Tenth Symposium and Exhibition on Machine Readable Travel Documents
(MRTDs) and Border Security
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Requirements Setting from Two Perspectives:
Best Practice for Setting Requirements for a Passport Tender

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Group

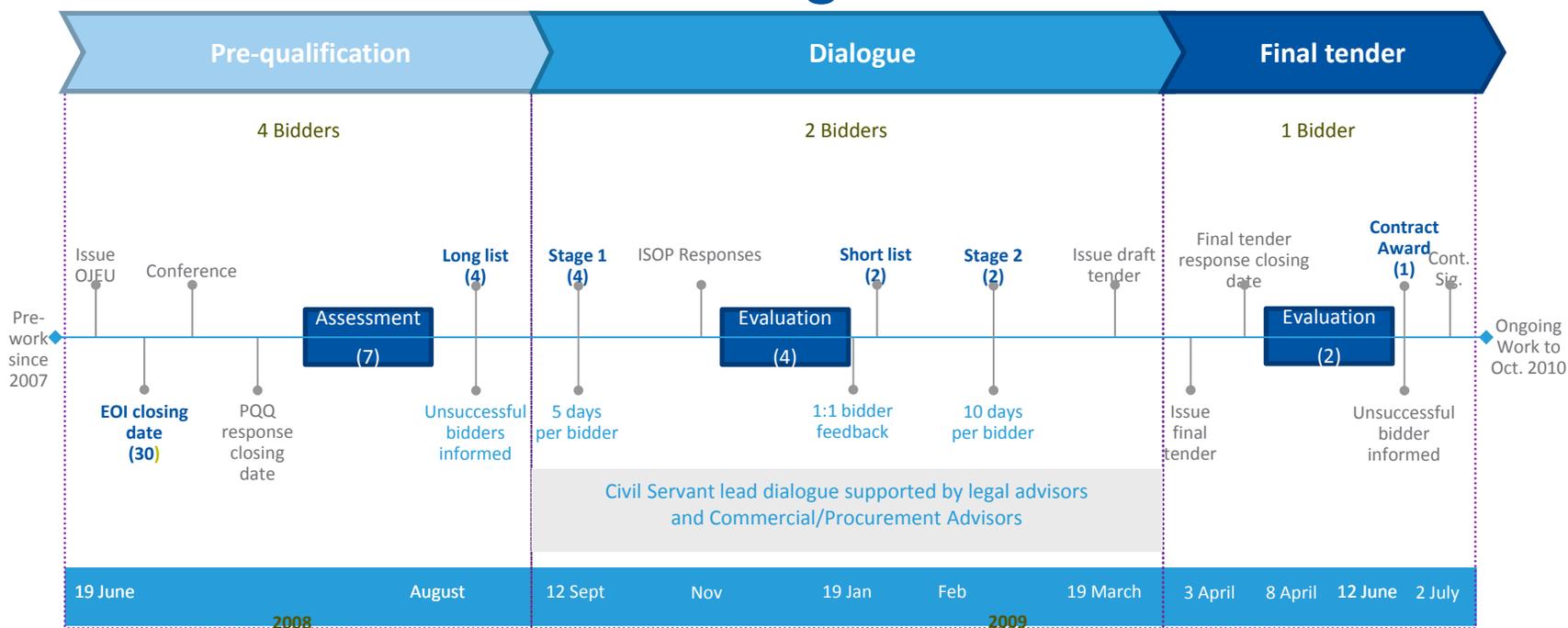# Competitive Dialogue

- Used for UK passport procurement

- Helps to refine detailed requirements

- Could be tailored to suit

The UK Dialogue Process

Pre-qualification	Dialogue	Final tender
4 Bidders	2 Bidders	1 Bidder

Pre-work since 2007

Issue OJEU

Conference

EOI closing date (30)

PQQ response closing date

Assessment (7)

Long list (4)

Unsuccessful bidders informed

Stage 1 (4)

5 days per bidder

ISOP Responses

Evaluation (4)

1:1 bidder feedback

Short list (2)

Stage 2 (2)

10 days per bidder

Issue draft tender

Final tender response closing date

Issue final tender

Evaluation (2)

Contract Award (1)

Cont. Sig.

Unsuccessful bidder informed

Ongoing Work to Oct. 2010

Civil Servant lead dialogue supported by legal advisors and Commercial/Procurement Advisors

19 June		August	12 Sept	Nov	19 Jan	Feb	19 March	3 April	8 April	12 June	2 July
2008					**2009**						

Pros & Cons

Pros	Cons
Allows all bidders to fully understand the requirements	Can be time consuming and expensive
Ensures requirements are realistic and affordable	

Requirements - Where to Start?

- The starting point is not the technical specification

- What is the end to end scope?

- Stakeholders

Laying the Foundations

- Begin with a thorough review of the current situation

- Identify what works and what needs replacing

- Timelines

Doing Your Research

- You are in the right place to start

- Speak to vendors

- Keep an open mind

How to Write Specifications

- Use precise and unambiguous terminology with no jargon

- Output and outcome based not specific

- Adopt a threat based approach

The High Level Technical Specification

- Split the booklet from the process

- Divide the booklet into parts

- Personalisation process - volumes and service levels

Other Key Factors to Consider

- Security requirements of systems, premises & staff
- Audit (process, security, stock control)
- Business continuity/ disaster recovery

- Testing and type approval
- Quality assurance and control
- Transition
- Evaluation process

The Level Playing Field

- An open and fair procurement

- Attract bidders

- A secure passport at the right price

Thank you for your attention

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