

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of the Department for Business,
Energy and Industrial Strategy (BEIS)**
**Subject: Home of 2030 the Ageing Society and Clean Growth Grand
Challenge Design Competition**
Sourcing Reference Number: CS18060



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Version 3.6

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.ukpbs.co.uk/use/pages/privacy.aspx>

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

BEIS intends to use the above personal data collected in the tender exercise to evaluate the submissions received and obtain feedback from tenderers.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1
Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

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

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Ben Osborne
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£120,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	12/12/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	19/12/2018 14:00pm
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	21/12/2018 14:00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	09/01/2019 14:00pm
3.10	Date/time Bidders should be available if face to face clarifications are required	Not Required
3.11	Anticipated notification date of successful and unsuccessful Bids	17/01/2019
3.12	Anticipated Award date	17/01/2019
3.13	Anticipated Contract Start date	21/01/2019
3.14	Anticipated Contract End date	20/01/2020 (With the option to extend until the 16/03/2020)
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

Government will launch a national design competition in the Spring 2019 as part of the Ageing Society and Clean Growth Grand Challenges. This was announced by the Energy Minister Claire Perry at Green GB Week.

The national design competition will seek to reward new ideas that lead to innovation in design and delivery of higher quality, more energy efficient, age-friendly housing that addresses the needs of an ageing population and is built to reduce energy use. Through this innovative engagement we hope to better understand the barriers in policy, regulations and standards that impede increased innovation and delivery.

The competition will be an Open Design and Development competition open to all, incentivising designers/ developers/ investors with a deliverable development opportunity. It will likely take the form of a two stage competition with initial rounds to encourage bids from small developers and innovators and a second stage for large consortia bids.

The competition prize will be finalised through the competition design process, and the Steering group will seek a suitable development opportunity. The final winning design/designs must be incorporated into live projects, with example existing government projects below.

In addition, there is a desire for the competition to have a first round of final designs for a demonstrate and test phase which should include a showcase opportunity to engage the public, key stakeholders and potential investors around the vision i.e. such as an International Expo or key showcase event.

The Steering Group will seek a suitable development opportunity. Options for live projects to build the winning designs are:

- A project in a new settlement, such as a Garden Village or urban extension, in a high demand area;
- A social housing project;
- A project from the Healthy New Towns initiative;
- A demonstrator project for the Industrial Strategy Challenge Fund Wave 3 programme;
- A part of local industrial strategies for Combined Authorities;

The competition is led by Department for Business, Energy and Industrial Strategy and supported by Department for Health and Social Care, and the Ministry for Housing, Communities and Local Government. It is an exemplar of cross departmental working to deliver the Industrial Strategy and subsequent Grand Challenges.

Government is ill-resourced to design and deliver an innovation competition and thus wish to contract a competition organiser. The competition organiser should have significant knowledge of running competitions of this nature and should have substantial profile and credibility with industry. The competition organiser will be responsible for all elements of design, delivery, communication, promotion and evaluation of the competition. They will

seek input and approvals of the Competition Steering Group led by Buildings Mission, BEIS at regular intervals as agreed by the steering group.

The competition organiser must also have varied and broad industry and academic connections, with involvement in bringing together disparate consortia to solve challenges.

The following specification will outline the aims, background and outcomes of the competition and will crucially set out the requirements and expected outputs of a competition organiser.

Background to the Requirement

Ageing Society and Clean Growth Grand Challenges

The Buildings Mission, the first mission of the Clean Growth Grand Challenge, has the objective to at least halve the energy use of all new buildings by 2030. Through the mission the ambition is to:

- Make sure every new building in Britain is safe, high quality, efficient and uses clean heating;
- Innovate to bring down the cost of building low energy, low carbon buildings;
- Drive lower carbon, lower cost and higher quality construction through innovative techniques;
- Give consumers more control over how they use energy through smart technologies;
- Accelerate a transformation to modern methods of construction in the construction sector.

Improving the design and performance of new buildings to reduce energy use, improve indoor air quality and reduce the risk of high/low indoor temperatures will be an essential component to addressing the needs of an ageing population.

The Ageing Society Grand Challenge mission objective is to ensure that people can enjoy at least five extra healthy, independent years of life by 2035, while narrowing the gap between the experience of the richest and poorest. Through the mission we will seek to help people remain independent, active and well for longer, so that people's quality of life matches projected increased length of life. Specifically, we want to:

- Build industry awareness of longevity issues so UK companies capture new markets and drive the development of new innovative products and services, whilst also understanding the benefits of having an age-diverse workforce;
- Have leading health and care services that support better ageing, including with a focus on prevention and reform of social care;
- Encourage industry and local authorities, combined authorities and other local government agencies to develop inclusive quality homes and communities, with accessible transport.
- Support people to be better financially prepared across the life course.

The competition will directly support the 3rd objective, but will also bring spill-over benefits to the other areas given the interrelated nature of the issues such as bringing cross

'building' fertilisation which will support the aims of the wider buildings mission goals around halving energy use and ageing society mission aims of inclusive buildings.

We are also interested not only in the design of a building's shell, but its wider situation within the community (and transport) and the building's fitting (e.g. harnessing new technologies and design features in the fitting of the home).

Other Grand Challenge objectives that relate to the competition include:

- Artificial Intelligence - harnessing the power of AI and data technologies leading to better health outcomes, particularly the use of new assistive technologies i.e. smart meters and appliances.
- Future of mobility - improving transport to make it safer, cleaner and better connected and stimulating the market for ultra low emission vehicles, particularly supporting impaired physical mobility as well as improving connectivity.

Dame Judith Hackitt's proposed reforms on building safety, set out in Building a Safer Future: Independent Review of Building Regulations and Fire Safety. The design competition will need to take account of the Government's response to the review.

Aims and Objectives

The challenge is to bring together the best in class, scale up, boost supply and mainstream innovation of new energy efficient, age friendly homes. The competition provides a method to galvanise the sector, bringing together elements of industry that may seldom work together.

We will also use the competition to look at how any approach might be scaled up cost effectively – consistent with our ambitious housebuilding targets - and support our Industrial Strategy goals through policy interventions and joint working with industry, at national and local levels.

We also wish to engage the public around a vision for the home of 2030 that is higher quality, more energy efficient, smarter and meets wider goals (such as improved air quality, comfort in summer, integration with electric transport, reduced demand on local infrastructure and support for healthy ageing).

The competition will clearly signal to industry and to the public that Government is taking action to take forward the missions and is acting on feedback from the sector to consider priorities for buildings in a holistic, joined up way.

The competition will help in:

- **Future proofing our housing stock** - we need a housing stock that is fit for the future: with lower energy demand and flexible to changing needs across a lifetime (changing mobility; accessibility needs; space; inclusivity of design etc.), particularly in light of the ageing population.
- **Scaling up supply** – there is a shortfall of attractive contemporary mainstream housing that utilises the latest technologies and approaches to drive down energy use, or addresses the needs of its occupants as they age, become less physically able and have increasing healthcare and/or personal needs in their homes.

- **Inspiring consumer demand for new housing typologies**– there is a need for new designs of mainstream housing that are significantly more energy efficient, and flexible to be occupied, over time, by multiple generations of a family and be an attractive proposition for young and old alike.
- **Diversify tenure** – supply of ‘care ready’ specialist housing is limited. We need new forms of supply that are popular and deliverable to address a range of tenures, specifically for the affordable and social housing sector.
- **Improving construction** – increase use of modern methods of construction (MMC) such as offsite manufacturing and mobilising UK supply chains; driving demand for more advanced skills and more innovative approaches to delivering buildings.
- **Reducing energy demand** - Enhanced specification –radically improve energy efficiency and increase use of low carbon technologies
- **Reducing healthcare costs** – enhanced standards of layout and specification of new accessible and adaptable homes can reduce demand on the NHS, and could have the potential to offset other health and social care costs over time, for example by enabling the delivery of care closer to home.
- **Increasing social benefits** – enhanced specification to improve comfort, wellbeing and productivity through better temperature control, air quality and reduced running costs. Reducing the costs to the public sector arising from improved quality of design and construction techniques, addressing social and health care, loneliness, safety and wider community needs.
- **Delivering innovation** – embracing digital technologies, building management solutions, social media networks, automated transport and artificial intelligence to advance the sector and consumer choice.
- **Building safety** - Delivering the above in line with our objectives to produce safe building.

The Requirement

We require a delivery partner, to help us scope, design and carry out the design competition in a way that best delivers our aims of engaging the public and businesses around an affordable and scalable vision for the home of 2030 that is higher quality, more energy efficient, and that also supports people, whatever their age and need, to live healthy and independent lives.

We require human resource and external organisational expertise that is unavailable internally – the competition organiser should have significant knowledge of running competitions of this nature and should have substantial profile and credibility with industry.

The competition organiser must have the following:

- Understanding of designing and delivering large scale successful competitions and thus a strong portfolio of different competition formats
- Expert networks within the target industries, including academics, innovators, constructors and investors with knowledge of negotiating commercial commitments to complement prize funding and ensure the solution is both commercially viable and scaleable.
- Resource to perform deep stakeholder engagement and encourage consortia bids
- Social Research resource for public and industry engagement
- Analytical resource to assist in the judging of design brief predicted impact
- Understanding of innovation and design in the housing and construction sector
- Platforms to publicise the competition to the public
- Excellent media contacts and reach

- Knowledgeable analytical team with the ability to set KPI's for effective monitoring and evaluation
- Knowledge of working on cross government and industry projects

It is favourable but not required to have expertise in architectural design and development for evaluating the competition submissions.

Outputs

The Steering Group will commission an external partner as a Competition Organiser. Their role will be to:

1. Assist with developing the competition brief

- Refine the competition outcomes with the Steering Group to identify the fundamental priorities and targets;
- Identify the most appropriate competition structure for the refined outcomes;
- Research the sector and industry players to ensure the competition expectations are realistic;
- Present options for incentivising participation and awarding winning submissions including application of briefs following competition completion;
- Write the brief for the competition to deliver desired outcomes.

2. Take soundings from industry to ensure support

- Consult potential participants and raise industry awareness;

3. Arrange workshops and pre-competition briefing

- Consult and advise on competition process;
- Attract new players into the market and interest mainstream housebuilders using established designers. Likely participants include partnerships between developers, investors, care management agencies, consultants, technologists, academics and knowledge based organisations that specialise in the sector.
- Facilitate communications between SMEs and industry leaders to encourage consortia

4. Competition Delivery

- Establish systems for competition delivery including bid entry and processing
- Make information easily accessible to the industry

5. Respond to queries

- Provide support to competition applicants throughout the submission period;
- Liaise with government competition steering group to provide advice and respond to queries from competitors;
- Provide regular updates to applicants regarding deadlines and competition progress.

6. Assist with judging and reporting

- Design evaluation guidelines for competition submissions;
- Assist in the expert evaluation of submissions;
- Administer the evaluation of competition entries on behalf of an appointed panel of judges

7. Promotion

- Create an extensive communication, media (news and PR) and stakeholder engagement plan for the duration of the competition.
- Convene with government communications team in advance to competition announcements
- Convene with press and online forums to disseminate information regarding competition announcements
- Evaluate reach and impact of announcements

8. Monitoring and Evaluation

- Monitor the impact of the competition and feed back to the competition steering group throughout the competition process.
- Evaluate the effectiveness of competition methodology for the competition objectives both during and on competition completion.

