

SPECIFICATION:

Contract Name: ECITB Card Production (CCNSG)

Contract Reference: P2606-1

DRAFT

Contents

1.	Introduction.....	3
1.1	About the ECITB	3
2.	Background.....	3
3.	Scope of the Contract.....	3
4.	Requirements	4
	Detailed Requirements	4
	Mandatory Requirements.....	5
6.	Contract Management and Review.....	7
7.	Insurance	8
8.	Environment and Sustainability	8
9.	Health and Safety	8
10.	Equity, Diversity and Inclusion.....	9
11.	Security	9
12.	Data Protection and Confidentiality	9
13.	Contract Type and Duration.....	10

1. Introduction

1.1 About the ECITB

The Engineering Construction Industry Training Board (ECITB) is the employer-led skills, standards and qualifications body for the development of the engineering construction workforce of Great Britain. An arms-length body of the UK Government, the ECITB reports to the Department for Education. Our vision is a trailblazing Engineering Construction Industry where critical infrastructure, energy security and net zero ambitions are achieved.

The ECITB works with employers and training providers to attract, develop and qualify the engineering construction workforce in a wide range of craft, technical and professional disciplines. We invest about £28 million each year to support skills development within the industry.

More information about the ECITB can be found here: [What is the ECITB? - ECITB](#)

2. Background

ECITB issues a range of workforce cards across several of its schemes, including CCNSG, LaTS, IHSP and ICE. Reflecting the heightened national focus on fraud prevention and ECITB's commitment to the integrity of its schemes, ECITB is reviewing the fraud resistance of these cards, covering both the physical cards themselves and the means by which they are verified.

3. Scope of the Contract

This contract is for the provision of fraud-resistant card solutions across ECITB's CCNSG, LaTS, IHSP and ICE schemes, spanning both physical and digital cards, delivered through a single supplier. The solution should meet the fraud-resistance criteria set out in the Requirements section below. ECITB welcomes solutions that make use of its existing systems where possible, including Creatio and Credly, as well as alternative approaches.

The following indicative annual volumes of each card are provided to help suppliers understand the scale of the requirement. Figures below are approximate and should not be taken as guaranteed. There are currently 9 different card templates. Card templates may be added to and/or potentially removed.

	Card template	Approx annual numbers
1	CCNSG National	25,000 – 27,000
2	CCNSG LaTS	700 - 800
3	ECITB LaTS	500 - 600
	Total physical cards	26,000 – 28,000

The following are likely to be digital cards only:

	Card template	Approx annual numbers
4	IHSP Advanced	3200*
5	IHSP Leader	300*
6	ICE Level 1	50*
7	ICE Level 2	300*
8	ICE Level 3	100*
9	ICE Level 4	50*

* Digital only

4. Requirements

Detailed Requirements

Expected Outcomes

ECITB requires fraud-resistant card solutions across its CCNSG, LaTS, IHSP and ICE schemes, covering both physical and digital cards. The supplier will deliver cards, and the means to verify them, that are resistant to forgery and misuse and that allow a card's validity to be confirmed reliably.

ECITB is seeking to consider a range of options for improving the fraud resistance of its cards, rather than a single predetermined solution. The level of fraud resistance should be proportionate to the risk of each scheme, recognising that the schemes differ in volume, profile and exposure. ECITB will balance the level of fraud resistance against the associated commercial and cost implications, to ensure that investment in card security represents value for money and that ECITB can maximise the funding available to train the engineering construction workforce. Suppliers are encouraged, where possible, to present options at different levels of fraud resistance and cost.

ECITB operates an online certification checker within its Creatio system, used to confirm the certification held by cardholders. Integration with this checker is required, so that card verification draws on ECITB's existing certification data rather than duplicating it. ECITB also uses Credly for digital credentialing. Solutions that make effective use of these existing systems are welcomed, alongside any additional capabilities the supplier proposes.

The supplier's solution will achieve the following:

1. **Physical security** — Physical cards incorporate security features that make forgery and tampering difficult (for example, holographic or optically variable features, secure materials, or comparable measures).
2. **Online verification** - A card's validity can be confirmed in real time through an online check, using a unique identifier held on the card. The solution must integrate with ECITB's existing online certification checker in Creatio.

3. **Secure, dynamic verification** — Verification relies on a secure, dynamic method rather than a static printed code that can be copied. (*Minimum standard: static QR codes alone are not acceptable.*)
4. **Digital cards** — A digital version of the card is available alongside or in place of the physical card.
5. **Auditable security** — The security features of the solution are documented, so that ECITB can evidence the measures in place. (*Minimum standard.*)
6. **Fulfilment-** For CCNSG and LaTS cards, the solution must provide flexible and adaptable fulfilment of the physical card, including posting to individual cardholders and the ability to collate and post cards in bulk to an employer. The majority of these cards are issued within the UK, with a small proportion sent overseas. For overseas cards, and for all IHSP and ICE cards, a digital-only card is acceptable.

Overall Performance Measures

At this stage ECITB is defining the outcomes the solution must achieve. Detailed performance measures, including how the solution's performance will be monitored and reported, will be developed as the requirement progresses.

Mandatory Requirements

In addition to the outcomes above, the following are mandatory requirements of this contract. Suppliers must demonstrate compliance, and equivalent standards or accreditations will be accepted where relevant.

- **Secure handling of cardholder data** - The supplier must handle all personal and cardholder data securely and in line with ECITB's data protection requirements (see Data Protection section).
- **Continuity of card issuance** - The supplier must be able to maintain continuous card production and issuance without interruption to the schemes.
- **Transition and exit** - The supplier must support an orderly transition of card production and associated data, both at the start of the contract and at its end.

Proposed Tender Process

The ECITB will most likely be following an **Above Threshold Open tender process** for this procurement.

The **Draft Procurement timetable** is as follows:

Tender Stage	Dates
PreMarket Engagement Commences	17-Jun-26
PreMarket Engagement Closes	14-Jul-26
ITT Issue	17-Jul-26
ITT Bidder Clarifications deadline	11-Aug-26
ITT Return	17-Aug-26
Evaluation & Moderation Stage	18/08/2026 - 07/09/2026
Issue Contract Award Notice	09-Sep-26
Standstill Period Ends	18-Sep-26
Contract Award and Board approvals:	23-Sep-26
Implementation/Mobilisation:	23-Sep-26
Contract go live:	26-Nov-26

Please note, this timetable is indicative at this stage and may be subject to change.

5. Service Levels and Key Performance Indicators (KPIs)

To be developed.

The following Key Performance Indicators will apply to this contract:

KPI	Target	Reporting Frequency
[Insert KPI]	[Insert target]	[monthly/weekly/at milestone X]

The following Service Level Agreement will apply to this contract:

To be developed

Service Area	Service Standard / Requirement	Target	Reporting Frequency
[Insert Service Area]	[Insert description of required standard or performance measure]	[Insert target]	[monthly/weekly/at milestone X]

6. Contract Management and Review

To be developed

Meetings and Progress Review

- An initial contract commencement meeting will be held at the start of the contract to review timelines, roles, deliverables, and other topics relevant to the project.
- [Insert frequency] contract management meetings will be held [online/face to face] during the contract implementation phase moving to [Insert frequency] during delivery.
- [Other information]

Reporting Requirements

- A report of the [describe the report(s) and data required] should be provided on a [weekly/monthly/at milestone X] basis in the format agreed during contract commencement. This should be written in a clear, concise, manner to support the ECITB review and validate the [information shared / progress/etc.].
- A final project report, including [detail requirements] is required by [stage/date/etc].

7. Insurance

The Supplier must hold the following **insurances at the minimum limitation values stated** from commencement of the agreement and for the duration of agreement thereafter:

- Employer's Liability Insurance - £5m
- Public Liability Insurance - £ 5m
- [Others – please update] **To be developed**

8. Environment and Sustainability

The Supplier should adhere to any relevant ECITB Environmental and Sustainability policies as required. Copies can be provided on request.

ECITB wishes to understand the environmental impact of the materials used to produce its physical cards. The Supplier should set out the material options available for the physical cards, including the decomposition rates of those materials and any alternative or lower-impact options it is able to offer.

The Supplier should also describe the environmental and sustainability policies it has in place relating to the reduction of carbon, water and resource use, and to the long-term environmental impact of the materials and services used in the provision of this contract.

9. Health and Safety

As a minimum, suppliers should have a written **Health and Safety Policy** that complies with current legislative requirements (if applicable, i.e. your organisation has less than 5 employees this does not need to be provided).

Suppliers should not have been prosecuted for contravention of the Health & Safety at Work Act 1974 or equivalent national legislation or been the subject of a formal investigation by the Health and Safety Executive or similar body charged with improving health and safety standards.

To be further developed.

10. Equity, Diversity and Inclusion

As a minimum, the Supplier should have in place current **Equity, Diversity and Inclusion Policy/ies (ED&I)** that comply with current legislative requirements.

11. Security

As a minimum, the Supplier should hold a current **Cyber Essential certificate** (or equivalent).

12. Data Protection and Confidentiality

Data Protection

The Supplier must comply with all applicable data protection legislation in force from time to time in the United Kingdom, including (but not limited to) the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and any subsequent amendments or related legislation (together referred to as "Data Protection Legislation").

Where the Supplier processes any **Personal Data** on behalf of the Authority (the ECITB), the Supplier shall:

[Information required, please update]

Confidentiality

The Supplier shall treat as **confidential** all information, data, documents, or materials (in any format) provided by or relating to the ECITB, its personnel, or its stakeholders. Such information must not be disclosed to any third party or used for any purpose other than the performance of the contract, unless required by law or with the ECITB's prior written consent.

The confidentiality obligation shall:

- Continue throughout the term of the contract and for a period of **[X years – typically 3 to 5]** after its termination or expiry.

- Apply equally to subcontractors, agents, and personnel engaged by the Supplier, who must also be bound by equivalent confidentiality obligations.

The Supplier must notify the ECITB immediately of any actual or suspected unauthorised disclosure, loss, or misuse of confidential information.

13. Contract Type and Duration

The contract will be for an initial term of **2 years (suggested)** with two (2) optional one (1) **year extensions**. Deliverables for the project including milestones and key timelines are as detailed within this specification.

The Supplier must agree to contract under the ECITB Service Agreement shared as part of the Procurement Pack.

Pricing will be **[fixed, indexed etc.]** for the duration of the agreement.

To be finalised post PME.

Authorisation to publish final Specification version

As Sponsor for this procurement, I agree to the content of this specification and hereby confirm it is approved to proceed to a final version

Sponsor Name:

Date:

Signature: