mandatory gives an indication of the significance attached to that requirement relative to any other requirement. It is important that Tenderers read these carefully and demonstrate compliance with these requirements within their Tender Response.

**GOJ reserves the right to exclude a Tenderer from the procurement process where the minimal threshold requirements have not been met.**

### **Documentation**

- 4.20. Tenderers are expected to examine all instructions, questions, forms, terms and specification in the ITT and check they are complete in all respects.
- 4.21. Tenderers should notify the GOJ promptly of any perceived ambiguity, inconsistency, or omission in this ITT, any of its associated documents and/or any other documentation issued to them during the procurement exercise.
- 4.22. Tender Responses must contain sufficient information to enable the GOJ to evaluate accurately any proposed solution. Tenderers are requested to answer all the questions raised and provide all information in the order requested.
- 4.23. Tenderers are responsible for ensuring that they have submitted a complete and accurate Tender Response and that prices quoted are arithmetically correct for the units stated.

4.24. Tenderers must analyse and review all information provided. Consequently, Tenderers are solely responsible for obtaining the information which they consider necessary in order to make decisions regarding the content of their Tender Response and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement exercise.

### **Qualifications**

4.25. The GOJ reserves the right to discuss, for the purpose of clarification, any aspect of a Tender Response with the relevant Tenderer prior to the award of the Contract.

4.26. At any time prior to the deadline for receipt of Tender Responses, the GOJ may amend the ITT. Any such amendment will be notified in writing to all prospective Tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tender Responses, the GOJ may, at its discretion, extend the deadline for receipt of Tender Responses.

### **Variants to Tenders**

4.27. The GOJ will not consider variant Tender Responses (except where additional options have been expressly requested) and Tenderers must submit a Tender Response in accordance with the Section 3 Specification of Requirements Non-Price and Price.

### **No Agreement**

4.28. Tenderers are further advised that nothing herein or in any other communication made between the GOJ and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the GOJ and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

### **Confidentiality**

4.29. The contents of this ITT and of any other documentation sent to any Tenderer in respect of this procurement exercise is provided on the basis that they remain the property of the GOJ and/or any relevant body. Tenderers shall treat the contents of the ITT and any related documents (together called the 'Information') as confidential (save in so far as they are already in the public domain) and shall take all necessary precautions to ensure that all information is treated as such and not disclosed (save as described above) or used other than for the purpose of this procurement exercise by the Tenderer.

4.30. Tenderers may disclose any Information to its advisers or sub-contractors provided that either:

- a) This is done for the sole purpose of enabling an ITT Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Tenderer; or
- b) The Tenderer obtains the prior written consent of the GOJ in relation to such disclosure, or
- c) The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement exercise; or
- d) The Tenderer is legally required to make such disclosure.

- 4.31. If any Tenderer is unable or unwilling to comply with the requirement set out in Paragraph 4.29 above, the Tenderer is required to notify the GOJ through the Messaging Facility and reject the ITT and all associated documents immediately and not to retain any electronic or paper copies.
- 4.32. No Tenderer will undertake any publicity activities with any part of the media in relation to this ITT without the prior written agreement of the GOJ, including agreement on the format and content of any publicity.

### **Freedom of Information (Freedom of Information Jersey Law 2011) “FOI”**

- 4.33. In accordance with the obligations and duties placed upon public authorities by the FOI, the GOJ may, acting in accordance with the law be required to disclose information submitted to the GOJ by the Tenderer.
- 4.34. In the event GOJ is required, as referred to 4.33 above to disclose any information submitted by a Tenderer that it considers to be commercially sensitive, the Tenderer should indicate the following at Appendix 7 (Commercially Sensitive Information) of this ITT:
- a) clearly identify such information as commercially sensitive;
  - b) explain the potential implications of disclosure of such information; and
  - c) provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.
- 4.35. Where a Tenderer identifies information as commercially sensitive, the GOJ will endeavour to maintain confidentiality of that information. Tenderers should note, however, that even where information is identified as commercially sensitive, the GOJ may be required to disclose such information in accordance with the FOI. In particular, the GOJ is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOI and whether the public interest favours disclosure or not. Accordingly, the GOJ cannot guarantee that any information marked “confidential” or “commercially sensitive” will not be disclosed.
- 4.36. The GOJ will not be held liable for any loss or prejudice caused by the disclosure of information that:
- a) has not been clearly marked commercially sensitive; or
  - b) does not fall into a category of information that is exempt from disclosure under the FOI; and;
  - c) in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous paragraphs, in circumstances where it is in the public interest to disclose any such information.
- 4.37. Where a Tenderer receives a request for information relating to this procurement exercise under the FOI during the procurement exercise, this should be immediately passed on to the GOJ and the Tenderer should not attempt to answer the request without first consulting with the GOJ.

### **Access to Information**

- 4.38. The information submitted by Tenderers will be stored electronically and used to process their bid for a contract with the GOJ. It may be sent to any person within the GOJ or to individuals outside the GOJ for the purposes of assessing or reviewing your tender. Individuals or organisations outside the GOJ are bound by confidentiality agreements. The GOJ may also disclose the information to any outside organisation acting as an agent authorised by the GOJ to process tenders on its behalf.
- 4.39. Successful proposals may be sent to any part of the GOJ or to individuals or organisations outside the GOJ for the purposes of reviewing the project (again, bound by confidentiality agreements) and the information (excluding any CVs) may be placed on the GOJ's website to inform the public about the GOJ's work

### **Disclaimers**

- 4.40. Whilst the information in this ITT and any Due Diligence Information and supporting documents, have been prepared in good faith, this ITT does not purport to be comprehensive, nor has it been independently verified.
- 4.41. Neither the GOJ nor its respective advisors, directors, ministers, officers, members, partners, employees, other staff or agents:
- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT; or
  - b) accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 4.42. Any person considering making a decision to enter into contractual relationships with the GOJ following receipt of the ITT should make their own investigations and own independent assessment of the GOJ, and its requirements for the goods and/or services and should seek their own professional financial and legal advice. For the avoidance of doubt, the request for clarification or further information in relation to the ITT or any other associated documents is only authorised to be provided following a query made.

### **Canvassing**

- 4.43. Any Tenderer who directly or indirectly canvasses any officer, minister, member, employee, or agent of the GOJ concerning the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, minister, member, employee or agent concerning any other Tenderer, Tender Response or proposed Tender Response will be disqualified from this procurement exercise. Tenderers must complete Appendix 3 – Non-Canvassing Declaration Certificate and submit.

### **Additional Information**

- 4.44. The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.
- 4.45. The GOJ reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement exercise.

- 4.46. The Tenderer shall not make contact with any other employee, agent or consultant of the GOJ who is in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the GOJ.
- 4.47. All material issued in connection with this ITT shall remain the property of the GOJ and/or as applicable any other relevant body and shall be used only for the purpose of this procurement exercise. All background and supporting documentation and Due Diligence Information provided by the GOJ for the purpose of better informing Tenderers' responses to this ITT shall be securely destroyed by the Tenderer (at the GOJ's option) at the conclusion of the procurement exercise.
- 4.48. The ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender Response or enter into any other contractual agreement.
- 4.49. The GOJ will disqualify a Tenderer where the Tenderer fails to comply fully with the requirements of this ITT or is guilty of a serious misrepresentation in supplying any information required in this document.
- 4.50. The GOJ reserves the right to:
- a) reject a Tender Response where there is a change of identity, control, financial standing or other factor impacting on the evaluation process affecting the Tenderer; and/or
  - b) require a Tenderer to clarify its Tender Response in writing and/or provide additional information; and failure to respond adequately will result in the Tender Response being rejected; and/or
  - c) Revisit information contained in Tender Responses at any time to take account of subsequent changes to Tenderers' circumstances. At any point during the procurement exercise, the GOJ may require Tenderers to certify there has been no material change to information submitted in Tender Response. If Tenderers are unable to certify that there has not been a material change, the GOJ reserves the right to eliminate the Tenderer from the procurement exercise.
- 4.51. Tenderers are deemed to fully understand the processes that the GOJ is required to follow under relevant legislation, particularly in relation to the Jersey Financial Directions. Compliance with all relevant legislation is required during the procurement exercise and the term of any resultant Contract.

### **Consortia and Sub Contracting**

- 4.52. Where a consortium or sub-contracting approach is proposed, Tenderers are required to confirm any arrangement proposed within the relevant questions in Appendix 4 –of the Pre-Qualification Questionnaire, Section A (Organisation)
- 4.53. Relevant information should be provided in your Tender Response in respect of the consortium member or members who will play a significant role in the delivery of the requirement. Tender Responses must enable the GOJ to assess the overall consortia or core supply base.
- 4.54. Where the members of the consortium change at any time during the procurement exercise, the Tenderer should inform the GOJ immediately in writing. In such circumstances, the GOJ reserves the right to take such action, including excluding the

consortium from participation in the procurement exercise, where the change in membership is material in the sense that had it been made earlier it would have affected the GOJ's evaluation of the Tender Response.

4.55. The consortium may be required to form a legal entity which will enter into the resulting Contract.

### **Submission of Tenders**

4.56. Tender Responses must comprise all of the following documents completed in full:

- **Specification of Requirements: Price & Non-Price (Section 3)**
- **Returnable Documents (Section 4)**
- **Appendix 1- Form of Tender Certificate**
- **Appendix 2- Non-Collusive Tendering Certificate**
- **Appendix 3-Non-Canvassing Declaration Certificate**
- **Appendix 5- Observations to the Contract**
- **Appendix 6- Compliance with GOJ Terms & Conditions of Contract**
- **Appendix 7 - Commercially Sensitive Information**
- **Appendix 8 - Key Personnel**
- **Appendix 9- Tender Checklist**
- **Appendix 10- Commercial Response Workbook**

4.57. Tender Responses should be sent by using the dedicated Messaging Facility no later than the deadline for receipt of Tender Response. Please see Paragraph 2 (Proposed Timetable and Administrative Arrangements) for the indicative timetable. Documents submitted after the deadline for receipt of Tender Response will not be accepted and evaluated as part of the Tender Response.

4.58. Tenderers must provide a response to all questions within Section 3 Part 2 (Non-Price Project Requirements) for the Lots it is competing for. Responses should be included without reference to general marketing or promotional information/material. Publicity brochures will not be accepted as answers to questions. Tenderers should not make reference to answers used either in their PQQ- or in previous questions but should repeat the information if necessary.

4.59. Tenderers must be explicit and comprehensive in their Tender Response as this will be the single source of information on which Tender Responses will be scored and ranked. Tenderers are advised neither to make any assumptions about any past or current supplier relationships with the GOJ nor to assume that such prior business relationships will be taken into account in the evaluation process.

4.60. Where a length of response is stipulated, only the information within the set limit will be evaluated. Additional information will not be evaluated and therefore should not be supplied. The GOJ will only take account of information which is specifically asked for in the ITT.

4.61. Failure to provide all information required or particulars for the relevant question(s) or supply documentation referred to in the Tender Response within the deadline for submission of Tender Response will result in elimination from the procurement exercise.

4.62. Tender Responses will be checked for completeness and compliance with the Conditions of Tender and only compliant Tender Responses will be evaluated. Non-compliant Tender Responses will be eliminated from the procurement exercise.

## **Pricing**

- 4.63. Prices and any financial data provided in Lot 2 must be submitted in £ Sterling, exclusive of VAT. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.
- 4.64. The Contract is to be awarded as a fixed price which will be paid in accordance with agreed payment stages.
- 4.65. GOJ reserves the right to request detailed breakdown of any Tender Response.

## **Contract Award Criteria**

- 4.66. The Contract Award will be based on the Most Economically Advantageous Tender (MEAT).
- 4.67. [Not Used]
- 4.68. Although value for money is a crucial factor in determining the outcome of the tender process, evaluating the most economically advantageous bid will take into consideration the evaluation criteria provided for each question.
- 4.69. To ensure the relative importance of the categories of services is correctly reflected in the overall scores, a weighting system has been applied to each part. The tender will be evaluated technically and commercially. The technical element, referred to as NON-PRICE equates to 70 % of the overall available marks, with the commercial element, referred to as PRICE making up the remaining 30 %.

## **Notification of Award**

- 4.70. The GOJ will notify successful and unsuccessful Tenderers in accordance with the Jersey Financial Directions.

## **Debriefing**

- 4.71. Following a decision to award the Contract, the GOJ will provide reasons for its decision in an award notification letter to Tenderers and/or candidates in accordance with the Jersey Financial Directions.

## **Contract Management**

- 4.72. The Key Performance Indicators (the “KPI’s”) will form part of the Contract in Schedule 1- Section 5. The requirements are included within Specification of Requirements – Section 3.

## **5. Contract Period**

- 5.1. The GOJ Contract Terms and Conditions are referenced in Section 5. Tenderers are required to comply with the key contractual terms and conditions in the contract with no suggested amendments/mark-ups. Tenderers can note any Observations to the Contract as appropriate by completing Appendix 5 and submitting with your Tender Response.

- 5.2. Tenderers must complete and return the Compliance with GOJ Terms & Conditions of Contract as in Appendix 6.
- 5.3. The proposed Geospatial Data Management and Distribution Services (Lot 2) contract period will be from December 2020 to December 2023, with the option to extend for a further 24 months in two (2) increments of 12 months.
- 5.4. The proposed Value Added Reselling Services (Lot 3) contract period will be from December 2020 to December 2023, with the option to extend for a further 24 months in two (2) increments of 12 months.

## 6. Tender Evaluation

- 6.1. The GOJ will use the evaluation criteria below to determine which Tender Responses represent the most economically advantageous and shall award Contracts to Tenderers on that basis.
- 6.2. The GOJ intends to award a single contract for Lot 2 and multiple contracts for Lot 3
- 6.3. To ensure the relative importance of both Price and Non-Price criteria is correctly reflected in the overall score, a weighting system has been applied to the evaluation process. Within Lot 2, the Non-Price score will be weighted and will form 70% of the final score and Price will form 30% of the final score. Within Lot 3, the Non-Price score will be weighted 100%. The scoring methodology and evaluation methodology is referred to in Section 3 (Specification of Requirements, Price & Non-Price).
- 6.4. The evaluation process shall comprise the successive stages as follows:

Stage of evaluation process	ITT Reference	Evaluation Criteria	Question Weighting (%)
Stage 1	Completed at PQQ Stage		
Stage 2			
Stage 3			
Stage 3a			
Stage 4			
Stage 5			
Stage 6			
Stage 7	<b>Section 3 - Part 2a(LOT 2 and 3)</b> Mandatory Requirement Questions	All questions must be completed.  Failure on mandatory grounds will result in elimination from this procurement exercise.	Pass/Fail
Stage 8	<b>Section 3 – Part 2b (LOT 2 and 3)</b> Information Response Requirements	This section will be evaluated in accordance with criteria at Section 3 -	100% Score comprises 70% of the final score

		Part 3 (Evaluation Methodology).	for Lot 2 and 100% of the final score for Lot 3.
Stage 9	<b>Section 3 – Part 2c (Lot 2 Only)</b> Price Requirements	This section will be evaluated in accordance with criteria at Section 3 – Part 3 (Evaluation Methodology).	1) Total Fixed Price Costs and Other Costs (100%)  100% Score comprises 30% of the final score for Lot 2
Stage 10	<b>Shortlisting and Final score (LOT 2 and 3)</b>	<p>Tenderers for Lot 2 who pass stage 7 will be taken through to stages 8 to 9 for evaluation.</p> <p>Tenderers for Lot 3 who pass stage 7 will be taken through to stage 8 for evaluation.</p> <p><b>Shortlisting Stage</b></p> <p>For Lot 2, a minimum of three (3) and up to a maximum of five (5) Tenderers achieving the highest initial score will be invited to attend an ‘Aid to Evaluation’ session that will take place week commencing 9<sup>th</sup> November 2020.</p> <p>For Lot 3, a minimum of three (3) and up to a maximum of five (5) Tenderers achieving the highest initial score will be invited to attend an ‘Aid to Evaluation’ session that will take place week commencing 9<sup>th</sup> November 2020.</p> <p>Stage 8 scoring may be amended based on these sessions.</p> <p>The final score is calculated as follows:</p> <p>Lot 2 70% is made up of the total of Stage 8 30% is made up from Stage 9</p> <p>Lot 3 100% is made up of the total of Stage 8. GoJ may make more than one appointment to take advantage of relevant strengths within specific Market Sectors (as shown in Technical Appendix B)</p> <p>The most economically advantageous tender will be the Tender Response with the highest final score.</p>	

Table 1.0 – Successive Stages within the Evaluation Process

- 6.5. The GOJ evaluation panel will comprise members of the GOJ's Executive, Commercial, Finance and subject matter expert teams.
  
- 6.6. The evaluation panel will agree either a pass/fail or a score of 0, 1, 2, 3 or 4 (where 4 is the highest score) for questions for which these scores are available. The Tender evaluation panel will undertake independent evaluation of Tender Responses. Thereafter, a moderation meeting will be held at which time the evaluation panel will reach a consensus score for questions for which scores are available. Detailed scoring criteria relating to each score is provided with each question in Section 3 (Non-Price & Price Requirements) of this ITT.

## **SECTION 2**

### **INSTRUCTIONS TO TENDERERS**

## SECTION 2: INSTRUCTIONS TO TENDERERS

### Step 1: Expression of Interest

Applicants shall be issued the ITT suite of documents on the Secure Web Portal having created a profile user-name and password. Applicants are requested to confirm their intention to submit a tender response to the ITT before 8<sup>th</sup> October 2020.

### Step 2: ITT Documents

When considering responding to this ITT, please ensure that all the relevant files and documents relating to this ITT are read. All files and documents are important and contain information which may have a considerable bearing on the success of the Tender Response, Tenderers are reminded to review all documents as stated in the Contents Page of this ITT.

ITT Documents will be available to view and download in the **GOJ Secure Web Portal** whereby Tenderers can access the site using their unique user-name & password, which is provided on successful registration of your organisation to the Secure Web Portal.

[www.channelislandtenders.com](http://www.channelislandtenders.com)

Any technical issues with the use of the Secure Web Portal should be directed to the Proactis Helpdesk Email: ProContractSuppliers@Proactis.com. Phone: 0330 005 0352.

### Step 3: Decide if You Should Respond

Tenderers should read all the information contained within the ITT carefully. This will help Tenderers decide if they wish to submit a Tender Response. Tenderers are advised to acquaint themselves fully with the instructions and nature of requirement fully.

If Tenderers do not wish to submit a Tender Response, please inform the GOJ via the Messaging Facility, providing reasons as appropriate.

### Step 4: Prepare your Tender Response

Tenderers should complete their Tender Response in accordance with the form field references in the Specification of Requirements (SoR) Section. Tender Responses should be submitted using Microsoft Word and Excel formats or Adobe PDF.

**Tenderers are requested to submit Section 3 ensuring that the Non-Price and Price Responses are submitted separately within the ITT Response.**

### File Naming

Tenderers must ensure that each question is answered in accordance with the form field references as in Section 3 (Specification of Requirements, Non-Price and Price Requirements). Tender Responses should be submitted and named as follows:

## SECTION 3: PART 2 RESPONSE REQUIREMENTS – Tenderer Name

LOT 2 PART 2a– MANDATORY REQUIREMENTS (MR) – Tenderer Name  
LOT 2: PART 2b– INFORMATION RESPONSES (IR) – Tenderer Name  
LOT3: Part 2a– MANDATORY REQUIREMENTS (MR) – Tenderer Name

LOT 3: PART 2b- INFORMATION RESPONSES (IR) – Tenderer Name  
LOT 2 : PART 2c–PRICE REQUIREMENTS (LOT 2 Only) – Tenderer Name  
Appendix 1 – Tenderer Name  
Appendix 2 Tenderer Name etc...

### **Important notes**

Tenderers should regard that files should be of reasonable size in relation to the question and response required. Tenderers should regard 3-8Mb as the practical working limit for any individual file. If the File size exceeds 10mb, there may be issues in receiving the file electronically and the further distribution of it for evaluation purposes.

File names should be restricted to 100 characters as a maximum. A file name of less than 60 characters will be visible for its entire length when displayed on most computer monitors.

The Tender must be submitted in the form specified in the Form of Tender instructions in Appendix 1. Failure to do so may render the Response non-compliant and it may be rejected.

The GOJ may at its own absolute discretion extend the closing date and the time for receipt of Tenders.

Tenderers must submit:

Submit one soft copy of your complete proposal via the Messaging Facility

Hard Copy Tenders - Envelopes and packages will NOT be accepted.

Electronic Tenders are to be returned and received by the GOJ no later than **12 Noon on Monday 2<sup>nd</sup> November 2020.**

Tenders received after the closing date will be rejected.

**TENDER REFERENCE: CS20/08/109**

The GOJ does not accept responsibility for the premature opening or mishandling of Tenders that are not submitted in accordance with these instructions.

### **Step 5: Ensure your Tender Response is Complete**

Tenderers should ensure all questions have been answered. Failure to complete questions or provide evidence will result in elimination from the procurement exercise.

### **Contact point**

The GOJ reserves the right to seek clarification of Tender Responses. Tenderers must provide up to two nominated points of contact in their organisation for this purpose. Tenderers must notify the GOJ promptly of any change to the point of contact.

## **SECTION 3**

### **SPECIFICATION OF REQUIREMENT (SoR)**

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## SECTION 3: PART 1 – GEOSPATIAL SERVICES DESCRIPTION (All Lots)

### Background

The Government of Jersey (GoJ) is the Government of the Island of Jersey and is responsible for the management of the Island's finances and operation of its public services. Jersey does not sit within the European Union but as a Public Sector body it applies the principle of transparent procurement practices in accordance with its own laws and financial regulations.

Jersey is self-governing with independent fiscal and legal systems and courts of law. The States Assembly is made up of 49 members. The island is a British Crown Dependency with a population of approximately 104,000 people.

### The Government of Jersey

The Government of Jersey is in a unique position of fulfilling the roles of both central and local government but scaled to a small jurisdiction. This presents challenges in delivering economies of scale but provides huge opportunities to join up processes more easily across the entire system of government administration.

Jersey's Ministers have published their Government Plan for Jersey which sets out the income and spending proposals in one comprehensive, costed plan. The **Proposed Government Plan**<sup>1</sup> sets out a long-term vision and ambition for modernising and improving Jersey's public services through the use of tools which will allow us to operate across Departmental boundaries and to support staff become more agile in the way they work.

The **Common Strategic Policy**<sup>2</sup> sets out Ministers' high-level ambitions for Jersey and contains five strategic priorities where ministers will focus their efforts. The Proposed Government Plan brings to life these five strategic priorities.

In addition, into the Government Plan, **Future Jersey**<sup>3</sup> and the **Island Plan**<sup>4</sup> provide insight into the longer-term strategic plans and aspirations. It sets out Islanders' ambitions for Jersey's future over the next 20 years.

### One Government Transformation Programme

In March 2018, the Chief Executive of the Government of Jersey, set out a **long-term vision**<sup>5</sup> to modernise and improve Jersey's public services. To support this ambition, the Government embarked on a 5-year programme of transformation for its public services.

The 'One Government' reforms aim to modernise how the Government is structured and organised, to improve the quality, efficiency, effectiveness and value for money of public services for islanders.

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<sup>1</sup> [Proposed Government Plan 2020-2023](#)

<sup>2</sup> [Common Strategic Policy](#)

<sup>3</sup> [Future Jersey](#)

<sup>4</sup> [The Island Plan](#)

<sup>5</sup> [GoJ Long-term vision](#)

The One Government works supports both the ambitions of Ministers, as set out in the Common Strategic Policy and the Proposed Government Plan, as well as the expectations of islanders for better services.

The transformation is enabling Government employees are being equipped with the capability and capacity to plan for the long term and deliver public services at a quality, cost and convenience that islanders expect and demand from the Government

The delivery of this transformation will be realised through the implementation of a range of initiatives and will be critically dependent on technology and trusted data. However, the Government has to deal with a substantial “technology debt”, a historical lack of investment in digital integration and a shortfall in capacity to handle current demand.

## About the Geospatial Programme

Central to knowledge is location - everything happens somewhere. Bringing people, resources, place, time, networks and activity together, Geospatial Information gives measurable and actionable knowledge of Jersey from micro to macro. With new technologies on the rise and budgets under increasing pressure, digital transformation is centre stage. Geospatial Information is one essential component in driving better knowledge, services, efficiencies and decisions in public and private sectors.

Under the direction of its Geospatial Management Board, the Government of Jersey manages the acquisition and maintenance of geospatial information through the Mapping Services division. This includes creation and maintenance of topographic mapping layers, orthophotos and address data. GoJ owns and has full copyright of this geospatial information and licenses it for use by others.

It currently has a contractual business partnership for the distribution, sales and marketing, invoicing and post-sales support of Jersey mapping products to the private sector, both on-island and internationally. The scope of geospatial Information covered by this partnership is included in Technical Appendix A to this Section. The Government earns revenue from this partnership. The sectors and indicative gross revenues by sector are shown in Appendix B. The contract with the incumbent business partner ends in November 2020.

GoJ also has an on-going agreement with Ordnance Survey for reselling the Common Address File (CAF) for Jersey which covers both public sector organisations under the Public Sector Geospatial Agreement (PSGA)<sup>6</sup> and to other organisations as part of their AddressBase Islands product.

Government of Jersey has good Geospatial Information but has not sufficiently utilised it within government. Under ‘One Government’ Jersey has become better placed to gain the benefits of Geospatial Information by developing its policies and providing efficient digital services that provide wide access to this Geospatial Information.

More widely, the Government is committed to encouraging economic growth within the Island to start-ups and proposes to enable a royalty-free geospatial data licence for some start-up businesses. Further work to define the parameters and delivery of such an arrangement is ongoing.

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<sup>6</sup> This agreement will not permit the sale of the CAF product to be sold to any state-owned or controlled entities whose geographic remit is wholly or mainly in the Channel Islands.

Following a strategic review of business and operating model options for exploiting and further developing the Government of Jersey’s geospatial information, this procurement aims to build on previous success and capitalise on new practices to achieve the following objectives:

- Increase use of geospatial data across all sectors of Jersey economy to maximise economic growth, including by digital start-ups.
- Enable improved ‘One Government’ spatial analysis, decision-making and efficiency.
- Optimise access to GoJ Geospatial Information for Government, commercial and civil society users.
- Increase GoJ revenues through a sustainable commercial model.

Through this competitive tender, the Government of Jersey is now seeking to procure a revised range of Services. It is anticipated that awarded contracts will commence in November 2020 and last for an initial period of three years, with an option to extend for a further two years.

This ITT follows a Pre-qualification (PQQ) process that has provided Applicants with an overview of these Government requirements.

## Summary Overview of Requirements (All Lots)

The aim of the Geospatial Services procurement is to create a flexible environment to enable the geospatial data created by the Government of Jersey to be made available to public bodies, commercial organisations and citizens in a manner that optimises its contribution to economic growth and well-being of the island and its people.

In doing so it will retain the current business model of funding by charging for Premium Services, whilst introducing special licensing for start-ups to encourage innovation and open (free) access for certain Geospatial Information as specified in Technical Appendix A to enhance transparency and public participation.

The Geospatial Services are composed of 4 sub-procurements; this procurement seeks to secure two of them. To support understanding, all four sub-procurements, or lots, are defined below within Figure 1 - Geospatial Services Lotting Strategy.

Geospatial Services			
LOT1: Geospatial Data Acquisition and Processing Services (not included)	LOT2: Geospatial Data Management and Distribution Services (included)	LOT3: Value Added Reselling and Customer Support Services (included)	LOT4: Geospatial Professional Services (not included)

Table 2.0 - Geospatial Services Lotting Strategy

**LOT 1** Geospatial data acquisition and processing Services – **this will be subject to a separate procurement process starting late 2020.**

- LOT 2** Geospatial Data Management and Distribution Services. This concerns the requirements for management of the geospatial data owned by the Government of Jersey. The current scope of the Geospatial Information is set out in Technical Appendix A, although it should be anticipated that this will be expanded during the period of the contract and the solution must be able to accommodate such change. Under this lot, GoJ is expecting to select one organisation who will supply Internet hosting, data management and distribution on a platform located within the Channel Islands, UK or European Union.
- LOT 3** Value Added Reselling and Technical Support Services. Under this lot, GoJ are seeking to agree a multi-year contract with one or more Business Partners to facilitate the sale of the geospatial datasets listed in Technical Appendix A and other geospatial information should they subsequently become available. The scope of the opportunity is the commercial sector both on island, including government companies such as utilities, and international organisations. The current market, segmented by sector, is shown in Appendix B. Renumeration for these services will be to retain a proportion of the sale price, whilst the remainder will be remitted to the GOJ. The Business Partners will be incentivised in the revenue split to attract new customers.
- LOT 4** Geospatial Professional Support Services for GoJ – services, such as software development and systems integration required by public bodies to support integration of geospatial services into their business systems. **this will be subject to a separate procurement process starting in 2021.**

**This ITT refers exclusively to the requirements in respect to LOT 2 and LOT 3 only.**

## Operational Context

Service Providers should consider the following in preparing their response and factor in their approach, plans and resource

## Geospatial Services Governance

- The Government of Jersey has established a Geospatial Management Board. The Geospatial Management Board is composed of senior representatives within Government whom shall periodically assemble to interact and manage the Services.
- The Geospatial Management Board has prepared and shall endorse a code of practice between all contracted parties to The Agreement. The code of practice shall stipulate the following –
  - A permanent on-island presence is not required although each Service Provider shall be expected to make visits to the island as required by the Geospatial Management Board.
  - Reputational Risk Management- Recognising the reputational impacts, GOJ and the contracted parties must ensure that they and their staff demonstrate working in a professional and courteous manner and in compliance with the Agreement and KPI Workbook.
  - The Service Provider of the Geospatial Management and Distribution Service and the Business Partners shall work transparently to not seek unfair advantage over the other. The GoJ shall not seek to compete directly with the Geospatial Management and Distribution Service Provider and Business Partners in respect of the provision of mapping data.
  - Specification of matters that can be delegated to by the Management Board to operational staff.

## Geospatial Services Timeline and Transition

A period of handover from the existing GoJ GIS Business Partner may be required and should be considered in tender responses.

With regards to Lot 2, several stages will be put required before the live date of the new service:

1. Contact and advise users of move to new distribution system by an agreed date (expected to be 8-12 weeks from new contract period)
2. Ingesting of the data to ensure that the new system is compatible for GoJ Geospatial Data
3. Full testing of the system and sign off by GoJ
4. Live date – expected to be 12-16 weeks from contract start date

For Lot 3 the transition period will be more straightforward requiring new invoicing and auditing systems to be set up and agreed between parties. The Terms of existing customers with the incumbent supplier will need to be honoured but notice will need to be served of withdrawal of existing distribution arrangements.

## This Procurement - Lot 2 and Lot 3 Overview

### Lot 2 and Lot 3 Overview

Tenderers are required to demonstrate, in its response to Part 2 their technical and operational approach to the services it shall provide. **Error! Reference source not found.**a and 2b show the structure of the Requirements Specification for Lot 2 and Lot 3 respectively.

### SECTION 3: LOT 2 – SPECIFICATION OF REQUIREMENTS: GEOSPATIAL DATA MANAGEMENT AND DISTRIBUTION SERVICES

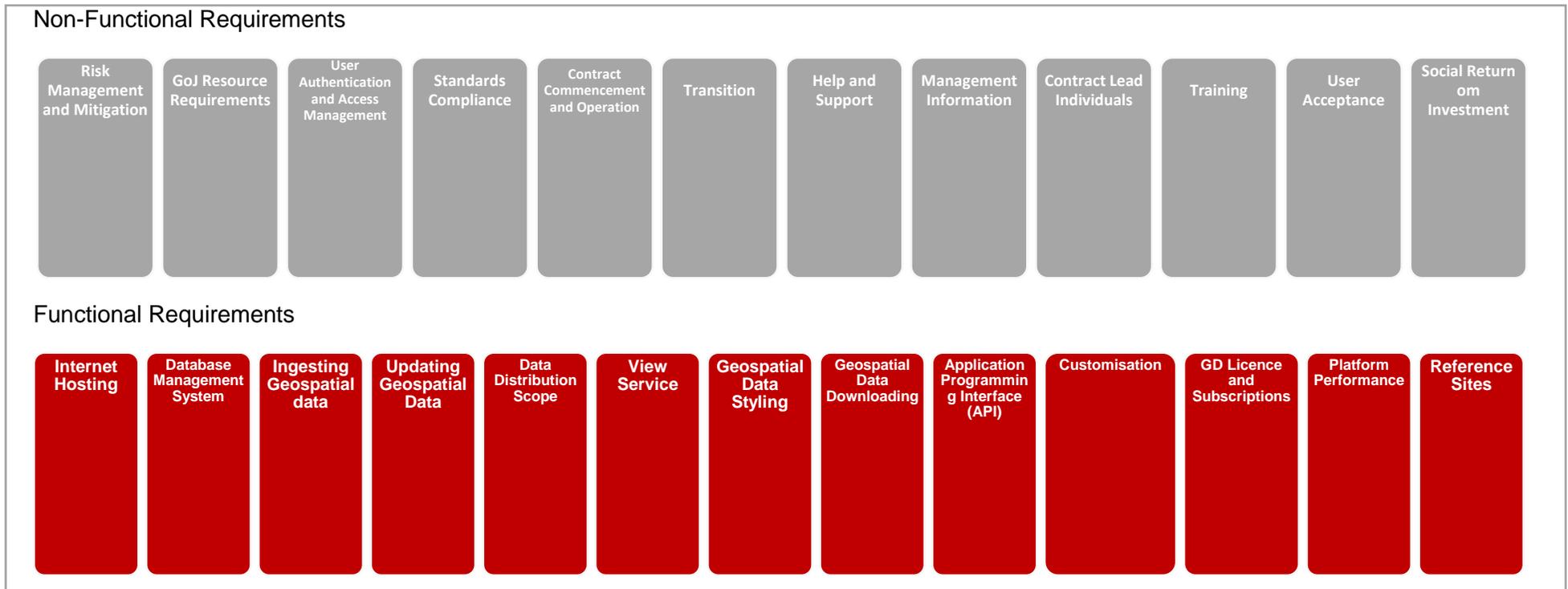
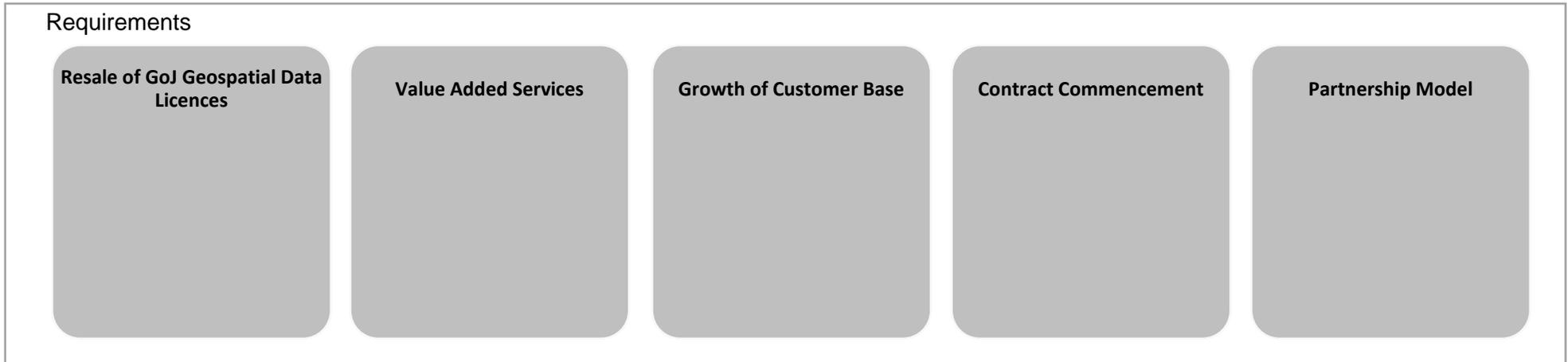


Table 3.0 – Lot 2 specification of requirements overview

### SECTION 3: LOT3 – SPECIFICATION OF REQUIREMENTS : VALUE ADDED RESELLING AND CUSTOMER SUPPORT SERVICES



**Table 4.0 – Lot 3 specification of requirements overview**

This section will be evaluated on basis of both Mandatory Requirements (MR) and Information Responses(IR); MR questions shall be evaluated on a pass/fail basis. Information Response (IR) questions will be scored on from a range of 0 – 4 (as detailed in Section 3- Part 3 – Evaluation).

## LOT 2: GEOSPATIAL DATA MANAGEMENT AND DISTRIBUTION SERVICES

### OVERVIEW

The **Geospatial Data Management and Distribution Service** (Lot 2) shall ingest, manage and distribute the Geospatial Information owned by the Government of Jersey (GoJ). The current scope of the data is set out in Technical Appendix A. It is anticipated that the range of datasets will be expanded during the period of the contract and the Service Provider must be able to accommodate such change.

The tenderer is required to demonstrate in its response its technical and operational approach to providing this service and are encouraged to suggest innovative solutions.

The word limit for each IR, which may be supplemented by appropriate diagrams and tables, is given in the response template.

Under this lot GoJ is expecting to select one organisation to provide the service.

### OPERATIONAL SCOPE

#### Data Management

The Service Provider shall:

- 1) Host the Data on servers located within the Channel Islands, United Kingdom or European Union.
- 2) Provide a geospatially enabled Database Management System (DBMS) for secure storage of the data. The DBMS data schema must support necessary metadata and to be capable of enhancement to support addition of other Fundamental Data Themes.
- 3) Ingest (load) the existing data into the DBMS and other facilities that enable updates to be applied to the data.
- 4) Provide facilities to validate data during loading to ensure it is conformant to published specifications.
- 5) Provide an archiving service which enables GoJ to archive previous versions of the data, whilst ensuring they are accessible on request.
- 6) Develop and provide an access control mechanism to enable different types of users to be granted permission to undertake read, edit or administration operations upon the datasets as appropriate.

#### Data Distribution

The Service Provider shall provide a single 'front end solution' (portal) for users to access all GDs. The Data Distribution deliverables are as follows:

- 1) Provide a Map Viewer which is easy to use and navigate. Provide a Graphical User interface (GUI) which enables users to view all data (and metadata) subject to access control rights.
- 2) Provide a facility that enables users to download datasets in a range of common open and proprietary geospatial formats.
- 3) Develop a library of Application Program Interface (API) to enable direct programmatic access.

- 4) Support online ordering. This may be token-based generated by business partners or provided to authorised public sector users.
- 5) A comprehensive management reporting facility to enable GoJ to monitor users and orders.
- 6) Feedback mechanisms which enable GoJ to work with users to address errors and capture future requirements.

The same functionality shall be available for each dataset unless explicitly stated otherwise in Technical Appendix A.

An indication of the number of users currently subscribed to these services and the demand for these services in terms of volume of data downloaded is given in Technical Appendix A.

## NON-FUNCTIONAL REQUIREMENTS

### **Risk Management and Mitigation**

GoJ requires this programme to receive active management of risk from transition into the contract and termination at the end of the project.

### **GoJ Resource Requirements**

GoJ staff shall manage and support the Service Provider to deliver the optimum solution for data management and distribution.

### **User Authentication and Access Management**

The Service Provider shall support a series of categories of users with different access privileges. The successful Service Provider for Geospatial Data Management and Distribution Services shall implement a suitable system for user authentication.

The user roles / groups to be supported are:

- i) Government of Jersey – defined list of organisations, does not include state owned enterprises. Users from these organisations shall be entitled to full access to view and download all datasets, without charge, on acceptance of license conditions.
- ii) Licensed Commercial Organisation – non-public and state-owned entities in possession of an agreement with a Business Partner, shall be able to view and download those datasets to which they have subscribed and paid necessary fees. Access control must support removing access at the termination of the subscription period. It is envisaged that a block of tokens (or alternative mechanism) to unlock access will be provided by GoJ to each Business Partner, allocation being controlled by the Business Partner.
- iii) Start-up – GoJ authorised list of organisations, numbers limited per annum.
- iv) Public Access – view and download access to all open datasets as identified in Technical Appendix A.

### **Standards Compliance**

Information management and Security

The Service Provider shall meet the requirements of GoJ Information management and security policies as detailed within the GoJ Non-Functional Requirements Questionnaire (Technical Appendix D).

## Technical and Quality Standards

GoJ is keen to exploit the potential benefits offered by compliance to International Standards Organisation (ISO) or other standards but is also aware that such adherence can have potential overheads.

### **Contract Commencement and Operation**

The Government requires Service Providers to confirm availability to commence Services on or before 7<sup>th</sup> December 2020.

The Government requires Service Providers to periodically complete KPI Workbook submissions to the GoJ Geospatial Management Board. A Template for this submission is shown as Technical Appendix E.

### **Transition**

The Government has existing commercial arrangements with an incumbent supplier for an 'address locator' service, which shall be superseded by the proposed new contract under Lot 2. The GoJ requires a smooth transition (as applicable) between suppliers

### **Help and Support**

For all elements of the Data Management and Distribution Service help and support functionality is required for both Service Users and Administrators of Services. The help and support can take a variety of forms including a helpdesk service, technical documentation, user guides, quick reference guides, FAQs and online instructional videos.

### **Contract Lead Individuals**

The Government requires named individuals to be presented that shall be responsible for delivery of the Services and who shall act as primary points of contact within the Service Providers organisation.

### **Training**

The GoJ shall need to understand any technological basis of the proposed **Geospatial Data Management and Distribution Service** in order to act as an intelligent user and client. It shall need appropriate training for its operatives in order to perform this role.

### **User Acceptance**

The Government requires the following level of detail with regards to User Acceptance Testing

- Summary of the requirements to be met, including acceptance criteria for documentation
- Test readiness review that should include: System test status, requirements/specification modifications, system testing discrepancies, waivers , and unresolved problems in order to reach agreement on how to resolve them
- CEMLI (Customisations, Extensions, Modifications, Integrations etc) that should be tested as part of the Test cycles (part of not just UNIT, but also SIT, UAT etc)
- Software demonstrations through proactive "Show n Tells"
- Assistance in setting up the acceptance test environments
- Access to version (s) of the system test plan that are being created
- Final System test plan as formal deliverables by workstream
- Oversight of system testing for critical software
- Discussion with Contractor on the acceptance test plan, procedures, and schedule
- Brief description of the acceptance test approach for the item to be developed

- Updating the Master Test Plan

### **Management Information**

The Tenderer is required to provide Management information (MI) on a quarterly basis. The MI content is variable during the life of the framework at the discretion of both parties. The exact format and content of the management reporting will be agreed with the successful tenderer but must include details of:

- List of Accesses by user and organisation
- License status by user
- GDs viewed and downloaded
- Volumes of data downloaded

### **Social Return on Investment**

The Government is committed to delivering benefits to the local economy. The Government of Jersey is focussed on the value brought to the Island by organisations with strong social values. The Service Provider shall introduce innovative and strategic approaches to improve areas of social responsibility.

## **FUNCTIONAL REQUIREMENTS**

### **Internet Hosting**

The Service Provider shall handle the loading, processing and storage of the fundamental geospatial data for the island of Jersey and its marine economic zone.

The servers on which the data are stored are located within the Channel Islands, European Union or United Kingdom.

The volumes of data that needs to be stored currently and predicted rates of growth is detailed in Technical Appendix A.

### **Database Management System**

The datasets need to be structured into a secure database management system (DBMS). The DBMS must be widely used and tools for its administration must be easy to understand. Access control mechanisms need to be supported to enable different types of user to be granted permission to undertake read, write, archive and other administration operations upon the datasets as appropriate. It must support geospatial data structures (including metadata) and querying of the database using spatial constructs.

The DBMS data schema must be capable of enhancement to support addition of other fundamental geospatial datasets within the scope defined by the UN GGIM committee of experts for fundamental data themes<sup>7</sup>.

The current preference of GoJ is to use Microsoft SQL\*Server, however tenderer offers of open source or other proprietary DBMS will be considered.

### **Ingesting Geospatial Data**

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<sup>7</sup> Fundamental Data Themes definition: [http://ggim.un.org/meetings/GGIM-committee/8th-Session/documents/E-C20-2018-7-Add\\_1-Global-fundamental-geospatial-data-themes.pdf](http://ggim.un.org/meetings/GGIM-committee/8th-Session/documents/E-C20-2018-7-Add_1-Global-fundamental-geospatial-data-themes.pdf)

Each GD shall originate from its own source across several different departments within GoJ in a variety of data formats, these GD's are described in Technical Appendix A. The supplier is expected to include facilities for automated validation as part of the process of ingesting the data.

Once the contract has been agreed the service provider will assemble the GDs in an agreed format for ingesting the data.

### **Updating Geospatial Data**

The GDs shall be updated on a regular basis, however to different cycles. The Service Provider shall not ingest updates to GDs, however, the process of doing so needs to be simple and automated. As GoJ wishes to make multiple epoch data available, archiving must be undertaken in a manner that does not restrict access.

In addition, the Service Provider shall be required to include skills transfer to enable GoJ to undertake updates, see non-functional requirements.

### **View Service**

The Service Provider shall provide a Geospatial Platform View Service which shall display the GDs styled cartographically for viewing via an easily navigable user interface. The Geospatial Platform View Service shall be accessible on a wide range of modern technology devices including standard desktop and laptop devices and mobile devices such as smart phones and tablets with touch interfaces. Therefore, the Geospatial View Service should work on all commonly used internet browsers.

As the GDs will be served to users on a variety of devices . The use of web map technology and web map services needs to be supported and optimised by utilise caching and other performance enhancing functions and technologies. It must be possible for each GD and differentiated layers within each GD to be turned on and off and additional attribute information displayed.

The View Service must have the following map viewer mandatory functionality:

- a) Click and drag / tap and drag map panning that allows a user to manually move the map to a desired area
- b) Map zoom capable of displaying data at different zoom levels with a smooth transition between zoom levels. Zoom levels will range from detailed building level up to at least an area covering the Channel Islands and UK.
- c) The option to control the visibility of multiple map layers and overlay a map layer based on one data product on top of another with the opacity of each map layer adjustable using a slider (or similar interface).
- d) An information tool that allows the user to query a point on the map and obtain attribute information related to any visible map layer at the queried location. This may include text, images and numeric values.
- e) A gazetteer search tool that centres the map on a user defined point of interest, place name, postcode, grid reference, easting/northing or latitude/longitude.
- f) A print tool that allows the user to print maps or export as static PDF, PNG or JPEG files in ISO standard paper sizes (A4 and A3) with a customisable title, scale bar, legend and copyright information.
- g) An area of the map viewer displaying any related layer information such as licensing details and use constraints for layers currently active. This may include hyperlinks to additional information.

- h) A map content key that lists active and non-active map layers in the current map viewer. From this key a user can activate and deactivate a map layer. For vector map data with sub-categories, each sub-category must be individually activatable.
- i) A map information area that lists dynamic attributes of the current map viewer such as current coordinates of cursor and current scale of map view.
- j) A map legend that displays active layer names along with their associated symbology and any relevant category labels.
- k) A help section that provides immediate advice or links to support materials for the functionality listed above.
- l) Display 3D data in a manner that allows the view to be rotated both horizontally and vertically.

## Geospatial Data Styling

The GDs will require styling within the map viewer. The amount of customisation will vary between raster and vector GDs. All GDs will need to be delivered with clear, simple and user-friendly styling and symbology that supports visibility of multiple layers overlaid on top of each other at one time.

The GDs either come with suggested styling, configuration files or styling that can be supplied by GoJ team. These should be optimised for delivery via a web map-based solution.

## Geospatial Data Downloading

The geospatial platform data download services shall allow the user to download specific geographically defined sections of the GDs. Users will be able to download both raster and vector data in a variety of file formats and be presented for acceptance relevant license conditions on first access.

The geospatial platform data download services will provide the user with a simple interface to navigate to a chosen area, select required GDs for download then specify the precise geographical extent for extraction. Extraction will either be immediate or via download link if a large file size is requested.

The minimum set of formats to be supported for download will be GeoPackage, Shapefile and GeoTIFF.

For ease of reference this service is referred to as data download throughout the rest of this ITT.

The data download service requires the following mandatory functionality:

- a) Use of the map viewer described above to allow the user to explore the GDs available for download.
- b) The spatial extents (bounding box) of the available GDs for download to be visible to the user.
- c) A list of the available GDs and Licensing information to be presented in an easy to interpret format with links to more detailed conditions where necessary. Acceptance by user to be explicitly captured on first access.
- d) User to be able to select the precise geographic extent of the selected GDs to download. This must include options such as 'current map extent' and 'user drawn bounding box'.
- e) User to be able select more than one GD for simultaneous download.
- f) Ability for the user to select from a dropdown list the file format of the
- g) GD extracts up to 500Mb in size to be available immediately and extracts over this size via a separate notification process.

- h) A help section that provides context sensitive advice or links to support materials for the functionality listed above.

## **Application Programming Interface (API)**

An Application Programming Interface is the software that allows two applications to talk to each other directly. The API required in this instance will allow users to access the distribution services. The specification of the API will support access to the GDs and also the means by which machine to machine access can be validated, either using some form of token authentication or other solution that ensures secure access.

## **Customisation**

The management and distribution service shall provide the known requirements in terms of software functionality. However, it is likely that GoJ staff will need to customise the solution to suit operational needs over the period of the contract.

## **GD Licence and Subscriptions**

GoJ has overall responsibility for the arranging and funding of any necessary license arrangements with the providers of the GDs. The successful tenderer will receive all necessary information on data restrictions, end user license agreements and subscriptions. The proposed services will need to include the ability for the end user to accept any necessary agreements and carry license statements on data where applicable.

## **Platform Performance**

Overall performance on the services should be in line with user expectations including minimal wait times for user requests. Where processing time is required this should be presented to the user with estimated completion times.

## LOT 3: VALUE ADDED RESELLING AND CUSTOMER SUPPORT SERVICES

### OVERVIEW

The **Value Added Reselling and Support Service** shall be provided by one or more “Business Partner” Service providers that shall facilitate the sale of the GoJ Geospatial Datasets (listed in Technical Appendix A and other geospatial datasets should they subsequently become available).

The scope of the **Value Added Reselling and Support Service** is broad - it includes the commercial sector on island (including government companies such as utilities) and off-island international organisations.

The current market value by sector is shown in Appendix B. Remuneration for these Services shall be gained through a retention of a proportion of the sale price, whilst the remainder will be remitted to the GOJ as a Royalty Payment. Business Partners shall be incentivised to attract New Customers by retaining a larger proportion of the sale price.

### OPERATIONAL SCOPE

The Government currently maintains a range of Geospatial Datasets (GD's) as listed in Technical Appendix A.

Several are categorised as open meaning they are to be available to view and download without charge by all types of users, these are also detailed in Technical Appendix A.

The remaining GDs are free for Government users and access for these organisations will be administered by the GoJ.

Use of these GDs by Commercial Customers including Government-owned, arms-length companies is chargeable and resale to such entities shall be managed through the appointed Business Partners.

All associated revenue shall be divided between the Business Partner and GoJ, according to the model detailed in this section.

It is expected that Business Partners will augment the resale of GDs by offering additional products and services.

Opportunities for Business Partners might include, but are not limited to, geospatial software solutions (bundling data, software, and professional services), mapping products and data conversion services, spatial analytics, web applications and business solutions. There are no restrictions envisaged for offering such additional products and services to non-commercial Jersey Government organisations provided they do not undermine usage of the GoJ GDs.

GoJ wish to maximise the usage of the GDs across all sectors of the Island's economy. Further, the market for GDs extends to the United Kingdom and International Commercial Customers.

Lot 3 is specifically designed to bring competition into the market. Selection of Business Partners is therefore underpinned by a desire to see data and associated services offered to as wide a range of sectors and geographies as possible.

**In calendar 2019, revenue from sales of GDs totalled approximately £400,000. The level of revenue has increased approximately 40% over the 4-year period ending 2019. The breakdown of revenues from the 2019 customer base by sector is shown at Appendix B.**

The elements of the GoJ business model for Geospatial Services relevant to prospective Business Partners, are listed below:

- It is intended to reach agreement with Business Partners to proactively market, sell and distribute GoJ Geospatial Information to Commercial Customers under GoJ licence terms. This agreement shall grant non-exclusive resale rights.
- The GoJ intends to select more than one but less than 4 Business Partners. The number of business partners selected will be entirely at the discretion of GoJ. The decision will consider several factors including the complementary offerings of tenderers, in order to maximise value to the people of Jersey.
- No new resale agreements shall be established during the agreement period except if a Business Partner agreement is terminated and a replacement is deemed necessary.
- Each Business Partner shall provide, as a minimum, the following Services:
  - Sales and marketing of GD licences at the prices agreed by, and under the conditions set by, the GoJ Geospatial Management Board.
  - Development, maintenance, sales and marketing of products and services that incorporate GoJ GDs.
  - Post-sales support including informing customers of upgrades and extensions to the range of GDs available.
  - Technical and Management Training.
  - Managing customer access control rights to the Geospatial Management and Distribution Service (Lot 2) through provision of “tokens” or similar mechanism to automate access to Chargeable GDs.
  - Ensuring that licence fees and signed copyright and licence agreements are obtained from all licence holders.
  - Invoicing and credit control
- At least one partner shall be selected that provides production and sale of hard copy maps and supply of GDs on DVD or Blu Ray media.
- Remuneration for all sales shall be through retention of a proportion of the revenue, whilst the remainder will be remitted to the GOJ.
- Business Partners shall be incentivised in the revenue split to attract new customers. Revenue from chargeable GoJ GDs shall be divided as follows:
  - New Business Sales, 66% of price to the Partner and 34% to the GoJ.
  - Existing Sales i.e. those not categorised as New Business Sales: 34% of price to the Business Partner and 66% to the GoJ.
- A scheme to incentivise Start-up companies to build GoJ GDs into their products and services by providing a limited number of free licenses for a set period.

- Banding of fees by numbers of named users will be revised to create more bands.
- The pricing structure will be set by GoJ Geospatial Management Board and reviewed on an annual basis.
- It will not be mandatory for business partners to have a permanent on-island presence, but they will be expected to make regular visits to the island. This will include meeting, when requested, with GoJ geospatial management staff.
- GoJ retains the right to replace a Business Partner that has failed to meet its commitments within the term.
- The Copyright for all mapping data will remain with the GoJ of Jersey.
- Unless explicit written permission is granted by GoJ Business Partners will not be allowed to use the licensed GDs other than for the delivery of the Business Partner service.
- Management of the contract is will be overseen by the Geospatial Management Board. The business partner(s) will have a single point of contact within GoJ for day-to-day management of the partnership.
- Management will be supported by a Code of Practice document that covers the day to day management of the partnership.

For tenderers information, 2019 gross revenue totalled approximately £400,000 split between GoJ and the incumbent business partner. This gross revenue has increased approximately 40% over the 4 year period ending 2019. The breakdown of revenues from the 2019 customer base by sector is shown at Technical Appendix B.

## **Detailed Requirements**

### **Resale of GoJ Geospatial Data Licences.**

The Business Partner/s is responsible for reselling GoJ Geospatial Information Licences to Commercial Customers both in Jersey and internationally, this shall include marketing, business development and any other related activities.

Providing excellent customer support is essential in maximising take-up and use of GOJ Geospatial Information. Business Partners shall be expected to offer a suite of customer support services to compliment the full range of data products available, as listed in Technical Appendix A. This may include sophisticated automated and human-centred facilities to resolve issues (real and perceived) with data licences as well as the data itself.

Business Partners shall develop customer service feedback mechanisms which shall enable GoJ to work with all Users to address data errors and capture any future requirements.

Business Partners shall provide on-island customer support as necessary to enable the resolution of customer issues or to promote sales by attending events such as conferences or Island user groups.

Licence agreements shall be entered by the Business Partner on behalf of the Government of Jersey with Commercial Customers. The Business Partner shall administer all aspects of GoJ Licence Management to Customers. The Business Partner shall ensure Customers sign and renew appropriate licences and report suspected non-compliance to GoJ. Any legal action required to protect the licence shall be the responsibility of the GoJ.

Business Partners shall be expected to securely administer the granting of appropriate access to the Geospatial Data Management and Distribution Service to Commercial Customers. Commercial Customer views and downloads shall be restricted to those GD's to which Commercial Customers have subscribed and paid necessary fees.

Whilst exact mechanisms will not be confirmed until the provider of LOT2 is known, it is envisaged that a block of tokens (or alternative mechanism) to unlock access will be provided by GoJ to each Business Partner and allocation shall be controlled by the Business Partner. Until the Geospatial Data Management and Distribution Service is in place, Business Partners shall distribute GoJ Data using agreed alternative methods.

The range of GoJ Data Licences, GD's, pricing mechanisms and access control mechanisms may change during the contract Term. Business Partners shall manage changes with Customers at no additional cost to GoJ.

**GoJ will wish to validate your company's experience in providing this type of Service through access to reference sites. If you are bidding for both Lots, then you should not use the same reference sites. In providing this information you agree to us contacting the individuals and seeking information regarding the work cited.**

## Value Added Services

All Business Partners shall offer value-added services which may include broad or sector specific spatial analytics, wider data integration and analytics, mapping services, web applications, business solutions, software development, professional services including consultancy, managed services and/or delivery of wider relevant geospatial datasets.

GoJ is seeking that across its business partners there are a broad range of services across a broad range of sectors available to Jersey customers.

There will also be a requirement for at least one of the selected business partners to provide the following services in a reasonable timeframe to customers within Jersey:

- Data and mapping in removable media and paper formats not supported by the geospatial management and distribution service.
- Jersey Differential GPS Base Station (DGBS) Data.

## Growth of Customer Base

The GoJ seeks to maximise the value that geospatial information, technologies and services can bring to all aspects of government, business and the citizens of Jersey, both directly and indirectly. This is seen as a journey that offers significant growth opportunities for the Government and for business partners. Partners must therefore demonstrate a commitment towards growth in revenues to GoJ, demonstrate that they have the ability to do so, and explain how they will help maximise the scope and depth of a geospatially enabled customer base.

## **Partnership Model**

Business Partners shall work collaboratively with GoJ to maximise benefits to the Government and to the Business Partner. Business Partners shall report quarterly, performance achievements against a range of annual Key Performance Indicators (KPIs) included as Technical Appendix E, covering growing customer and revenue growth, agreed level of customer service satisfaction and satisfactory partnership administration that are framed to ensure that targets for revenue are achieved.

The revenue sharing approach requires the Business Partner to remit GoJ royalties quarterly in arrears in accordance with the Section 5- GOJ Terms and Conditions of Contract. In a format agreed by GoJ, Business Partners shall provide associated quarterly financial reports that demonstrate sales, provide clear differentiation between new business and existing business and report all current valid licences and customers.

Business Partners shall adopt a cooperative approach to solving challenges. Business partners shall work with GoJ technical specialists to ensure feedback on support issues is received and solved promptly. Cover must be available during the periods of absence of any key staff.

There is an expectation of significant input from GoJ staff to manage and support the selected parties in order to deliver the optimum result for both parties. In order to assess the tenderers response GoJ needs a clear understanding of their expectations in this respect.

GoJ recognises that this programme requires active management of risk from transition into the contract to transition at the end of the contract. The Government is seeking Service Providers who have proven experience of managing and mitigating risk.

## **Contract Commencement and Transition**

The new arrangements are different to current provision in some respects, and the same in others. Transition between the current provider and future providers could therefore introduce complexity. Business partners will be expected to resolve these in conjunction with GoJ, the incumbent government partner and the contracted provider of Lot 2.

## SECTION 3: PART 2 RESPONSE REQUIREMENTS

### LOT 2 PART 2a– MANDATORY REQUIREMENTS (MR)

#### Conflict of Interest (Pass / Fail / N/A)

- MR1 Tenderers bidding for both Lot2 and Lot3 shall provide details of what measures it would implement to mitigate potential conflict of interest.

#### NON-FUNCTIONAL REQUIREMENTS

##### Risk Management and Mitigation

No mandated requirements

##### GoJ Resource Requirements

No mandated requirements

##### User Authentication and Access Management (Pass/Fail)

- MR2 The tenderer must confirm it is able to and will restrict access to the proposed Management and Distribution services to specified users.
- MR3 The tenderer must confirm it is able to and will restrict access to each GD based on a users' organisational subscription.

##### Standards Compliance (Pass/Fail)

- MR4 The tenderer must confirm that it will fully meet the requirements of GDPR legislation.
- MR5 The tenderer must confirm that it will meet the minimal requirements of GoJ information and cyber security standards as described in the GoJ Non-Functional Requirements Questionnaire (Technical Appendix D).

##### Contract Commencement and Operation (Pass/Fail)

- MR 6 The tenderer confirms it is available to start delivery of the contracted services on the date specified for contract award in Section 1 of this document.
- MR6a The Tenderer confirms it shall periodically complete KPI Workbook submissions to the GoJ Geospatial Management Board as shown in the Technical Appendix E.

##### Transition (Pass/Fail)

- MR7 The tenderer must confirm that, if successful, it will work with the incumbent business partner for a smooth transition that does not adversely impact on existing customers.

##### Help and Support (Pass/Fail)

- MR8 The tenderer must confirm it shall provide help and support in the form of a helpdesk service and documentation for all elements of the Geospatial Distribution and Management Service.

##### Contract Lead Individuals

No mandated requirements

### **Training**

No mandated requirements

### **User Acceptance (Pass/Fail)**

**MR9** The tenderer must confirm it shall work with GoJ to agree and execute user acceptance tests encompassing all components of the Management and Distribution Service to the satisfaction of GoJ and that only on successful completion will payments for the Service be authorised.

### **Management Information (Pass/Fail)**

MR10 The tenderer must confirm that they shall provide support for the generation of management information on the use of the Service.

### **Social Return on Investment**

No mandated requirements

## **FUNCTIONAL REQUIREMENTS**

### **Internet Hosting (Pass/Fail)**

MR11 The tenderer must confirm the GDs, shall be stored and retained at hosting facilities located within the Channel Islands, European Union or United Kingdom for the duration of the contract.

### **Database Management System (Pass/Fail)**

MR12 The tenderer must confirm that GDs shall be managed using a named, widely used DBMS.

### **Ingesting Geospatial Data (Pass/Fail)**

MR13 The tenderer must confirm its the technical and resource capability to load, process and store within the DBMS all the GDs specified in Technical Appendix A and shall undertake this task.

### **Updating Geospatial Data (Pass/Fail)**

MR14 The tenderer must confirm it understands that some GDs shall require multiple epochs to be available, and that it will store these accordingly.

### **View Service (Pass/Fail)**

MR15 The tenderer must confirm its proposed map viewer solution shall deliver the mandatory functionality requirements.

### **Geospatial Data Styling (Pass/Fail)**

MR16 The tenderer shall confirm it is able to and shall apply styling and symbology to each of the GDs.

### **Geospatial Data Downloading (Pass/Fail)**

MR17 The tenderer must confirm their proposed data download solution is able to deliver these mandatory functions.

### **Application Programming Interface (API) (Pass/Fail)**

MR18 The tenderer must confirm their solution shall include an API supporting the GDs and access validation.

### **Customisation (Pass/Fail)**

MR19 The tenderer must confirm that the Service shall be capable of being customised by GoJ.

### **GDs Licence and Subscriptions (Pass/Fail)**

MR20 The tenderer must confirm it understands that arranging of licenses and subscriptions are the responsibility of GoJ and that there are no costs associated with this in the bid.

MR21 The tenderer must confirm the proposed solution is able to require end users to accept end user license agreements where applicable.

MR22 The tenderer must confirm it understands the requirement to display any necessary license statements within the proposed geospatial platform service alongside specific datasets and will do so as per the terms of this contract.

### **Platform Performance (Pass/Fail)**

MR23 The tenderer must confirm that the proposed solution can and shall operate successfully on a range of technology devices including PC, Laptop, Tablet and Smartphone. This includes fully operating via both click and touch screen interfaces.

MR24 The tenderer must confirm that the proposed solution can and shall support commonly used modern web browsers, including but not limited to the latest stable versions of Chrome, Internet Explorer, Firefox, and Safari, and the most recent previous versions of these browsers.

MR25 The tenderer must accept its willingness to agree performance criteria as part of the acceptance testing.

### **Reference Sites (Pass/Fail)**

M26 GoJ intend to assess the tenderer's experience in providing this type of Service. You should provide 2 (two) references, demonstrating relevant experience. If you are bidding for both lots then you should not use the same reference sites. In providing this information you agree to us contacting the individuals and seeking information regarding the work cited.

## **LOT 2: PART 2b– INFORMATION RESPONSES (IR)**

### **NON-FUNCTIONAL REQUIREMENTS**

#### **Risk Management and Mitigation (Max Word Count 250 – Weighted 4)**

IR1 The tenderer shall explain their approach to risk management throughout the operational life of the contract – particularly early identification of key risks to the Geospatial Services programme and the approach to mitigating them.

#### **GoJ Resource Requirements (Max Word Count 250 – Weighted 4)**

IR2 The tenderer shall specify clearly what resource requirements and support is required from the GoJ to enable successful delivery of the Service. Please outline the requirement in numbers of days per annum by generic job function and nature of support to be provided.

#### **User Authentication and Access Management (Max Word Count 500 – Weighted 6)**

IR3 The tenderer shall detail how it proposes to setup and conduct user authentication and access control to GDs based on a users' organisational subscription.

#### **Standards Compliance (Max Word Count 250 – Weighted 3)**

IR4 The tenderer shall supply details of standards that its proposed solution supports and to outline the benefits they believe these may bring to the solution offered. Any limitations, downsides should also be explained.

#### **Contract Commencement**

#### **Transition (Max Word Count 500 – Weighted 3)**

IR5 Tenderers shall detail the process of transition to the new Data Management and Distribution Service and any requirements of the current incumbent. The process should be accompanied by a schedule showing dependencies.

#### **Help and Support (Max Word Count 500 – Weighted 5)**

IR6 The tenderer shall detail the scope of help and support services and how it shall deliver these services.

#### **Contract Lead Individuals (Max Word Count 500 – Weighted 3)**

IR7 The tenderer shall provide a CV for their proposed project manager and the job specification for their lead GoJ facing technical expert.

#### **Training (Max Word Count 500 – Weighted 4)**

IR8 The tenderer shall provide details of training included within their offering and how this will enable the GoJ to fully administer and support the operation of the Service.

### **User Acceptance**

#### **Management Information (Max Word Count 250 – Weighted 3)**

IR9 The tenderer shall detail the facilities it will provide for generation of management reports and the scope of information available through these facilities.

#### **Social Return on Investment (Max Word Count 250 – Weighted 2)**

IR10 The Tenderer shall detail how it shall deliver more social value to the core contracted services through innovative and strategic approaches to areas of social responsibility, such as:

- Increased number of opportunities for disadvantaged people and social mobility
- Promoting responsible supply chain Greener and Cleaner environment for Jersey
- Building a stronger and more resilient Island community

## **FUNCTIONAL REQUIREMENTS**

#### **Internet Hosting (Max Word Count 500 – Weighted 4)**

IR11 The tenderer shall provide technical documentation that details their proposed geospatial data products storage plans including expansion to accommodate updates. In addition, evidence must be provided, that storage location(s), including disaster recovery and backup facilities, are located within the Channel Islands, European Union, or United Kingdom. The existing relationship with the hosting organisation, with example contracts, should also be described.

#### **Database Management System (Max Word Count 500 – Weighted 6)**

IR12 The tenderer shall provide technical documentation that details their proposed Database Management System including its support for common geospatial data types and metadata. The tools for administration of the DBMS must be described, with diagrams where appropriate, including access control. The facilities for querying the database including spatial constructs supported must also be described.

#### **Ingest Geospatial Data (Max Word Count 250 – Weighted 4)**

IR13 The tenderer is requested to share details of their experience of ingesting heterogeneous geospatial datasets, including the range of types supported and validation tools available. Any challenges they foresee in this task and measures to mitigate the risks identified should also be provided.

#### **Updating Geospatial Data (Max Word Count 500 – Weighted 6)**

IR14 The tenderer shall describe its proposed solution for update management including tools to facilitate GoJ staff undertaking this task.

**View Service (IR15 Max Word Count 500 – Weighted 6) (IR16 Max Word Count 250 – Weighted 3)**

- IR15 The tenderer shall detail in a document plus diagrams and screenshots how the proposed map viewer solution meets the mandatory requirements.
- IR16 The tenderer shall provide information describing map viewer additional functionality that it believes will benefit the end user.

**Geospatial Data Styling (Max Word Count 250 – Weighted 3)**

- IR17 The tenderer shall detail how it proposes to handle the styling of the GDs in the map viewer.

**Geospatial Data Downloading (IR 18 Max Word Count 500 – Weighted 6) (IR 19 Max Word Count 250 – Weighted 3)**

- IR18 The tenderer shall detail of how the proposed download solution meets the mandatory requirements.
- IR19 The tenderer shall provide information of additional data download functionality that it believes will benefit the end user.

**Application Programming Interface (API) (Max Word Count 500 – Weighted 6)**

- IR20 The tenderer shall detail the proposed functionality for API implementation.

**Customisation (Max Word Count 050 – Weighted 4)**

- IR21 The tenderer shall detail the software tools, including configuration, workflow design, scripting, programming tools included within the offer to enable the Service to be customised.

**GD Licence and Subscriptions (Max Word Count 250 – Weighted 3)**

- IR22 The tenderer shall detail its proposed solution for acceptance of end user license agreements on first use by a user.

**Platform Performance (Max Word Count 500 – Weighted 6)**

- IR 23 The tenderer shall detail how their proposed solution shall optimise view and download performance. The description must contain indicative average speeds for view and download services and assumptions underpinning these estimates.

## LOT3: Part 2a– MANDATORY REQUIREMENTS (MR)

### Conflict of Interest (Pass / Fail / N/A)

- MR1 Tenderers bidding for both Lot2 and Lot3 shall provide details of what measures it would implement to mitigate potential conflict of interest.

### Resale of GoJ Geospatial Data Licences (Pass/Fail)

- MR 2 The tenderer must confirm it is obliged and able to manage access control rights to the Geospatial Distribution Service, in accordance with Geospatial Distribution Service procedures, and that it will restrict these to those who have signed appropriate licences and paid appropriate fees.
- MR 3 The tenderer must agree that customer support will include visits as necessary to support its on-Island customers.
- MR 4 The tenderer must agree to have in place effective arrangements for servicing customers during periods of absence of key technical staff and provide details of their proposed backstopping arrangement for servicing customers during periods of absence of key technical staff.
- MR 5 The tenderer must confirm that it will not provide its customers products based on other data sources that reduce potential GoJ mapping and data revenues. The tenderer must also agree that it will not sell competing data products into Government.
- MR 6 The tenderer must provide details of two reference sites that GoJ may contact in connection with the proposed Service. If you are bidding for both lots then you should not use the same reference sites.

### Value Added Services

No mandated requirements

### Growth of Customer Base

No mandated requirements

### Partnership Model (Pass/Fail)

- MR 7 The tenderer must confirm it accepts the revenue split set out in the Operational Scope above.
- MR 8 The tenderer must confirm that it will fully meet the requirements of GDPR legislation.
- MR 9 The tenderer must confirm that it will meet the minimal requirements of GoJ information and cyber security standards as described in the the GoJ Non-Functional Requirements Questionnaire (Technical Appendix D).

- MR 10 The Tenderer confirms it shall periodically complete KPI Workbook submissions to the GoJ Geospatial Management Board as shown in the Technical Appendix E.
- MR 11 The tenderer must confirm that they shall provide support for the generation of management information on the use of the Service.

### **Contract Commencement and Transition (Pass/Fail)**

- MR 12 The tenderer confirms it is available to start delivery of the contracted services on or before the date specified for contract award in Section 1 of this document.
- MR 13 The tenderer must confirm that, if successful, it will work with GoJ, the incumbent government partner and the contracted provider of Lot 2 to deliver a smooth transition that does not adversely impact on customers.

### **Reference Sites (Pass/Fail)**

- MR 14 GoJ intend to assess the tenderer's experience in providing this type of Service. You should provide 2 (two) references, demonstrating relevant experience. If you are bidding for both lots then you should not use the same reference sites. In providing this information you agree to us contacting the individuals and seeking information regarding the work cited.

## LOT 3: PART 2b- INFORMATION RESPONSES (IR)

### Resale of GoJ Geospatial Data Licences.

- IR 1 **(Max Word Count 500 – Weighted 6)** The tenderer shall describe its overall approach to reselling GoJ geospatial data licences and highlight any proposals the tenderer is making that deviate from the operational scope.
- IR 2 **(Max Word Count 1000 – Weighted 6)** The tenderer shall summarise its level of experience in reselling the data types listed in Appendix A across the current commercial sector sales shown in Appendix C, noting that this experience is only applicable where such services have been delivered operationally in the last 2 years. In responses the tenderer should refer to the range of government licence types they currently manage and their key geographical markets and provide details of two reference sites for current customers. The tenderer must also attach the completed template table at Appendix C.
- IR 3 **(Max Word Count 500 – Weighted 4)** The tenderer shall describe its approach to marketing and sales, stating whether and how this would be adapted for this partnership. This may include web addresses for its current online data licence marketing and sales provision.
- IR 4 **(Max Word Count 500 – Weighted 5)** The tenderer shall describe its capabilities to deliver licence and control rights administration, demonstrate an ability to separate licence fees from wider value-added services and describe its experience in managing similar arrangements.
- IR 5 **(Max Word Count 500 – Weighted 6)** The tenderer shall provide a description of its business partner customer support approach for this contract, describing how it intends delivering support to customers in Jersey and internationally, specifically including user training and its intended approach to customer satisfaction measurement. If it will not have a permanent presence on the Island, the tenderer should explain its approach to customer support visits and state the minimum annual number of customer support person-days it would commit to spending in Jersey delivering free customer support to on-island customers.

### Value Added Services

- IR 6 **(Max Word Count 500 – Weighted 6)** In tabular form, the tenderer shall describe the value-added products and services it would aim to deliver to customers for the duration of their contract and state the associated target sectors. The tenderer should explain its experience in delivering such value-added services, provide customer focused use cases to illustrate these and also provide links to two reference sites for current customers of these services.
- IR 7 **(Max Word Count 250 – Weighted 1)** The tenderer shall state whether it is prepared to commit to provision of data on removable media, and/or in printed copy. If prepared to do so, the tenderer should describe how it will do this and set out the timeframes from order to receipt for customers in Jersey.
- IR 8 **(Max Word Count 250 – Weighted 3)** The tenderer shall describe its abilities and experience, working with partners as necessary, to deliver relevant advanced

analytics and Artificial Intelligence and explain whether and how this could bring benefit to Jersey.

### Growth of Customer Base

- IR 9 **(Max Word Count 500 – Weighted 3)** The tenderer shall describe its approach to, and expertise in, growing the market in the sectors it aims to focus upon for Jersey. This should include consideration of any openings it sees for GoJ data on well-known global web mapping platforms.
- IR 10 **(Max Word Count 500 – Weighted 6)** The tenderer shall identify the sectors it intends to focus upon if selected as a business partner and estimate and justify the growth it aims to achieve over the 3-year period of the contract against the 2019 figures shown in Appendix B. As part of this, the tenderer is required to include a table listing the sectors shown at Appendix C demonstrating which sectors it intends to focus upon as a business partner and include an annual percentage growth estimate that it believes is achievable in each of those sectors, with 2019 figures at Appendix B as the baseline.
- IR 11 **(Max Word Count 500 – Weighted 3)** The tenderer shall describe its experience in growing the use of marine data and Earth Observation data, describe where it feels opportunity exists for these data types and associated services in Jersey and describe how, under this business partner arrangement, it could take steps to achieve this.
- IR 12 **(Max Word Count 250 – Weighted 4)** The GoJ seeks innovative approaches to help grow the economy. The tenderer shall explain other specialist skills it has and any ideas for potential innovations that it feels might be relevant to growing the use of geospatial information and technologies across Jersey.

### Partnership Model

- IR 13 **(Max Word Count 500 – Weighted 4)** The tenderer shall describe its experience in managing similar partnerships and in particular in delivering revenue under a royalty model to public or private sector data producers. It should provide a reference site.
- IR 14 **(Max Word Count 250 – Weighted 4)** The tenderer shall explain its intended approach to working as a partner with the GoJ, covering the partnership principles the tenderer would follow and the means for the timely resolution of technical issues, particularly data licence and data support issues.
- IR 15 **(Max Word Count 500 – Weighted 5)** The tenderer shall describe the internal controls it will employ to ensure quality of reporting and financial integrity and state the level of company accountability and 'sign-off' for these reports to GoJ.
- IR 16 **(Max Word Count 250 – Weighted 3)** The tenderer shall explain their approach to risk management throughout the operational life of the contract – particularly early identification of key risks to the Geospatial Services programme and the approach to mitigating them.
- IR 17 **(Max Word Count 250 – Weighted 5)** The tenderer shall specify clearly what resource requirements and support is required from the GoJ to enable

successful delivery of its proposal. This must outline the requirement in numbers of days per annum by generic job function and nature of support.

- IR 18 **(Max Word Count 250 – Weighted 4)** The tenderer shall describe how it might see a successful partnership relationship evolving over the 3 to 5 year period.
- IR 19 **(Max Word Count 250 – Weighted 2)** The tenderer shall provide a CV for their proposed business partnership lead and the job specification for their lead GoJ facing technical support expert.
- IR20 The Tenderer shall detail how it shall deliver more social value to the core contracted services through innovative and strategic approaches to areas of social responsibility, such as:
- Increased number of opportunities for disadvantaged people and social mobility
  - Promoting responsible supply chain Greener and Cleaner environment for Jersey
  - Building a stronger and more resilient Island community

## LOT 2 : PART 2c–PRICE REQUIREMENTS (LOT 2 Only)

### Contract Price (exclusive of VAT)

The Contract Price for Geospatial Data Management and Distribution Services shall include

- Hosting
- Software: Installation / Setup
- Software: License / Subscription Fee
- Professional Services: Design
- Professional Services: Initial Ingestion
- Professional Services: Database Schema
- Professional Services: API
- Training
- Support
- Total Implementation and Running Costs
- Other Costs including expenses

Tenderers must separately show all Other Costs which shall be evaluated as part of the Total Contract Price.

### A. Contract Price and Other Costs

Element	Price	Weighting
Hosting	£	<b>30% of available marks</b>
Software: Installation / Setup	£	
Software: License / Subscription Fee	£	
Professional Services: Design	£	
Professional Services: Initial Ingestion	£	
Professional Services: Database Schema	£	
Professional Services: API	£	
Training	£	
Support	£	
Total Implementation and Running Costs	£	
Other Costs	£	
<b>Total Contract Price</b>	£	

Table 5.0 – Contract Price and Other Costs

Tenderers must use the enclosed Appendix 10 – Commercial Response Workbook to submit commercial responses. Calculations within the spreadsheet are transparent should not be modified. **Any modification to the Workbook may lead to a tender being rejected.**



Geospatial%20Services%20-%20Price%2

## SECTION 3: PART 3 – EVALUATION METHODOLOGY

### LOT 2 : PART 3- Detailed Scoring Methodology

#### Non-Price

**Section 3 Part 2a -Lot 2** lists the Mandatory Requirements and a “Yes” Response is required for all questions. Tenderers unable to answer “Yes” to all questions will be excluded from further evaluation.

**Section 3 Part 2b -Lot 2** lists the Information Response Requirements and Responses will be evaluated in accordance with Table 6.0 Non-Price Assessment Table, below. The relative importance of each question is also supplemented with a weighting multiplier in accordance with Table 7.0- Weighting Multiplier Table.

Non-Price Assessment	Description	Evaluation Score Ranges
Meets all of the criteria set	Meets the required standard in all aspects	4
Meets most of the criteria set	Mostly meets with the required standard with some minor reservations.	3
Meets some of the criteria set	Falls short of required standard to a material degree or in a number of identifiable respects	2
Meets very little of the criteria set	Significantly fails to comply the standards required, contains significant shortcomings and is significantly inconsistent with other elements of the Tender	1
Does not meet any of the criteria set	Completely fails to comply with the requirement or does not provide a proposal in respect of the requirement	0

Table 6.0 - Non-Price Assessment Table

Weighting	Description
1	Minimal impact on final solution selection
2	Partial impact on final solution selection
3	Moderate impact on final solution selection
4	Considerable impact on final solution selection
5	Large impact on final solution selection
6	Critical impact on final solution

Table 7.0 - Weighting Multiplier Table

**Where a Response is evaluated to “fully meets all the Criteria set”, (scoring a 4) the Weighting Multiplier for a “Critical” element of 6 shall result in a score of 24**

**Where a Response is evaluated to “meets most of the Criteria set”, (scoring a 3) the Weighting Multiplier for a Critical Element of 6 shall result in a score of 18**

## Price

Section 3 Part 2c - Price Requirements and Responses will be evaluated in accordance with the Quantitative Approach methodology.

### *Quantitative Approach (Price Evaluation)*

The scoring approach for quantitative aspects of Tenderers shall be as follows

#### *A. Fixed Price Total element:*

- 1) The overall contract cost/overall cost for Tenderers over the contract term (Contract Price -a defined description of total cost) will be recorded, *without* considering the proposed rate cards for potential additional services.
- 2) Tenderers will be ranked from most costly to least costly.
- 3) The least costly Tenderer will be awarded a score of 100%.
- 4) The percentage score for the next cheapest Tenderer will be calculated in inverse proportion to the lowest priced bid according to the following formula:

Tenderer 2 score = (least costly Tenderer/Tenderer 2 cost)\*100

Tenderer 3 score = (least costly Tenderer/Tenderer 3 cost)\*100

Etc.

Distorted Tender Prices -Where a Tender is received, and a proposed price is exponentially higher (or lower) than the average price received within Tenders and; the Non-Price proposal does not indicate a clear alternative means to justify an exponent price, GoJ reserves the right to either seek clarification from a Tenderer - or exclude a Tenderer from further evaluation within the procurement process.

## LOT 3: PART 3 - Detailed Scoring Methodology

### **Non-Price only**

Section 3 Part 2a Lot 3 lists the Mandatory Requirements and a “Yes” Response is required for all questions. Tenderers unable to answer “Yes” to all questions will be excluded from further evaluation.

Section 3 Part 2b Lot 3 lists the Information Response Requirements and Responses will be evaluated in accordance with Table 6.0 Non-Price Assessment Table, below. The relative importance of each question is also supplemented with a weighting multiplier in accordance with Table 7.0- Weighting Multiplier Table.

### Detailed Evaluation Methodology- LOT 2

Level "0" Evaluation Criteria	Level "1" Evaluation Criteria	Definition	Weighting
<b>Minimal Requirements</b>	-		<u>Complete</u>
	<b>PQQ - Supporting Economic and Financial Information and mandatory and subjective grounds for exclusion</b>	An assessment of the Tenderers Economic and Financial Standing and compliance with Mandatory Requirements	<u>Complete</u>
	<b>Mandatory Requirements</b>	An assessment of the Tenderers Response to 25 Mandatory Requirements (MR1-25)	<u>Pass/Fail</u>
<b>Price</b>	-		<b>30% (100%)</b>
	<b>A. Total Costs and Other Costs</b>	An assessment of the total fixed cost that the Tenderer will charge the GOJ for delivery of the Services.	<u>30%</u>
<b>Non-Price</b>	-		<b>70% (100%)</b>
	<b>Information Requirements (IR) Lot 2</b>	An assessment of the 23 Information Requirements questions (IR 1-23) in section Section 3 Part 2b (Lot 2) Each evaluated question is independently weighted to indicate its relevant importance.	<u>70%</u>

Table 8.0 - Detailed Evaluation Methodology- LOT 2

### Detailed Evaluation Methodology- LOT 3

Level "0" Evaluation Criteria	Level "1" Evaluation Criteria	Definition	Weighting
<b>Minimal Requirements</b>	-		<u>Complete</u>
	<b>PQQ - Supporting Economic and Financial Information and mandatory and subjective grounds for exclusion</b>	An assessment of the Tenderers Economic and Financial Standing and compliance with Mandatory Requirements	<u>Complete</u>
	<b>Mandatory Requirements (MR)</b>	An assessment of the Tenderers Response to 13 Mandatory Requirements (MR1-13)	<u>Pass/Fail</u>
<b>Price</b>	-		<b>00% (100%)</b>
<b>Non-Price</b>	-		<b>100% (100%)</b>
	<b>IR Requirements Lot 3- Non-Functional Requirements</b>	An assessment of the 20 Information Requirement questions (IR1-20) in section Section 3 Part 2b (Lot 3) Each evaluated question is	<u>100%</u>

		independently weighted to indicate its relevant importance.	
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Table 9.0 - Detailed Evaluation Methodology- LOT 3

## Technical Appendix A: Scope of Jersey Digital Geospatial Data

### Digital Data

The GIS mapping data is available as a seamless data coverage of Jersey with a comprehensive range of layers depicting the feature types.

The following layers are held in an ESRI GeoDataBase of approximately 100mb:

- Land Parcels: polygons depicting the inferred extents of individual land parcels. The data is fully attributed with unique identifiers, address details and other geometric data.
- Roads: polygons depicting the extents of the Islands roads with unique and the official road name.
- Buildings: Island building polygons, fully attributed and classified by type.
- Parishes: High Water polygon data set of the Island Parishes and Vingtaines.
- Coastal Classification: Polygon layer detailing the coastline from high to low water. The layer is fully attributed to depict areas of sand, rock, cliff and pebbles etc.
- Streams and Water Features: including culverts, ponds and quarries).
- Contours: 1m contours for the Islands (held in a separate GDB – 190mb).

The Orthophotography consists of Raw Tif files 2800 files, (64GB) per year which is then Processed into an ESRI GeoDataBase (15GB) per year

**Orthophotography** - This fully Orthorectified image dataset of Jersey are supplied at a ground resolution of 10cm. Derived from hundreds of aerial photographs, this data set provides a seamless and accurate full colour photographic overlay to the core mapping data sets. Aerial photography is available on a roughly annual basis from 2007 onward.

The gazetteer has 90,000 records and is based upon BS7666.

**Gazetteer** - up to date official Address Gazetteer derived from the GoJ Land and Property Index (JLPI). The data set utilises the unique identifiers attributed in the core mapping data to link the JLPI to the digital

The 3D data is held in both DXF and Sketchup formats (buildings) and is approximately 5GB in size

**Jersey 3d** – A 3d terrain and buildings model has been created from the base and aerial photography data, further information is found on the following web page:  
<https://www.gov.je/PlanningBuilding/JerseyMappingService/Pages/StHelier3D.aspx>

### Other GoJ geospatial information includes the following open data:

**Island Plan** – The geospatial data that forms the island plan, is publicly available, without charge and can be viewed at:  
<https://statesofjersey.maps.arcgis.com/apps/webappviewer/index.html>

**Marine Spatial Plan** - The Jersey Marine Spatial Plan includes more than 60 separate layers of geospatial information, covering the following themes:

- Aquaculture

- Biodiversity
- Climate change/resilience
- Culture and Heritage
- Environmental management
- Fisheries
- Infrastructure
- Marine Conservation
- Oceanography
- Physical Geography
- Marine Zone Planning
- Ports, Harbours and Shipping
- Recreation, sport and tourism

**Community information layers** – a number of public access layers have been created including;

- School Catchment Areas
- Speed limits
- Recycling points
- Mobile Library
- Countryside Access
- Heat Loss

Please refer to the URL below to view these and other open datasets required to be accessible through the Geospatial Management and Distribution Service:  
<https://www.arcgis.com/home/group.html?id=8e6d366884f74f3cb720375d9da83fa4&view=list#content>

**Access to Government of Jersey Differential GPS Base Station Data (DGPS) Base Station data is available through a separate Service not included in this procurement.**

## Technical Appendix B: 2019 Revenues by Market Sector

The Sectors and indicative licence and product revenue are shown in the table below.

Jersey Business Sectors	Total Revenue Band
Administrative	£5,000 to £10,000
Advocates	Over £50,000
Agriculture	£1,000 to £5,000
Architects	£25,000 to £50,000
Charity	£1,000 to £5,000
Consumer	£1,000 to £5,000
Deliveries	£25,000 to £50,000
Estate Agents	£10,000 to £25,000
Engineers	Under £1,000
Environment	Under £1,000
Financial Services	£10,000 to £25,000
International	Over £50,000
Land and Property	£10,000 to £25,000
Map Publishers	£1,000 to £5,000
Maritime	£5,000 to £10,000
Retail	£1,000 to £5,000
Surveyors	£1,000 to £5,000
Telecoms	£25,000 to £50,000
Utilities	Over £50,000

Notes:

- 2019 figures do not account for economic downturn as a result of Coronavirus pandemic.
- International includes an existing arrangement with Ordnance Survey, Great Britain



## Technical Appendix C: Format for Lot 3 IR 2 Response

This template will support GoJ assessment of Lot 3 IR 2 by demonstrating tenderer breadth and depth of experience across different data types and sectors. Tenderers are requested to state one of the four possible values shown below against each business segment and type of data. This will be explored with tenderers selected for interview and will also help GoJ understand the complementary selection of partners.

- 0 – No experience in selling this type of geospatial data to this sector
- 1 – Some experience in selling this type of geospatial data to this sector
- 2 - Extensive and ongoing experience with demonstrable sales growth for this type of geospatial data to this sector.
- 3 - Extensive and ongoing experience with demonstrable sales growth for this type of geospatial data to this sector and providing ongoing sector-specific subject matter expert customer support.

Sector	Mapping data & ortho-imagery	Addressing data/UPRN	Maritime data	EO data	3D data
Advocates					
Agriculture					
Architects					
Survey, Construction and Property Development					
Environmental services					
Estate Agents					
Financial Services					
Insurance					
International platforms providers					
International other					
Land and Property					
Logistics and Transport					
Maritime					
Telecoms					
Utilities					

## Technical Appendix D: NFR Questionnaire

### Government of Jersey Non-Functional Requirements

Modernisation and Digital – Non-functional requirements version v1.3

Author: Chief Architect – MC 20/02/20

<b>Questions</b> Tenderers must not edit the wording within any question below (and in accord with Section 1 Tender Particulars - 4.8 Alterations to the ITT). Any changes made may invalidate your Tender.	<b>Responses</b> <i>Please delete original text as this is for completion guidance only</i>	<b>Evidence required?</b> (if so please provide as guided)
1. What is the service availability (target & actual)?	<i>Please state level of service availability you offer in the service provision you intend for us</i>	
2. Do you store data, if so how is the data stored (cloud, physical servers, etc.)?	<i>Is it stored on disks, is there any level of encryption on those disks when data is at rest?  What is the level of encryption used, if any, when</i>	
3. In what country(s) is the data stored (legal jurisdiction)?	<i>Please state which countries data is stored in? This must include all jurisdictions even those that are for redundancy, service continuity purposes (where applicable</i>	
4. Do you have data retention schedules?	<i>M&amp;D will inform you of our desired retention policy regarding any information you may hold, please confirm you will comply with this request and adopt any policies we introduce related to our information retention periods?</i>	<i>Please attach information retention schedules</i>

<p>5. Is the data encrypted (transmission &amp; at rest)?</p>	<p><i>Please state your encryption methods, Solid states disk, storage arrays striping etc. P2Pe Tokenisation for data in transit etc.?</i></p>	
<p>6. Please describe how data is transmitted (secure VPN, HTTPS, etc.)?</p>	<p><i>As above</i></p>	
<p>7. How is data is physically protected?</p>	<p><i>Please explain, also share processes around information security policies</i></p>	
<p>8. Who has access to the data (in particular 3<sup>rd</sup> parties)?</p>	<p><i>Please advise role types and permissions based roles that access data, please specify what data, for what purposes, explain the controls you have in place to safeguard access</i></p>	
<p>9. Who owns the data?</p>	<p><i>Please confirm what the contract default is in relation to data ownership</i></p>	
<p>10. What security certifications do you have (e.g. ISO27001/28000:2007, PCI DSS, Cyber Essentials (Plus), SOC 1 &amp; 2</p>	<p><i>If you have any certifications please send those</i></p>	
<p>11. Are you working towards any accreditation, if so what- and when do you</p>	<p><i>Cyber Essentials+. Before May 2020. Other business opportunities will rely on it</i></p>	

<p>expect to achieve certification?</p>		
<p>12. Is your operation within the Scope of EU GDPR legislation? If so, what processes and procedures do you have in place to manage compliance in this respect?</p>	<p><i>Please provide evidence of GDPR compliance procedures, if there have been any need to declare a breach to the regulator (ICO UK and OIC Jersey) in the past 3 years please disclose full details in your response</i></p> <p><i>Please also state your Data Protection Register reference number and a copy of certificate of purposes as registered with ICO</i></p>	
<p>13. How often do you scan for vulnerabilities (SIEM Framework, etc.), is this outsourced? If so, to which provider?</p>	<p><i>Describe and provide evidence process</i></p>	<p><i>Please attach recent scan evidence</i></p>
<p>14. Have you had any significant security incident in the past? If so, please disclose full details of how these incidents/events were a) identified, b) how they were managed to resolution</p>	<p><i>For instance, Denial of Service (DOS) attacks, Phishing, Ransomware of any significance, SQL Injection etc.</i></p>	

<p>through your incident identification and management response procedures, is this outsourced? If so, to which provider?</p>		
<p>15. Do you have information management procedures, including how you respond to breaches internally, to customers and to regulators such as the information commissioner’s office (ICO in the United Kingdom) and the OIC (Office of the Information Commissioner in Jersey, Channel Islands)?</p>	<p><i>Please describe and attach as evidence</i></p>	<p><i>Attach Information Management Processes and Procedures</i></p>
<p>16. Have you had any information breaches (3</p>	<p><i>Please provide evidence of GDPR compliance procedures, if there have been any need to declare a breach to the regulator (ICO UK and OIC Jersey) in the past 3 years please disclose full details in your response</i></p>	<p><i>Fully disclose any breaches recorded with the regulator in the last 3 years</i></p>

years)? If so, please disclose		
17. Are your purposes for holding, transferring and processing information registered with the relevant regulators? i.e. Data Protection Register, if so please confirm your registration number and provide a copy of your registration	<i>Please describe and evidence your recent registration with the regulator where appropriate</i>	<i>Attach Data Protection Registration Certificate</i>
18. How do you inform customers about security issues?	<i>Please describe your procedures (Incident Management) for how you manage communications to customers when you have security breaches, vulnerabilities and threats</i>	<i>Please share incident management procedures that cover security breaches and incidents</i>
19. Do you have a dedicated security team?	<i>Yes or No, if Yes, please advise the roles</i>	<i>Please describe</i>
20. Are your staff that have access to varying levels of	<i>Please describe your information access procedures, what levels of pre-employment checks are done to access what classes of information, define the classes of information also</i>	<i>Attach PEC Procedures for privileged access (Clearances)                  Attach Information Management and Classification Policy</i>

information security cleared?		
21. Are your security team qualified in their fields?	<i>If yes, please describe</i>	<i>Attach Certifications</i>
22. Do you have cyber security or cyber liability insurance? This is in addition to the professional indemnity insurance detail requested as part of PQQ.	<i>If so, to what value, does it cover virus attack, if we proceed to next steps we would require a copy of this policy at risk</i>	<i>Attach Policy</i>
23. Are systems regularly patched with OS and other updates?	<i>Please describe your procedures in this regard, attach any evidence.</i>	<i>Describe</i>
24. What happens to the data on service termination? Is there a retention period? If so what?	<i>Please state retention period, what happens after this period to the data by contract default?</i>	<i>Information Retention Policy</i>
25. Have you or do you undertake any application	<i>Please describe and attach evidence as necessary (certifications etc.)</i>	<i>Results report and Certificate (Dated)</i>

<p>testing, code performance reviews such as CREST, if so please provide evidence of this</p>		
<p>26. Support channels, please describe your support methods and channels, i.e. email, telephony support and user community including standard SLA provisions</p>	<p><i>As requested</i></p>	<p><i>Support definition</i></p>
<p>27. Load testing – have you undertaken any specific load testing of your applications, data, environments and presentation layers?</p>	<p><i>Please describe, what levels of concurrent users do you test for, is there a ceiling limit that was broken on your recent testing?</i></p>	<p><i>Results report (dated)</i></p>
<p>28. Hours of coverage for support, please describe these including expected response and fix times</p>	<p><i>As asked please describe</i></p>	<p><i>Please attach SLA</i></p>

<p>29. Event logging and monitoring – what controls do you have in place for event monitoring including any response mechanisms for alerting breaches and events?</p>	<p><i>Please describe and attach any processes / procedures?</i></p>	<p><i>Attach process</i></p>
<p>30. Infrastructure and firewalls – Please state where and how your solution is hosted? i.e. 3 tier setup of presentation, application and data, utilising AWS, VPC etc, state how VMs (if used) are protected, i.e. using Trend Micro Deep Security for real time vulnerabilities?</p>	<p><i>As requested, please complete and attach any evidence?</i></p>	<p><i>Attach a high level architecture diagram of your solution</i></p>
<p>31. Password encryption – state what level of encryption passwords on your system are using, i.e. HMACSHA256</p>	<p><i>As requested please complete</i></p>	<p><i>Certification/testing results (dated) where appropriate</i></p>

<p>32. Data Loss Prevention (DLP)        – what methods do you have in place for data loss prevention? Do you have controls in place? Do you automate DLP, utilising capabilities such as Bettercloud?</p>	<p><i>Please describe what you do and adopt in terms of best practices related to Data Loss Prevention</i></p>	<p><i>DLP Strategy – most current</i></p>
<p>33. Incident response plan -        Please state or provide a copy of your Incident Management Response Plan.</p>	<p><i>Please attach and/or describe</i></p>	<p><i>Attach Incident Management Response plan</i></p>
<p>34. Disaster Recovery – Do you have a DR Strategy/Plan for your solution? If so, please provide a copy and ensure it covers</p> <ul style="list-style-type: none"> <li>a. Multi-tenanted, Multi-Site (Hot Standby) definitions</li> </ul>	<p><i>Please describe as guided</i></p>	<p><i>Attach Disaster Recovery/Emergency/Business Continuity Plans</i></p>

<p>b. Backup and restore procedures and timescales</p>		
<p>35. Identity and Access Management Policies and procedures – What levels/solutions do you use for Identity and Access Management (IAM) do you use?</p> <p>a. Authentication levels – Please state what solutions/methods you offer for authentication, Multi-factor (MFA), Two-Factor etc</p>	<p><i>Please provide a description and copies of your Policies and Procedures related to Identity and Access Management.</i></p> <p><i>Please describe levels of authentication supported</i></p>	<p><i>As requested, please attach any documents related to your IDAMS procedures and policies</i></p>
<p>36. Penetration Testing – please provide evidence of your past two cycles of penetration testing, including the certifications/results and any evidence of hardening</p>	<p><i>Describe frequency of PEN Testing, is it outsourced? If so, to who? Attach recent copy of results (dated), describe any hardening that had to be done in the last 3 years</i></p>	<p><i>Attach results (dated) most recent</i></p>

<p>suggested against attacks and vulnerabilities</p>		
<p>37. Do you currently use any form of Digital ID provider to access your services?</p>	<p><i>If so, please advise which provider/s you support</i></p>	
<p>38. Do you support Single Sign On?</p>	<p><i>Please confirm if you support SSO</i></p>	
<p>39. Do you provide services in relation to your SaaS offering to other public sector organisations? Are you on G-Cloud, the latest G-Cloud11?</p>	<p><i>Please state</i></p>	

## Technical Appendix E: KPI Workbook

Lot 2



Geospatial%20Servi  
ces%20KPI%20Workl

Lot 3



Geospatial%20Servi  
ces%20KPI%20Workl

## **SECTION 4**

### **RETURNABLE DOCUMENTS**

## APPENDIX 1 - FORM OF TENDER CERTIFICATE TENDER FOR THE GEOSPATIAL SERVICES

Please enter ticks, as appropriate

LOT 2

LOT 3

BOTH LOTS

To be returned by 12 Noon on 2<sup>nd</sup> November 2020.

TENDER FOR : Geospatial Services

Tender Ref: CS20/08/109

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To : The Government of Jersey (the GOJ)

### Offer of Goods and/or Services

1. We have examined the documents listed below. In accordance with the terms and conditions contained in the document listed below we offer to provide the goods and/or services required during the contract period and for the sums, rates and percentages given in the clauses below.

- **Tender Particulars (Section 1)**
- **Instructions to Tenderers (Section 2)**
- **Specification of Requirements -Price and Non-Price (Section 3)**
- **Returnable Documents (Section 4)**
- **The GOJ's Conditions of Contract (Section 5)**
- **Form of Tender Certificate (Appendix 1)**
- **Non Collusive Tendering Certificate (Appendix 2)**
- **Non – Canvassing Declaration Certificate (Appendix 3)**
- **Observations to the Contract (Appendix 5)**
- **Compliance with GOJ Terms & Conditions of Contract (Appendix 6)**
- **Commercially Sensitive Information (Appendix 7)**
- **Key Personnel (Appendix 8)**
- **Tender Checklist (Appendix 9)**
- **Commercial Response Workbook (Appendix 10)**

### Contract Price

2. We agree to be bound by our pricing proposal (Contract Price) for the provision of the goods and/or services as incorporated in our Tender Response.
3. The Contract Price excludes VAT for the full contract period.
4. The Contract Price is made up as per the pricing schedules for individual sections of the goods and/or services as applicable.
5. We understand the GOJ will not pay Value Added Tax in accordance with the Conditions of Contract.
6. We understand that we will invoice the GOJ against the agreed activity schedule for work done and GOJ will pay in accordance with the Conditions of Contract.

### **Adjustment of Price on extension of initial contract period**

7. The Contract Price will remain fixed for the initial contract period. If the GOJ extends the contract period, the price for any extension of the initial contract period will be discussed and agreed by the parties.

### **Confidentiality**

8. We have not told and will not tell anyone else, even approximately, what our Contract Price is, or will be, before the deadline for receipt of Tender Response. We understand that the only exception is if we need an insurance quotation to calculate our Contract Price. We may give our insurance company or brokers any essential information they ask for, so long as they understand we do so in strict confidence. We have not tried and will not try to obtain any information about anyone else's Tender Response. We have not made and will not make any arrangement with anyone else about whether or not they should tender, or about their or our Contract Price.

### **Other Contract Terms or Conditions**

9. We agree that any other terms or conditions or any general reservation which may be provided on any correspondence emanating from us in connection with this procurement exercise or with any contract resulting from this procurement exercise shall not form part of this offer of goods and/or services unless specifically agreed by the GOJ in writing.

### **Validity of Offer**

10. Unless stated otherwise by the Tenderer, Tender Response shall remain valid for 90 days from the closing date for receipt of Tender Response. A Tender Response including a shorter period will be rejected.

### **Acceptance of Offer**

11. The GOJ is not bound to accept this Tender Response (or any Tender Response) that it may receive, whether it is lower, the same, or higher than any other Tender Response.

### **General**

12. We confirm and undertake that if any information contained in the Tender Response becomes untrue or misleading, we shall notify the GOJ immediately and update such information as required.
13. We understand that the GOJ has no liability as respects any cost or expense that we may incur in preparing and submitting our Tender Response.
14. We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained herein the ITT and the Contract.

### **Appendix 1 - Form of Tender**

**Signed:**

**Date:**

**In the capacity  
of:**

**Authorised to sign Tender for and on behalf of:**

**Company Registration Number:**

**Tel. No:**

**E-mail address:**

## APPENDIX 2 - NON-COLLUSIVE TENDERING CERTIFICATE TENDER FOR THE GEOSPATIAL SERVICES

Please enter ticks, as appropriate

LOT 2

LOT 3

BOTH LOTS

To be returned by 12 Noon on 2<sup>nd</sup> November 2020.

TENDER FOR : Geospatial Services

Tender Ref: CS20/08/109

The Tenderer warrants that this is a bona fide Tender Response and:

1. We certify that this proposal is submitted in good faith and that we have not fixed or adjusted the proposal by or under or in accordance with any agreement or arrangement with any other person or party. We also certify that we have not, and we undertake that we will not, before the award of any contract to do the work:

a) communicate to any person other than the Government of Jersey ("the GOJ") or a person duly authorised on their behalf the Tender Response amount or approximate amount of the Tender Response or proposed Tender Response, except where the disclosure, in confidence, of the approximate amount of the Tender Response was necessary to obtain insurance premium quotations required for the preparation of the Tender Response;

b) pay, give or offer or agree to pay or give any sum of money or other valuable consideration directly or indirectly to any person(s) for doing or having done or causing or having caused to be done in relation to any other Tender Response or proposed Tender Response for the work, any act or thing of the sort described at 1 or a) above;

c) tried to obtain information about anyone else's bid or proposed bid; and

d) made arrangements with anyone else about whether or not they must bid except for the purposes of forming a joint venture to bid for this work.

2. We certify that the prices in this Tender Response have been arrived at independently without communication, consultation, agreement or understanding for the purpose of restricting competition with any other potential Tenderer or competitor.

3. We certify no attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not submit a Tender Response for the purpose of restricting competition.

4. We agree that the GOJ may, in consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Definitions in this Certificate:

"Person(s)" includes any person(s) and any body or association corporate or unincorporated;

"any agreement or arrangement" includes any transaction, formal or informal and whether legally binding or not; and

"the work" means the work in relation to which this proposal is made.

**Appendix 2 – Non-Collusive Tendering Certificate**

**Signed:**

**Date:**

## APPENDIX 3 - NON-CANVASSING DECLARATION CERTIFICATE

### TENDER FOR THE GEOSPATIAL SERVICES

Please enter ticks, as appropriate

LOT 2

LOT 3

BOTH LOTS

To be returned by 12 Noon on 2nd November 2020.

TENDER FOR : Geospatial Services

Tender Ref: CS20/08/109

I/We hereby confirm that I/we have not canvassed any member, officer, employee, or agent of the GOJ in connection with the award of the Contract for the provision of services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We hereby undertake that I/we will not prior to the conclusion of the Tenderer(s) selection process canvass or solicit any member, employee, agent or provider(s) of the GOJ in connection with the award of the Contract for the provision of Services and that no person employed by me/us or acting on my/our behalf will do any such act.

I/We further acknowledge that, should I/we be appointed as a successful Tenderer to the Contract following the conclusion of the procurement process, the GOJ will permit me/us to approach the GOJ directly in order to promote the Contract.

#### Appendix 3 – Non-Canvassing Declaration Certificate

**Signed:**

**Date:**

**In the capacity  
of:**

**Authorised to sign Tender for and on behalf of:**

**Company Registration Number:**

**Tel. No:**

**E-mail address:**

**APPENDIX 4 – NOT USED**

**TENDER FOR THE GEOSPATIAL SERVICES**

**APPENDIX 5 – OBSERVATIONS TO THE CONTRACT**

Please enter ticks, as appropriate

LOT 2

LOT 3

BOTH LOTS

**Deadline to submit: Friday 9th October 2020**

The GOJ has issued its standard Terms and Conditions, which shall apply to services procured under this process. Tenderers are invited to provide any observations they may have in relation to these standard terms during the Tender Period. The Government shall review any and all observations received and may issue an amendment to its Standard Terms and Conditions in accordance with the Tender Timetable. The Government is not be obliged to accept any Observations to the Contract.

**TENDER FOR : Geospatial Services**

**Tender Ref: CS20/08/109**

Clause Number/Schedule Reference	Observation/Comments

**APPENDIX 6 - COMPLIANCE WITH GOJ TERMS & CONDITIONS OF CONTRACT  
CERTIFICATE  
TENDER FOR THE GEOSPATIAL SERVICES  
Supply of: GEOSPATIAL SERVICES**

Please enter ticks, as appropriate

LOT 2

LOT 3

BOTH LOTS

To be returned by 12 Noon on 2nd November 2020.

Tender Ref: CS20/08/109

I/We, having examined GOJ Terms and Conditions of Contract, do hereby offer and agree to provide the Services as described in the Specification of Requirements at the Price stated herein.

If successful, I/We agree to abide by the GOJ Terms and Conditions of Contract for Services in their present form, subject to the Observations to the Contract made by the Tenderer.

Other than the Observations to the Contract made by Tenderer I/We agree that any terms or conditions of Contract or any general reservation which may be printed on any correspondence emanating from me/us in connection with this Tender, or with any Contract resulting from this tender, shall not be applicable to the Contract.

**Appendix 6 – Compliance with GoJ Terms and Conditions of Contract Certificate**

**Signed:**

**Date:**

**In the capacity  
of:**

**Authorised to sign Tender for and on behalf of:**

**Company Registration Number:**

**Tel. No:**

**E-mail address:**

**APPENDIX 7 - COMMERCIALLY SENSITIVE INFORMATION  
TENDER FOR THE GEOSPATIAL SERVICES  
To be returned by 12 Noon on 2nd November 2020.  
Tender Ref: CS20/08/109**

Tenderers Commercially Sensitive Information	Potential Implication of Disclosure	Duration that Information remains Commercially Sensitive

**APPENDIX 8 - KEY PERSONNEL**  
**TENDER FOR THE GEOSPATIAL SERVICES**  
**To be returned by 12 Noon on 2nd November 2020.**  
**Tender Ref: CS20/08/109**

Please enter ticks, as appropriate

LOT 2

LOT 3

BOTH LOTS

Please detail key personal as part of your Tender Response, the list below can be potentially carried out by the same person or multiple personnel. Please add additional roles as appropriate.

Name	Role

**APPENDIX 9 - TENDER CHECKLIST**  
**TENDER FOR THE GEOSPATIAL SERVICES**  
**To be returned by 12 Noon on 2nd November 2020.**

**Tender Ref: CS20/08/109**  
**Please enter ticks, as appropriate**  
**LOT 2**   
**LOT 3**   
**BOTH LOTS**

In compliance with your requirements as set out in the ITT I/we have completed and submitted the following documents to the Secure Web Portal as our Tender Response.

In compliance with your requirements as set out in the ITT I/we have completed and submitted the following documents for our Tender Response.

Information Required	Included (Y/N)	Comments
Completed Mandatory Technical Requirements Lot 2 (Section3:Part 2a)		
Completed Mandatory Technical Requirements Lot 3 (Section3:Part 2a)		
Completed Information Requirements Response (Section3:Part 2b) Lot 2		
Completed Information Requirements Response (Section3:Part 2b) Lot 3		
Completed Form of Tender Certificate (Appendix 1)		
Non-Collusive Tendering Certificate (Appendix 2)		
Non-Canvassing Declaration Certificate (Appendix 3)		
Observations to the Contract (Appendix 5)		
Compliance with GOJ Terms & Conditions of Contract Certificate (Appendix 6)		
Commercially Sensitive Information (Appendix 7)		
Key Personnel (Appendix 8)		
Tender Checklist (Appendix 9)		
Commercial Response Workbook (Appendix 10)		

**APPENDIX 10 – COMMERCIAL RESPONSE WORKBOOK  
TENDER FOR THE GEOSPATIAL SERVICES  
To be returned by 12 Noon on 2nd November 2020.  
Tender Ref: CS20/08/109**

## SECTION 5

### GOJ TERMS AND CONDITIONS OF CONTRACT



Section 5 DRAFT  
GOJ TERMS AND CO



Section 5 DRAFT  
GOJ TERMS AND CO

Refer to file: Government of Jersey Agreement for the provision of Services (Lot 2 and Lot 3)