

Request for Proposal



Request for Proposal (RFP) on behalf of Science and Technology Facilities Council (STFC)

Subject: Visualisation Suite

Sourcing Reference Number: UK SBS PR17135

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

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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for 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 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 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 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 Contracting Authorities.

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

Section 2 – About the Contracting Authority

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.uk

Section 3 – Working with the Contracting Authority.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Science and Technology Facilities Council (STFC) Daresbury Laboratory, Keckwick Ln, Warrington WA4 4AD
3.2	Buyer	Melanie Hollingsworth
3.3	Buyer contact details	melanie.hollingsworth@uksbs.co.uk 01793 867313
3.4	Maximum value of the Opportunity	£450,000.00 (excluding VAT) £540,000.00 inc 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 posting of Contract advert to OJEU.	Monday 20 th November 2017
3.7	Date RFP available to Bidders	Wednesday 22 nd November 2017
3.8	Site Visits	Wednesday 6 th December 2017 and Thursday 7 th December 2017 <i>To book a site visit please submit your chosen date and the names of those that wish to attend through the message function on the Esourcing Portal. If you are unable to attend the above dates please ask for an alternative time.</i>
3.9	Latest date / time RFP clarification questions shall be received through Emptoris messaging system	Wednesday 3 January 2018 11:00 am
3.10	Latest date / time RFP clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 5 January 2018 14:00 pm
3.11	Closing date and time for Bidder to request RFP documents	Thursday 11 th January 2018 11:00 am
3.12	Closing date and time for Bidder to submit their response (' the deadline ').	Thursday 11 th January 2018 11:00 am

3.13	Anticipated notification of proposed Contract award to unsuccessful bidders	Monday 22nd January 2018
3.14	Anticipated Contract Award Date	23 rd January 2018
3.15	Anticipated Commencement of Contract	3rd February 2018
3.16	Bid Validity Period	90 Days

Section 4 – Specification and about this procurement

Overview

The Hartree Centre of the Science & Technology Facilities Council (STFC) is entering into a tender process for the procurement of new visualisation facilities at its new building on the same campus, installation of new collaborative and development rooms and integration of existing equipment at its new premises on the Daresbury Laboratories site.

The newly relocated and updated visualisation facilities will complement a large investment in supercomputing capabilities at the Hartree Centre, Daresbury. In addition to large-scale visualisation, these procured facilities must be capable of supporting collaborative working with partners on site locally and offsite via collaborative communications technologies. Connectivity between visualisation and High Performance computing for scalability and computational steering will also be an important element. Interoperability and flexibility is also key, so as to be able to address future use cases.

The supplier will be expected to work collaboratively with Hartree to develop visualisation capabilities for future extreme high performance and data intensive computing systems and to enable the wider use of high performance computing technology by UK industry to enhance the UK's international competitiveness.

We are looking for a partner who can supply world-leading facilities, that have the expertise to enable us to make full use of the facilities, and that is prepared to enhance the development of Hartree activities.

Background to the Requirements

The Hartree Centre

The Hartree Centre is part of the Science and Technology Facilities Council, one of the UK's research councils. One of STFC's remits is to provide large facilities to academics and researchers in the UK.

The Hartree Centre's role is, first and foremost, about accelerating industrial R&D. High performance computing is just one key tool used to help UK businesses and academia alike to push their research forward faster and more efficiently.

Hartree capabilities include:

- Petascale high performance computing
- High throughput computing
- Hyperscale storage
- Data analytics clusters – rested, streaming and predictive
- Cognitive computing platforms, including IBM Watson
- Accelerated and energy efficient platforms
- Specialist software and development expertise
- High-end visualisation suites

The Hartree Centre vision is for UK industry to fully embrace and integrate the latest digital and cognitive technologies into its business, to outperform global competitors, grow the economy and maintain the UK's position at the forefront of industrial innovation.

In essence Hartree's mission is to transform UK competitiveness by accelerating the adoption of data-centric computing, big data and cognitive technologies.

Establishing a Visualisation Centre at the new Hartree Centre Building

Over the last 12 months, the Hartree Centre has been in the process of moving from its original location, in Building A on the STFC Daresbury site, to a new ground floor location in Building 2 on Keckwick Lane. The move is a result of the need to consolidate operations and create a strong identity for the Hartree Centre.

The staff have now been relocated. Space has been allocated on the ground floor of Building 2 for a new Visualisation Centre. This space has now been redesigned and rebuilt in preparation for fit out and integration of the visualisation elements and connecting infrastructure, which is addressed by this tender. Details of the attachments that illustrate the Ground Floor Layout Plan of the Hartree Visualisation Centre can be found in Appendix B1, B2, B3, B4.

Some previous elements from the previous installation in Building A have will be reutilised and will be moved into the new space, of which the main element is the Curved Screen Visualisation facility, formerly known as the 'Leverhulme' room in Building A. This is in the process of being relocated into the new building. Others elements such as tracking systems, existing computer systems, audio and control systems have been decommissioned and placed in storage, awaiting reinstallation and integration in the new visualisation centre.

The rest of facility equipment and capabilities will be newly procured as part of this tender.

In establishing a new visual computing facility at Hartree, it is an opportunity to, not only establish a state-of-the-art technical capability, but for the Hartree Visualisation Centre to establish a platform for advanced development in high performance visual computing. This will be achieved by leveraging capabilities throughout STFC as well as external collaborative partnerships.

Statement of Requirements

The main purpose of this procurement is to fit out the newly built visualisation facility in the relocated Hartree Centre in Building 2, to establish a fully operational visual computing centre for demonstration, project delivery and on-going development.

This will include a new flat wall based visualisation room, 2 new Visual Collaboration Labs (VCLs), integration of the existing curved screen facility and an Emerging Technology Lab (ETL) which will be used for evaluation, showcasing and development of key new technologies.

The equipment needs to be delivered to Hartree centre by 31 March 2018, Acceptance Testing will take place once it has been fully installed. The Contract duration shall be for a period of 3 years from commencement of the Contract. Payment will be made on successful completion of the acceptance testing.

The plan is also to provide a more centralised infrastructure to enable more flexible utilisation of resources and the ability to adapt to evolving requirements and new use

cases as they emerge. For details of the connectivity and wiring layouts refer to the Hartree-VisSuite-resource-specifications attachment listed in Appendix B5.

Operational Principles

The key operational principles for this new facility will be to provide:

- **Differentiated capability** – to include state of the art computer systems and display systems.
- **Support Workflow and Operations** of the Hartree Centre – the facility is intended to work for users in Business Development, Public Outreach, Research Science and Development as well its partners.
- **Flexibility** – an ability to reconfigure display systems and sources to be connected between different rooms as needed.
- **Collaboration** – to support working in teams internally and with external partners and clients.
- **Ideation** – an ability to support idea creation, innovation, problem solving in teams.
- **Communications** – to enable users to communicate easily with remote partners and clients and to be able to easily share visual content over a range of diverse communication platforms.
- **Demonstration** – the facilities should also act as a showcase and promote the work of Hartree and STFC in general. This could be to clients, partners, sponsors, seminar attendees or the general public for outreach.
- **Development** – to provide an environment to track, evaluate and integrate and showcase emerging technologies.
- **Scalability** - provide the ability to scale visual computing problems at 3 levels:
 - Ability to easily connect individual, portable personal computer visualisation systems into the visualisation infrastructure.
 - Provision of powerful standalone visualisation systems to drive the display facilities.
 - Access to extreme high performance problems running on the STFC HPC systems and provide advanced visual computing capabilities through remote visualisation.

The procurement will require the following:

- Re-install where practical and economical.
- Refresh with new technology where appropriate.
- Link core technologies together to enable an integrated approach as a complete facility, rather than several independent rooms.
- Add new functionality and technologies to bring the system up to date and also enable the development of the evolving workflow of the Hartree Centre.
- Evolve over time with new capabilities, technologies and collaborations.

Summary of Key Elements

We are seeking a number of elements in this procurement:

Provision of a new Visualisation Flat Wall System (CF2):

- A new flat wall display system that leverages state of the art display technologies to provide updated display, performance, stability and maintainability.

- A new high performance high-end state of the art visualisation computer system for the flat wall visualisation room. Since STFC Hartree is already working with NVIDIA on other projects, it is essential that the new graphics computer system should be capable of running the NVIDIA Holodeck application. Further details on this application can be found at: <https://www.nvidia.com/en-us/design-visualization/technologies/holodeck>

Installation of a number of new elements in the facility to include provision of:

- 2 Visual Computing Collaboration rooms (VCL)
 - 2 rooms to provide meeting room functionality with collaborative and visual computing capabilities for 5-10 people for project work.
- An Emerging Technology Lab (ETL) for development and showcasing of new and significant visualisation, human interface and display technologies. This will have a persistent space for Virtual Reality and potentially Augmented Reality applications.
- A Machine room (MCR) to centralise resources and a Storage Room.
- Communications systems to include Video Conferencing in 3 of the rooms (CF2, VCL1 and VCL2) fully integrated into the rest of the facility.
- Wireless Collaboration systems in 5 of the rooms (CF2, LH2, VCL1 and VCL2 and Circulation Room 8) for display of sources from different devices.
- AV routing, connectivity, switching and control infrastructure to enable the facility to work as a whole and enable high degrees of flexibility, connectivity and ease of use. For details of the connectivity and wiring layouts refer to the Hartree-VisSuite-resource-specifications attachment listed in Appendix B5.
- Flexibility of allocation of computing resources through switching of control and AV.
- Provision of an integrated Master Control System to manage the operation of the facility and to select pre-determined connection configurations for specified use cases.

Integration of existing elements into the Hartree Visualisation Centre

- The Curved Screen Visualisation wall and computing system (LH2) will be in the process of being put in place, but wiring and connectivity is required, so it can be integrated with the rest of the facility. Refer to Appendix B1, B2, B3 and B4. for details of attachments that cover both the plan and elevation drawings of the LH2 room.
 - For reference, the full wiring and specification of the original Curved Wall installation can be found in the document: Leverhulme-CurvedWall-documentation, referenced in Appendix B10.
- Integration of the Multi-Zone Lighting systems, which will already be installed with preset, to be controlled from the Control System user interfaces in the LH2 and CF2 rooms. For details of the functions defined for the lighting systems refer to the attachment HartreeVisSuite-resource-specifications, listed in Appendix B5.
- Re-installation of the existing 3D tracking systems to increase coverage in the CF2 room and provide an enhanced tracking capability in the VR space in the ETL room. For details of the tracking system specification, refer to the attachment listed in Appendix B7.
- Reinstallation of audio systems in the CF2 room. For details of the audio system specification, refer to the attachment listed in Appendix B6.
- The existing Stereo Emitter system can be reutilised, if the Bidder determines that it is suitable. For details of the stereo emitter system specification, refer to the attachment listed in Appendix B8.
- Integration of the existing pre-installed Microsoft Surface Hubs into the main AV and control infrastructure. A specification and a Microsoft Surface Hub Readiness

Guide for the 84" Microsoft Surface Hub, already installed in CF2, VCL1 and VCL2, can be found in Appendix B11 and B12.

- Some equipment will already be installed, such as networks, lighting and power, in the Master Control Room (MCR). New infrastructure and systems will need to integrate with these. For details of the locations of these, refer to the Hartree-VisSuite-resource-specifications attachment listed in Appendix B5.

Collaboration

In addition we are seeking collaboration with the supplier with the following aims:

- To ensure effective use of the systems supplied.
- To undertake collaborative R&D in key visual computing applications areas with STFC and a number of its academic and commercial partners. These might include remote visualisation, in situ-visualisation, use of Virtual Reality and Augmented Reality and HPC based real-time rendering.
- To enable Hartree to enhance its reputation as an international centre of excellence.
- To promote economic development on the Daresbury Campus.
- Support Hartree's ability to showcase and demonstrate the systems.
- Track, demonstrate and develop applications using emerging technologies.

Operational Rooms in the Visual Computing Facility

LH2 – Curved Wall Room (formerly Leverhulme)

Function: The main use cases for this space will be to support communication and outreach although it will also be used for presentation and discussion. This will also be used to promote projects through the demonstration of Hartree capabilities. It will also be used to communicate outcomes of completed projects and provide a platform to communicate the work of Hartree to a wider audience.

Facilities: A combination of the current Leverhulme display system, updated visual computing hardware and improved connectivity will provide the basis of the newly relocated immersive room. A number of facility enhancements will also improve its function, broadening its appeal across stakeholder groups. This will include enhanced soundproofing, décor and inclusion of zoned, dimmable lighting.

Computer equipment will be centralised in one machine room and provide greater interconnectivity between different resources. The existing tracking system is to be re-deployed to enhance the new flat screen room and provide a tracking capability in the VR development space.

Workflow: This is a high impact facility and will typically be used for VIP and client visits. For projects this room will typically be used at the start and conclusion of a project to either help sell the project initially or communicate its outcomes. Other applications will be for broader outreach communications. Improved acoustics and less noise as well as a more welcoming space will enable longer visits and more in depth discussion of what is being displayed.

Different Use Modes will likely include:

- **Presentation mode** – One or more presenters giving a presentation to a group of up to 20 people using a combination of 3D visualisation and inputs from other

sources such as PowerPoint, video playback and other Windows or Unix applications, all with the potential to be displayed on the screen simultaneously.

- **Analysis Mode** – this would likely follow on from a presentation, where the group would engage in discussion on what has been presented. Lighting would be raised to a level where people can see each other, but the main screen remains usable.
- **Cinema mode:** A pre-prepared presentation or media playback, with an audience seated away from the screen in a darkened space viewing a prepared presentation mixing animation, video insets and sound.

Value Add: This is a high impact showcase facility that will be used to impress, convince and gain trust as well as communicate complex concepts effectively. Improvements to the room will also enable this to be used more in the future for collaboration, discussion and potentially data review.

CF2 – Flat Wall Display (Crosfield replacement)

Function: The Crosfield model, where it has been used as a high end meeting room for larger groups with the ability to have integrated visualisation, has been versatile and powerful and will be retained in the move to the new building. The main use cases will be for advanced and large capacity meetings, design/data reviews and interactive collaborative sessions.

Facilities: Since much of the current system is outdated and impractical or uneconomic to move, this will largely need to be a replacement facility, presenting the opportunity to incorporate recent advances in display, compute and collaboration technologies. This should lead to a superior, simpler and more easily maintained system with greater flexibility.

Integration with collaboration and communication technologies will extend its use cases significantly. The existing Crosfield motion tracking system will be redeployed to the new room and extended to full 360-degree motion tracking capability through re-deployment of some of the tracking camera units in the current Leverhulme room.

Workflow:

Different Use Modes will likely include:

- **Conference mode** – One or more presenters giving a presentation to a group of up to 30 people using a combination of 3D visualisation and inputs from other sources such as PowerPoint, video playback and other Windows or Unix applications on the screen simultaneously. Remote participants may be included in the conference session with the ability to exchange and share content and integrated video conferencing. Use of an Interactive Touch screen display will also be used to augment and illustrate different aspects of the meeting as well as provide a platform for ideation.
- **Reception mode:** Large numbers (up to 50) of people standing and talking informally, with refreshments and predefined presentations running in the background for people to view, potentially up close the light level quite high. Other screens and sources in the room may be used to provide a range of subjects on display and for users to interact with.
- **Research mode:** Larger groups of researchers (< 30) meeting to discuss specific aspects of a visualisation. They may stand back to see whole picture, and come up close to point out particular points and use high resolution and be quite interactive, needing several local points of control over what the screen displays. This scenario

would need to have access to remote data via appropriate services, and be able to move data and visualisations to and from other parts of the STFC infrastructure.

- **Design Mode:** The facility would be used to perform specific design analysis or reviews. This could be used in conjunction with the 3D tracking system and most likely in 3D stereo. This would be for smaller groups of users (<5) but needing access to a large screen for life size simulations, e.g. automotive interior design.

Value Add: The larger capacity of this room and its flexible nature, along with the powerful visual computing capabilities will mean that this room will be one of the main workhorses in Hartree. It will be easily adapted to different use cases and with a combination of large scale visualisation, collaboration tools, motion tracking and a meeting space that can support extended meetings, this room has the potential to enhance almost any activity involving larger groups.

VCL1 and VCL2 – Visual Collaboration Labs

Function: These 2 smaller rooms are anticipated to hold 5-10 people and will support project activities for science teams and facilitate collaboration within the team and to remote clients/partners. The rooms are designed to provide 3 main functions:

- Access to high impact visualisation to support data analysis and project review.
- Local (in room) collaboration and ideation.
- External collaboration – links to other STFC sites as well as UK and EU partner and client sites.

Facilities: These will incorporate facilities for visualisation on a flat panel wall system, ideation and collaboration through an interactive display and video conferencing and Unified Communication systems.

VCL1, in the East side of the building, will also have a breakout area with a standing desk, flat panel monitor display and connectivity to the rest of the facility infrastructure. Next to this is an administrative office for the Visualisation Facility.

Workflow: The main use case anticipated for these spaces is for small group multi-disciplinary collaboration to support project review and data analysis. While they can potentially be used for general meetings, their main focus would typically be to enable project teams to assemble and work with the data and the people needed to develop the project. An option would include external participants in these sessions through standards based video conferencing and other software based communications systems. Data would be shareable between local and remote participants. The touch enabled Interactive Display would facilitate ideation, clarification and capture of results from the session.

Value Add: The key areas in which these facilities will benefit Hartree will be to provide Focus, Privacy, Connectivity, Analysis and Collaboration.

ETL - Emerging Technology Lab

Function: This is a general space for demonstration and evaluation of different emerging Visual Computing and Human Interaction technologies that could be of interest to Hartree and their existing and potential clients. This is a space within where these technologies can be set up, tested, and developed and demonstrated. Typical technology examples would be Virtual Reality, Augmented Reality, Human Computer Interaction and IoT as well as software applications that enable better access to data results from computational analysis. The ETL will also provide an environment for on-going development.

It will also provide an opportunity for collaboration and an ongoing added value collaborative relationship with the successful bidder.

Facilities: The room infrastructure will likely consist of space with workbenches, storage and open floor space for roaming VR/AR applications. The walls and ceiling would be configured for connectivity and enable links to other parts of the facility including the machine room and through that, connectivity to HPC systems. The optical tracking system controller that is currently in Leverhulme would be redeployed, along with some of the cameras, to this room where it has the potential to enhance the capabilities of commercial off the shelf VR tracking systems. Some initial VR systems would be installed but it is anticipated that this space will also provide the opportunity for new technologies to be evaluated and integrated as they develop.

Workflow:

- **Demonstration** – A showcase of ‘visiting’ examples of key emerging hardware and software technologies, where appropriate. These might be cycled periodically to ensure a fresh view of new developments. Groups of visitors to other parts of the facility would also likely visit the ETL exploring different examples in turn. The VR area would be set up in a persistent state of readiness for demonstration.
- **Testing and Development** of these emerging technologies and integration into the workflow and projects that Hartree is undertaking. Users would spend periods of time in the ETL working with the systems installed using computer systems either locally installed in the room or accessing other systems via the MCR.
- **Curation** – it is an on-going process to identify candidate technologies, manage relationships with providers, and oversee installation, maintenance, operation and training on their use and application. The goal would be to keep the technologies in the ETL relevant, operational and accessible at all times, as well as periodically refreshed.

Value Add: Having a dedicated development workspace and showcase is of substantial value as it provides a level of continuity for both development and a stable environment for demonstration.

VR is a rapidly developing field and it is intended that Hartree will have a capability in this area, as well as a practical knowledge of the benefits of its use and potential applications in Hartree projects.

This area also provides an ideal opportunity for the development of a collaborative relationship with the successful bidder and technology providers, where new concepts and technologies can be showcased to Hartree’s users and visitors as well as providing the opportunity to introduce technologies into Hartree’s workflow.

Machine Room and Storage Room (MCR and SR)

Facilities: The machine room (MCR) will house the main LH2 graphics computer system and the redeployed graphics cluster that drive the curved wall as well other equipment such as audio systems, switching systems and legacy computer systems used to drive displays in other rooms, where practical. While it is intended to centralise much of the equipment, it may not be appropriate due to cable run lengths etc. and thus in this case it may be practical to site some equipment nearer the operational spaces.

The MCR will also be the main connectivity point for visualisations running on any of the HPC systems in Building C. The switching functionality in the MCR will ensure that any of the rooms in the Visualisation facility will have access to remote visualisation capabilities for both display and control.

The Store Room (SR) will be used to store equipment not in use, spares and supplies. It will be a mix of shelf, racking and cabinet storage.

Workflow: The MCR will typically be accessed for maintenance purposes only. It is desirable that all operational aspects of the equipment can be performed from control interfaces in other rooms.

The SR can be accessed for depositing and accessing equipment and supplies stored via the machine room the VCL on E side of the building.

Value Add: The purpose of the MCR is to centralise resources to provide efficient access, maintenance, cooling, cabling and noise management of the different elements servicing the different rooms. Noise is of particular concern due to operating equipment in both LH2 and CF2 and the MCR presents an opportunity to isolate much of the noise generated by equipment.

Centralisation also enables efficient distribution of sources and resources, so that any services in the MCR hub can be accessed and controlled throughout the facility.

Integration

While there are number of separate rooms in the facility, the intention is that there should be a high degree of interconnectivity between them as well as flexibility in sharing of resources. This will be achieved through the following design aspects:

Focus on Collaboration: By adopting collaboration and communication technologies as part of the day-to-day operations, the different spaces can be expanded to a wider range of use cases as well as enhancing the interaction between Hartree, the science teams in STFC and Hartree's client base.

Centralisation of equipment: By creating a single room within which computer hardware is placed, this enables a number of advantages including efficient cooling, noise reduction, simplified maintenance and greater flexibility in routing of sources to display destinations. Consideration needs to be given to length of cable runs so as not to incur undue latency in signal transmission as well as ease of access.

Connectivity to HPC resources: User feedback has indicated that techniques such as remote visualisation and in-situ visualisation, as well as transparent access to the HPC data systems will be critical to achieve optimal utilisation of the visual computing and HPC resources as well as enabling future growth to tackle large scale problems. It is essential that the right connectivity is provided from the visual computing facilities to the HPC systems to be able to achieve this.

Improved ease of use: Control systems will be needed to enable management of the facilities both at the admin level, to enable flexible resource utilisation, and at the user level to facilitate un-moderated usage with minimal training and support. Such systems might typically control source switching, lighting, audio, videoconferencing, window blinds (if installed) as well as the display system start up and shutdown.

Support

While installation of a fully functioning hardware and software infrastructure is the main procurement focus, it is also essential that the right level of operational support is provided to deliver added value from such a facility.

The main functions anticipated are:

- **Systems Administration Support** – to ensure everything is kept running smoothly and maintained optimally.
- **Visual Computing Applications Support** - To work with the different project groups to enable the application of best practice and who possess an in depth working knowledge of visualisation techniques.
- **Demonstration and Visit Support** – to ensure that demonstrations for visits are planned, setup and managed effectively as well as ensuring that demonstration applications are developed, optimised, maintained and documented. Users should also be trained on the usage of the facility and applications.
- **Visual Computing Strategy** – A leadership role to ensure the right vision and strategy is in place, forge collaborative relationships, identify and drive key development initiatives and to manage the visualisation team and facility to achieve the objectives for Visual Computing at Hartree.
- **Curation** – management of the ETL resources and usage as well as the relationship with different suppliers of technologies showcased in the ETL.

It is anticipated that Hartree will provide much of this capability, but bidders are encouraged to consider ways that they might augment these functions as part of the Collaborative element of their proposal.

Statement of Requirements

The structure of the requirements is a small number of MANDATORY and DESIRABLE requirements.

Mandatory means Mandatory: any response which does not comply with these minimum requirements will not be scored.

STFC requires the highest quality solution and marks will be awarded relative to the quality of your solution, and bidders are encouraged to exceed the minimum requirements where economically feasible, whilst remaining within the total overall budget (**M1**).

Training

As a minimum suppliers must provide a training programme to include:

- user training,
- user documentation,
- workshops,
- optimise the use of the hardware and software
- access to expertise within the supplier organisation to assist with application design, optimisation and porting.

The training should be supplied to cover the following elements:

User training - for up to 20 participants

- CF2 system start up and shut down
- Operation of the video conference system and switching of modes of operation between the main display screen and MS Surface Hub
- Operation of Master Control System
- Operation of the Media Recorder for record and playback
- Operation of repeat/extension monitor and control station
- Operation and demonstration of the VR systems and applications.

Power User training – for up to 10 participants

- Configuring applications to run on the display system
- Configuration of applications and demonstrations on the VR system
- Configuration of the Master Control System to select scenario templates that map sources and control of devices according to predefined patterns

Administrator Training - for up to 6 participants

- System maintenance and issue resolution procedures
- Configuration of Master Control Station to manage and edit scenario templates and media/control switching
- Application development for VR systems.

Help Desk and Hardware Maintenance.

STFC believes that high quality maintenance arrangements are vital for the reliable operation of the Visualisation Facilities. Timely rectification of hardware and software problems is required. STFC wishes to have in place maintenance and support contracts that reflect this requirement

As a minimum suppliers must provide hardware and system maintenance support for 3 years.

The following minimum levels of support should be offered:

- Duration 36 months.
- Guaranteed response with 4 hours from request for support via telephone or email.
- Site callout within 2 working days, where deemed appropriate
- Annual preventive maintenance and refresher training visits.
- Bug fixes and software updates provided as they become available
- Critical spares for any new equipment should be held in the bidder's UK office.

Suppliers will not be held responsible for the cost of replacement parts of pre-existing equipment, but will be offered an option to supply replacement parts to the client.

Lifecycle costs and expectancy should be stated for new systems and subsystems.

The Rooms

Each supplier has been provided with plans the layout of the new rooms where the systems will be hosted – details of the Ground Floor Layout Plan can be found in the attachments listed in Appendix B1, B2, B3 and B4. Each of the new room will have an

initial indication of where key elements should be. The supplier is welcome to propose alternatives, noting that should any of these alternatives require room modifications beyond those already scoped, those costs must be included within this tender.

Site Visit

Suppliers are strongly recommended to visit the site and undertake a survey prior to submitting a proposal. Site visits will take place on 6th or 7th December 2017. Suppliers should contact UKSBS through Emptoris messages to arrange:

- a date,
- time and
- give details of those attending.

During the site visit your host will take note of any questions asked and the answers given, these will then be made available to all bidders to view on Emptoris.

Any Suppliers who can't attend either of these two date should contact UKSBS through Emptoris messages to arrange an alternative date. Any suppliers who submit bids without attending a site visit will do so at their own risk and all bid prices will be taken as fixed and firm.

Suppliers should also note that in Schedule 1 –Special Conditions of the GS2 Good and Services purchasing contract contains a clause entitled Due Diligence, which relates to the Suppliers responsibility to have satisfied itself to the accuracy and adequacy of any information supplied to them.

The equipment needs to be delivered to Hartree centre by 31 March 2018, Acceptance Testing will take place once it has been fully installed.

Payments will be made as follows:

Delivery, Inspection of goods and Milestones payments

Milestone Event	Value %
Delivery to Hartree centre unpacked and visual inspection of goods	80%
Retention payment on satisfaction completion of Acceptance Testing (AW4.3)	20%

The Contract duration shall be for a period of 3 years from commencement of the Contract.

Acceptance will be granted on successful completion of the Acceptance Testing. These are listed in the acceptance criteria document in question AW4.3.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of **statutory and legal matters only**, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

5.1 Introduction

- 5.1.1 The evaluation process will be conducted to ensure that Bids are evaluated fairly to ascertain the bidders who can demonstrate the required skills qualities, technical ability and capacity, commercial stability and experience to ensure successful performance of the Contract.
- 5.1.2 The evaluation team may comprise staff from UK SBS and the Contracting Authority, and any specific external stakeholders the Contracting Authority deem required

5.2 Evaluation of Bids

- 5.2.1 Evaluation of Bids shall be based on a Selection questionnaire defined in the e-sourcing tool.

5.3. SELECTION questionnaire

- 5.3.1 The Selection questionnaire shall be marked against the following Selection pass / fail and scoring criteria.
- 5.3.2 The selection questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria.

Selection Pass/fail criteria		
Questionnaire	Q No.	Question subject
Selection Part A	SEL1.13	Contact details and declaration
Selection Part B	SEL2.2	Participation in a criminal organisation
Selection Part B	SEL2.3	Corruption
Selection Part B	SEL2.4	Fraud
Selection Part B	SEL2.5	Terrorist Offences or offences link to terrorist activities
Selection Part B	SEL2.6	Money laundering or Terrorist financing
Selection Part B	SEL2.7	Child Labour and other forms of trafficking in human beings
Selection Part B	SEL 2.8	Payment of tax or social security
Selection Part B	SEL 2.9	Self-cleaning
Selection Part C	SEL3.2	Breach of environmental obligations
Selection Part C	SEL3.3	Breach of social obligations
Selection Part C	SEL3.4	Breach of labour law obligations
Selection Part C	SEL3.5	Bankruptcy
Selection Part C	SEL3.6	Guilty of grave professional misconduct
Selection Part C	SEL3.7	Distorting competition
Selection Part C	SEL3.8	Conflict of Interest
Selection Part C	SEL3.9	Prior involvement in procurement process
Selection Part C	SEL3.10	Prior performance of contract
Selection Part C	SEL3.11	Serious Misrepresentation
Selection Part C	SEL3.12	Withholding information

Selection Part C	SEL3.13	Unable to provide supporting documentation for ESPD
Selection Part C	SEL3.14	Influenced the decision making process
Selection Part C	SEL3.15	financial turnover of £36M
Selection Part D	SEL4.1	Audited accounts
Selection Part D	SEL4.3	Wider group / guarantee
Selection Part D	SEL4.4	Insurance
Selection Part E	SEL5.1	References
Selection Part E	SEL5.4	Compliance under Modern Slavery Act 2015
Selection Part E	SEL5.5	Health and Safety Policy
Selection Part E	SEL5.6	Enforcement/remedial orders in relation to the Health and Safety Executive
Selection Part E	SEL5.7	Breaching environmental legislation
Selection Part E	SEL5.8	Checking sub-contractors for infringement of environmental legislation
Selection Part E	SEL5.9	Unlawful discrimination
Selection Part E	SEL5.10	Checking sub-contractors for unlawful discrimination
Selection Part E	FOI1.1	Freedom of information
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.		

5.3.3 Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

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

5.3.5 Questions marked 'for information only' do not contribute to the scoring model.

5.3.6 During the evaluation stage, the intention is that only Bidders who pass all the Mandatory and Discretionary requirements of the RFP will be considered for award stage evaluation.

5.4. **AWARD questionnaire**

5.4.1 The award questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

Award Pass/fail criteria		
Questionnaire	Q No.	Question subject
Commercial	AW1.1	Form of Bid
Commercial	AW1.2	Bid validity period
Commercial	AW1.3	Certificate of bona fide Bid
Commercial	AW4.1	Compliance to the Contract Terms

Commercial	AW4.2	Changes to the Contract Terms
Commercial	AW4.3	Acceptance testing
Price	AW5.1	Firm and fixed price
Price	AW5.3	E invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Mandatory Requirements
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.		

5.4.2 The Award questionnaire shall be marked against the following Award scoring criteria.

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

5.4.4 Questions marked 'for information only' do not contribute to the scoring model.

Award 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 RFP. 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	Pricing schedule	10 %
Quality	AW6.3	Training	8 %
Quality	AW6.4	Help Desk Service	10 %
Quality	AW6.5	Collaborative Partnership	10%
Quality	AW6.6	Provision of a Display System	8 %
Quality	AW6.7	Display System brightness	7 %
Quality	AW6.8	Computer System	7 %
Quality	AW6.9	Mounted Racks	1 %
Quality	AW6.10	Additional disks	2 %
Quality	AW6.11	Latency of the AV transmission	5 %
Quality	AW6.12	Additional AV and USB ports	4 %
Quality	AW6.18	Capture a region of the graphical display	3 %
Quality	AW6.19	The Emerging Technology Lab	10 %
Quality	AW6.20	A Master Control System	8 %
Quality	AW6.21	MCR Media Switch	4 %
Quality	AW6.22	The Media Recorder facility	2 %
Quality	AW6.23	MCR - The Media Recorder has a time shift capability.	1 %

Award 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.
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.

Unless outlined in the questions, all questions will be scored based on the above mechanism. Evaluators will review and score bids individually before moderation to reach a consensus score. In the event that there is not a common consensus, individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will $(60+40+80+60) \div 4 = 60$

5.5. Evaluation process

5.5.1 The evaluation process will feature some, if not all, the following phases

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> RFP logged upon opening in alignment with UK SBS's procurement procedures. Any RFP Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to the Contracting Authority. Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the Selection criteria.
Due diligence of the Bid	<ul style="list-style-type: none"> UK SBS may request the following requirements at any stage of the Procurement. Submission of insurance documents from the Bidder. Request for evidence of documents / accreditations referenced in the / Request for Information response / Bid and / or Clarifications from the Bidder. Taking up of Bidder references from the Bidders Customers. Financial Credit check for the Bidder.
Clarifications	<ul style="list-style-type: none"> The Evaluation team may require written clarification to Bids
Moderation meeting(s)	<ul style="list-style-type: none"> To review the outcomes of the Due Diligence. To agree final scoring for each Bid, relative rankings of the Bids To confirm contents of the Standstill letters to provide details of scoring and relative feedback on the unsuccessful Bidders response in comparison with the successful Bidders response.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> To confirm contents of the letters to provide details of scoring and relative feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Selection and award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the questions are is available
at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions 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

7.1. Introduction

- 7.1.1 The Contracting Authority wishes to establish a Contract for the provision of a Visualisation Suite. The Contracting Authority is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as may be amended from time to time) (the “Regulations”). This is a supplies and services Contract being procured under the OJEU Open Procedure
- 7.1.2 The Contracting Authority is procuring the Contract for its exclusive use.
- 7.1.3 UK SBS and the Contracting Authority logo, trademarks and other identifying marks are proprietary and may not be incorporated in the Companies response without or the Contracting Authority’s written permission.
- 7.1.4 The Bidder shall indemnify and keep indemnified UK SBS and the Contracting Authority against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Bidder of this document.
- 7.1.5 If there is any doubt with regard to the ambiguity of any question or content contained in this questionnaire then PLEASE ASK a clarification question, but please ensure that your question is via the formal clarification process in writing to the UK SBS representative nominated. No approach of any kind in connection with this opportunity should be made to any other person within, or associated with UK SBS or the Contracting Authority. All information secured outside of this named contact shall have no legal standing or worth and should not be relied upon.
- 7.1.6 It remains the responsibility of the Bidder to keep UK SBS and the Contracting Authority informed of any matter that may affect continued qualification
- 7.1.7 Prior to commencing formal evaluation, Submitted Responses will be checked to ensure they are fully compliant with the Pass / Fail criteria within the Evaluation model. Non-compliant Submitted Responses may be rejected by the Contracting Authority. Submitted Responses which are deemed by the Contracting Authority to be fully compliant will proceed to evaluation. These will be evaluated using the criteria and scores detailed in the matrix set out in [Section 5](#).
- 7.1.8 Following evaluation of the submitted Responses and approval of the outcome the Contracting Authority intends to select a short list of Bidders to proceed to Award stage of this Procurement.
- 7.1.9 Whilst it is the Contracting Authority’s [and any relevant Other Public Bodies] intention to purchase the majority of its supplies and services under this Contract Arrangement from the Supplier(s) appointed this does not confer any exclusivity on the appointed Suppliers. The Contracting Authority and any relevant Other Public Bodies reserve the right to purchase any supplies and services and services (including those similar to the supplies and services covered by this procurement) from any Supplier outside of this Contract.
- 7.1.10 The Contracting Authority reserves the right not to conclude a Contract as a result of the current procurement process. Bidders should review the contents of Section 7 paragraph 7.8.1 when considering submitting their Response.

- 7.1.11 The supplies and services covered by this procurement exercise have NOT been sub-divided into Lots.
- 7.1.12 The Contracting Authority shall utilise the Crown Commercial Service (CCS – previously Government Procurement Service) Emptoris e-sourcing tool url <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> to conduct this procurement. There will be no electronic auction following the conclusion of the evaluation of the Request for Proposal (RFP) responses. Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. 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, Telephone 0345 010 3503.
- 7.1.13 Please utilise the messaging system within the e-sourcing tool located at <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> within the timescales detailed in Section 3. if you have any doubt as to what is required or will have difficulty in providing the information requested. Bidders should note that any requests for clarifications may not be considered by the Contracting Authority if they are not articulated by the Bidder within the discussion forum within the e-sourcing tool.
- 7.1.14 Bidders should read this document, RFX attachments, messages and the evaluation questionnaires carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection of the Response. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the supplies and services and contractual obligations. These instructions constitute the Conditions of Response. Participation in the RFP process automatically signals that the Bidder accepts these Conditions.
- 7.1.15 All material issued in connection with this RFP shall remain the property of the Contracting Authority and/or as applicable relevant OPB and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to the Contracting Authority or securely destroyed by the Bidder (at the Contracting Authority's option) at the conclusion of the procurement
- 7.1.16 The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Response.
- 7.1.17 The Bidder shall not make contact with any other employee, agent or consultant of UK SBS or the Contracting Authority or any relevant OPB or Customer who are in any way connected with this procurement during the period of this procurement, unless instructed otherwise by the Contracting Authority.
- 7.1.18 The Contracting Authority shall not be committed to any course of action as a result of:
- 7.1.18.1 issuing this RFP or any invitation to participate in this procurement ;
 - 7.1.18.2 an invitation to submit any Response in respect of this procurement;
 - 7.1.18.3 communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement; or
 - 7.1.18.4 any other communication between UK SBS, the Contracting Authority and/or any relevant OPB (whether directly or by its agents or representatives) and any other party.

- 7.1.19 Bidders shall accept and acknowledge that by issuing this RFP the Contracting Authority shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all of the supplies and services for which Responses are invited.
- 7.1.20 The Contracting Authority reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement.
- 7.1.21 Bidders should not include in the Response any extraneous information which has not been specifically requested in the RFP including, for example, any sales literature, standard terms of trading etc. Any such information not requested but provided by the Bidder shall not be considered by the Contracting Authority.
- 7.1.22 If the Bidder is a consortium, the following information must be provided: full details of the consortium; and the information sought in this RFP in respect of each of the consortium's constituent members as part of a single composite response. Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as indicated in the relevant section of the selection questionnaire SEL1.9 specifically refers. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the RFP. However, please note the Contracting Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 19(6) of the Regulations. The Contracting Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Contracting Authority so that it can make a further assessment by applying the selection criteria to the new information provided and consider rejection of the Response if the Contracting Authority reasonably consider the change to have a material impact of the delivery of the viability of the Response.

7.2. Bidder conference

- 7.2.1 A Bidders' Conference will not be held in conjunction with this procurement.

7.3. Confidentiality

- 7.3.1 Subject to the exceptions referred to in paragraph 7.3.2, the contents of this RFP are being made available by the Contracting Authority on condition that:
- 7.3.1.1 Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
 - 7.3.1.2 Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
 - 7.3.1.3 Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and
 - 7.3.1.4 Bidders shall not undertake any publicity activity within any section of the media in relation to this procurement

- 7.3.2 Bidders may disclose, distribute or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that either:
- 7.3.2.1 This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
 - 7.3.2.2 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or
 - 7.3.2.3 The Bidder is legally required to make such a disclosure
- 7.3.3 In paragraphs 7.3.1 and 7.3.2 above the term 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.
- 7.3.4 UK SBS and the Contracting Authority may disclose detailed information relating to Responses to its employees, agents or advisers and they may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. UK SBS and the Contracting Authority also reserve the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure as explained in paragraphs 7.4.1 to 7.4.3 below).
- 7.3.5 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. Subject to section 7.4 below, the information will not be disclosed outside Government. Bidders taking part in this RFP consent to these terms as part of the competition process.
- 7.3.6 The Government introduced 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>
- 7.3.7 The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this RFP to reflect any changes introduced by the GSC. In particular where this RFP 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](#)

7.4 Freedom of information

- 7.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS and the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 7.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 7.4.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 7.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 7.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public.

7.5. Response Validity

- 7.5.1 Your Response should remain open for consideration for a period of 90 days. A Response valid for a shorter period may be rejected.

7.6. Timescales

- 7.6.1 [Section 3](#) of the RFP sets out the proposed procurement timetable. the Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

7.7. The Contracting Authority's Contact Details

- 7.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.
- 7.7.2 All enquiries with respect to access to the e-sourcing tool may be submitted to Crown Commercial Service, Telephone 0345 010 3503.
- 7.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.

7.8. Preparation of a Response

- 7.8.1 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Bidders are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will UK SBS or the Contracting Authority, or any of their advisers, be liable for any such costs, expenses or liabilities borne by Bidders or their sub-contractors, suppliers or advisers in this process.
- 7.8.2 Bidders are required to complete and provide all information required by the Contracting Authority in accordance with the Conditions of Response and the Request for Proposal. Failure to comply with the Conditions and the Request for Proposal may lead the Contracting Authority to reject a Response.
- 7.8.3 The Contracting Authority relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.
- 7.8.4 Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by the Contracting Authority or their advisers and representatives. Bidders should notify the Contracting Authority promptly of any perceived ambiguity, inconsistency or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement.

- 7.8.5 Bidders must ensure that each response to a question is within any specified word count. Any responses with words in excess of the word count will only be considered up to the point where they meet the word count, any additional words beyond the volume defined in the word count will not be considered by the evaluation panel.
- 7.8.6 Bidders must ensure that each response to a question is not cross referenced to a response to another question. In the event of a Bidder adding a cross reference it will not be considered in evaluation.

7.9. Submission of Responses

- 7.9.1 The Response must be submitted as instructed in this document through the e-sourcing tool. Failure to follow the instruction within each Section of this document, to omit responses to any of the questions or to present your response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.
- 7.9.2 The Contracting Authority may at its own absolute discretion extend the closing date and the time for receipt of Responses specified [Section 3](#).
- 7.9.3 Any extension to the RFP response period will apply to all Bidders.
- 7.9.4 Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response not being considered.
- 7.9.5 The Contracting Authority do not accept responsibility for the premature opening or mishandling of Responses that are not submitted in accordance with the instructions of this document.
- 7.9.6 The Response and any documents accompanying it must be in the English language
- 7.9.7 Bidders must submit their response through the e-sourcing tool:
- 7.9.8 Responses will be submitted any time up to the date indicated in [Section 3](#). Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.
- 7.9.9 Responses received after the date indicated in [Section 3](#) shall not be considered by the Contracting Authority unless the Bidder can justify the reason for the delay.
 - 7.9.9.1 The Bidder must demonstrate irrefutable evidence in writing they have made best endeavours to ensure the Response was received on time and that the issue was beyond their control.
 - 7.9.9.2 Any request for a late Response to be considered must be emailed to the Buyer in [Section 3](#) in advance of 'the deadline' if a bidder believes their Response will be received late.
 - 7.9.9.3 The Contracting Authority reserves the right to accept or reject any late Response without justification to the affected Bidder and make no guarantee it will consider any request for a late Response to be considered.

7.10. Canvassing

- 7.10.1 Any Bidder who directly or indirectly canvasses any employee, or agent of UK SBS, the Contracting Authority or its members or any relevant OPB or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Response or proposed Response will be disqualified.

7.11. Disclaimers

- 7.11.1 Whilst the information in this RFP, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

- 7.11.2 Neither UK SBS, the Contracting Authority, nor any relevant OPB's nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

- 7.11.2.1 makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFP; or
- 7.11.2.2 accepts any responsibility for the information contained in the RFP or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

- 7.11.3 Any persons considering making a decision to enter into contractual relationships with the Contracting Authority and/or, as applicable, relevant OPB following receipt of the RFP should make their own investigations and their own independent assessment of the Contracting Authority and/or, as applicable, relevant OPB and its requirements for the supplies and services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with Paragraph 7.15 of this RFP.

7.12. Collusive behaviour

- 7.12.1 Any Bidder who:

- 7.12.1.1 fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or
- 7.12.1.2 communicates to any party other than UK SBS, the Contracting Authority or, as applicable, relevant OPB the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
- 7.12.1.3 enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- 7.12.1.4 enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- 7.12.1.5 offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to

any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act or omission, shall (without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

7.13. No inducement or incentive

7.13.1 The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a Response or enter into the Contract or any other contractual agreement.

7.14. Acceptance of the Contract

7.14.1 The Bidder in submitting the Response undertakes that in the event of the Response being accepted by the Contracting Authority and the Contracting Authority confirming in writing such acceptance to the Bidder, the Bidder will within **90** of being called upon to do so by the Contracting Authority execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.

7.14.2 The Contracting Authority shall be under no obligation to accept the lowest priced or any Response.

7.15. Queries relating to the Response

7.15.1 All requests for clarification about the requirements or the process of this procurement shall be made in through the e-sourcing tool unless where the e-sourcing tool is unavailable due to Emptoris or Crown Commercial Service system maintenance or failure, in this instance all clarifications shall be by email to the contact defined in [Section 3](#).

7.15.2 The Contracting Authority will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.

7.15.3 In the event of a Bidder requiring assistance uploading a clarification to the e-sourcing portal they should use the contact details defined in [Section 3](#).

7.15.4 No further requests for clarifications will be accepted 7 days before the end of the tender period. Please note that the Contracting Authority will shut down for Christmas period from close of play 22 December 2017 until 2 January 2018.

7.15.5 In order to ensure equality of treatment of Bidders, the Contracting Authority intends to publish the questions and clarifications raised by Bidders together with the Contracting Authority's responses (but not the source of the questions) to all participants on a regular basis.

7.15.6 Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if the Contracting Authority at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and the Contracting Authority's response, the Contracting Authority will:

- 7.15.6.1 invite the Bidder submitting the query to either declassify the query and allow the query along with the Contracting Authority's response to be circulated to all Bidders; or
 - 7.15.6.2 request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Bidder clarifications.
- 7.15.7 The Contracting Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

7.16. Amendments to Response Documents

- 7.16.1 At any time prior to the deadline for the receipt of Responses, the Contracting Authority may modify the RFP by amendment. Any such amendment will be numbered and dated and issued by the Contracting Authority to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Responses, the Contracting Authority may, at its discretion, extend the time and/or date for receipt of Responses.

7.17. Modification and withdrawal

- 7.17.1 Bidders may modify their Response where allowable within the e-sourcing tool. No Response may be modified after the deadline for submission of Responses.
- 7.17.2 Bidders may withdraw their Response at any time prior the deadline for submission of Responses [or any other time prior to accepting the offer of a Contract]. The notice to withdraw the Response must be in writing and sent to the Contracting Authority by recorded delivery or equivalent service and delivered to the Head of Policy UK SBS at UK Shared Business Services Ltd, Procurement, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1ET

7.18. Right to disqualify or reject

- 7.18.1 The Contracting Authority reserves the right to reject or disqualify a Bidder where
- 7.18.1.1 the Bidder fails to comply fully with the requirements of this Request for Proposal or presents the response in a format contrary to the requirements of this document; and/or
 - 7.18.1.2 the Bidder is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or
 - 7.18.1.3 there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

7.19. Right to cancel, clarify or vary the process

- 7.19.1 The Contracting Authority reserves the right to:
- 7.19.1.1 cancel the evaluation process at any stage; and/or
 - 7.19.1.2 require the Bidder to clarify its Response in writing and/or provide additional information. (Failure to respond adequately may result in the Bidder not being selected),

7.20. Notification of award

- 7.20.1 The Contracting Authority will notify the successful Bidder of the Contract award in writing and will publish an Award Notice in the Official Journal of the European Union in accordance with the Regulations within 30 days of the award of the contract.
- 7.20.2 As required by the Regulations all successful and unsuccessful Bidders will be provided with an email advising the outcome of the submission of their RFP response.

Appendix ‘A’ Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “RFP Response”	means the Bidders formal offer in response to this Request for Proposal
“Bidders”	means the organisations being invited to respond to this Request for Proposal
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies/services/works for and on behalf of contracting authorities
“Conditions of Bid”	means the terms and conditions set out in this RFP relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the OJEU Contract Notice
“Contracting Authority”	A public body regulated under the Public Contracts Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this Request for Proposal
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
FoIA	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Lot”	means a discrete sub-division of the requirements
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“OJEU Contract Notice”	means the advertisement issued in the Official Journal of the European Union
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies”	means all Contracting Bodies except the Contracting Authority
“Request for Proposal” or “RFP”	means this Request for Proposal documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Supplier”	means the organisation awarded the Contract
“supplies /services/works ”	means any supplies/services and supplies or works set out at within Section 4 Specification

Appendix B – List of Attachments

The following attachments can be found on the Emptoris e-sourcing portal within the RFX attachments tab

- **B1 Hartree-Visualisation-Ground-Floor-Elevation-RevB.pdf**
- **B2 Hartree-Visualisation-Ground-Floor-Elevation-RevB.dwg (Autocad file)**
- **B3 Hartree-Visualisation-Ground-Floor-Plan-RevT.pdf**
- **B4 Hartree-Visualisation-Ground-Floor-Plan-RevT.dwg (Autocad file)**
- **B5 HartreeVisSuite-resource-specifications-V16.pdf**
- **B6 Audio-System-Specification-1.1.pdf**
- **B7 Tracking-System-Specification-1.0.pdf**
- **B8 Stereo-Emitter-Specification-1.0.pdf**
- **B9 Crosfield-ActiveWall-previous-specification.pdf**
- **B10 Leverhulme-CurvedWall-documentation Part 1.pdf**
- **B10 Leverhulme-CurvedWall-documentation Part 2.pdf**
- **B11 MS-Surface-Hub-site-readiness-guide-en-gb.pdf**
- **B12 MS-Surface-Hub-specs.pdf**