

**PROJECT REF: HPBC10196**

**REQUEST FOR QUOTATION  
SPECIFICATION**

**PROJECT:  
CORPORATE DESKTOP ENCRYPTION &  
PORT CONTROL SOLUTION**

## **Organisation of this document and attachments**

This document contains the following sections:

1. Introduction and background information
2. Specification information for tender
3. Instructions for Quotations

There are also the following attachments to this document:

1. Supplier Evaluation Questionnaire
2. Instructions for quotation response
3. Quotation Return Label
4. Pricing Schedule (Appendix A)
5. Conditions of contract
6. Articles of agreement

### ***Purpose of this document***

High Peak Borough Council and Staffordshire Moorlands District Council are requesting quotations from potential suppliers for supply of products and / or services as detailed in the specification.

This is a procurement exercise conducted in accordance with the **Open Procedure** under the EC Consolidated Public Procurement Directive, as implemented by UK Public Contracts Regulations 2006.

## **1. INTRODUCTION AND BACKGROUND**

### **High Peak Borough Council**

The High Peak is situated within the Peak District at the north-western tip of Derbyshire and the East Midlands Region. Two-thirds of the Borough lies in the Peak District National Park and is an area of outstanding natural beauty. 93% of its population lives outside the Park, with the major population centres being around Glossop to the north and Buxton to the south.

The borough has a population of around 90,600 and covers 54,000 hectares. The Council was recognised as 'Excellent' in the 2007 Comprehensive Assessment Review and has held Beacon status in EMAS and Sustainable

Energy. In 2007 the council won the Local Government Chronicle's principal award, 'Council of the Year'.

The council employs approximately 300 staff based in and around three main office locations; Buxton, Chapel-en-le-Frith and Glossop.

A map of the borough can be found in the "high peak profile" document available at : [www.highpeak.gov.uk/aboutus](http://www.highpeak.gov.uk/aboutus)

### **Staffordshire Moorlands District Council**

The Staffordshire Moorlands District Council covers the whole northern part of the Staffordshire County. It has a population of around 94,500 and covers 220 sq miles. Much of the northern part of the district is within the Peak District National Park and is in an area of great natural beauty. The District Council was judged as 'Excellent' in the 2007 Comprehensive Performance Assessment review and we have held Beacon status in both Procurement and Partnership Working and recently been awarded Beacon status for Digital Inclusion. In 2008, the Audit Commission judged the Council as equal best in England for Use of Resources. The Council employs approximately 300 staff mainly in Leek.

The District has three major towns, Biddulph, Cheadle, and Leek. Leek, a market town of 20,000 inhabitants is the administrative centre of the District. Cheadle the most southerly town has a population of about 10,000 and Biddulph, in the north west and close to the Cheshire border, has approximately 20,000 inhabitants.

A map of the District can be found in the '*how to do business with the council*' document' and on the website [www.staffsmoorlands.gov.uk](http://www.staffsmoorlands.gov.uk)

## **2. SPECIFICATION**

### **CORPORATE DESKTOP ENCRYPTION & PORT CONTROL SOLUTION**

We require a centrally managed encryption, port control and removable media solution for our desktops.

The solution must provide the following key functional areas:

- Remote distribution and management of hard drive encryption for 150 laptops.
- Remote distribution and management of removable media control and policing (USB, CDROM, etc) for 430 desktops (laptops and PCs).
- 1 year support and maintenance for the proposed solution.
- Installation and skills transfer of the proposed solution.
- Documentation and handover of the proposed solution.
- Tailored on-site training for 3 attendees.

The pricing must be separated by the key functional areas.

### **3. INSTRUCTIONS & ATTACHMENTS**

There are also the following attachments to this document:

Supplier Evaluation Questionnaire

Pricing Schedule – Appendix A

Instructions for RFQ response

Information Return Label

All parts must be completed and returned by **16:00 hrs on Friday 30<sup>th</sup> July 2010**

#### **Returns must be completed as follows:**

Paper documents presented in A4 folder and an Electronic copy submitted on CD disc

Use HPBC return label

#### **For queries and related information please contact:**

Procurement Unit  
High Peak Borough Council  
Hayfield Road  
Chapel-en-le-Frith  
SK23 0QJ

Phone 0845 129 7777

Fax 01663 751 042

**e-mail:** [procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk)