Invitation to Quote

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

Subject UK SBS EU SST 3SST2016-17 Effective Sensor Cross Cueing and Tasking Study

Sourcing reference number CR18100

Version: 3.3

Table of Contents

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 UK Research and Innovation

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 (UKRI) Polaris House Swindon SN2 1FL
	Buyer name	Becky Eldridge
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£80,000.00 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 will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	18th July 2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	27th July 2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	30th July 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	1st August 2018 14:00
3.11	Anticipated notification date of successful and unsuccessful Bids	6th August 2018
3.12	Anticipated Award date	8th August 2018
3.13	Anticipated Contract Start date	9th August 2018
3.14	Anticipated Contract End date	16th March 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

Science and Technologies Facilities Council (STFC), Rutherford Appleton Laboratory (RAL), RAL Space

The Science and Technology Facilities Council (STFC) is one of seven research councils in the UK. The research councils form part of UK government and report to the Department for Business Energy and Industrial Strategy (BEIS). Compared to the other research councils, we are unique in that we run major science programmes using our own research capability and act in support of the major UK physical science facilities, as a result we are able to offer unique access to world-class science expertise and facilities to UK industry and other government agency customers. With headquarters in Swindon located alongside the other research councils, the major sites that STFC operates are:

- Rutherford Appleton Laboratory (RAL), Oxfordshire;
- Chilbolton Observatory, Hampshire;
- Daresbury Laboratory, Cheshire;
- UK Astronomy Technology Centre, Edinburgh.

RAL Space at the Rutherford Appleton Laboratory (RAL) carries out an exciting range of world-class space research and technology development. With significant involvement in over 210 space missions, we are at the very forefront of UK space research. Our expertise covers a wide range of disciplines including; astronomy, solar physics, planetary physics, fundamental physics, earth observation, atmospheric chemistry and radio propagation. Our engineering disciplines include space electronics, detector systems, thermal and mechanical engineering, optics design, software engineering and e-Science.

Our 240 staff are dedicated to supporting the programmes of the STFC and the Natural Environment Research Council (NERC), as well as undertaking a large number of space projects for UK and overseas agencies, universities and industrial companies. We work closely alongside the UK Space Agency who co-ordinate UK civil space activities.

We undertake world-leading space research and Earth observation research and technology development, provide space test and ground-based facilities, design and build instruments, analyse and process data and operate S- and X-band ground-station facilities, as well as lead conceptual studies for future missions. We work with space and ground-based groups around the world.

Background

The EU SST Support Framework (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0541) is implemented by the EU SST Consortium in order to develop a European SST capability which consists of three functions: sensor function, processing function and service function. In order to establish, operate, and evolve the three functions, there are two incremental projects funded by the Galileo, Copernicus and H2020 programmes. These are 1SST2016-17 (C&G) and 2-3SST2016-17 (H2020).

The 2-3SST2016-17 project consists of two parts: Part I and Part II. Part I (WPs 1-6) covers 2SST2016-17 activities and Part II (WPs 7-9) covers 3SST2016-17 activities. Within STFC, the project 2-3SST201617 is split into 2SST2016-17 and 3SST2016-17 projects and it has been agreed with UKSA to have two separate contracts to cover those. This ITQ relates to the 3SST2016-17 contract.

The 3SST2016-17 is a strategically important project for STFC RAL Space and UK (via UK Space Agency and UK Ministry of Defence) with key milestones which must be met if UK is to achieve its objectives and deliver its commitments in this international programme. The UK Government (with the UK Space Agency [UKSA] leading) is coordinating UK's activities. STFC has a subcontract with UKSA to provide, along with other UKSA subcontractors, support to Work Packages 1, 8 and 9 within 3SST2016-17.

3SST201617 EU SST objectives and aims

The objective of the Part II of 2-3SST2016-17 is to continue to support the SST evolution needs in line with the objectives and challenges of Horizon 2020 related to protecting Europe´s investment made in space infrastructure. This will be performed by the improvement of the EUSST functions and capabilities, in accordance with the Action Plan outlined in the EUSST Framework Partnership Agreement, as well as to continue the trade-off of future EUSST architecture and the upgrade or renewal of identified sensors (radars, telescopes and laser stations) controlled by the EUSST Consortium Member States.

Five EU Member States have formed a Consortium in order to bid for, and carry out, the tasks required to fulfil the EU SST Framework. These member States are the UK, Germany, France, Italy and Spain with the EU Satellite Centre (SatCen) providing additional capabilities.

The UK participation in the EU SST Framework is led by UKSA which is the UK Beneficiary to the Grant Agreement. The other UK participants are the MoD (as a Linked Third Party); together with STFC, Dstl and other entities who are all Third Party Subcontractors within the Grant Agreements and who are also subcontractors to UKSA.

There are three technical Work Packages in the 3SST201617 Project (7, 8 and 9). STFC co-ordinates a number of R&D activities (these are explicitly identified in the 2-3SST2016-17 proposal and 3SST2015 Deliverable D5.2) to ensure that these are carried out as specified with respect to task scope, timeline and budget. STFC will also be undertaking several technical R&D activities. Some of these technical activities will be facilitated by external subcontractors (competitive tenders). This tender is concerned with support to an R&D study which will be carried out in WP8 "Studies on Sensor and Processing Capabilities ".

Effective Sensor Cross Cueing and Tasking Study

During 3SST2015 a detailed document was developed and delivered "3SST2015 - D5.2 - Report of R&D Plan and Studies (including D5.4 Yearly Funding Plan)" with the final version at v1.9, dated 30th November 2017 and approved by Steering Committee (STC). This defined a research programme for EU SST within which the Grant Agreement made some

modest changes. For contractual purposes, the Grant Agreement has precedent, but 3SST2015 D5.2 contains the technical details and some programmatic information. For this task the key points to note from 3SST2015 D5.2 are:-

Short Description	Study on the optimisation of cross cueing sensors and intelligent tasking
Technical Description	Evaluate sensor tasking and cross cueing techniques with the potential of new methods. Analyse their effectiveness and robustness, both quantitatively (via the use of simulations techniques such as Monte Carlo), and qualitatively (e.g. security impacts)
Expected Outcomes & Benefits	Better understanding of how to cross cue and task EU sensors. This will lead to greater and more accurate SST information which will benefit EU end users
External Dependencies	None
Key Milestones	Final Report
Assumptions	EU-SST sensors are networked and jointly tasked.
Additional Notes	Top level work, with selected sub-contracts that are harmonised with this. Links to task 1-20

Lead MS	Other MS Collaborators	DE	ES	FR	IT	UK	SC	Con
UK	Consortium working group					100%		

This is modified by:-

- Consultation with WP8 member States and wider 2-3SST2016-17 working groups.

ITQ Content

This document defines and clarifies and the work to be undertaken and includes clearly defined work packages to be undertaken by a single dedicated contractor and enable coordination of the work with other EU-SST work packages and Member States (MS) to ensure alignment of thinking and shared experiences and deliver best value.

Aims and Objectives

The aim of this tender is to contribute to the EU SST WP 8 by delivering the "Effective Sensor Cross Cueing and Tasking Study".

The key aims of the study are:

a) Determine what are the quantifiable benefits of cross cueing to overall system performance[1];

b) Understand the best strategies[2] to optimise cross cueing[3] ;

c) Understanding what goal functions are most beneficial to use when trying to maintain a catalogue (e.g. mean catalogue uncertainty across whole population, explicit custody of crucial targets of interest, covariance thresholds on certain orbital parameters, etc.) to inform future cataloguing needs and identify choke points that should be relived in the design phase;

d) Understand how the system optimisation might vary if used with 3rd party data[4] (either to enhance it or utilise it);

e) Understand the benefits of agile tasking to avoid weather and other sensor constraints (eg. availability);

f) Understand the risks and impact on security. Risks to a more connected system through infiltration and spoofing. Impact to system level performance caused by possible security protocols (procedural and cyber/electronic/firewalls etc.).

It is understood that the task definition is wide, this is deliberate so as not to constrain solution ideas and proposals. However, some ideas are presented below to help guide the study. These are illustrative and their further expansion, editing and interpretation are encouraged by the bidder.

[2] The key benefit lies in the strategy identification and optimisation task, rather than in the modelling of sensor and processing performances in great detail.
[3] In this study the term "cross cueing" is taken to be a range of coordinated actions: from the simultaneous observation of an object for improved accuracy, sequential (hand-off) observations through to obtain more time-separated observations designed to minimise object track age for minimised predictive error. This is mainly tracking sensors used to support the cataloguing mission of a surveillance architecture and maintain custody.
[4] This is predicated on the possibility of enhancing US data or using that as a baseline to be improved for EU objects of interest. since we have the date/time that a TLE was generated, we can assess its age and hence confidence/accuracy. The approach might have utility with new/lost tracks, uncooperative manoeuvring objects and unpredictable v.LEO/re-entry predictions.

