

Invitation to Quote

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

**Subject: Coordination of the Diet and Health Research Industry
Club (DRINC)**

Sourcing Reference Number: PS18160



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

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

Section 2 – About the Contracting Authority

UK Research and Innovation

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

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

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

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

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation, Polaris House, Swindon, SN2 1FL
3.2	Buyer name	Ben Osborne/Declan Ward
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£110,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	07/06/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	14/06/2018 14:00pm
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	15/06/2018 14:00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	21/06/2018 14:00pm
3.10	Date/time Bidders should be available if telephone or written clarifications are required	26/06/2018 14:00pm
3.11	Anticipated notification date of successful and unsuccessful Bids	28/06/2018
3.12	Anticipated Award date	28/06/2018
3.13	Anticipated Contract Start date	01/07/2018
3.14	Anticipated Contract End date	01/04/2021
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Biotechnology and Biological Sciences Research Council (BBSRC) is part of UK Research and Innovation, a non-departmental public body funded by a grant-in-aid from the UK government.

BBSRC invests in world-class bioscience research and training on behalf of the UK public. Our aim is to further scientific knowledge, to promote economic growth, wealth and job creation and to improve quality of life in the UK and beyond.

Funded by government, BBSRC invested £469 million in world-class bioscience in 2016-17. We support research and training in universities and strategically funded institutes. BBSRC research and the people we fund are helping society to meet major challenges, including food security, green energy and healthier, longer lives. Our investments underpin important UK economic sectors, such as farming, food, industrial biotechnology and pharmaceuticals.

For more information about BBSRC, our science and our impact, see: <https://bbsrc.ukri.org>

Background to the Requirement

BBSRC, together with Engineering and Physical Sciences Research Council (EPSRC), the Economic and Social Research Council (ESRC), the Medical Research Council (MRC) established the Diet and Health Research Club (DRINC¹) in 2008, in partnership with fourteen companies. DRINC has invested approximately £22M in research projects that improve our understanding of the connection between diet and health in humans.

The aims of DRINC are to:

1. Support high quality, innovative, basic research within UK universities and institutes. This research will underpin the development of products that have health and nutritional benefits and help address diet-related health problems in the long-term.
2. Help to strengthen and develop the research community in the food area through interdisciplinary research and the provision of training.
3. Ensure the transfer of knowledge between the science base and industry through the support of effective networking between the academic groups and companies involved in DRINC.

The funding was split into two phases, each phase consisting of three rounds to fund research projects; the first phase in 2008, 2009, and 2010, the second phase in 2013, 2014 and 2015. Projects will run until late 2020. An evaluation of the first phase found that DRINC generates underpinning knowledge and improved skills in the research community, providing valuable pre-competitive outputs for the food industry sector. Further information

¹ www.bbsrc.ac.uk/drinc

on DRINC, its research challenges, funded proposals and activities are attached at Annex 1. Further information on the research and innovation club model is available in Annex 2.

As with other research and innovation clubs, co-ordination support is required to facilitate the development of research applications, engage industry members in the club's activities, monitor funded projects and ensure that added value can be gained from the portfolio of funded projects by identifying synergies and looking for opportunities for collaboration.

We would like to invite tenders to deliver the role of DRINC coordinator in the final period of the club from 01-July 2018 – 01-April 2021. This period will conclude with organisation of the final dissemination event, and a review to understand the lasting impacts of DRINC.

Aims and Objectives

To procure a supplier with knowledge in food and drink sectors with a focus upon nutrition for human health to coordinate activities for the Diet and Health Research Industry Club (DRINC).

As most DRINC projects will end in January 2021, this is an important phase where the knowledge of the coordinator will be essential in capturing and disseminating outcomes of DRINC projects and identifying future opportunities for engagement for DRINC members.

The overall objective is to procure coordinators; with a breadth of knowledge in the industrial and academic research community related to the food and drink sector, a knowledge of other important stakeholders, and knowledge in managing research and/ or knowledge exchange between academia and industry.

The coordinators will add value by:

- Dissemination and networking: to support engagement between industry and academic club members and ensure that industry members can engage with the outputs of DRINC activities and so benefit from their membership.
- Membership and project monitoring: working with project-leads to ensure projects remain on track, to understand and record project progress and outputs and communicate these to BBSRC and relevant stakeholders.
- Strategic (including impact-related activities): to contribute to the development of the overall DRINC strategy to achieving its aims and objectives.
- Reporting: capture and report on outcomes of DRINC activities to enable wider dissemination and to enable BBSRC to demonstrate the impact of its investment through DRINC.

Outputs:

- Projects deliver against agreed research objectives, outputs and outcomes identified and communicated to and understood by DRINC members and projects have strategies in place to ensure impact from research outputs.
- Effective routes to disseminate outputs of DRINC research projects are developed and implemented, including dissemination events, case studies and other publications
- Information on the wider impacts of DRINC activity collected and disseminated to BBSRC and wider stakeholders.
- DRINC grant holders are supported and well connected with relevant members of the Diet and health community, BBSRC news and a strong engagement with DRINC industry members.

- DRINC grant holders are supported in engaging with opportunities to progress the research stimulated by the club

Scope of Requirement

- To support BBSRC in the delivery of DRINC, by coordinating various activities relating to the initiative and providing expert advice on the delivery process where appropriate as outlined in this document.
- Bidders are expected to be responsive to emerging needs of the initiative and BBSRC.
- Large costs such as for the venue for the DRINC dissemination event, and accommodation for guests at this event, will be reimbursed by BBSRC, and as such these costs **will not** be included in the price of the contract.

The Requirement

As part of the coordination the winning supplier will be appointed to take the lead on the activities outlined in this document. This should be supported by administrative resource to ensure timely communication, reporting and invoicing. The key activities for the coordination of DRINC are as described here, and key deliverables are also specified within the timetable below.

DRINC has committed all of its funding and so the coordination role will shift from supporting applications to the management of the research project portfolio. There will be increased focus on monitoring the cohort of active projects, assisting with knowledge exchange and exploitation of project outcomes, and capturing outputs to demonstrate the success of the programme. In addition, maintaining industry engagement through the lifetime of the existing projects will be a more significant activity.

The supplier will be expected to be able deliver:

- exceptional communication, networking and interpersonal skills
- effective facilitator in both commercial and academic arenas
- ability to analyse and present complex information to a range of different audiences
- capacity to gain the respect of the academic community and the capability to engage effectively with Industry Members of DRINC, and beyond.
- team player attitude to engender collaborative ethos in DRINC.

This means that there will be four principal areas of activity.

1. Dissemination and networking
2. Membership and project monitoring
3. Strategic (including impact-related activities)
4. Reporting

1. Dissemination and Networking

- To support academic/industry networking and communication within the DRINC community.
- To co-ordinate the work of grant holders with each other and facilitate communication between individual grant holders and Club Members where appropriate.

- To ensure that Industry Members are kept fully informed on developments within the Club through appropriate mechanisms, especially managing the prior disclosure of Intellectual Property in line with the club's modus operandi (Annex 2).
- To organise and deliver DRINC dissemination events in partnership with BBSRC. These meetings will disseminate progress on funded research projects to Industry Members and Research Council co-funders and support academic/industry networking.
- To encourage industry participation in dissemination activities, and input to their format, ensuring representation from across the membership.
- To disseminate information and outputs of DRINC more widely to the food sector taking into account the constraints of the club's modus operandi (Annex 2).

The coordinators will meet all company representatives of the club members either through site visits or through discussions at 3rd party events when convenient for industry members. They will engage with companies to understand their needs and will work together with BBSRC to organise opportunities for networking and dissemination across the club, for example specific topic workshops or individual company interactions. Any coordinator related activities such as workshops pertaining to diet, health and nutrition will be highlighted to industry members and where appropriate to academic members.

In discussions with the industry members the coordinators will specifically seek feedback about how DRINC is delivering to their needs, and more generally, about how the companies are able to collaborate with the scientific base to engage in research and innovation. The coordinators will highlight specific interactions with industry and academic members if appropriate through regular monthly reporting to BBSRC and indicate how this might give increased value to the club.

The coordinators will support academic/industry networking, including encouraging in-kind contributions to projects and utilisation of research outputs by industry. Dissemination and networking will include coordinating the work of grant holders with each other and facilitating communication between individual grant holders and DRINC industry members. The coordinators will capture evidence of how DRINC is delivering impact, such as where the club has enabled new partnerships and collaborations to form. The compendium outlined below will contain examples of these added value interactions resulting from Club membership.

2. Membership and Project Monitoring

- To monitor progress of funded projects against agreed plans and to include annually visiting funded research groups as part of the annual report assessment activity.
- To support the Steering Group in the assessment of annual and final reports submitted by funded projects by advising grant holders of the expectations of the Steering Group relating to the completion of the reports and by informing the Steering Group on the progress of funded projects.
- Providing timely updates to BBSRC on the progress and outcomes of funded projects and advising where these may provide suitable material for press releases and case studies that can be used to demonstrate the achievements of the Club.
- To offer advice to BBSRC on the appropriateness of requests from grant holders to change aspects of their project, such as research objectives and delivery deadlines.

- To act as a point of contact and advice for grant holders when they are considering changing aspects of their project, such as research objectives and delivery deadlines.
- To collect and present the outcomes of DRINC research projects in a compendium format working in conjunction with the BBSRC communication team (please see compendium background information below).

The coordinators will complete the preparation of a compendium of DRINC projects

There are currently approximately 17 active projects that will require monitoring and these involve >20 research organisations. No further research projects are to be funded since the funding phase of DRINC has been completed. The coordinators will visit each of the active projects including an annual visit to relevant locations as some projects include multiple work packages taking place across two or more sites. Dates of activities will be itemised in an activity log. These visits will enable gathering of up-to-date intelligence on the progress of projects and data for impact activities. They will also ensure that projects are progressing according to the agreed plans and that industrial engagement is optimised and annual reports are assessed in a timely fashion.

The coordinators will ensure that opportunities for additional funding of projects through other avenues such as Innovate UK, GCRF, EU Horizon 2020 programmes are identified and circulated to the relevant industry members and to the appropriate researchers. The coordinators will encourage engagement and uptake of opportunities by providing or signposting to advice.

The coordinators will oversee the implementation of the annual reporting process to provide the BBSRC and the Steering Group an opportunity to provide a timely input into the projects where necessary.

The coordinators will participate in regular planning meetings with BBSRC to plan and review activity and any follow up actions. The coordinators will work with DRINC project academic leads as projects come to an end, to help facilitate research continuity. This will include providing support to build on project outcomes and company partnerships after closure of the DRINC project.

DRINC Compendium (Background to the compendium)

The compendium will consist of a series of individual documents which will show the impact that DRINC has had throughout the lifetime of the club. The impacts collected in the compendium will be used for a number of functions including; informing DRINC industry members on their investment and non - members of DRINC for wider community engagement. The compendium consists of information already available to BBSRC via ResearchFish supplemented by individually collected information from external sources or by direct interview of PI's or industry members. The Steering Group were keen for production of such a resource as it provides a flexible way of tailoring information held by the BBSRC plus additional added value information garnered by the coordination team into a series of documents that can be readily packaged in a number of ways to suit the stakeholder audience or a specific request. Industry members in particular felt that it was important to have readily accessible tailored messages for presentation to colleagues

and/or senior management within their organisations to justify the investment in the DRINC programme and to highlight beneficial outputs.

3. Strategic and impact-related activities

- To contribute to the development of the overall DRINC strategy in collaboration with the DRINC Steering Group (1-2 meetings per year), club members and BBSRC - including strategic input to the development of future opportunities for the community, to help sustain the impact of outcomes from DRINC.

4. Reporting

- To regularly (monthly) provide BBSRC with updates on the actions undertaken to achieve the key activities in order to ensure the continuing effectiveness of the coordinator and to enable the identification of further activities.
- To report on industry-academic interactions to monitor knowledge exchange and in-kind contributions.
- To report on any key impacts arising from collaborations and research as the research projects develop.
- To report on the development of any Intellectual Property resulting from the research projects.
- To report on any additional funding secured by research projects to continue their research activities.
- To report on any attempts to continue research projects by seeking additional funding and collaboration.
- To submit invoices alongside a log of coordination activities to BBSRC on a quarterly basis.
- The coordinators will participate in phone calls and face to face catch up meetings with BBSRC, including monthly teleconference catch-ups and reviewing strategic activities quarterly. Invoices and activity reports will be prepared as agreed between the coordinators and BBSRC, and in sufficient detail to enable monitoring of task progress.

The coordinators will meet face to face with BBSRC annually in the final quarter of the year as a review to discuss general and wider impacts of DRINC and how these can be realised and built on through future activities.

The coordinators will collect data for a final report and summary on outcomes, impacts and future directions of project consortia to be potentially communicated to all DRINC members by the end of the contract.

The coordinator will report to the Senior Business Interaction Manager within BBSRC responsible for DRINC. A Steering Group composed of 16 members will advise BBSRC on the management of DRINC. The steering group should be consulted during production of the final report.

Skills and expertise Required

Technical and Specialist Knowledge and Expertise

The coordinator(s) will need to advise academics on the delivery of their research projects, and communication of generated outputs and impacts to DRINC industry members. Therefore, the bidder must demonstrate:

- detailed knowledge of the diet and health industry sectors
- detailed understanding of the relevant scientific research base within the UK
- technical knowledge relevant to the research challenges of DRINC
- the coordinator(s) must also have an awareness of the wider landscape of support for research and innovation which will be relevant to DRINC project consortia and other members
- ideally the coordinator(s) will have had tangible expertise working in the research areas covered by DRINC, including encouraging or managing collaboration between academia and industry, and the dissemination of research.
- Where specific technical knowledge is missing the coordinator(s) must advise BBSRC and seek expertise support either from the DRINC Steering Group or an expert agreed with the BBSRC.

Project and Strategic Management

The supplier will be expected to demonstrate:

- Understanding in project management with direct expertise of managing industry/academic research collaborations
- able to manage confidential issues professionally, bearing in mind their representation of BBSRC
- able to think strategically to add value to the investment in DRINC, such as by contributing to the process of understanding and communicating the impacts of the DRINC investment

Timetable

ACTIVITY	Estimated Time Required Please note a range in time is provided as timings will vary in proportion to the reduction in active research projects throughout the 33 months (see Annex 1).
<p>1. DISSEMINATION AND NETWORKING:</p> <p>Networking and dissemination plan</p> <ul style="list-style-type: none"> • Prepare a plan to add value to the investment in DRINC through networking and dissemination activities by Oct 2018. • Deliver according to the plan before the end of March 2021. 	<p>10- 15 days (annually)</p> <p>27.5- 41.25 days (for full contract of 33 months)</p>

<p>Dissemination event coordination</p> <ul style="list-style-type: none"> • Assist in planning, and with organising the logistical activities surrounding the delivery of DRINC dissemination events. • Participate and contribute to the planning process with BBSRC, beginning 3-4 months prior to the event. • Successfully execute and deliver the dissemination event. 	<p>10- 15 days (annually)</p> <p>27.5- 41.25 days (for full contract of 33 months)</p>
<p>General support for BBSRC activities and dissemination</p> <ul style="list-style-type: none"> • Be responsive to emerging needs of the DRINC research initiative which require additional resource and expertise. This will include representing BBSRC interests at conferences, visiting companies, dissemination to non-DRINC stakeholders and general networking. 	<p>2- 5 days (annually)</p> <p>5.5- 13.75 days (for full contract of 33 months)</p>
<p>2. MEMBERSHIP AND PROJECT MONITORING:</p> <ul style="list-style-type: none"> • Up to 2 days per project (in July 2018, 12 projects will be ongoing, see Annex 1). • Monitor on-going projects, and record outcomes of finished projects as detailed above. • Annual Reports (capture, collate and feedback). • Feedback to BBSRC and DRINC members on project activity and developments, in particular intentions to publish and IP. 	<p>2- 24 days (annually)</p> <p>5.5- 66 days (for full contract of 33 months)</p> <p>Throughout duration of the year</p>
<p>3. REPORTING AND STRATEGIC IMPACT-RELATED ACTIVITIES:</p> <ul style="list-style-type: none"> • Phone calls and regular engagements, invoice reports and activity report generation, face to face review preparation and attendance at review meetings. • Facilitate data gathering and assessment of relevant outcomes, impacts and other information (including visits to completed projects for impact assessment and compendium). • Assistance to BBSRC for future diet and health related opportunities. <p>Coordination and preparation of the final report of DRINC</p>	<p>20-30 days (annually)</p> <p>55- 82.5 days (for full contract of 33 months)</p>

<p>Work with the steering group and BBSRC to produce final report of the DRINC investment as a whole, which will summarise the club outcomes, impacts- specifically reporting on the benefits to industry and individual academics when conducting collaborative projects, and future directions of project consortia where relevant. Ensure the report is produced by the end of March 2021.</p>	<p>Completion between January and March 2021</p>
<ul style="list-style-type: none"> • TOTAL 	<p>44- 89 days (annually)</p> <p>121- 244.75 days (for full contract of 33 months)</p>
<p><u>Terms and Conditions</u></p> <p>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.</p>	

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
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	AW6.3	Methodology	35%

Quality	AW6.4	Technical Knowledge	35%
Quality	AW6.5	Quality Management	10%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

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.ukpbs.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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 check and recheck your Bid before dispatch.

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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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.

Some additional guidance notes

- 7.23 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.
- 7.24 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 ITQ 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 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.
- 7.35 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 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.

- 7.39 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, 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.

- 7.41 The Government is introducing 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](#)

Annex 1 Executive Summary Diet and Health Research Industry Club (DRINC)

EXECUTIVE SUMMARY

Diet and Health Research Industry Club (DRINC)

The Biotechnology and Biological Sciences Research Council (BBSRC), in partnership with the Medical Research Council (MRC) and the Engineering and Physical Sciences Research Council (EPSRC), established DRINC in 2007 to encourage increased engagement in the UK research base with the challenges surrounding diet and health.

In partnership with a consortium of leading food and drink companies, over £19M has been awarded to enable high quality research within UK universities and research institutes. The research has helped the food industry to develop products that deliver enhanced health benefits for consumers.

In 2011, an independent evaluation found that DRINC has generated novel underpinning

Introduction

BBSRC has identified developing a greater awareness of the roles of nutrition and physical activity, and the mechanisms by which they affect development and health, as a goal within the key strategic priority of Bioscience for Health. The importance of the link between diet and health is recognised by the public however the complex interactions between dietary components and the consequences for health are not well understood.

The food industry is a significant contributor to the UK economy; it is the single largest manufacturing sector, employs 3.7 million people, and accounts for around 7% of GDP. The industry contributes to the UK meeting the challenges of providing a nutritious, safe, accessible and sustainable supply of food to a growing and ageing population in a world with increasingly scarce resources.

The Diet and Health Research Industry Club (DRINC) is a BBSRC led investment programme which enables the UK research base to contribute to the substantial innovation opportunities connected to the challenge of delivering of a healthier diet to the UK population. Designing foods that support human health is a driver for businesses across the supply-chain which have benefitted from the pre-competitive research supported by the Club. The research projects are multidisciplinary in nature and connect researchers in the nutritional and biological sciences, with experts in food engineering, and the physical and social sciences.

DRINC Research Challenges

- Three research challenges were identified for the second phase of DRINC through discussions with the industrial membership. The challenges fit into the overarching theme of improving our understanding of the relationship between diet and health:
 - Designing foods to maintain and improve health
 - Understanding the relationship between food processing and nutrition
 - Understanding food choice and eating behaviour to improve health through diet

DRINC is a cross-council programme and so the challenges reflect BBSRC's research priorities but also extend to areas of relevance for EPSRC and MRC, which have also provided funding to the research projects. The research challenges build upon the two research themes of the first phase: "improving our understanding of healthier diets" and: "exploring the benefits of bioactives in foods".

DRINC is managed by BBSRC in conjunction with an external coordinator and a steering group made up of industry and academic representatives.

Benefits of Interacting with BBSRC and the Research Community

BBSRC has a strong record in managing collaborative research programmes, including the Research Innovation Club mechanism. Companies report a range of significant benefits from their involvement with BBSRC:

- Capacity to influence research in important strategic areas
- Knowledge on the progress of relevant research projects and early access to results
- Opportunity to work with leading researchers and to build strong relationships with them
- Opportunity to identify the best potential industry recruits
- Guidance on other Research Council activities and funding opportunities
- Promotion of companies through relevant activities, objectives and outputs

Delivering Industrial Impact

DRINC has delivered new capabilities for the food and drink industry and has addressed significant research challenges associated with diet and health. The projects have already generated useful outputs which are being used by the member companies, for example:

- Established that vitamin D3 supplements have greater health benefits than vitamin D2 in order to inform future biofortification of food products.²
- Enabled UK research base participation in EU FP7 consortia, such as DAPHNE, SATIN, BIOCLAIMS³
- Demonstrated that dietary supplements in dairy cows can deliver human health benefits by lowering the saturated fat content of milk.⁴
- New patent applications including, for example, the use of propionate inulin ester to reduce appetite and weight gain in humans.⁵
- Development of a new methodology – the consumer expectation toolbox – which has been used by industry to explore the expected satiety of products.⁶
- Generated new insights into differences in how probiotics modulate the immune system in young and old people which can inform the design of functional foods across the lifecourse.
- Demonstrated that including alginates in baked goods can support weight management.⁷

For further information please visit the DRINC web pages at: www.bbsrc.ac.uk/drinc

² www.bbsrc.ac.uk/news/health/2012/120531-pr-health-benefits-of-vitamin-d/

³ www.bbsrc.ac.uk/news/health/2014/140915-pr-superfoods-help-protein-bodies-healthy/

⁴ www.bbsrc.ac.uk/news/health/2015/150622-f-new-adventures-in-high-street-milk/

⁵ www.bbsrc.ac.uk/news/food-security/2014/141216-pr-ingredient-that-will-make-you-feel-fuller/

⁶ www.bbsrc.ac.uk/news/health/2013/130204-f-would-you-like-to-supersize-that/

⁷ www.bbsrc.ac.uk/news/health/2013/130228-f-health-by-stealth/

Appendix 1 DRINC PHASE 1 RESEARCH PORTFOLIO

DRINC PHASE 1 RESEARCH PORTFOLIO

25 research projects were funded through three rounds in 2008, 2009, and 2010. Research was undertaken from 2008 to 2014.

Detailed project information can be found online by using the BBSRC reference numbers to search:

- RCUK Gateway to Research: <http://gtr.rcuk.ac.uk/>
- BBSRC Portfolio Analyser: www.bbsrc.ac.uk/research/grants-search/quicksearch/

Designing healthier foods

Reference number	Principal Investigator	Research Organisation	Project Title
BB/H004866/1	Dr Peter Ellis	King's College London	Role of Plant Cell Walls in Regulating Starch and Lipid Bioaccessibility from Plant Foods: In Silico, In Vitro and In Vivo Studies
BB/I006079/1	Prof Peter Fryer	University of Birmingham	Mining diversity in cereal (wheat) fibre to improve the nutritional quality of bread
BB/G005478/1	Prof Ian Norton	University of Birmingham	Copy of Self structuring foods with slow burn for control of satiety
BB/G005583/1	Dr Roger Parker	Institute of Food Research	Enhancing delivery of minerals using multifunctional carriers
BB/G00563X/1	Prof Jeffery Pearson	Newcastle University	Bioactive Alginates and Obesity

Enhancing cardiovascular Health

Reference number	Principal Investigator	Research Organisation	Project Title
BB/I006087/1	Prof Ian Givens	University of Reading	Reducing saturated fatty acids in the food chain through alteration of milk fat composition
BB/H004963/1	Dr Colin Kay	University of East Anglia	Effects of Fruit Juice Processing and Human Metabolism on the Functionality of Anthocyanins for Cardiovascular Health
BB/I006028/1	Dr Colin Kay	University of East Anglia	The collective bioactivity of dietary flavonoids: importance of specific structural characteristics for cardiovascular benefits

BB/G005702/1	Dr Jeremy Spencer	University of Reading	The Impact of Cocoa Processing on Flavanol Content, Absorption and Health Effects
BB/G005699/1	Prof Paul Thornalley	University of Warwick	Dietary activators of antioxidant response element-linked gene expression for good vascular health
BB/I005862/1	Prof Caroline Wheeler-Jones	Royal Veterinary College	Unravelling the mechanisms of vascular protection by omega-3 PUFAs to optimise and support their use as bioactives by the food industry

Improving our understanding of gut health and function

Reference number	Principal Investigator	Research Organisation	Project Title
BB/H004971/1	Prof Gary Frost	Imperial College London	Increased Propionate Production In The Colon Is Associated With Reduced Appetite, Body Weight And Improved Insulin Sensitivity
BB/H004734/1	Prof Glenn Gibson	University of Reading	Influence of prebiotics on human gut microbiota, LPS and markers of metabolic syndrome.
BB/H005013/1	Prof John Mathers	Newcastle University	Impact of non-digestible carbohydrates on biomarkers of GI health: a human intervention study
BB/G005591/1	Prof John McLaughlin	University of Manchester	Defining the gut-to-brain signalling mechanisms underlying responses to nutrients
BB/H00470X/1	Prof Parveen Yaqoob	University of Reading	Immunomodulatory effects of pre- and probiotics
BB/I005609/1	Prof Fiona Powrie	University of Oxford	Dendritic cell subsets in the maintenance of gut health and response to bioactives

Nutrition across the life-course

Reference number	Principal Investigator	Research Organisation	Project Title
BB/I006060/1	Prof Ian Clark	University of East Anglia	Can bioactive compounds from the diet prevent the onset or slow the progression of osteoarthritis?

BB/I005994/1	Prof Malcolm Jackson	University of Liverpool	Dietary polyphenols as modulators of redox signalling pathways to reduce chronic inflammation in the elderly
BB/I006192/1	Prof Susan Lanham-New	University of Surrey	Ergocalciferol (D2) vs. Cholecalciferol (D3) Food Fortification: Comparative Efficiency in Raising 25OHD Status & Mechanisms of Action (D2-D3 Study)
BB/G005575/1	Prof Lesley Rhodes	University of Manchester	The effect of dietary bioactive compounds on skin health in humans in vivo

Supporting healthier diets

Reference number	Principal Investigator	Research Organisation	Project Title
BB/G005524/1	Prof John Blundell	University of Leeds	Drivers of eating behaviour during chronic overconsumption: Role of food hedonics (liking & wanting) and peptide biomarkers on satiation and satiety.
BB/G005443/1	Dr Jeffrey Brunstrom	University of Bristol	Understanding decisions about portion size: The key to acceptable foods that reduce energy intake?
BB/I006168/1	Dr Peter Wilde	Institute of Food Research	Enhancing the consumer perception of reduced fat foods through interfacial design and rheological behaviour
BB/H004645/1	Prof Martin Yeomans	University of Sussex	Maximising satiety through manipulating expectations, sensory quality and nutrient content.

DRINC PHASE 2 RESEARCH PORTFOLIO

The second phase of DRINC has allocated funding to 18 research projects through three rounds in 2013 2014 and 2015. Research activity in this phase will continue until 2020.

Detailed project information can be found online by using the BBSRC reference numbers to search:

- RCUK Gateway to Research: <http://gtr.rcuk.ac.uk/>
- BBSRC Portfolio Analyser: www.bbsrc.ac.uk/research/grants-search/quicksearch/

Designing foods to maintain and improve health

Reference number	Principal Investigator	Research Organisation	Project Title	Project End Date
BB/L025485/1	Prof Ian Clark	University of East Anglia	Synergistic combinations of diet-derived bioactives to maintain joint health and prevent osteoarthritis	30/10/2017
BB/M027724/1	Prof Christine Edwards	University of Glasgow	Manipulating the activity of the gut microbiota with fermentable carbohydrates to maximise the bioavailability of bioactive phenolic acids for health	30/09/2018
BB/L025582/1	Prof Gary Frost	Imperial College London	Using crop genetics to understand the importance of dietary resistant starches for maintaining healthy glucose homeostasis	31/01/2018
BB/M027252/1	Dr Albert Koulman	MRC Centre Cambridge	The validation of biomarkers of metabolic efficacy in infant nutrition	30/09/2019
BB/L025515/1	Prof Peter Shewry	Rothamsted Research	Speciation and bioavailability of iron in plant foods	30/08/2017
BB/M027406/1	Prof Gary Williamson	University of Leeds	Improved glycaemic response and attenuated post-prandial sugar-induced endothelial dysfunction by polyphenol-rich foods	31/08/2018
BB/N020987/1	Dr Sarah Berry	King's College London	The health impact of industrial interesterification of dietary fats	30/06/2019
BB/N021800/1	Professor Simon Andrews	University of Reading	The relationship between dietary iron and the gut microbiota. Can dietary iron regime be exploited to improve health?	18/01/2020

Understanding the relationship between food processing and nutrition

Reference number	Principal Investigator	Research Organisation	Project Title	Project End Date
BB/L025272/1	Dr Peter Ellis	King's College London	Impact of food processing on the blood cholesterol-lowering effect of cereal beta-glucan	22/05/2018
BB/M027449/1	Dr Stephen Euston	Heriot-Watt University	Edible Oleogels for Reduction of Saturated Fat	01/05/2018
BB/M027139/1	Dr Bettina Wolf	University of Nottingham	Programmed emulsions for reduced levels of salt or sugar in liquid and semi-liquid foods	30/11/2018

BB/N021002/1	Professor Paul Sharp	King's College London	Increasing Micronutrient Bioavailability from Wheat	30/12/2019
BB/N021126/1	Dr Ian Fisk	University of Nottingham	Reducing sodium in the UK diet through food processing and ingredient design	31/12/2020
BB/N021185/1	Dr Parveen Yaqoob	University of Reading	Effects of n-3 polyunsaturated fatty acids on the generation and functional activities of microparticles	12/03/2020
BB/N021274/1	Margaret Denise Robertson	University of Surrey	Resistant Starch Production and Glucose Release from Pre-Prepared Chilled Food; the SPUD Project	16/10/2019

Understanding food choice and eating behaviour to improve health through diet

Reference number	Principal Investigator	Research Organisation	Project Title	Project End Date
BB/M027384/1	Prof Marion Hetherington	University of Leeds	Downsizing: using environmental prompts to understand healthy portion control and appropriate food servings in children, adolescents and caregivers	31/08/2018
BB/L02554X/1	Prof Peter Rogers	University of Bristol	Nudge150: Combining small changes to foods to achieve a sustained decrease in energy intake	30/11/2018
BB/L02540X/1	Prof Jeremy Spencer	University of Reading	Mechanistic assessment of the acute and chronic cognitive effects of flavanol/anthocyanin intervention in humans	30/04/2018

Annex 2 MODUS OPERANDI FOR THE SECOND PHASE OF THE DIET AND HEALTH RESEARCH INDUSTRY CLUB (DRINC2)

MODUS OPERANDI FOR THE SECOND PHASE OF THE DIET AND HEALTH RESEARCH INDUSTRY CLUB (DRINC2)

Background

1. The Diet and Health Research Industry Club (DRINC) was established to deliver underpinning, innovative, industrially-relevant diet and health research for the benefit of the UK food industry to help it develop products that deliver enhanced health benefits for consumers.
2. The first phase of DRINC supported, key industrially-relevant research areas identified through consultation with industry and other stakeholders. After the allocation of the funds agreed for the first phase, an Evaluation of the programme was undertaken by a Working Group which concluded that a second phase of the Club was necessary to continue to align the UK research base with the needs of the food and drink industry.
3. As a result of the findings of the Evaluation and the Working Group Report. BBSRC has agreed to provide further funding, in partnership with industry, to support a second phase of DRINC (DRINC2).

Funding

4. A total funding pot, broken down as follows, will be available for DRINC2:
 - BBSRC will contribute up to £9 million over 5 years
 - EPSRC and MRC have agreed to provide support for research projects which fall within their remit.
 - Industry member contributions will be on a sliding scale:

> 500 employees	£20k per annum
100–500	£10k per annum
21-100	£5k per annum
< 20	£1k per annum

In providing an estimate of employee numbers companies must account for all parent and subsidiary companies.

5. The subscription fee for Levy Bodies will be based upon the total number of persons employed in the industry they are representing.

6. The subscription fee for Trade Organisations will be based upon the average employee number of their member companies.

Support

7. Funding from the DRINC2 will support research grants; typically of 3-5 years duration UK higher education institutions, independent research organisations and BBSRC sponsored institutes are eligible to apply for research funding. It is anticipated that calls for application for research grants funded through the DRINC2 will be made in years 1, 2 and 3. The processing of applications will be carried out by BBSRC. DRINC2 grants will be issued by BBSRC under BBSRC standard terms and conditions of grant (<http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>) with the additional conditions set out in paragraphs 20, 21 and 22 of the *modus operandi*. DRINC2 research grants do not support PhD students. However, it is anticipated that PhD studentships relevant to the research challenges of the DRINC2 will be awarded through a separate funding stream.

Duration

8. The DRINC2 will initially operate for 5 years over the period 2012-2017. Research projects which exceed this 5 year timescale will continue to be monitored by the DRINC2 steering group and additional dissemination events will be held as required.

Membership of DRINC2

9. Club membership will be made up of:
 - BBSRC and any additional funding organisations.
 - Companies who have signed a MoU with BBSRC in respect of DRINC2 and continue to pay industry member contributions as described in the MoU (referred to as Industry Members).
 - Those research groups funded by the first and second phases of DRINC as well as academic members of the steering groups of both phases (referred to as Academic Members).

Industrial Members

10. Companies with interests in food research will be eligible to become Industrial Members of the DRINC2. Related Organisations may be eligible for membership at the discretion of the funders and the DRINC2 steering group. Membership of the DRINC2 will be aimed primarily at companies with a UK research/development and/or manufacturing presence. Overseas companies with overseas operations that would benefit from involvement in the DRINC2 will be eligible for membership on a case by case basis at the discretion of the funders and DRINC2 steering group. Companies wishing to join the DRINC2 after the start date will be required to make retrospective contributions at the appropriate level based on corporate size.
11. Industry Bodies (such as trade associations) may be members of the DRINC2 however; members of such Industry Bodies will have no special rights under this MoU. Information may be disseminated by an Industry Body to their members, but only after it has first been disseminated to Industrial and Academic Members in compliance with the terms of this MoU. A member of an Industry Body who is not an Industrial Member of DRINC2 shall be a third party in respect of access to foreground IP (paragraph 12) generated by projects funded by the DRINC2.

12. In exchange for an annual contribution, Industrial Membership of the DRINC2 will provide:
- The opportunity to influence the research areas supported by the DRINC2 and the selection of projects through (i) involvement as Industrial Members *and* (ii) representation on the DRINC2 steering group if elected
 - Participation in regular interaction and DRINC2 dissemination events organised by the DRINC2 coordinator, in conjunction with the BBSRC, to ensure early dissemination of the results, up to date knowledge of research progress, early access to ideas, advance notification of opportunities to commercialise the outcomes from research projects funded by the DRINC2 and the opportunity to network with academics, post-docs and postgraduate students
 - The opportunity to identify the best potential industry recruits as a result of networking with funded groups
 - Information and advice on related Research Council activities such as studentships and relevant knowledge transfer schemes
13. Companies agree to membership of the DRINC2 for 3 years in the first instance, with a view to extending to a total of 5 years.

DRINC2 Dissemination Activities

14. It is anticipated that there will be regular DRINC2 dissemination events each year once funded projects have commenced. Participation in the dissemination events will be restricted to Members of the DRINC2 unless agreed otherwise by the Steering Group. These events will provide a forum for grant holders to exclusively update the Industrial Members on research progress, early access to ideas, advance notification of opportunities to commercialise the outcomes of the research projects funded by the DRINC2 and the opportunity for networking with academics, post doctoral researchers and postgraduate students and the discussion of future research and training opportunities. Grant holders funded under the DRINC2 will be required to participate in these meetings.
15. Grant holders funded under the first phase of DRINC will be required to participate in the DRINC2 dissemination events in order to continue fulfilling their requirement to update the Industry Members of the first phase of DRINC on their progress. The Industry Members of the first phase of DRINC will be invited to attend the DRINC2 dissemination events while updates from projects from the first phase are being provided by the academic members.
16. Members of DRINC2 will also receive regular contact from the BBSRC in order to disseminate the outcomes of the research projects. This may be achieved through the use of methods such as electronic newsletters, information hosted on password protected websites, and email correspondence.

IP issues

17. The primary aim of the DRINC2 is to gain underpinning knowledge which can then be applied to technology development, rather than the development of new products / technology itself. Therefore the grant holder that develops the research proposal and conducts the research will own any intellectual property rights arising from the research grant (“resulting IPR”). However to enable Industrial Members to maximise

opportunities to commercialise research funded by the DRINC2, the conditions set out in paragraphs 20, 21 and 22 will be added to the research grant in addition to BBSRC standard terms and conditions.

18. Industrial Members are entitled to early access to results from research funded by the DRINC2. To ensure this grant holders must:
 - Give a minimum of 28 days notice of an intention to publish, outside of the DRINC2, results from research funded by a DRINC2 grant. The material for proposed publication should be submitted to the DRINC2 coordinator along with the notice of intent to publish. The coordinator will distribute a copy of the same to each of the Industrial Members within seven days of receipt; who shall then have 21 days to inform the coordinator if in their view the proposed publication may (i) dilute or prejudice the value of proprietary information of an Industrial Member or (ii) jeopardise the application for resulting IPR protection or (iii) otherwise inhibit future exploitation of the results and whether an Industrial Member has an interest in exploiting those results. The coordinator will feedback comments to the grant holders who will be expected to consider the advice with their technology transfer officer. If an Industrial Member wishes to enter into negotiations with a grant holder regarding exploitation of IP, these negotiations shall be pursued as outlined in paragraph 21.
 - Produce annual progress reports. Grant holders will be notified in advance when an annual progress report is due and a form will be provided. Grant holder will also be notified in advance when the final report will be due.
 - Attend and present the results and progress of DRINC2 funded research at 9-monthly DRINC2 dissemination events. Grant holder will be notified of the dates and format of their presentation.
 - Give advance notification of any opportunities to exploit intellectual property arising from their grant to the Industrial Members.
19. Industrial Members are entitled, if they wish, to engage in good faith negotiations with the grant holders for terms of access to the resulting IPR to allow further development or commercial exploitation of results, such access rights preferably to include the right to sublicense. This must be offered before access to resulting IPR can be offered to third parties outside the DRINC2. An interested Industrial member can exercise its option right by giving notice to the grant holder within two months of the date of receipt of notice of results or resulting IPR.
20. Good faith negotiations imply a willingness to reach agreement with Industrial Members on the terms and conditions of a commercial licence, to desist from publishing results or making offers to third parties while negotiation with Industrial Members are ongoing and, if such agreement is not reached within a reasonable period (for example four months from the exercise of the option) that the grant holder will not seek to enter into negotiations with third parties on terms substantially more favourable to such third parties.
21. Should an instance arise where an Industrial Member wishes to contribute background IP or offer in-kind services, these must be offered on the understanding that the terms and conditions of grant, including the dissemination of results and commercial opportunities will remain the same, unless agreed otherwise by the funders and Industrial Members.
22. Where IP is generated by research funded under the first phase of DRINC, that IP will be managed as agreed in the Memorandum of Understanding of the first phase of

DRINC. Industrial Members of DRINC2 but not the first phase of DRINC will be treated as third parties in the management of IP from the first phase of the Club.

Management of DRINC2

23. The operation of the DRINC2 will be managed by BBSRC in conjunction with a coordinator external to BBSRC.

24. The role of BBSRC role will involve:

- Overall management of the DRINC2
- Ensuring effective peer review of applications
- Awarding of research grants
- Preparing steering group papers
- Providing secretariat support at meetings

25. The role of an external coordinator will involve:

- Promoting the DRINC2 to Industrial Members and keeping them informed of developments
- Canvassing views from Industrial Members for consideration by the steering group
- Communicating feedback from the Academic Members to the DRINC2 steering group
- Promoting calls for proposals and working with the academic community in developing outline and full proposals
- Ensuring that Academic Members are kept fully informed on developments within the DRINC2 through appropriate mechanisms including helping to organise CIRC dissemination meetings
- Assisting the steering group in monitoring the progress and outcomes of funded projects against agreed plans to include visiting Grant Holders
- Providing updates during meetings of the Steering Group on the progress and outcomes of funded projects
- Contributing to the process of reviewing annual progress reports by undertaking activities such as advising grant holders of the required content of any reports, supporting BBSRC in the administration of review processes, supporting the Steering Group in reviewing the reports, and communicating the outcomes of the review process to grant holders on behalf of the Steering Group
- Supporting academic/industrial networking within the DRINC2 community
- Supporting the management of agreed in-kind contributions to DRINC2
- Co-ordinating the work of Grant Holders with each other and facilitating communication between individual Grant Holders and Club Members
- Working with the BBSRC to organise dissemination events at nine-monthly intervals
- Providing regular reports to BBSRC on the progress and outcomes of funded projects
- Providing regular reports to BBSRC on the activities of the external coordinator

DRINC2 Steering Group

26. The DRINC2 steering group will be established to take forward the DRINC2's research agenda, to provide strategic direction, to review progress of funded projects and review the operation of the DRINC2. The DRINC2 steering group will operate as follows:

- The steering group will comprise 7 members nominated by the Industrial Members, 7 BBSRC-nominated members, and a BBSRC-nominated Chair.
- Membership of the DRINC2 steering group will be reviewed annually. It is anticipated that the majority of members will remain for at least 3 years.
- Steering group members may nominate a deputy to represent them at meetings if they are unable to attend or if they are otherwise unable to fulfil their duties.
- During the appointments process, industrial candidates are selected for membership of the steering group based upon their individual qualities, rather than which organisation they represent. As a result, while industry members are welcome to consult and receive support from colleagues within their organisation, it is expected that the elected industry member will lead on fulfilling the duties associated with membership of the steering group.
- BBSRC may nominate additional temporary members to attend single meetings where the assessment of annual progress reports or applications for funding to DRINC2 takes place, in order to ensure that adequate expertise is available.

27. The DRINC2 steering group will manage the research programmes in DRINC2 with a remit:

- to agree themes and challenges to be included in the calls for research proposals.
- to review and assess outline proposals and agree those that should be invited for full submission (taking account of the views of industry members).
- to review full submissions following peer review, making recommendation to the BBSRC on those to be funded as appropriate.
- to review the progress of projects at appropriate intervals.
- to encourage networking between Industrial Members and Academic Members in the DRINC2.
- to provide guidance for any additional funding associated with DRINC2, for example it is intended that PhD studentships may be provided alongside funded projects.
- to advise and support activities to disseminate the research and outcomes of funded projects.
- to maintain contact with the Lead Industrial Contacts not nominated to represent the Industrial Members on the Steering Group.

28. The DRINC2 steering group will manage the continuing research projects supported through the first phase of DRINC with a remit:

- to review the progress of projects at appropriate intervals.
- to provide guidance for any PhD studentships associated with DRINC.

- to advise and support the organisation of activities to disseminate the research and outcomes of the continuing research projects supported through the first phase of DRINC.

Assessment of Applications

29. The application process will be two-stage with an initial outline application followed by a full proposal submission for applicants successful in the first stage. The applications will be assessed against a number of criteria by the DRINC2 steering group including scientific excellence, industrial relevance, extent to which applications address the priorities for research calls, timeliness and cost effectiveness. Applications at this stage will not be externally reviewed. Details of these outline applications will be circulated in confidence to Industrial Members for comment.
30. Invited full applications will be peer reviewed externally to gain an independent assessment and circulated to all Industrial Members for comment, prior to final assessment by the DRINC2 steering group.