Outcomes

The desired outcomes, and thus the key points to highlight through the competition brief, are:

- Attractive designs for new mainstream housing that is higher quality, more energy efficient, well suited for the needs of an ageing society. Examples include new typologies that address the needs of the +55 age group whilst being able to be adapted for changing needs across four generations.
- Solutions that can be applied across all tenures, including social housing and market sale; and different forms of housing (flats, houses etc)
- Deliverable and affordable solutions to enable delivery at scale, irrespective of local housing market constraints.
- Increased modern methods of construction including offsite manufacture that drive down costs of building and support a manufacturing approach with a higher performance specification.
- Improved energy efficiency of new homes through reduced consumption, an exploring the potential for innovative energy generation.
- Improved connectivity of new homes through digital technologies within homes, exploring issues of interoperability.
- Solutions that are supportive of wider new community models and innovation in physical (transport, digital) and social (libraries, community assets) infrastructure.
- New investment and financial products in the housing for ageing population sector
- New innovators and disruptors to the sector to challenge mainstream multi-tenure housing providers.
- Improved health and social care outcomes for individuals by supporting independent living and quality of homes that support healthy ageing including reducing loneliness and encouraging activity and purpose.
- Reduced healthcare and social care costs by improving air quality and reducing the risks of high/low temperatures in the home, while supporting independence and reducing the need for care packages and healthcare interventions (e.g. reduced A&E visits from falls, poor housing, reducing the quantity of home care required, reducing the need to enter more expensive institutional care settings).
- Identifying barriers in the market, policy, regulation and standards that may constrain delivery of the objectives, and lead to new policy levers and standards that may facilitate increased delivery.
- Increased sectoral engagement in government policy on new buildings and cohesive visions for future homes.

Arrangements

The Steering Group will regularly convene with the competition organiser to track progress and to ensure that milestones are met. The milestones will be jointly agreed upon by the Steering Group and Competition Organiser during the initial competition research and design phase. Frequency of meetings will be dependant on the competition period.

The main point of contact for the competition organiser will be the Programme Manager, Buildings Mission.

The communications team from BEIS, MHCLG and DHSC will be involved at agreed points regarding competition announcements.

Scope of the Requirement

The Competition Organiser will be responsible for all elements of competition design and delivery with briefing, approval and delivery support from the Steering Group comprised of individuals from BEIS, MHCLG and DHSC. Due to the nature of a competition, there will be heightened demand periods surrounding pinch points such as at the time of competition launch, in April/May 2019 and around submission deadlines for briefs.

The contract awarded to the Competition Organiser will set out two contractual stages. The first stage will be the research and design period of the competition from January until April 2019. The second contractual stage is the competition delivery period from April until competition completion, December 2019.

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Timetable

Key dates for the competition organiser to factor in to the design of the competition are:

December 2018 – Industrial Strategy Anniverary (One year on)

Spring 2019 – Target and announced¹ launch date

May 2019 – Grand Challenge Launch Anniversary (one year)

March 2020 – End of financial year (Deadline for budget)

There are few restrictions in regard to the duration or completion of the competition. Necessary time needs to be factored in for government approval procedures by the competition organiser.

Below is a proposed timeline for the competition. The timeline also provides an indicator of project periods and thus payment timelines.

¹ Annouced in Green GB Week by Minister Claire Perry

Timeline	Date
Initial Meeting and Briefing	Jan 2019
Research and Design (Period 1)	Jan 2019-April 2019
Competition launched	April 2019 (Spring)
Competition First Stage (Period 2)	April 2019 to Summer 2019
Competition Second Stage (Period 3)	Summer 2019 - Autumn 2019
Winner announced	Autumn 2019
Building/expo stage	Autumn 2019 onwards

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Skills and Expertise	20%
Quality	PROJ1.2	Methodology	30%
Quality	PROJ1.3	Stakeholder Engagement	10%

Quality	PROJ1.4	Risk Management and Resilience	10%
Quality	PROJ1.5	Project monitoring and evaluation	10%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)