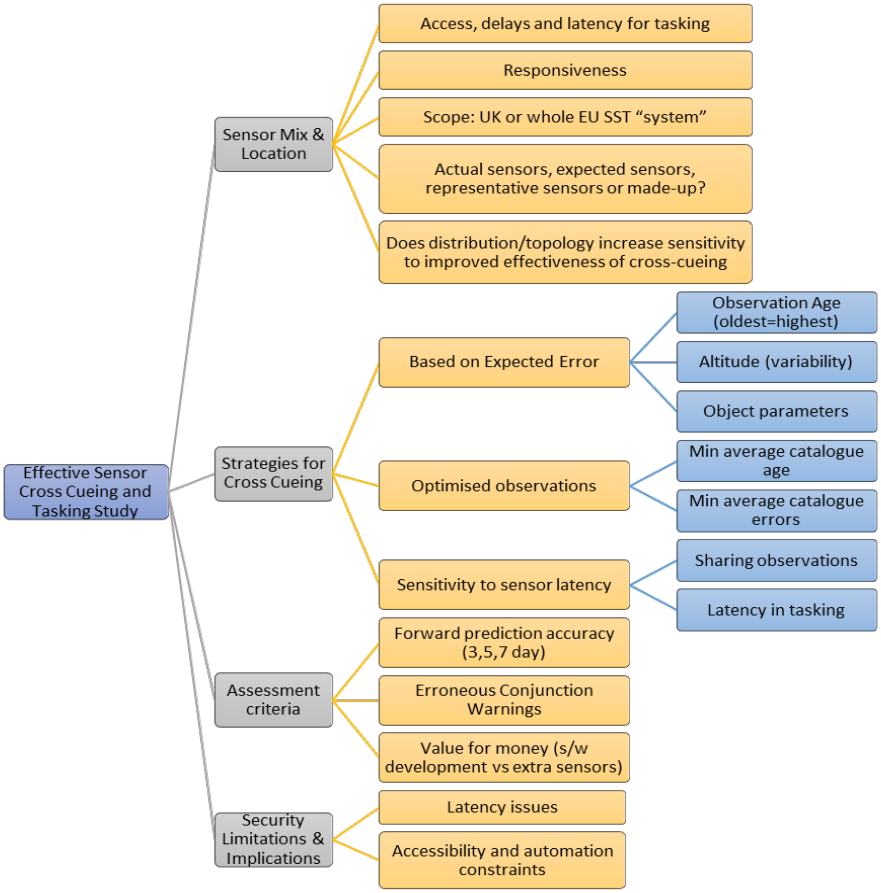


Figure 1. Initial Mind Map of issues

Requirement

Study Technical Requirements

SOW_T1-11_001 The study shall define a representative EU system architecture with defined sensors and processing assumptions.

The EU SST system architecture is still being developed and there are several cost options being considered. The intent of this requirement is to select an architecture that includes sufficient of the sensors and an assumed processing capability to be representative of a possible final design. Inputs are anticipated from WP7.

SOW_T1-11_002 These shall be capable of adjustment to represent different approaches to processing and cross cueing**.**

*It is assumed that the model will define such features in terms of dependency, latency and accuracy etc. With the capability to modify representative values to explore their effects on overall system behaviour**.***

SOW_T1-11_003 The study shall define a baseline (simple) approach for processing and cross cueing and a reasonable number of different approaches through which to investigate and quantify the benefits.

SOW_T1-11_004 The study shall propose and agree a set of metrics to best assess overall system performance.

This is predicated on judging the overall performance of the system (sensor, processing & network) against a range of possible user needs and tasks.

SOW_T1-11_005 These shall be defined in the proposal and agreed at kick-off. The goal is not to not to predict absolute performance, but the relative (quantifiable) improvements that different strategies achieve.

SOW_T1-11_006 The analysis should be centred around a simulation merging sensors with a modest (reduced) population of debris objects in order to extract indicative levels of performance.

Previous work has shown that a 10% sample of the known population is usually sufficient to quantitatively assess the relative merits of different architectures.
There are a wide range of possible conditions, constraints and assumptions for such a simulation, the initial work will focus on establishing a reasonable set of criteria and (where possible) actual performances.

