



Mini Competition

**Mini Competition against an existing Framework Agreement (MC)
on behalf of Department for Business, Energy & Industrial Strategy
Subject: BEIS Valuing the user benefits of Companies House data
Sourcing reference number: CR18084**

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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 for 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 including Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management are 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.

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

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

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 Department for Business, Energy & Industrial Strategy

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 (CA) Name and address	Department for Business, Energy & Industrial Strategy, 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£145,000.00 exclusive of VAT.
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	22/06/2018
3.7	Latest date/time Mini Competition clarification questions shall be received through Emptoris messaging system	05/07/2018 14.00pm
3.8	Latest date/time Mini Competition clarification answers should be sent to all Bidders by the Buyer through Emptoris	06/07/2018
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	13/07/2018 14.00pm
3.10	Date Bidders should be available to answer clarifications of bids sent by BEIS. BEIS expect a 24 hour turnaround (if required).	Week Comencing 16/07/2018

3.11	Anticipated selection and de selection of Bids notification date	30/07/2018
3.12	Anticipated Award Date	30/07/2018
3.13	Anticipated Contract Start Date	03/08/2018
3.14	Anticipated Contract End Date	28/02/2019
3.15	Bid Validity Period	60 Working Days
3.16	Framework and or Lot the Mini competition will be based on	CR150025BIS – BEIS Research and Evaluation Framework, Lot 1.

• Section 4 – Specification

1. Background

All limited companies in England, Wales, Northern Ireland and Scotland are registered at Companies House. As of 31st March 2018, there were over 4 million companies on the register of which 3.8 million were classified as active¹. The main functions of Company House are to²:

- Incorporate and dissolve limited companies,
- Examine and store company information delivered under the Companies Act and related legislation; and
- Make this information available to the public through the publication of the Company Register.

In addition to the Company Register, Companies House maintains the Persons of Significant Control (PSC) register. A PSC must meet one or more of the following conditions of control to be included on the register. Most PSCs, sometimes called beneficial owners, are likely to be people who hold:

- more than 25% of shares in the company
- more than 25% of voting rights in the company
- the right to appoint or remove the majority of the board of directors

The PSC register contains 4.5 million entries³.

Companies House data is extensively used. Over the year 2017/18 data from the Company House Register was accessed over 2 billion times; data from the PSC register was accessed over 38 million times since September 2017⁴. Users can be in the public and private sectors. Public sector users include law enforcement and HMRC.

Prior to April 2011 Company House charged for all data services. Between April 2011 and December 2012 some services were made free to users whilst others saw a reduction in price. New services were also launched e.g. free mobile App service. Of the 2 billion searches in 2017/18 of the CH register, only 800,000 were paid for. This is a significant decrease from approximately 6 million paid searches in 2014/15⁵.

Broadly there are two types of users for Companies House data:

- Users who look at individual companies or persons on the online registries **and do not pay Companies House.**

¹ <https://www.gov.uk/government/statistics/incorporated-companies-in-the-uk-january-to-march-2018>

² <https://www.gov.uk/government/organisations/companies-house>

³ Companies House management information.

⁴ Companies House management information.

⁵ Companies House management information

- Users **contract with Companies House** for bulk downloads of company data. These users are typically from credit rating agencies and data resellers. These users typically take the Companies Register or PSC register data and add value to it e.g. by combining it with other datasets or add functionality to make new products e.g. credit reports (Experian), Information resellers (Mint). The FAME database, widely used in financial analysis, draws heavily on Companies House data.

Users can access data in different ways:

- Company House Service (CHS) – Companies House do not capture any identification information when people access the free data on the CHS website other than the IP address they use to access the service, the length of time they are on the web page and the country they are in. This is held for a rolling 30 day period before it is deleted.
- WebCheck – Customers can also use WebCheck to access free and paid data. They can access basic data anonymously but need to provide a contact email address to register to use this service for information.
- Company House Direct (CHD) – Customers can also use CHD to access paid and free information but they need to sign up for this. In this instance Companies House holds name, address, email address and payment information.
- Uniform Resource Identifier (URI) – Customers can also obtain free information using the URI service, this is completely anonymous other than the IP address being held in system logs.

There are several options for automated access to data. These are the CHS API, XML Gateway, and Bulk data snapshots. All of these options require some form of subscription in advance. Companies House holds the following data on users for the subscription:

- CHS API (free data) – email address.
- XML Gateway (free and paid data) – Name, company, email address, address and financial information if applicable for paid transactions.
- Bulk products (free data) – Name, Company, email address and address.

Company House maintains a panel of users⁶ which has been gathered through monthly customer insight surveys. These are self-selected. Companies House has name, email address, telephone number, region, role/occupation, age, and, if they are a director, the number of companies that they are director of. Companies House would also be able to work out how many surveys respondents had responded to over time.

This project will estimate the monetary and other types, e.g. consumer surplus, of value that users gain from the Companies Register and PSC Register data. The successful bidder will be expected to assess the value of the Companies Register and

⁶ <https://www.gov.uk/government/news/help-improve-companies-house>

PSC register data for different types of “users”. This will inform future policy on reporting requirements e.g. what data we require from companies and individuals as part of registration processes; be used in future impact assessments and provide headline figures for the contribution of the Registers to the Industrial Strategy. Outputs will also be relevant to the Post Implementation Review of the PSC Register, expected in 2019.

The project will likely require the development of non-market valuation methods

2. Aims and Objectives of the Project

In Impact Assessments Companies House reporting requirements frequently count as a cost on companies but do not take into account the potential benefits to users of the data. This project will, amongst other things, allow us to have a richer and more accurate description of the impacts of company reporting requirements.

The research has three inter-related aims:

- a) To provide estimates of the monetary and other types of value of Companies House data for different types of user, e.g. companies, public sector, creditors, consumers and individuals.
- b) To assess how the value to users has changed over time particularly after a series of policy changes to make Companies House data freely available to users.
- c) To identify the different pieces of information provided by the Registers which offer the most value to users, either in terms of directly measurable economic benefit or willingness to pay.

3. Suggested Methodology

Types of user

There are broadly four types of user, and we expect each user to be covered in the research:

- a) **Private sector businesses that add value to Company House data and create new, or improve existing, products sold in markets** e.g. credit rating agencies. It is possible to use economic data to estimate value of Companies House data for these users because an economic transaction takes place:
 - a. between Companies House and the direct user of the data; and
 - b. between the direct user of the data and consumers of the direct users’ goods and services.

So in principle it is possible to estimate: a) profitability – a proxy for producer surplus; and b) the value added that accrues to labour and capital e.g:

- a. the value added that accrued from sales of Companies House data to users and,

- b. the share of value added generated by users that is attributable to Companies House inputs.

With assumptions or data on the shape of the demand curve for final outputs it should be also possible to estimate consumer surplus.

- b) **Creditors, investors or households that directly use the data to reduce transaction costs**, e.g. to become more informed about the status of a company or tradesman.

These users differ from the users above in that they directly engage with Companies House data, e.g. they download information directly from the Companies House website, rather than go through an intermediary such as sellers of value added services. In this case no market transaction has taken place and an approach to measuring value needs to be developed.

- c) **Public sector bodies that use data in investigations or for other purposes** e.g. ONS use the data for statistical purposes. This is either because there is no other method for gathering such data; or because Companies House data provides the lowest cost means of obtaining the information they need. Companies House has a list of these users which they will share with the successful bidder.

- d) **Individuals who use the data for their own purposes** e.g. journalists, academics.

Generally, bidders should set out how they would attribute user value to Companies House data when it will often be used as an intermediate input into users products or decisions. It will typically be complemented by other sources of knowledge or information and the value that users attribute to Companies House information will depend on its perceived relevance and quality.

Methodology development

We anticipate that the research methodology will differ for each of the groups outlined above:

- For a), there are approaches to estimating the benefits to sellers of bulk data as outlined above e.g. using input/output tables. However, these do not capture all the benefits for the end users/consumers of the bulk data service e.g. consumer surplus.
- For b), c) and d) our working hypothesis is that public bodies and individuals use Companies House data because it is a cost-effective means of securing information they need, and that if they had to rely on other methods to secure the same information then they would incur additional costs. This additional cost is a benefit which could be attributable to the registers. For example, we believe that in the absence of the Company Register users would:

- Face higher transaction costs,
- Miss opportunities to improve corporate accountability,
- Find it more difficult to address fraud,
- Miss out on a tool to aid research.

To assess the benefits of using Company or PSC Register data using non-market valuation methods we will expect bidders to consider several approaches and provide their view on the best approach for each group of respondents, including:

- **Replacement cost approach:** this depends on identifying an alternative method for replacing Companies House (CH) data. It also depends on whether the costs of the alternative service reflect the qualities of the service originally lost; whether the alternative is least cost and that users would replace the service that is lost i.e. they would be willing to pay the alternative cost.
- **Willingness to pay (WTP) or willingness to accept (WTA):** these are examples of stated preference methods that construct a hypothetical market using a questionnaire. Respondents answer questions regarding what they would be willing to pay to obtain the CH data or how much they would need to be compensated by if CH data was taken away from them. These methods have the advantage of capturing non-use values – i.e. the value an individual may place on knowing that others, not themselves, benefit from CH data. However, these measures are potentially prone to biases including a lack of information to make informed choices, individuals may only focus on particular aspects of the outcome and people’s real-life decisions may differ from the stylised approach taken in the survey. Bidders are expected to demonstrate how they would tackle these methodological challenges⁷.
- **Wellbeing valuation methods:** This is another approach which looks at how experiencing certain outcomes, such as an interruption to the supply of CH data, impacts on the users’ quality of life through subjective well-being measures (e.g. life satisfaction). An economic value is ascertained by estimating the amount of money that would generate the equivalent impact on their life satisfaction as use of CH data. This approach can avoid hypothetical bias and contextual influences because WTP is not sought. However, there are concerns that this approach is not sensitive to small changes in actual well-being; and non-use values are not captured.

Bidders are required to set out what approaches they would adopt to obtain a more comprehensive estimate of user benefits, setting out data requirements and any assumptions they would need to make. Prior to survey design, the contractor will be expected to produce a document setting out their recommended methodology for each user type, the rationale for selecting and discounting options and the implications the preferred methodology has for survey design.

⁷ For example, if respondents felt that the Government was going to reintroduce charges for data then that is likely to influence their responses to the WTP/WTA questions.

Time series estimates

One of the aims of the project is to deliver estimates of how user values have changed overtime, particularly after data was made freely available by Companies House. Contractors should include discussion of their preferred option(s) in their bids. The discussion should take into account, for example:

- Differences in user types.
- Whether ONS or other sources of published statistics could be used to obtain time series estimates for some types of user.
- Whether point estimates of unit values are likely to be sufficiently invariant over time to use back-casting, i.e. apply a constant unit value to volume data.
- Whether survey based approaches could be used to produce estimates of unit values overtime which can then be applied to volume data.

Data collection for user types b) and d)

Companies House conducts regular customer insight surveys. This is an online survey of users of free data. The existing monthly survey receives 1000 responses from a sample of over 4000, i.e. a response rate of around 25%. A new survey was launched in June and Companies House have an ambition to reach 100,000 users. We believe that the best way to reach free data users is to use this survey. If bidders disagree then they should set out why and offer an alternative approach. Bidders should also explain what strategies/approaches to questionnaire design they could use to encourage high response rates.

Population	All users of the register who access it via a web browser.
Respondents	Whoever is searching the register. This could include academics, businessmen, or members of the public.
Suggested sample frame	Provided by customer insight survey. The successful contractor will need to spend some time with CH data team to test the representativeness of the sample frame to the population.
Suggested sampling Approach	This will be done by stratified random sampling. The customer insight survey includes several variables that could be used to stratify the sample (see background). Bidders are expected to discuss the pros and cons of different stratification regimes in their bids. The successful bidder will only be responsible for designing the survey, the sample frame, and analysing the survey results. All implementation will be done by Companies House including the sampling approach.
Achieved Sample Size	500.
Mode	Online survey conducted by Companies House by prompting users to fill out a survey when they access the register. The successful bidder will create the survey with input from Companies House.
Survey length	About 20 minutes.
Key outputs	<ul style="list-style-type: none">• Data supplied in CSV format to BEIS and CH.• Set of Tables and charts used in final report in excel.

- Reporting, analysis and technical explanation as described later in this document.

Data collection for user types a) and c)

The choice of survey approach e.g. face to face or telephone will depend on the contractors choice of analytical approach. For example, Face to Face interviews are more typically used to collect qualitative information and telephone interviews are often used to collect quantitative information. Bidders are expected to justify their survey approach based on how they intend to meet the research aims while staying within budget.

Population	Large users of Companies House data. These include: <ul style="list-style-type: none"> • Around 100 companies, and • 20 public sector bodies.
Respondents	Companies House has relationships with representatives of the entire population. Depending on the type and frequency of data the representatives can be quite varied – contract managers, statisticians, data analysts. The successful bidder will be expected to identify an appropriate respondent from the initial contacts.
Suggested Sample frame	All large users of Companies House data.
Suggested sampling approach	Bidders to set out how they intend to ensure that the results are broadly representative for collecting quantitative and qualitative data.
Achieved sample size	Around 50%, i.e. 60 in total.
Mode	Face to face interviews or telephone interviews. Contractors should provide cost estimates based on both options, and explain the merits / drawbacks of each approach.
Interview length	The questionnaire will be designed to last up to 30 minutes.
Key Outputs (dependent on analytical approach taken in bids)	<ul style="list-style-type: none"> • Quantitative data supplied in CSV format to BEIS and CH. Set of Tables and charts used in final report in Excel. • Summaries of qualitative interviews. • Reporting, analysis and technical explanation as described later in this document.

Interviews/Questionnaires

The contractor will be required to provide full advice on questionnaire wording, format and length and to develop the instruments in partnership with BEIS/Companies House. Tenderers should assume that questions for all surveys will be cognitively tested, and should explain their approaches for a) recruiting and getting respondents to take part and b) conducting cognitive testing. A short summary of the cognitive testing results including implications for the surveys should be provided to, and discussed with, BEIS and Companies House.

BEIS requires that when making contact with survey respondents, the respondents are made aware up-front that the survey is for government purposes and of high importance to

policy makers. Respondents should be supplied with a BEIS contact number, normally the project manager. Survey introduction and exit scripts must reassure the respondent about the confidentiality of the survey data and how the information in the survey will be used. Bidders should advise on any implications arising from the GDPR and how they would address these.

Analysis and reporting requirements

Prior to fieldwork the contractor will prepare a short document which will outline proposed methodologies, data collection approaches and questionnaires. This will draw on any lessons from the cognitive testing.

Project Management Arrangements

The contractor will name a project leader who will act as the day to day point of contact over the course of the project and will deal directly with the BEIS Project Manager who will expect a weekly update on the project's progress via email. The contractor's research team, including the project leader, will attend meetings at BEIS at key stages of the project. Tenderers should allow for the cost of attending up to three meetings (one at kick off, one prior to fieldwork and one final project review meeting where the key findings presentation will be given). These meetings will be held at BEIS' main office at 1 Victoria Street.

The project is likely to require close working with the data team at Companies House. Bidders should set out any costs they think they will incur in visits to Companies House in Cardiff e.g. during the survey design stages of the project.

Where the bidder is relying on inputs from sub-contractors the bidder should set out how it would manage any risks to delivery and the steps it will take to ensure delivery of quality outputs e.g. through peer review.

4. Deliverables

We expect a successful bidder to:

- Provide a written, quality assured, report with the key findings of the research project, which will be published.
- Provide technical annexes explaining methods, results, data sources used and assumptions.
- A clean, fully labelled dataset in csv format showing all the data used and calculations; data for all charts and tables in the final report to be included in Excel sheets.
- A final presentation to Companies House and BEIS staff in London.

Other interim deliverables are:

- A methodology note setting out the approach to estimating user value for each user group.

- A document which will outline proposed survey methodologies, data collection approaches and questionnaires, including results of cognitive testing.
- Word versions of the survey questionnaire, including variable names by each question.
- Confirmation that all confidential BEIS and CH data has been destroyed.

Final Dataset

The contractor should provide a clean, fully labelled dataset (with any weighting) for use in the department and across government. The data set should be prepared in a way to make it suitable for publication. There will need to be a confidential dataset, and a dataset which has been suitably anonymised to protect respondents, the details of the anonymisation or pseudonymisation will be decided after the data has been collected.

The dataset should include all core question variables and all derived variables generated during the sampling, coding, editing and analysis process. All variables must be fully labelled using agreed labels and coding frames. A document summarising the variables (including names, descriptions, plus syntax for derived and weighting variables) must be included, either as an annex to the final report or as a separate document.

Final reports

The project will close with a final research report that discusses the findings. The report should consist of a write up of the analytical framework and statistical findings, along with annexes including the tables with cross-breaks for the main questions asked. The report should follow a basic framework for analysis that will have been developed with BEIS and CH during the early stages of the project. Tenderers should allow for two drafts of the report and one round of comments at the first stage, subject to the quality of the first draft.

The technical annexes should include full details of the survey methodology and analytical approach making it possible to replicate both should future iterations of the survey be commissioned. As part of this they should cover: valuation approaches and rationale for them, the sample design and the approach taken, cognitive interviews, pilots, conduct of fieldwork and response rates, details of the derivation of any weights, information on how analysis was conducted including statistical training. Any training materials, interviewer instructions, questionnaires and any letters or associated documents sent to respondents will need to be appended as well as an annex summarising all dataset variables (including names, descriptions and syntax for derived variables).

Reports will be made publicly available on gov.uk, so will need to be formatted according to a pre-specified style guide. This will be supplied to the successful bidder in due course. The report must be submitted in MS Word (or compatible with MS Word) format. The successful bidder is responsible for proof-reading and formatting all written research outputs, including rigorous quality assurance of all analysis and statistics presented.

Timescales

The project is expected to start immediately after the contract has been awarded. The Department envisages that the first draft of the final report will be completed end

December 2018 and that key findings will be presented in February 2019. Tenderers are required to set out the feasibility of achieving our proposed approach within this timescale. They are required to set out a detailed timetable for doing so in their proposal. It is important that tenderers are realistic with their timings, as the successful bidder will be expected to work to them throughout the project.

Section 5 – Evaluation of Bids

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

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

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation 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	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW4.1	Special Terms
Quality	AW6.1	Compliance to the Specification
Price	AW5.1	Maximum Budget
Quality	PROJ1.5	Capacity
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<p>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 Mini Competition. The Contracting Authority considers these weightings to be in line with the framework .</p>			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%

Quality	PROJ1.1	Approach/ Methodology and the Understanding Environment	40%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Project Plan and Timescales	10%
Quality	PROJ1.4	Data Security	10%

Evaluation of criteria

Non-Price elements

Non-Price (Quality) 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 the above questions will be marked based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be reviewed in an evaluator meeting, once the individual evaluations are complete and a consensus score will be agreed to determine your final score.

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 Mini Competition. 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 and concise and ideally generic contact details; telephone numbers, e-mail details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

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

Some additional guidance notes

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

- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Call Off Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition 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](#)