



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Engineering and Physical  
Sciences Research Council (EPSRC)**

**Subject UK SBS Public Dialogue Evaluation**

**Sourcing reference number BLOJEU-CR16115EPSRC**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
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**UKSBS**  
*Shared Business Services*

## Table of Contents

Section	Content
1	<a href="#"><u>About UK Shared Business Services Ltd.</u></a>
2	<a href="#"><u>About our Customer</u></a>
3	<a href="#"><u>Working with UK Shared Business Services Ltd.</u></a>
4	<a href="#"><u>Specification</u></a>
5	<a href="#"><u>Evaluation model</u></a>
6	<a href="#"><u>Evaluation questionnaire</u></a>
7	<a href="#"><u>General Information</u></a>

# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial 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 Customers.

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

## Section 2 – About Our Customer

### Engineering and Physical Sciences Research Council (EPSRC)

EPSRC is the main UK government agency for funding research and training in engineering and the physical sciences, investing more than £800 million a year in a broad range of subjects – from mathematics to materials science, and from information technology to structural engineering.

The research EPSRC fund affects every aspect of our lives, from energy and the environment, through health, crime prevention, transport, construction and leisure time, to communications, nanotechnology and fundamental science.

The organisation's funded research has already led to improvements in MRI scanning to detect cancer, new ways of predicting and preventing flooding, the first controlled production of atomic antimatter, more durable artificial joints for our bodies, the lasers in our CD and DVD systems and software technologies to boost on-line shopping and the film industry

#### Examples of funded research

- University research into the technology and economics of energy storage, with an emphasis on securing environmentally-friendly and affordable power for the UK.
- A new national Carbon Capture and Storage Research Centre aimed at developing a low- carbon energy system for the UK.
- Developing the next generation of supercomputers.
- Creating a robotic organism for medical use.

Facing the uncertain economic future EPSRC strives to be ahead of the game, investing in world-class research into green technologies, medical advances and high-value manufacturing.

The organisation meets the needs of industry and society by working in partnership with universities to invest in people, scientific discovery and innovation. The knowledge and expertise gained maintains a technological leading edge, builds a strong economy and improves people's quality of life.

[www.epsrc.ac.uk](http://www.epsrc.ac.uk)

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

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

Section 3 – Contact details		
3.1	Customer Name and address	Engineering and Physical Sciences Research Council (EPSRC) Polaris House North Star Avenue Swindon SN2 1ET
3.2	Buyer name	Karl Oakley
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£64,000.00 excluding VAT. This is the maximum budget available
3.5	Process for the submission of clarifications and Bids	<p><b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>.</b></p> <p><b>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.</b></p>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	02/12/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	13/12/2016 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	16/12/2016
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	05/01/2017 14.00
3.11	Anticipated rejection of unsuccessful Bids date	12/01/2017

3.12	Anticipated Award date	13/01/2017
3.13	Anticipated Contract Start date	13/02/2017
3.14	Anticipated Contract End date	30/11/2017
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Introduction

New emerging quantum technologies promise the next generation of quantum products with exciting and astounding properties that will affect our lives profoundly. They will have a major impact on the finance, defence, aerospace, energy and telecommunications sectors and have the potential to improve imaging and computing in ways that cannot be predicted.

The UK government responded to this transformative opportunity by announcing in its autumn statement a £270 million investment to establish the UK National Quantum Technologies Programme championed by the Quantum Technologies Strategic Advisory Board (QT SAB).

The UK National Quantum Technology Programme is a coordinated effort between the Department for Business Energy and Industrial Strategy, the Engineering and Physical Sciences Research Council (EPSRC), Innovate UK and the National Physical Laboratory (NPL), in partnership with the Defence Science and Technology Laboratory (Dstl), Knowledge Transfer Network (KTN) and the Government Communications Headquarters (GCHQ).

The agencies involved in delivering the National Quantum Technology's Programme (EPSRC, Innovate UK, Dstl, NPL and GCHQ) has discussed the activity and has agreed a public dialogue would be an important contributing factor to the success of the National Programme.

In order to support the UK National Quantum Technology Programme the EPSRC, who have a major role in the Programme, is commissioning a public dialogue and analysis of the public dialogue on behalf of the QT SAB. This dialogue will explore public reviews on Quantum Technology and devices and applications.

In addition to this tender document for the public dialogue evaluation a separate tender document has been produced which will outline the details of the public dialogue and the analysis.

### Aims

The EPSRC seeks to commission a public dialogue activity to explore public views on Quantum Technologies and the devices which will be generated through activities currently taking place in the National Quantum Technologies Programme. The main aim is therefore to identify the public's preferences around the current and future research. This will have the potential to change the nature of the research as it takes place rather than retrospectively. The public dialogue could be used to inform and shape the research in the next phase of the National Quantum Technology Programme as well as the current phase.

In order to assess whether the dialogue and the subsequent analysis meets its objectives it is necessary to have an evaluation process. The main aim of this evaluation process is to assess whether the public dialogue and the analysis have met the objectives.

Other aims include

- to identify whether the dialogue has met standards of good practice
- to assess the views of participants as to whether the dialogue was of value to them
- to assess the success of the governance of the project , including the role of the oversight board, stakeholder groups and the EPSRC support role
- to identify what if any impact the dialogue had
- to identify the balance overall of costs and benefits of the dialogue
- to identify any lessons for the future arising from the dialogue process

## **Objectives**

Understanding and experience of public dialogue process and good practice in this field

State of the art evaluation processes

Regular updates/ feedback on the public dialogue process

Final report

Involvement of the Oversight group

Interaction with the Quantum Technologies Oversight Board and any steer provided

Attendance at public dialogue events organised by the contractor of the public dialogue and analysis

Co-operation with the public dialogue contractor including a handover meeting at the end of the dialogue and analysis period.

Adherence to the timeline described in section 7.

## **Background to the Requirement**

The EPSRC wants to have a constructive, inclusive and open public dialogue on behalf of the Quantum Technologies Strategic Advisory Board. The EPSRC is an advocate and the leader amongst the Research Councils for Responsible Research and Innovation and this project fits well within the EPSRC's remit. In addition, this would be the first activity of its kind. During this activity the public perception of science has the opportunity to shape and influence the work of our research community at a much earlier stage than any other RRI activity carried out.

Through this activity EPSRC will gain;

Better understanding of public attitudes relating to an emerging area of research;

Better understanding of the public as potential end-users or consumers of research;

Researchers stimulated to reflect on the social implications of their research;

Directly inform Research Council thinking, strategy and decision making;

Promote stronger stakeholder engagement with NGOs and civil society; and

Contribute to wider public debate about emerging research and technologies.

It is recognised that there is already some public concern around Quantum Technologies with regard to privacy, finance and national security.

A Risk Register developed for mitigating risks involved in the Quantum Technologies National Strategy has identified areas which involve risks associated with public perception.

The agencies involved in delivering the National Quantum Technology Programme (EPSRC, Innovate UK, Dstl, NPL and GCHQ) has discussed the activity and has agreed a public dialogue and evaluation of this dialogue and its analysis would be an important contributing factor to the success of the National Programme.

The four Quantum Technology technical Hubs (QuantiC, Quantum Communications, Sensing and Metrology Hub and NQIT) are focussed on different aspects of Quantum Technology and as such it is expected that the public dialogue engages with each Hub and its scientists, engineers and researchers. As a prerequisite to the public dialogue the EPSRC has carried out a responsible research and innovation roadshow visiting each of the Hubs and giving them an overview of responsible innovation. They have been introduced to the AREA framework which is fundamental to EPSRC's responsible research and innovation activities. In addition, each of the Hubs has been asked to produce a video for use with the public dialogue giving an overview to the Hubs activities. These will be available for the evaluation contractor to use for the purposes of this contract.

In addition to the commissioning body EPSRC the public dialogue and the evaluation has several other bodies and key stakeholders who are interested and involved in the activity. The EPSRC has engaged an oversight board who are experts in their respective fields to help facilitate these activities. The public dialogue and any outcomes of the evaluation process are also of importance to the Hub researchers, the Quantum Technologies Strategic Advisory Board and the wider quantum technologies community. The evaluation of the public dialogue and its analysis is likely to be of interest to the wider scientific community as it concerns an emerging technology.

## **Scope**

### **Included**

A detailed plan sticking to the timeline as indicated in Section 7.

Evaluation of the processes of recruitment of the public, evaluation of the public demographic and observations and locations and evaluation of the dialogues and the analysis.

Evaluation of the public dialogue including;

Evaluation of processes used to engage researchers and scientists and creation of material for the dialogue

Evaluation of the processes and methods employed during the dialogue with the public

Evaluation of the transparency and openness of the research

Evaluation of the appropriateness and use of experts in the dialogue

Evaluation of any training for researchers engaging with the public (if they required it – putting science into layman's terms and answering questions put to them by the general public)

Detailed evaluation of the analysis of the public dialogue

Evaluation of the involvement of the oversight board including opportunities to observe the dialogue

Interaction with the contractor carrying out the public dialogue and the analysis.

Final presentation to the oversight board/ EPSRC/ quantum technology community/ Strategic advisory board enabling a discussion around the evaluation of the dialogue and the analysis and what it indicates and learning for subsequent activities of this nature.

Provision of a post dialogue analysis 6 months after the public dialogue

**Excluded:** The public dialogue and analysis of the public dialogue

### **The Requirement**

State of the art evaluation processes for the public dialogue using up to date knowledge of the field

Evaluation of the Design and preparation of the stimulus material.

Evaluation of the analysis of the dialogue as state of the art.

Co-operation with the contractor carrying out the public dialogue and the analysis

Adherence to the timeline provided

Ensure EPSRC/ Oversight board are included where appropriate

Attend a briefing in week beginning 16 January 2017

Ensure that the contractors carrying out the public dialogue include them as observers in dialogue activities

Arrange venues after feedback from EPSRC/oversight board

Ensure all views and feedback from the public dialogue and analysis is captured in the evaluation.

A draft report

Final written report

### **Timescales**

Contractors will be required to adhere to the timeline of the project unless the express permission of the oversight board is sought and a new timeline is agreed. However, the completion date is fundamental to the success of this project.

Contractors should begin work on this project in February 2017 and aim to have ended the evaluation of the public dialogue process in October 2017.

Therefore a report evaluating the public dialogue should be prepared in draft by 03 July 2017.  
Followed by a final report by 31 August 2017

Analysis of public dialogue should have taken place by 1 September 2017 and therefore a final report evaluating the analysis should be produced by 31 October. Prior to this a draft report should be prepared by 18 October.

A final report on the process and findings of the public dialogue should be issued by 31 October 2017.

The contractors conducting the evaluation are expected to work alongside the public dialogue contractors as necessary to complete the evaluation of the analysis between 23 June 2017 and 3 November 2017.

Meeting to share the results of the evaluation of the dialogue and the analysis with the appropriate parties (EPSRC, Oversight board, Quantum Technology community, the UK National Quantum Technology Programme partners and Strategic Advisory Board will take place during the week beginning 6 November 2017)

## 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, the Customer and any specific external stakeholders UK SBS deem 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 ( $5+5+6=16\div3=5.33$ ))

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	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

## Scoring criteria

### Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	40%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Understanding the Environment	10%
Quality	PROJ1.4	Project Plan & Timescales	10%

## Evaluation of criteria

### Non-Price elements

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

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

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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

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

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.

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the Price criterion (Question) **AW5.2** shall be considered the successful supplier and shall be awarded the opportunity.

## **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.
- 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 typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)