SOW_T1-11_007 A reasonable selection of known sensors shall be used allowing the simulation to explore the effectiveness of cross cueing given a range of practical limitations.

The goal of this work is not to develop or explore multiple architectures but to show how different cross-curing strategies can obtain better performance from a defined architecture.

SOW_T1-11_008 Practical limitations shall include, but are not be limited to:- Multiple optical sensors limited by Solar Aspect Angles convolved with access/passes across radar sensors.

SOW_T1-11_009 Emperies prediction accuracy and its effects on tasking shall also be considered.

SOW_T1-11_010 The contractor shall propose an initial selection of optimisation strategies for investigation in their proposal.

There are a wide range of possible strategies for cross cueing, depending on what is to be optimised. The analysis should separate the apriori knowledge (e.g. Time since an object's last observation) with deterministic outcomes after such observations are planned. The latency in processing and tasking delays (e.g. One night's observations planned 24hrs ahead) will result in limitations, but the simulation should help to show how significant these are and where there might be clear "break points" in performance. This is not about knowing the predicted performance to many decimal places but more about comparing strategies and understanding limitations and constraints in the overall process.

SOW_T1-11_011 The effectiveness of cross cueing shall be assessed by measures that relates to the real usage of the information.

Some possible ideas are outlined in Figure 1. It is likely that outputs might also assess a distribution of objects, with some rarely seen. For an object in an uncrowded orbit, less frequent observations could reasonably be traded for busier orbits where the conjunction

probabilities were higher. This may to the previous studies that have considered overall collision reduction probabilities as their optimisation goal.

SOW_T1-11_012 A trade-off shall be conducted to identify and quantify the most effective cross cueing strategy and any related draw-backs or issues.

SOW_T1-11_013 Generic security threats to the system shall be assessed at a high level to evaluate the effect of reasonable security precautions.

Security is a key part of a future system, given the need to ensure data from other sensors is processed and released quickly, implies long latencies reducing the effectiveness of cross cueing. Additionally, the ability to task "automatically" with direct access to other Member State sensors raises cyber security issues that may reduce effectiveness. Understanding the scale of these issues is key as it may drive operating modes, staffing and hence costs (eg. A manual check might delay tasking for a few minutes during the working day, but up to 12hrs over-night assuming the facility doesn't operate a night shift).

SOW_T1-11_014 The boundaries, constraints and options for the simulation shall be reviewed and agreed at a Definition review meeting.

It is important that the direction and depth of analysis is clear to the Contractor before the works starts in order to manage expectations of everyone concerned.

SOW_T1-11_015 Following an initial assessment, the Contactor shall propose additional strategies and refinements for review at an Interim Review Meeting**.**

This step is included to enable new areas to be explored and any fresh suggestions compared as understanding of the model and its sensitivities improves.

SOW_T1-11_016 The Contractor shall hold a Definition Review Meeting to present a detailed assessment of the modelling, its options and their recommendations for agreement with STFC.

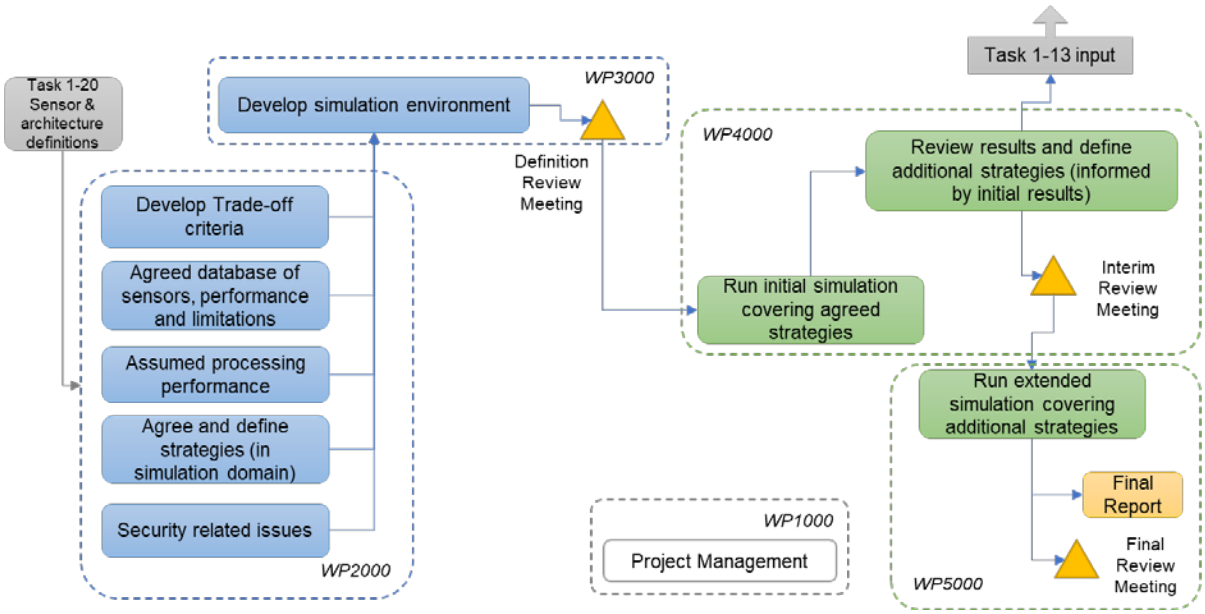
SOW_T1-11_017 The Contractor shall hold an Initial Review Meeting to present the initial results and make informed suggestion on improved strategies, identify bottlenecks and any other issues for agreement with STFC.

SOW_T1-11_018 The Contractor shall hold a Final Review Meeting to present the final results and recommendations.

SOW_T1-11_019 Comments on key deliverables shall be managed by RIDs presented in spreadsheet (matrix) format.

Study Plan

A Study Plan is summarised below to illustrate how the task might be combined. However, the contractor is free to propose alternate arrangements. The contractor is encouraged to submit a Study Plan building on and developing on the study plan below.



Work Breakdown Structure

Five work packages have been used to define the work in this SoW. The Contactor may use these or propose an alternative breakdown covering the same issues.

The link to Task 1-20 (Detailed trade-off performance studies) notes the external dependency on the provision of information on expected architectures and sensors form Task 1-20. This will be supplied as CFI to the contractor, in the event that Task 1-20 does not progress as quickly or effectively as expected, STFC will draft an input based on the progress of Task 1-20 at that time, merged with additional suggestions based on the knowledge of the wider EU/UK SST teams.

The UK contractor shall quote for this work, with a modest set of schedule assumptions to allow for modest delay in external inputs.

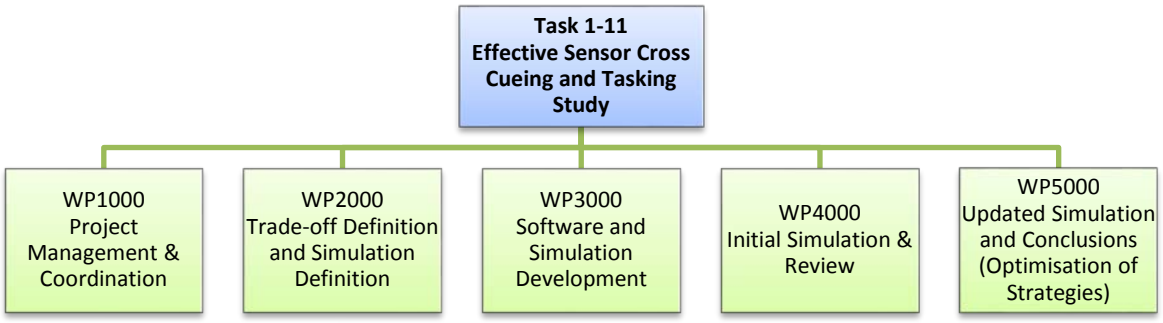


Figure 2. Work breakdown structure

The project is expected to achieve a rough division of effort across the Work Packages:-

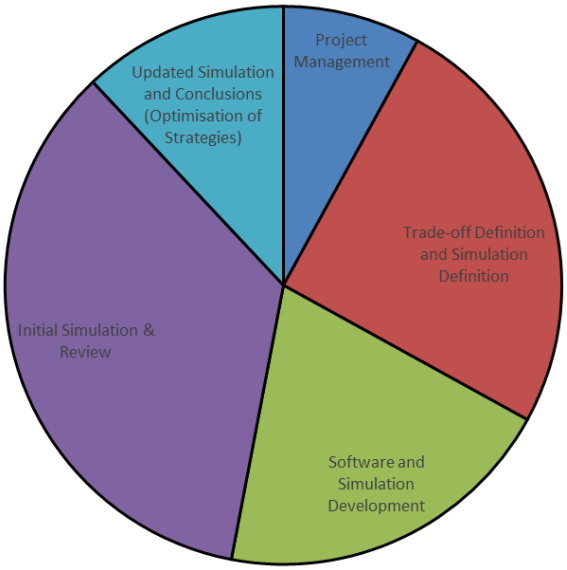


Figure 3. Approximate expected division of effort

Please see Annex 1 for the detailed breakdown of the above Work Packages (internal to the study).

Mandatory Requirements

- ✓ Provide inputs on technical progress to the WP8 telecons, as required;
- ✓ Weekly telecons to review progress and discuss issues;
- ✓ Bi-weekly progress meetings at RAL;
- ✓ Review meetings to check progress and ensure alignment of understanding across the wider project. Other 2-3SST2016-17 Member States will be invited as "observers" (maximum 2 per MS) and shall be admitted to such meetings (subject to reasonable notice and local security requirements). If contractors have issues with this, these shall be defined in the proposal and practical mitigation measures defined;
- ✓ Monthly reporting (work completed, planned work for the following month, progress schedule, spending, new issues and risks, how the work completed benefits the EU SST system), templates will be provided by STFC;
- ✓ EU travel may be required to attend meetings related to the deliverables;
- ✓ Generate inputs for the EU SST Technical Progress Reports wrt the study undertaken.

Scope

The scope is limited to the individual "Task" (1-11) (Effective Sensor Cross Cueing and Tasking Study), as defined in the 2-3SST201617 Grant Agreement and based on the D5.2 (R&D plan). The study is concerned with the possible overall system performance improvement that can be obtained by more effectively planning observations of objects and cross-cueing between sensors to improve observations and lead to better catalogue data. The method for measuring such performance may be defined by the Contractor to draw in the subtleties of distributed catalogues, different object behaviours (in various orbits) and wider system issues.

The study uses an external input from Task 1-20 (Detailed trade-off performance studies) being performed by the consortium to provide an initial and representative architecture and

WP7 activities and deliverables under Task 7.3. However, this study is less about high precision in predicting the performance of a future system (only so far as is required to create credible results), but more about showing the relative improvements created by cross-cueing and tasking, alongside identifying the bottleneck to greater performance from a given suite of sensors. (Adding more sensors is understood as an improvement method, this is about making better use of the sensors provided).

A study plan has been proposed along with 5 work packages to guide the contractor, based on a collaborative approach that agrees the variables before each phase and works with the Contractor to adjust the direction of the study based on the results obtained . However, alterative approaches are welcome if they can deliver similar outcomes (within the schedule, cost and risk).

Out of Scope

Any political or strategic negotiations with the EU Member States (France, Germany, Spain and Italy) or with DG Growth (http://ec.europa.eu/growth/index_en) are excluded from this contract.

Timetable

Deliverables and Estimated Key Milestones

Deliverable ID	Deliverable/Milestone	Deliverable submission deadline
MS1_KO	Kick-Off Meeting	09/08/2018
STFC_D1	TN from each WP2000 sub-task to ensure a clear understanding of the results of that work, include section on how the work benefits the EU system	August 2018
STFC_D2	Definition Review Meeting Slides	20/09/2018
MS2_DRM	Definition Review Meeting (DRM)	27/09/2018
STFC_D3	Interim Review Meeting Slides	07/12/2018
STFC_D4	Draft Initial Report	07/12/2018
MS3_IM	Interim Meeting	14/12/2018
EUSST_1	Initial Report (based on Interim Review, but with section and sub-section headings to set out the scope and content of the Final Report, include section how the work benefits the EU SST system)	15/01/2019
STFC_D5	Final Review Meeting Slides	22/02/2019

STFC_D6	Draft Final Report	22/02/2019
MS4_FRM	Final Review Meeting (FRM)	01/03/2019
EUSST_2	Final Report (based on the TNs generated above, with updates and finessing to match the overall final conclusions with Final Review slides and comments from that review)	16/03/2019

Shorter and earlier schedules would be welcomed.

Payments: Payments will be made on reaching the highlighted milestones/acceptance of the highlighted deliverables. Invoices to be accompanied by short reports. The deliverables will be reviewed by the STFC technical team and deemed acceptable or a defined list of improvements and updates with an agreed timescale will be provided to bring the deliverables to the required standards.

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÷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
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	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	Methodology and Technical Challenges	40%
Quality	PROJ1.2	Project Plan and timescales	40%

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:
Score = {weighting percentage} x {bidder's score} = 20% x 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) ÷ 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 x 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