

Invitation to Quote



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

Subject: STFC CERN BIC Knowledge Exchange Event

Sourcing Reference Number: UK SBS PS18280



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

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale.

<https://stfc.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 (UKRI), Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL
3.2	Buyer name	Sharon West
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£24,995.00 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	15/10/2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	22/10/2018 @ 11:00 hrs GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	24/10/2018 @ 14:00 hrs GMT
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	29/10/2018 @ 14:00 hrs GMT
3.10	Date/time Bidders should be available if face to face clarifications are required	01/11/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	05/11/2018
3.12	Anticipated Award date	05/11/2018
3.13	Anticipated Contract Start date	12/11/2018
3.14	Anticipated Contract End date	01/03/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

From the 1st April 2018 UK Research and Innovation (UKRI) became the new funding organisation for research and innovation in the UK. It brings together the seven UK research councils including The Science and Technology Facilities Council (STFC), Innovate UK and a new organisation, Research England. STFC is responsible for designing and operating large science facilities across the UK to support industry and academia. STFC collaborate extensively with industry and our long-term R&D underpins sectors which contribute billions of pounds annually to the UK economy in sectors including: space, pharmaceuticals, life sciences, digital animation and communication, microelectronics and physics based manufacturing.

STFC also manages a number of Business Incubation Centres (BICs) and programmes across the UK to include it's Sci-Tech Daresbury campus near Warrington, to support entrepreneurial businesses to negotiate the challenges that can be faced in market entry. By supporting entrepreneurs and start-ups, STFC plays a key role in increasing productivity and securing the UK's future in an increasingly competitive marketplace. In 2016 alone, the companies involved in our business incubation initiatives created over 70 jobs and raised £11.3 million in funding.

STFC provides laboratory space, office space and funding support packages with partner organisations to include the European Space Agency and CERN. These are currently available at the Harwell Campus and Sci-Tech Daresbury and has recently been extended to our Edinburgh site now that the Higgs Centre for Innovation is open. The Business Incubation team provides start-ups with guidance on business models and access to STFC's fundamental research programmes and facilities, to help them drive innovation in disruptive technologies.

Aims

The scope of this proposal is specific to the "STFC CERN Business Incubation Centre (STFC CERN BIC)" that provides funding, business support and technical assistance to entrepreneurs and small high-tech companies, less than 5 years old to develop technologies relating to high energy physics. The programme is a collaboration between STFC's Business and Innovations Directorate and CERN's Knowledge Transfer Department to stimulate business ideas and the creation of start-ups using CERN's know-how and IP portfolio of technology.

The technical support is drawn from the expertise within CERN and covers a wide range of technologies and application areas, included but not limited to; accelerators, beam and component systems, electronics, ICT, materials, detectors, cooling and ventilation, industrial controls and simulations.

STFC propose to organise a one day event currently titled "CERN Knowledge Exchange Event" in partnership with CERN at its Daresbury Laboratory site near Warrington. The aim is to present the opportunities available through access to CERN technologies and

know-how and to explore how this can be applied to the businesses and start up's in the audience. The structure of the event will be two-fold:

- (1) Presentations and scene setting in the context of the opportunities that are available from CERN's expertise and technologies for young, innovative companies in the UK.
- (2) A facilitated workshop where delegates can share their challenges in business, discuss how CERN can help provide a technical solution and the application of those technologies.

The objectives of the event are as follows:

- Highlight opportunities to commercialise CERN technologies in the UK
- Explore practical applications for CERN technologies
- Support technology start-ups and young technology companies to understand and engage with the opportunities available.
- By working closely with CERN's expertise, identify technical solutions that will encourage a pipeline of companies into the BIC.
- Support STFC in building new relationships with early stage companies that could benefit from other technical/product development support via STFC or CERN.
- Raise the profile of the STFC CERN BIC in the UK

We are seeking organisations that have the capacity, capability and expertise to support the delivery of this one day event. They will be required to facilitate part 2 of the event focussed on group discussion. By utilising their expertise in knowledge exchange and IP translation to help businesses identify the technical opportunities, they will help unravel their complex ideas and solve business challenges to create valuable commercial applications.

Background to the Requirement

The STFC CERN BIC has been in operation in the UK since 2013 and has incubated companies across the Daresbury and Harwell sites. To qualify for a place in the BIC, businesses have to be developing technology related to high energy physics and within the three main pillars of technology at CERN; Accelerators, Detectors and ICT. When businesses apply into the BIC they would typically have achieved "proof of concept" stage and require CERN support and expertise to develop the technology further. To date, companies incubated have developed technologies in the areas of 3D printing, robotics, ultra-high vacuum, heat transfer and various sensor technologies. The BIC programme is time bound, and when a company is accepted onto the programme following an application process, they will deliver a programme of work between 1-2 years in duration.

The event will help STFC and CERN connect CERN technologists with UK businesses to exchange ideas, broker relationships and identify matches to CERN technologies with the potential to be developed further as part of the CERN BIC programme.

The STFC CERN BIC is managed by a single point of contact at STFC, supported by other team members within the business incubation team. The STFC CERN BIC Manager in the UK will manage this contract and will be the primary point of contact for the contractor throughout the planning, delivery and reporting phase. However, the contractor will be required to interact with the KT team at CERN and events/marketing staff at STFC.

Scope

STFC will be responsible for leading and executing the event and will provide a single point of contact for ease of planning with the contractor. The focus for the contractor on the day of the event will be group facilitation, aiding business to business and CERN to business discussion and collating feedback. The contractor will need to possess the skills, experience and knowledge to understand the technical and commercial requirements of the businesses and how this applies to CERN technology and the BIC. For clarification purposes, the role of STFC and the contractor is outlined in detail in the requirements section to avoid duplication.

- The event will be delivered at Daresbury Laboratory over one day (planned for the 30 January 2019)
- The contractor will be expected to liaise with STFC regularly in the run up to the event to keep abreast of developments
- The contractor will be expected to liaise with the delegates attending the event once the registration is complete and the cohort have been selected.
- The contractor will provide ample facilitators who have broad subject knowledge on the day of the event
- The STFC CERN BIC Manager will act as the liaison point with the contractor throughout the planning and on the day of the event.
- The cost of room hire, catering, stationery and event administration will be covered by STFC

Requirement

STFC's role

STFC will be responsible for targeting suitable business start up's and young technology businesses to the event who have a link to CERN technologies. The target for recruitment is 20-25 suitable delegates who have an interest in exploring CERN technology to help develop their business further. They will consist of start up's and tech companies less than 5 years old as well as academics with commercially viable ideas who believe CERN technologies are relevant to them. It is also expected that a limited number in the audience will consist of CERN BIC alumni and businesses who have licensed CERN technologies as this will be useful as a case study to demonstrate success and practical applications of CERN technology.

STFC will be responsible for completing the following:

- Finalise and agree the technology domain areas in conjunction with CERN (and the contractor if they wish to be involved)
- Devise an agenda and produce marketing materials
- Finalise the speakers and content for the event
- Produce a target list of businesses and delegates
- Send invitations and manage the responses and registrations
- Plan the logistics of the day to cover room booking, layout, catering and general event administration

Contractor's role

The contractor will be required to interface with STFC at regular intervals to be abreast of the progress made and any new developments. It is expected that the contractor will undertake the following roles and responsibilities:

- The contractor will be required to review the agenda and final design of the session that STFC will draft
- The contractor will be required to familiarise themselves with the CERN technologies/know how being discussed on the day.
- The contractor will be required to be in regular communication with STFC to keep abreast of progress (note that this communication can take place face-to-face on the telephone or using video conferencing)
- The contractor will be required to contact each business (circa 20-25) in the run up to the event and discuss their requirements and expectations in a phone call to aid facilitation on the day.
- Provide a summary to STFC of the outcome of the phone calls
- The contractor will need to be present at the event pre-brief to discuss final requirements, roles and responsibilities on the day
- The contractor will provide facilitators on the day to lead and support discussion for the sub groups (circa 3 sub groups)
- The contractor will need to provide an evaluation report to include workshop outcomes and follow up actions
- The contractor will be expected to hold a de-briefing meeting with STFC and possibly CERN.

Excluded:

- Printing costs for event materials will be met by STFC
- Room hire and refreshments will be met by STFC as the workshops will be delivered on campus
- Travel and subsistence costs – The contractor should factor this into the overall cost of delivery

The specific requirements is a guide to the requirements and is not intended to be a prescriptive or an exhaustive list. Potential contractors should set out their proposed plan to support the execution and delivery of the event in the most effective way to ensure a successful outcome and renewed interest in businesses applying for the STFC CERN BIC programme.

Timetable

- STFC expect the planning of the event to commence in November 2018 with a view to holding the event on January 30th 2019
- An evaluation report to include follow ups, actions and outcomes will be due by 10th February 2019

A de-briefing meeting will be required to take place with STFC before the 28th of February 2019

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	SEL3.13	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	Understanding content and Methodology	40%
Quality	PROJ1.2	Project plan and resources	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:

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

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](#)