



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Research Councils UK (RCUK)**

Subject UK SBS **Insight Project**

Sourcing reference number **BLOJEU-CR16106RCUK**

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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UKSBS
Shared Business Services

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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 customers improve efficiency, generate savings and modernise.

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Customers.

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

Section 2 – About Our Customer

Research Councils UK (RCUK) are responsible for investing public money in research in the UK to advance knowledge and generate new ideas which lead to a productive economy, healthy society and contribute to a sustainable world

RCUK's ambition is to ensure the UK remains the best place in the world to do **research, innovate** and **grow** business.

Research Councils UK (RCUK) was established in 2002 to enable the Research Councils to work together more effectively to enhance the overall impact and effectiveness of their research, training and innovation activities, contributing to the delivery of the Government's objectives for science and innovation.

Each of the Research Councils is an equal partner in RCUK, and each uses its best endeavours to identify and pursue opportunities for mutually beneficial joint working with one or more of the other Councils

Each year the Research Councils invest around £3 billion in research covering the full spectrum of academic disciplines from the medical and biological sciences to astronomy, physics, chemistry and engineering, social sciences, economics, environmental sciences and the arts and humanities.

We support excellent research, as judged by peer review, that has an impact on the growth, prosperity and wellbeing of the UK. To maintain the UK's global research position we offer a diverse range of funding opportunities, foster international collaborations and provide access to the best facilities and infrastructure around the world. We also support the training and career development of researchers and work with them to inspire young people and engage the wider public with research. To maximise the impact of research on economic growth and societal wellbeing we work in partnership with other research funders including Innovate UK, the UK Higher Education Funding Councils, business, government, and charitable organisations.

For more information, please visit <http://www.rcuk.ac.uk/>

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Research Councils UK (RCUK) Polaris House North Star Avenue Swindon SN2 1UH
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£100K 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	26/10/2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	17/11/2016 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	22/11/2016
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	29/11/2016 14:00
3.10	Anticipated rejection of unsuccessful Bids date	06/12/2016
3.11	Anticipated Award date	06/12/2016
3.12	Anticipated Contract Start date	14/12/2016
3.13	Anticipated Contract End date	27/02/2017

3.14	Bid Validity Period	60 Days
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Section 4 – Specification

Introduction

In this tender RCUK is representing and acting on behalf of RCUK, BBSRC and NERC.

Research Councils UK (RCUK <http://www.rcuk.ac.uk/about/Aboutrcs/>) are responsible for investing public money in research in the UK to advance knowledge and generate new ideas, which lead to a productive economy, healthy society and contribute to a sustainable world.

The Research Councils promote the flow of information and exchange of views between scientists, members of the public and policy-makers. In doing so, they:

- Foster a climate of trust between these different groups, to enable UK scientists to carry out world-leading research;
- Contribute to the development of a society which is equipped to engage with science and ensure the supply to the UK economy of scientists, engineers and other researchers.

Aims

The Research Councils have a key role in informing citizens about research, its outcomes and implications and empowering them to engage with research. The Research Councils need insight into how public audiences consume and engage with, react to, and behave in response to information about research.

This project will enable the Research Councils individually and collectively to:

- better tailor their communications and engagement activities to be audience-led;
- track long-term trends in changing attitudes, sentiment and engagement, and use this to assess the success of activities and refine approaches as necessary.

Objectives

Generic RCUK Component

The work should allow the Research Councils to understand:

- How general public audiences segment in terms of their engagement with and sentiment towards research; its process, results and implications – including an indication of the relative size of each segment;
- How, when and where the segments access information about research;
- The degree to which the segments either passively consume or actively engage with research;
- Any significant differences in people's engagement with or sentiment towards different areas of research.

Environmental science focused component

Alongside the generic RCUK component, the contractor should undertake a specific work focussing on environmental science. Within this component of the project, the Research Councils require a specific detailed understanding into how the UK public engage with

environmental science and their attitudes towards major issues of environmental science to provide a baseline and insight for the new public engagement strategy being delivered by the Natural Environment Research Council (NERC).

The contractor should not allow the environmental science focused component to skew the broad focus of the generic component of work.

Background to the Requirement

Each Research Council funds research and training activities in a different area of research ranging across the arts and humanities, social sciences, engineering and physical sciences and the medical and life sciences. RCUK supports over 50,000 researchers including 19,000 doctoral students, around 14,000 research staff, and 2,000 research fellows in UK universities and in their own Research Institutes.

There are seven Research Councils:

[Arts and Humanities Research Council \(AHRC\)](#)
[Biotechnology and Biological Sciences Research Council \(BBSRC\)](#)
[Engineering and Physical Sciences Research Council \(EPSRC\)](#)
[Economic and Social Research Council \(ESRC\)](#)
[Medical Research Council \(MRC\)](#)
[Natural Environment Research Council \(NERC\)](#)
[Science and Technology Facilities Council \(STFC\)](#)

The remit of the Research Councils¹ covers a wide base from arts and humanities through medicine and social science to particle physics, atmospheric science and much else. The Research Councils increasingly work together to deliver a number of initiatives.

The Government published a white paper in May 2016, which includes further details on its plans to make changes to the status of the Research Councils. The paper, called 'Success as a Knowledge Economy', also deals with plans to reform the regulation of higher education.

The white paper in full is available here: <https://www.gov.uk/government/publications/higher-education-success-as-a-knowledge-economy-white-paper>. This document sets out Government plans for legislation. The proposals are subject to the introduction of a Bill and then the decisions of Parliament.

'Success as a Knowledge Economy' confirms the Government's plans to enact the recommendations of Sir Paul Nurse's Review of the Research Councils. This includes plans to create a new body, UK Research and Innovation (UKRI), to incorporate the functions of the seven Research Councils, Innovate UK, and HEFCE's research and knowledge exchange functions. There is a proposal to provide protection in legislation for the distinct remit and focus of each part of UKRI.

¹ <http://www.rcuk.ac.uk/about/Aboutrcs/>

Scope

People engage with research in a wide variety of contexts and with varying levels of depth. This engagement can be with the process, results or implications of the research. People can react in a multitude of ways: wonder, revulsion, scepticism, indifference, fear, hope and more. And the sources and channels people use to access research range from traditional mainstream and specialist media to social media and word of mouth.

The work on both generic and environment science specific component of this project should focus on publics without a professional stake in research and define research to include all areas covered by the Research Councils' remits.

Generic RCUK component

The contractor will be expected to, as a first deliverable of the project, undertake desk research to assess existing evidence and to use this to inform the design of any original research needed. The contractor will be expected to justify any proposed original research and to work with RCUK to refine this work.

The work within Generic RCUK component should allow the Research Councils to understand:

- How general public audiences segment in terms of their engagement with and sentiment towards research; its process, results and implications – including an indication of the relative size of each segment;
- How, when and where the segments access information about research;
- The degree to which the segments either passively consume or actively engage with research;
- Any significant differences in people's engagement with or sentiment towards different areas of research.

At the end of the project a report should be produced to include:

- A series of recommendations, informed by the Insight, around communications and engagement practice for the Research Councils;
- A set of metrics that can act as direct or indirect indicators of the changes in segments' engagement and sentiment over time.

It is expected that the Insight will be presented with clear caveats around the robustness of the data and the degree to which conclusions are indicative versus factual.

Environmental science specific component

Within the environmental science specific component of the project, the contractor should produce a specific set of recommendations and metrics for environmental science. The project deliverables should allow NERC to understand:

- In environmental science specifically, the role that science plays in public engagement with environmental issues and the processes by which segments of the public engage with environmental science;

- Attitudes of UK audience segments towards the science in contemporary environmental issues, such as flooding, climate change, bee health & pesticides, effects of fracking;
- Are segments equally accepting / distrustful of the science?
- Does this vary by source, means of access or issue?
- Do they encounter the science before they have formed a view on an issue or during / afterwards?

Requirement

Audience

Contractor should focus on publics without a professional stake in research and defined research to include all areas covered by the Research Councils' remits.

Methodology

There are no mandatory requirements around methodology and RCUK are open to proposals, which may include: desk research, primary qualitative or quantitative research, and social media listening and analysis – and other methods as appropriate.

Generic RCUK component

The project deliverables should allow the Research Councils to understand:

- How general public audiences segment in terms of their engagement with and sentiment towards research; it's process, results and implications – including an indication of the relative size of each segment;
- How, when and where the segments access information about research;
- The degree to which the segments either passively consume or actively engage with research;
- Any significant differences in people's engagement with or sentiment towards different areas of research.

The project deliverables should include:

- A desk research report on the existing evidence and justification for further original research;
- Executive summary and accompanying summary slide set;
- Summary outlines or personas for each segment;
- A detailed report outlining the approach, detailed findings, recommendations and metrics.

The Executive summary should contain:

- A series of recommendations, informed by the Insight, around communications and engagement practice for the Research Councils;
- A set of metrics that can act as direct or indirect indicators of the changes in segments'

engagement and sentiment over time.

The Insight should be presented with clear caveats around the robustness of the data and the degree to which conclusions are indicative versus factual.

Environmental science specific component

Within the environmental science specific component of the project, the contractor should produce a specific set of recommendations and metrics as above for environmental science. The project deliverables should allow NERC to understand:

- In environmental science specifically, the role that science plays in public engagement with contemporary issues of environmental science and the processes by which segments of the public engage with environmental science;
- Do the segments use environmental scientific evidence to inform their opinions?
- How and when in their process of opinion forming do they seek to consume this information and by what channels?
- Attitudes of UK audience segments towards the science in contemporary environmental issues, such as flooding, climate change, bee health & pesticides, effects of fracking. For example, do the segments trust the scientific evidence? How do they rate the reliability of the various sources of information (scientific and non-scientific (including media, religion, cultural norms?)) In what ways do they reconcile uncertainty?
- Are segments equally accepting / distrustful of the science?
- Do particular segments stand out as having strong values around specific issues of environmental science or the value of research as a source of evidence?
- Does this vary by source of information, means of access (e.g. online, TV/radio (segmented by programme type), meeting scientists, hearsay etc.) or environmental issue?
- Do they encounter (and by what process? Where do they first encounter?) the environmental science before they have formed a view on an issue or during / afterwards?
- What are the cultural and/or social identity factors that influence attitudes to environmental science?

Common segmentation of audiences should be used throughout.

Anticipated costs distribution

The contractor should not allow the environmental science focused component to skew the broad focus of the generic RCUK component of work.

It is anticipated that the costs distribution between the project components will be as follows:

- (a) Desk research to assess existing evidence and report – up to 5%;
- (b) Generic RCUK component and report - 70% or over;
- (c) Environmental science focussed component and report - up to 25%.

This costs distribution is for guidance only and bidders are invited to outline and justify their suggestions.

Communication with RCUK

The contractor is expected to communicate with the RCUK representatives throughout this project, providing regular email updates and, if possible, taking part in face-to-face meetings in RCUK Swindon office (alternatively this can be done in London or via telecom).

Timetable

The set of recommendations related to environmental science should be received no later than the w/c 13 February 2017.

It is anticipated that all work on this project will be fully completed by the w/c 27 February 2017.

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	10%
Quality	PROJ1.1	Understanding	30%
Quality	PROJ1.2	Project Plan and Risk Management	20%
Quality	PROJ1.3	Methodology	20%
Quality	PROJ1.4	Project Team and Capability to Deliver	20%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.

40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

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

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

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

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

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

USEFUL INFORMATION LINKS

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