



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Medical Research Department
Subject UK SBS Imaginator Project**

Sourcing reference number UK SBS IT16003

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

Registered in England and Wales as a limited company. Company Number 6330639.
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UKSBS

Shared Business Services

Table of Contents

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

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 Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

Medical Research Council

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

<http://www.mrc.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	Medical Research Council (MRC) - Cognition & Brain Science Unit 15 Chaucer Road, Cambridge CB2 7EF
3.2	Buyer name	UK SBS ICT Procurement
3.3	Buyer contact details	ICTProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	£25,000.00
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	28/01/2016 Contract Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	05/02/2016 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	08/02/2016 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	12/02/2016 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	16/02/2016

3.12	Anticipated Award date	16/02/2016
3.13	Anticipated Contract Start date	16/02/2016
3.14	Anticipated Contract End date	15/06/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Purpose of this project

Aim of the Imaginator project is to pilot test a brief cognitive therapy intervention for self-harm in young people. Up to 10% of 15-16 year old young people deliberately self-harm over a year in England, with substantial personal/family impacts and costs on the NHS. Studies demonstrate that treating underlying mental illness leads to reductions in self-harm, but these are long treatments for complex disorders. Moreover, often individuals are left without support at managing the distressing self-harm behaviour while they wait (increasingly long periods) before they start the above treatments. The Imaginator project aims to remedy the lack of an effective short-term therapy for self-harm. The focus is on young people who are a most vulnerable group and struggle to access traditional mental health services.

The Imaginator project will deliver a type of cognitive therapy intervention called Functional Imagery Training (FIT). FIT combines motivational interviewing and mental imagery cognitive techniques to promote adaptive behaviours, in this case focusing on building an alternative behaviour to self-harm. FIT will train individuals to:

- 1) Develop and use images of an alternative adaptive behaviour rather than self-harm when distressed. During the training individuals experience mental images unfolding as multi-sensory 'movies' in their mind that also include experiencing the reward and success of engaging in the behaviour and at overcoming a challenge. As imagining something makes it more likely to act, functional imagery can increase motivation to engage in alternative adaptive behaviours and reduce likelihood of self-harm.
- 2) Develop and use positive helpful images when distressed, thus reducing negative feelings associated with self-harm.

FIT will be delivered in two face-to-face sessions followed by five review sessions over the phone, over three months. Functional imagery practice at home will be supported by a smartphone app, called 'Imaginator App'. Imagery-focused techniques focus on visual techniques and are easily amenable to be supported by a smartphone app. Smartphone access by young people is now almost universal and usage is high; hence this technology offers an opportunity to increase access and engagement in acceptable forms of support by young people. A key element of the project is to build the Imaginator App to support the FIT intervention.

Specific requirements for this project:

This is a collaborative project involving scientists and clinicians from the Medical Research Council, the University of Cambridge, Queensland University of Technology and the Cambridge and Peterborough NHS Foundation Trust, and is funded by the Collaboration for Leadership in Applied Health Research and Care (CLAHRC) East of England. We are seeking an industry partner with expertise and experience in programming and development of smartphone apps that support interventions for mental health. These are our specific requirements.

Hardware and OS Platform: Android

Functionality

The specific functionalities listed below draw on principles of cognitive behavioural therapy, (CBT) as a collaborative psychological therapy intervention that encourages individuals to develop an awareness of links between their emotions, beliefs and behaviours. CBT also encourages individuals to become active players in their treatment and in the management of the problem to be addressed. Familiarity with CBT principles and with principles of self-support for mental health and wellbeing by the industry partner are highly desirable.

Notifications and reminders

First aim of the Imaginator App is to remind and encourage individuals to practice their FIT techniques and associated strategies. The app will enable individuals to set specific reminders and notifications, which will be prompts to engage in 'functional imagery' or other coping strategies scheduled at specified times in the day, or at specified time intervals. Notifications will take the form of text and images, which can be adapted by each individual.

Goals and rewards

The Imaginator App will have a 'goals' section where individuals can set their specific goal in terms of FIT practice and adaptive behaviours. Goals can be linked to notifications. Goals will be associated with a system of visual rewards, e.g. badges for every time a new element is added to the Tools library, or for every time the Guided Imagery is completed (see below). The aim of goals and rewards is to make practicing FIT a fun activity.

Tools & Tips library

The Imaginator App will include a Tools library, with images, music, videos, lists of 'to do's' strategies and tips that can be used to overcome distress, to overcome the urge to self-harm and to encourage engaging in alternative behaviour. The Tools library will include some default example images and strategies, but the aim is for individuals to personalise the Imaginator app over time. Individuals can upload music, videos and pictures from their personal libraries. Whenever a new item is added participants are asked to rate 'How does this make you feel?', and if the rating is below a certain threshold (indicating a negative emotion) the app will prompt them e.g. as follows 'Are you sure this new item is helpful? Do you want to delete it?'. Individuals can also combine images into e.g. a slideshow 'positive movie'.

Emotion monitoring

The Imaginator App will include (i) a general 'how are you feeling now' rating from e.g. "awful to alright to amazing" and (ii) a list of specific emotions visualised as pictures and expressed in words. The 'how are you feeling now' rating will use a slide scale anchored to a mid-point that indicates an average 'alright' state. Any rating where the slide scale is positioned below the mid-point will prompt an automatic notification 'Do you want to access your help tools?' and 'Do you want to practice imagery?'. Individuals can select to rate how they are feeling at a given moment or ask to be reminded at specific times in the day. Individuals can also choose to rate specific emotions from the emotions library (ii) and upload / link to emotion-specific helpful images or strategy tips in their Tools library.

Guided Imagery

The Imaginator App will include a step by step guided imagery procedure to create and practice the functional adaptive mental imagery developed in the FIT sessions. This is an audio script combined with an image (which can be personalised) that guides individuals to generate and hold in mind a mental image. The Guided Imagery function will also include (i) different duration options, e.g. so that longer imagery practice can be rewarded and (ii) tips on strengthening imagery, e.g. making it more vivid, brighter colours, etc. using actual images on the phone screen.

'Night time' icon

The Imaginator App will have a specific readily accessible icon pointing directly to bespoke prompts and activities appropriate for night time crisis, as this is the most problematic period for most individuals experiencing self-harm behavior.

Sharing option

The Imaginator App will include the possibility to share strategies and new items that they have added themselves and found helpful. Once a new item is added, this can be communicated to the research team via a 'Share this' option. The research team will screen the item for appropriateness and send it to the Tools library available to everyone; this will automatically send a positive feedback message to the individual (e.g. 'Great idea! Thank you for sharing your strategy with other participants'), or an encouraging message such as 'Almost there! Try again'. This function will help normalise the experience and foster a sense of helping others as well as oneself.

Graphic and Interaction Design

The Imaginator App needs to have an engaging, attractive and cheerful design. The design will highlight the focus on developing positive new adaptive behaviour rather than fighting distress or self-harm. Its graphic presentation also needs to ensure confidentiality (e.g. if app left open in public it should not disclose that it addresses self-harming behaviour). The design should also appeal to young people aged 16-25 years old. A record of successful App design in the area of behavioural change and/or mental health by the industry partner is highly desirable.

Development process

The Imaginator App will be developed together with a Young People's Advisory Group, of young people with lived experience of self-harm who will meet at the MRC Cognition and Brain Sciences Unit in Cambridge together with the scientist and the programmer(s) will be required to take part into some of the meetings. The Young People's Advisory Group will also test the app prior to its definitive use in the project. Ability to interact in a constructive dialogue and in a flexible fashion with young people as the App users is required for the industry partner, and ability to work collaboratively with vulnerable individuals is highly desirable.

Data storage

The Imaginator App will need to collect usage data from each individual taking part in the project and this data will have to be sent to the research team. The system will have to conform to the data security and privacy requirements as implemented by both the MRC and NHS.

Timescale

The project starts at the beginning of April 2016. The months from January to April 2016 are

set aside to developing the app and piloting it with a Young People's Advisory Group. By beginning of May 2016 the Imaginator App needs to be ready for full delivery. Any industry partner will need to be able to commit to this timescale.

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	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
Quality	AW6.7	Timescale of commencing project

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	30%
Quality	AW6.2	Understanding	5.25%
Quality	AW6.3	Design of Smartphone App	28%
Quality	AW6.4	Collaborative Working	5.25%
Quality	AW6.5	Data Security	10.50%
Quality	AW6.6	Creative Element of Smartphone App	21%

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: $\text{Score} / \text{Total Points} \times 50$ ($80 / 100 \times 50 = 40$)

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.
- 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](#)