

# Tier II and Tier III Registration Process

## Transforming Rehabilitation Programme

### Ministry of Justice

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#### OVERVIEW

There are a number of roles that potential providers may fulfil within the supply chain for the Rehabilitation Programme contracts. We have defined these roles as Tier I, Tier II and Tier III. Tier I potential providers will contract directly with the Ministry of Justice (MoJ) and should bid in accordance with the competition process. Details of this process can be found on the MoJ website: <http://www.justice.gov.uk/transforming-rehabilitation/competition>

Tier II and Tier III potential providers are those who would form part of the supply chain via sub-contracts for the services under the Rehabilitation Programme contracts or through the award of grant funding arrangements both with Tier I providers. We are running this registration process to enable visibility to Tier I potential providers of the range and diversity of Tier II and Tier III potential providers.

This document outlines the Tier II and Tier III registration process which MoJ is adopting in relation to Tier II and Tier III potential providers who are interested participating in the supply chain to deliver services under the Rehabilitation Programme. Registration will be via an online form, which is located on the MoJ website: <https://consult.justice.gov.uk/digital-communications/931f5f69>

Additional detail is included in MoJ's Principles of Competition document, which can also be found on the transforming rehabilitation area of the MoJ website.

Tier II and Tier III potential providers should ensure that they have carefully read and understood the below information prior to completing their registration form.

The information contained in this document is specifically addressed to Tier II and Tier III potential providers. It will be run in parallel to the Tier I competition and its related documents, but it does not form part of the competition.

The sections included within this document are:

1. **Purpose:** briefly outlines the purpose of the Rehabilitation Programme's Tier II and Tier III registration process.
2. **What is submitted:** summarises what is required from Tier II and Tier III potential providers when submitting a registration form
3. **Where is it used:** sets out when the MoJ intends to use the information supplied by Tier II and Tier III potential providers and how this relates to the Tier I competition.
4. **Important information:** summarises relevant important facts to be considered by Tier II and Tier III potential providers registering, including important limitations on this process.

It should be noted, for the avoidance of doubt, that the MoJ are not running a separate competition process for Tier II and Tier III potential providers. No contracts will be directly awarded to any Tier II or Tier III potential providers through this registration process. Any contracts awarded will be a matter for Tier I providers.

Furthermore, the Registration Process for Tier II and Tier III potential providers is voluntary. Use of the registration database or entry into a contract with any organisation on the registration database is optional for Tier I potential providers.

### 1. PURPOSE

- MoJ has planned the registration process in order to maximise, as far as is possible, the opportunities for Tier II and Tier III potential providers to be involved in the Rehabilitation Programme and its resultant supply chain.
- The intention is to create a database of Tier II and Tier III potential providers setting out the services they provide and the geographical spread of those services. This data will be shared with Tier I potential providers following the Pre-Qualification Questionnaire (PQQ) phase of the Tier I competition.
- It is expected that bidders will engage with Tier II and Tier III potential providers during the remainder of the Tier I competition to finalise their supply chain proposals.
- Please note that the registration process is a separate process to the Prior Information Notice registration process previously completed by interested potential providers. Any potential providers who previously submitted information will therefore need to submit the new registration form to be included on the Tier II and Tier III registration database.
- Tier I potential providers will be precluded from entering into exclusivity deals with any Tier II or Tier III potential providers that are registered via this process.
- It is intended that Tier I potential providers will be required to use an Industry Standard Partnering Agreement (“ISPA”) when entering into contracts with any Tier II or Tier III potential provider to subcontract any of the services under the Rehabilitation Programme. The MoJ is currently developing this industry standard agreement.

### 2. WHAT IS SUBMITTED

MoJ are asking Tier II and Tier III potential providers to supply details about their organisation, their geographic focus and their capabilities.

Those potential providers who responded to the Prior Information Notice registration process will find that many of the fields specified are similar, however additional fields have been added for this registration process.

Information required within the online form includes:

- Name of organisation - with contact information, address and details of key individuals;
- Services that are currently provided in the sphere of offender management and rehabilitation;
- Location of current service provision;
- Comments on any existing plans for expansion; and
- Consent for the information submitted in the registration process to be shared.

### 3. WHERE IS IT USED

MoJ intends to use the information submitted via the registration process throughout the procurement process to support Tier I potential providers in establishing the most effective supply chain possible.

Tier I potential providers will have access to this data via the Tier I competition data room. It is our intention to allow Tier II and Tier III potential providers to have access to the database via the MoJ website, subject to Data Protection Act controls. Our aim is to provide the best opportunity for a broad range of providers to form cohesive and workable supply chains.

Tier I potential providers will be expected to contact registered Tier II and Tier III potential providers directly where they wish to explore opportunities for inclusion within their proposed supply chain.

The MoJ will not continue to keep this database available following conclusion of the Tier I competition.

### 4. IMPORTANT INFORMATION

Whilst the registration process has been designed with the express purpose of widening the opportunities for Tier II and III potential providers, it should be recognised that the process has limitations.

In particular, potential providers should ensure that they understand that:

- MoJ will not be promoting or warranting the performance of Tier II and Tier III potential providers registering through this process. Organisations looking to partner with those potential providers which they have identified through the registration process should therefore conduct their own due diligence as appropriate; and
- The submission of a registration form to the MoJ or inclusion on the registration database does not guarantee any Tier II or Tier III potential providers any contract for delivery of services or any minimum volume or income. It will remain the sole responsibility of any Tier I, Tier II or Tier III potential provider to create partnerships and market their services to potential partners.