

USER PROTOCOL

ID 2849978

Removal of Official Sensitive Material

Note: that this is a working document and will be updated throughout the lifetime of the contract.

Account NI Reference No.

CPA No. – 6100051887

This contract is available to all AccountNI users and all payments related to services delivered are to be made via this CPA number

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1. INTRODUCTION

Construction and Procurement Delivery (CPD) Supplies and Services Division awarded a Collaborative Contract for the Removal of Official Sensitive Material.

The initial contract period commences on **1 April 2021** and will expire **31 March 2024**.

The contract has options to extend services for two periods of 24 months.

1.1. SHREDDING REQUIREMENTS - ORDERING

To determine and refine collection schedules, regular and ad-hoc, all requests should be made to USEL at the contact details in section 2.

If specifically requested the Contractor will provide shredding to “Secret level”, a shred size of 60mm², this is in accordance with CPNI Standard for Secure Destruction of Sensitive items. The price for this level will not occur any additional charge. If this service is required the requirement should be confirmed to the Contractor when placing the order. If not specifically requested all shredding will be to standard level.

2. CONTRACTOR DETAILS

To determine and refine collection schedules all requests and communications in the first instance should be made to:

	E-MAIL ADDRESS
Ulster Supported Employment Ltd.	circulareconomy@usel.co.uk

CONTRACT MANAGEMENT

	E-MAIL ADDRESS	TELEPHONE
Natalie Donnelly (Operations Manager)	Ndonnelly@usel.co.uk	07790343921
David Crozier (Circular Economy Operational Supervisor)	Dcrozier@usel.co.uk	07775863868

3. DEPARTMENTAL CONTACT DETAILS

Advice on the contract can be sought from the following Departmental Representatives:

Department / Body	Contact	E-mail Address
Agri-Food and Biosciences Institute (AFBI)	Stevie Shanks	Stephen.Shanks@afbini.gov.uk
Council for the Curriculum, Examinations and Assessment (CCEA)	Laura Clarke	lclarke@ccea.org.uk
Department for Infrastructure (DfI)	Martin Lavery	Martin.Lavery@infrastructure-ni.gov.uk
Department for the Economy (DfE)	Jeff Bingham; Robert Patterson; Amy Toy	DfE.Procurement@economy-ni.gov.uk ; Commercial.Policy.Branch@economy-ni.gov.uk ;
Department of Agriculture, Environment & Rural Affairs (DAERA)	Joan Cunning	Procurement&Contracts@daera-ni.gov.uk
Department of Education (DE)	Wendy Reid	Wendy.Reid@education-ni.gov.uk
Department of Finance (DoF)	Barry Davison	Barry.Davison@finance-ni.gov.uk
Department of Health (DoH)	Sally Johnson	Sally.Johnson@health-ni.gov.uk
Department of Justice (DoJ)	DoJ Procurement (Contact CPD)	Collaboration.CPD@finance-ni.gov.uk
Education Authority	Keira Simpson	Keira.Simpson@eani.org.uk
Northern Ireland Audit Office (NIAO)	Kate Cassidy	kate.cassidy@niauditoffice.gov.uk
Northern Ireland Office (NIO)	NIO Procurement (Contact CPD)	Collaboration.CPD@finance-ni.gov.uk
Northern Ireland Water	Dean Campbell	Dean.Campbell@niwater.com
Public Prosecution Service	PPS Procurement (Contact CPD)	Collaboration.CPD@finance-ni.gov.uk
South Eastern Regional College	Karl Crawford	kcrawford@serc.ac.uk
The Executive Office (TEO)	Steven Bittles	Steven.Bittles@executiveoffice-ni.gov.uk

4. ADDING/REDUCING/REMOVING SERVICES FOR NEW OR EXISTING LOCATION

Over the lifetime of the contract period any additional buildings or services can be added / reduced / removed by the Client contacting the Contractor directly. This can be scheduled collections or one off requirements.

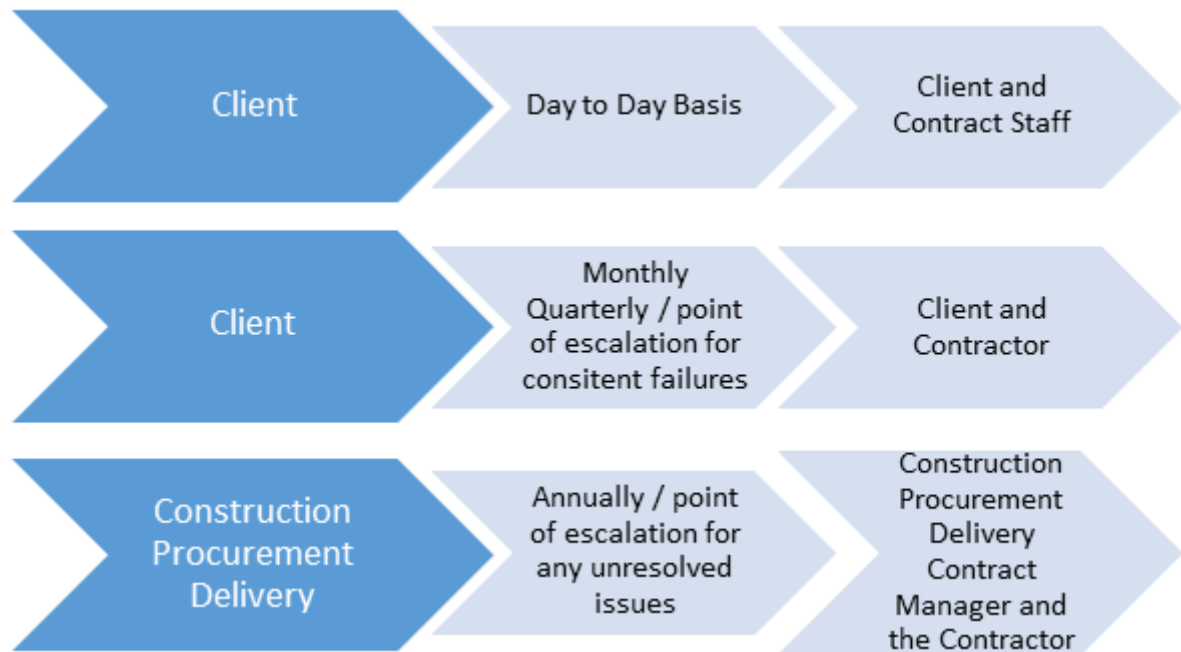
Costs for additional buildings / services will be at rates commensurate with those agreed at contract award. If there is any doubt about cost this can be clarified with the CPD Contract Manager.

5. CONTRACT MANAGEMENT ARRANGEMENTS

Performance Monitoring and Contract Management will be taken forward in three tiers (Diagram 1): -

- Daily Operational Management and Monthly Performance Report with the Client;
- Monthly / Quarterly Review Meeting with the Client depending on the Clients requirements; and
- Annual Contract review meeting with the CPD Contract Manager.

Diagram 1



CPD require the total value / volume of business transacted per Site/s to be submitted on a quarterly basis

The Contractor will provide lists of the final destination of Clients' waste when requested by the Client.

The Client may request additional information in relation to the service which the Contractor must provide within 5 working days of request.

Please see Commercial Conditions of Contract Schedule 3 Monitoring Schedule for further information relating to contract management.

You should also make yourself aware of the CPD Guidance on Contract Management

<https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0112-contract-management-principles-and-procedures>

6. PRICING

Costs associated with the provision of the services under this contract are available upon request. Please complete the non-disclosure agreement and submit to collaboration.cpd@finance-ni.gov.uk.

Upon receipt, the rate card will be issued to the requester.

7. ACCOUNT NI PROCESSES AND CONTACTS

Ordering

All Purchase Orders must be raised by Premises Officers / Client representative and forwarded to the Contractor to allow them to quote the PO on incoming invoices for the service requested. All Purchase Orders should be linked to the Contract reference number (CPA) detailed on page 1 of this protocol.

ORDERING GUIDANCE – ACCOUNT NI BEST PRACTICE PROCEDURES

Purchase Order - Create a PO at the level required (e.g. building, department) for an annual period to reflect the decreasing cost of the services throughout the contract period.

Account NI Contacts

Any queries must be directed to the Account NI Service desk are: **0845 671 3133**

Alternatively you can make contact with your AccountNI Business Relationship Manager (BRM).

[Contact Account NI](#)

The BRM will:

- act as the formal customer contact for the Department/supplier
- deal with escalated issues

- facilitate the resolution of problems identified by either the Department or the supplier

Invoicing

E-invoicing will be the method of payment used for this contract.

To meet the requirements of e-invoicing the supplier will be instructed to adopt a full **No PO-No Pay policy** meaning they will;

- *not* supply goods/services to departments without advance receipt of an Account NI purchase order number;
- *only* issue invoices (in pdf format) directly to the Account NI e-invoicing inbox (einvoicing@accountni.gov.uk); and
- *only* issue invoices with a valid Account NI 10 digit purchase order number beginning with 6.

Account NI will reject any invoices received without an Account NI purchase order number, and/or received by any method other than pdf, directly back to the supplier. Similarly, any invoices received directly or indirectly into the department should be returned to the supplier requesting that the invoice is resubmitted to Account NI.

8. INVOICING ARRANGEMENTS FOR NON ACCOUNT NI USERS

The Contractor will liaise with the individual Non AccountNI Clients to develop invoicing arrangements.

9. CONSUMABLES & CONTAINER RENTAL

As detailed in the Specification the Contractor will be required to distribute empty bags and tags (if required) free of charge to all the Client's collection points at the commencement of the Contract. Thereafter replacement empty bags and tags (if required) should be left at collection points on a like-for-like basis at the time of collection. Additional bags and tags should be readily available from the Contractor if and when required by the Client.

Consumables must be provided to the client within 2 working days from request.

Where required the Contractor will provide lockable internal and external containers. Please see Specification 3.0 for further information.

Containers can be bought outright or rented. There will be no further rental charge for containers / wheelie bins once the rental charge becomes equal to the purchase price. The rental charge will be paid by the client for the agreed duration until ownership transfers to the client.

The purchase or rental arrangement is to be agreed between the Client and USEL.

This contract is managed by:

Collaboration Facilities Management Team

Central Procurement Directorate

Supplies and Services Division

303 Airport Road West

BELFAST

BT3 9ED

Tel: 0289081 6327 or 76327

Email: collaboration.CPD@finance-ni.gov.uk

List of Participating Bodies

Government Departments
The Executive Office
Department of Agriculture, Environment & Rural Affairs
Department of Finance
Department of Health
Department of Justice
Public Prosecution Service for NI
Department of Education
Department for Economy
Department for Infrastructure
Government Arms Length Bodies (ALBs) and Non Departmental Public Bodies (NDPBs)
Maze Long Kesh Development Corporation
Agri-Food and Biosciences
Forest Service
International Fund for Ireland
Legal Services Agency NI
North South Ministerial Council
Criminal Justice Inspection Northern Ireland
Northern Ireland Courts and Tribunals Service
Northern Ireland Environmental Agency
Northern Ireland Judicial Appointments Commission
Northern Ireland Office
Northern Ireland Police Fund
Northern Ireland Policing Board
Northern Ireland Prison Service
Northern Ireland Statistics and Research Agency
Police Ombudsman Northern Ireland
Police Retraining & Rehabilitation Trust
Probation Service Northern Ireland
Youth Justice Agency
General Teaching Council Northern Ireland
NI Council for Integrated Education
Invest Northern Ireland
Tourism Northern Ireland
South Eastern Regional College
Driver and Vehicle Agency
Northern Ireland Audit Office
Health and Safety Executive Northern Ireland
Council for the Curriculum, Examinations and Assessment
Others
Education Authority
Northern Ireland Water

Specification, Conditions of Contract & NDA

Specification



ID 2849978 -
Specification.DOCX

Commercial Conditions of Contract



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Standard Conditions of Contract



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Non-Disclosure Agreement



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Agreement - Remov: