

Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation

**Subject: Impact of EPSRC's investment in Industrial Cooperative
Awards in Science & Engineering (ICASE)**

Sourcing Reference Number: CR18121



UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Version 3.3

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation, Polaris House, Swindon, SN2 1FL
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£50,000.00 (excluding VAT)
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	10/08/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	23/08/2018 11.00am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	24/08/2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	07/09/2018 14.00pm
3.10	Date/time Bidders should be available if clarifications are required	04/09/2018-05/09/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	13/09/2018
3.12	Anticipated Award date	13/09/2018
3.13	Anticipated Contract Start date	17/09/2018
3.14	Anticipated Contract End date	31/03/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

The Engineering and Physical Sciences Research Council (EPSRC), part of UK Research and Innovation (UKRI), wishes to commission a study to explore the value and impact of ICASE awards that EPSRC has funded over the last 10 years. A key aspect of the study will be to quantify the economic impact of the awards and to capture the wider impacts, including scientific and societal.

Background:

ICASE studentships are one of three ways in which EPSRC approaches student training, these three ways are:

- [ICASE](#) - Industrial CASE provides funding for PhD studentships where businesses take the lead in arranging projects with an academic partner of their choice. The approach taken is unique to EPSRC; operating through a voucher based system empowering partners to select projects.
- [Doctoral Training Partnership](#) - Each year EPSRC awards four-year Doctoral Training Partnerships (DTP), formally known as DTG or DTA, to institutions based on their research grant income.
- [Centres for Doctoral Training \(CDTs\)](#) - EPSRC-funded centres bring together diverse areas of expertise to train engineers and scientists. They aim to create new working cultures, build relationships between teams in universities and forge lasting links with industry.

ICASE is not the only route for collaborative PhD training, however it provides a mechanism for companies to strategically allocate students in areas that are important to the business, both in terms of long term skills need but also in critical technologies. It also affords businesses to strengthen strategic relationships with universities and create new ones.

ICASE Objectives

1. To encourage productive engagement between partners who benefit from a motivated, high-quality PhD student undertaking fundamental user inspired research relevant to the organisation's priorities and objectives.
2. To provide opportunities to explore novel research collaborations and strengthen current partnerships.
3. To provide outstanding students with access to training, facilities and expertise not available in an academic setting alone.
4. To allow students to benefit from a diversity of experimental approaches with an applied/translational dimension
5. To enable students with an opportunity to develop a range of valuable skills and significantly enhance their future employability; many will become research leaders of the future.
6. To provide students with the experience of working in a company setting to provide a unique experience in preparation for employment.

Allocation of ICASE awards

EPSRC allocate awards directly to businesses, primarily using an algorithm based on financial contributions to EPSRC-funded research.

To be an Industrial CASE sponsor, companies must have an established UK-based research and/or commercial production capability.

A company allocated an award defines a research project and picks an academic partner. Once the arrangements for the project have been agreed between the company and research organisation, they can recruit a student. The projects should be aligned to company need and could be exploratory in nature or linked to longer term business plans.

Companies may place these studentships with any Research Organisation that also receives [Doctoral Training Partnership](#) funding from EPSRC.

EPSRC allocates up to 200 students per year through ICASE awards and has run the scheme for over 10 years, however EPSRC has not undertaken any structured formal review to assess the benefits of ICASE. Therefore this review will provide robust evidence on the impact of ICASE to support sustained investment in the scheme.

There are well-documented challenges associated with assessing the impact of research and research related training investments, for example:

- Time lags to impact
- Identifying suitable counterfactuals
- Attribution of impacts to specific investments
- Measuring and valuing knowledge

Bidders will be expected to explain how they will address such issues within the context of this study.

2. Aims and Objectives of the Project

EPSRC wishes to understand the impact that ICASE studentships have had on building skills and the talent pipeline for economic prosperity. We want to understand the benefits of a flexible 'business driven' approach to training, and to businesses and the value that it adds to the EPSRC training portfolio. We would like have robust evidence to demonstrate the various impacts from the ICASE investments over the last decade. Examples of impact include but not limited to, economic impacts, value of the project to the different stakeholders (including students), and impact on society, health and environment.

The data and information generated through this study will inform decisions on future investments, and provide robust evidence to support future doctoral training and to demonstrate the value of these investments.

Therefore, the key question that we would like the study to address is:

What has been the impact of EPSRC's ICASE investments? In order to answer this, the study should provide quantitative and qualitative data addressing the following questions:

1. Impact of ICASE funding on capacity building; training the next generation

- How has the ICASE contributed to skills training?
- What is its contribution to EPSRC's training portfolio?
- What is its contribution to wider and specialist skills generation (for example networking, business awareness, strategy development, product development, market feasibility etc.)
- What are the next destinations (and future career paths) of students funded through the ICASE scheme?
- How has the ICASE enabled exchanges between academia and industry (secondments, placements, internships) and what has the outcome of these been?

2. Impact of the ICASE in generating scientific value

- What technical and scientific advances has the ICASE scheme enabled?
- What effect has the ICASE scheme had on the research landscape, for example facilitating research collaborations between different disciplines and sectors?
- What new/strengthened relationships and collaborations have developed as a result of ICASE funding?

3. Economic impact

- Which sectors have benefitted from the research that has been enabled by the ICASE scheme and how?
- What is the value of the ICASE scheme to businesses (business growth, strategies and policies and competitiveness)?
- What is the economic value of the ICASE projects (cost saving and increased turnover, profit and exports)?
- What impact has the ICASE funding had on innovation, for example, spin- offs, development of innovation clusters, use by business for innovation, patents.

- Has ICASE funding seeded significant strategic research growth in a region /institution/sector?
- What additional contributions have been leveraged through the ICASE funding and from which sources?

4. Societal impact

- How has the ICASE scheme helped in addressing key societal challenges such as health, energy, sustainability, environment etc.?
- How has the ICASE scheme contributed to the EPSRC 2016-2020 Delivery Plan1 Outcomes of contributing to a Healthy, Productive, Connected and Resilient Nation?
- What is the contribution of ICASE students to science communication and outreach?

3. Methodology

By using a combination of benefits identified (through the questions posed above), we hope that it will be possible to derive some indicative figures for the benefits to stakeholders including business, universities, students and the UK.

The bidders are expected to suggest methodologies which they will adopt to progress the study. In doing so, this study should follow government guidance on evaluations as outlined in the Magenta book which is a complementary guidance to the H.M.Treasury Green Book Magenta Book:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/220542/magenta_book_combined.pdf

Green Book:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/685903/The_Green_Book.pdf

Outcomes:

The outcomes of the study will include:

- Enhanced understanding of the impact and economic value and wider benefits of investment in doctoral training through the ICASE scheme
- Evidence for use in cases for future investments and strategies for doctoral training.
- Understanding of the ecosystem created by the ICASE funding.

EPSRC grants data will be made available, including institutions, Principal investigators, and business partners. Some 'outcomes' data is available from researchfish ®, the

Research Councils outcomes collection system, including information on collaborators, tools and techniques developed, IP/Spin outs publications, further funding etc.

We anticipate the need for further collection of information over the course of this study, but would expect this to take account of what is already available, and to be designed to minimise any additional burden on researchers, students and business partners.

Project board

The project will take inputs from a project board which will have representatives from relevant EPSRC teams and two selected businesses (external).

4. Deliverables

Interaction with the study provider:

We expect the vendor to work closely with EPSRC and the project board to develop the approaches and methods by which the questions posed in the study could be answered.

Progress will be monitored through fortnightly phone/email updates and monthly highlight reports.

Deliverables:

- Datasets gathered as a result of the exercise
- Case studies or any other qualitative outputs generated
- Possible approaches/metrics to quantifying the economic value of investment in the ICASE scheme
- Report (non-glossy) summarising the findings of the study
- Data

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	40%
Quality	PROJ1.2	Staff to Deliver	10%

Quality	PROJ1.3	Understanding the Environment	20%
Quality	PROJ1.4	Project Plan and Timescales	10%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's Ⓜ

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.41 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.42 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)