**Mini Competition**

**Mini Competition against an existing Framework Agreement (MC) on behalf of Department for Business,Energy and Industrial Strategy (BEIS)**

**Subject UK SBS Longitudinal Small Business Survey: Year 3 Analysis and Reporting**

**Sourcing reference number FWRECR17017BEIS Lot 4**

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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 customers improve efficiency, generate savings and modernise.

### It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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 Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Service (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 Customers.

Our Customers who have access to our services and Contracts are detailed [here](http://www.uksbs.co.uk/services/procure/contracts/Pages/default.aspx).**Section 2 – About Our Customer**

**Department for Business, Energy and Industrial Strategy (BEIS)**

The Department for Business, Energy and Industrial Strategy brings together responsibilities for business, industrial strategy, science, innovation, energy, and climate change, merging the functions of the former BIS and DECC.

BEIS is responsible for:

* developing and delivering a comprehensive industrial strategy and leading the government’s relationship with business
* ensuring that the country has secure energy supplies that are reliable, affordable and clean
* ensuring the UK remains at the leading edge of science, research and innovation
* tackling climate change

BEIS is a ministerial department, supported by 47 agencies and public bodies.

**Section 3 - Working with UK Shared Business Services Ltd.**

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

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| **Section 3 – Contact details** |
| 3.1 | Customer Name and address | Department for Business, Energy and Industrial Strategy 1 Victoria Street , London, SW1H 0ET |
| 3.2 | Buyer name |  Liz Vincent |
| 3.3 | Buyer contact details | Research@uksbs.co.uk |
| 3.4 | Estimated value of the Opportunity | £90,000 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**](http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx)**.****Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.** |

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| **Section 3 - Timescales** |
| 3.6 | Date of Issue of Mini Competition to all Bidders | 03/02/2017 |
| 3.7 | Latest date/time Mini Competition clarification questions should be received through Emptoris messaging system | 07/02/201714:00 |
| 3.8 | Latest date/time Mini Competition clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 09/02/2017 |
| 3.9 | Latest date/time Mini Competition Bid shall be submitted through Emptoris | 14/02/201714:00 |
| 3.10 | Anticipated rejection of unsuccessful Bids date | 20/02/2017 |
| 3.11 | Anticipated Award Date | 20/02/2017 |
| 3.12 | Anticipated Call Off Contract Start Date | 01/03/2017 |
| 3.13 | Anticipated Call Off Contract End Date | 31/03/2018 |
| 3.14 | Bid Validity Period | 60 Working Days |
| 3.15 | Framework and Lot the procurement should be based on | BIS Research & Evaluation Framework CR150025 LOT 4 |

**Section 4 – Specification**

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| 1. **Background**

The BEIS Small Business Survey (SBS) has operated since 2003 and is a key source of reliable data on SME performance and the factors that affect this. In 2015, the SBS was developed into a longitudinal survey. An initial sample of 15,500 SMEs (0 to 249 employees) was surveyed between August 2015 and December 2015. Respondents to this first survey were resurveyed in 2016. The achieved sample for Year 2 (2016) is estimated to be c.9,180 businesses. A contractor(s) is being commissioned to conduct the Year 3 resurveys of respondents to the Year 2 survey. This contractor will undertake the surveys and produce fully annotated datasets. For year 3, separate surveys are being undertaken of businesses with 0 to 9 employees and those with 10 to 249 employees. The total achieved sample for year 3 is likely to be c. 6,000 SMEs. LSBS 2016 was funded by BEIS, HMRC, LPC and other stakeholders including, the devolved administrations and the British Business Bank. A similar group of external funders will be involved in LSBS in 2017.Findings from previous SBS can be found here: <https://www.gov.uk/government/collections/small-business-survey-reports> The Year 2 resurveys took place between July and December 2016. The datasets will be available for analysis by end January 2017. We would hope to have outputs from the analysis and to have reports of publishable quality by end March 2017. The Year 3 surveys will be undertaken on a similar timeframe. We are looking to appoint a contractor well ahead of these dates, so that they can be involved in and familiar with the planning of the year 3 resurveys.1. **Aims and Objectives of the Project**

This ITT relates to: * Undertaking analyses of the year 3 data sets.
* Writing research reports based on the year 3 data.
* Managing a series of secondary analyses being undertaken by the LSBS Academic User Group.
1. **Suggested Methodology**

This research will be primarily desk based. However, the contractor will need to engage with BEIS, other stakeholders and the Year 3 survey contractor(s) throughout 2017. The contractor will also need to participate in up to three Steering Group Meetings in London during the course of this project. ***Undertaking analyses of the year 3 data sets.***The LSBS data, particularly once more longitudinal data becomes available, will provide extensive opportunities for analysis. Tenders should discuss the scale and scope of the analyses the contractor believes would be appropriate within this project. The contractor will develop a detailed plan for what analyses will be undertaken by them and agree this with BEIS during Autumn 2017. This will necessarily reflect (a) analyses needed for the research reports, (b) analyses that will inform the policy agendas of BEIS and other stakeholders (c) analyses that will enhance the wider evidence base on the factors affecting SME growth and performance. Detailed plans for this work strand will need to avoid duplication of work being undertaken by the user group. Convincing tenders are likely to describe in some detail how the analyses of the longitudinal data will inform thinking around SME performance and policy development. Successful tenders are likely to demonstrate clear expertise and experience in analysing complex longitudinal datasets and econometric analysis. ***Writing research reports based on the year 3 data.*** Tenders should include proposals for writing four research reports: one for businesses with no employees and one for businesses with between one and 249 employees based on the cross sectional data from the Year 3 survey. In addition, the contractor will produce a report describing the longitudinal findings from the Year 3 surveys. We anticipate that these reports will reflect those relating to recent SBS surveys which present the survey results with no commentary. The reports must be error free and of publishable quality. In addition, the contractor will be required to produce a technical report that describes the survey methodology. This will include, for example, identification of any biases in the achieved samples and an assessment of their implications.***Managing a series of secondary analyses being undertaken by the LSBS Academic User Group.*** In collaboration with the [Enterprise Research Centre,](http://www.enterpriseresearch.ac.uk/) BEIS has established an ‘Academic User Group’ consisting of approximately 30 members with an interest in conducting various secondary analysis of LSBS data. Within this, BEIS plan to provide modest part funding to support several such projects. The contractor for this project will be required organise a mechanism for deciding which projects to support and for distributing the funds being provided in Year 3 (2017). Accordingly, tenders should include £25,000 for distribution during 2017 in their overall project costs. 1. **Deliverables**

In order to increase awareness of research and evaluation reports, all contractors are to ensure the following are included in the costings for this project:The contractor undertaking this work will be required to produce the follow deliverables by the dates indicated:* A detailed plan for what analyses will be undertaken by the contractor. This should set out the reasons for undertaking these particular analyses and how they will be relevant and useful to BEIS and other stakeholders (March 2017).
* Fully annotated datasets covering the analyses undertaken (end March 2018). These should include versions of the data sets that meet BEIS accessibility guidelnes for publishing alongside the research reports and more detailed data sets in SPSS for placement in the Data Archive.
* Draft Final Reports (mid February 2018).
* A technical report that describes and assesses the project methodology (mid February 2018).
* Final reports of publishable quality (end March 2018).
* Up to three short customised reports domenting the findings in relation to questions included for stakeholders other than BEIS .(end March 2018).
* A presentation of findings at an event to be jointly organised by BEIS and the contractor (end March 2018).

The outputs from this project will be widely used by BEIS and others. It is vital that these outputs are error free. Tenders should be clear about how this quality assurance will be achieved. **Publication**The final reports for this research project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:Checklist for Word accessibilityWord documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost.* document reads logically when reflowed or rendered by text-to-speech software
* language is set to English (in File > Properties > Advanced)
* structural elements of document are properly tagged (headings, titles, lists etc)
* all images/figures have either alternative text or an appropriate caption
* tables are correctly tagged to represent the table structure
* text is left aligned, not justified
* document avoids excessive use of capitalised, underlined or italicised text
* hyperlinks are spelt out (e.g. in a footnote or endnote)

Datasets to support those to be published in the final report must be provided in an accessible format (CVS, Excel) on submission of the report |

**Section 5 – Evaluation of Bids**

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

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

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation 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)

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| **Pass / fail criteria** |
| **Questionnaire** | **Q No.** | **Question subject** |
| Commercial | FOI1.1 | Freedom of Information Exemptions |
| Commercial | AW1.1  | Form of Bid |
| Commercial | AW1.3  | Certificate of Bona Fide Bid |
| 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 |

**The Response Question and Answer Document must be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1.  This is the only document assessors will evaluate; any other method used by bidders to answer questions will not be evaluated. Scoring shall be based on 0-100 scoring methodology (as outlined below).  Each question has a page limit and this should be adhered to. Any additional content provided beyond this will not be considered or scored during the evaluation process**

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| **Scoring criteria** |
| Evaluation Justification StatementIn consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this Mini Competition. UK SBS 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% |

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| **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/Total Points available multiplied by 20 (60/100 x 20 = 12)Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 (60/100 x 10 = 6)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): |
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| 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 will be multiple evaluators and their individual scores after a moderation process 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 50 Evaluator 4 scored your bid as 50Your final score will (60+60+50+50) ÷ 4 = 55  |
| **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 50In 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**](http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx)

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

**Section 7 – General Information**

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| **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.

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 Mini Competition. You should note that typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer’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 and concise 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 check and recheck your Bid before dispatch.

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| **What makes a good bid – some simple do not’s ☹** |

**DO NOT**

7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer’s name.

7.13 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.

7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.

7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.

7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.

7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.21 Do not exceed word counts, the additional words will not be considered.

7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

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| **Some additional guidance notes 📫** |

7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (CCS – previously Government Procurement Service), Telephone **0345 010 3503**.

7.24 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.

7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.27 We do not guarantee to award any Contract as a result of this procurement

7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.

7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.30 If you are a Consortium you must provide details of the Consortiums structure.

7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.32 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 Mini Competition Bidders are agreeing that their Bid and Contract may be made public

7.33 Your bid will be valid for 60 days or your Bid will be rejected.

7.34 Bidders may only amend the Special terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

7.35 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.

7.36 If you fail mandatory pass / fail criteria we will reject your Bid.

7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Call Off Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Call Off Contract to the successful Bidder.

7.39 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

7.40 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, UK SBS 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 UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this Mini Competition consent to these terms as part of the competition process.

7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

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

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition 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](http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx)
* [Emptoris e-sourcing tool](https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp)
* [Contracts Finder](https://online.contractsfinder.businesslink.gov.uk/)
* [Tenders Electronic Daily](http://ted.europa.eu/TED/main/HomePage.do)
* [Equalities Act introduction](http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/equality-act-starter-kit/video-understanding-the-equality-act-2010/)
* [Bribery Act introduction](https://www.gov.uk/government/publications/bribery-act-2010-guidance)
* [Freedom of information Act](http://www.ico.org.uk/for_organisations/guidance_index/freedom_of_information_and_environmental_information)