Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research & Innovation (UKRI)

Subject: Programme Coordination for the NERC Innovation Programme in Oil & Gas

Sourcing Reference Number: PS18081

UKSBS

Shared Business Services

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed here.

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

Natural Environment Research Council (NERC)

NERC (a branch within UK Research & Innovation) is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

For more information, please visit: www.ukri.org / https://nerc.ukri.org/

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research & Innovation; Polaris House, North Star Avenue, Swindon SN2 1EU
3.2	Buyer name	Owen Lister
3.3	Buyer contact details	ProfessionalServices@uksbs.co.uk
3.4	Maximum value of the Opportunity	The maximum contract value shall not exceed £160,000.00 excluding VAT. The contract is for two years and the price is for the duration of the contract with a budget per year of £80,000 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 will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	08/06/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	22/06/2018 11.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	27/06/2018 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	06/07/2018 11.00
3.10	Anticipated notification date of successful and unsuccessful Bids	20/07/2018 14.00
3.11	Anticipated Award date	27/07/2018
3.12	Anticipated Contract Start date	30/07/2018
3.13	Anticipated Contract End date	29/07/2020
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Natural Environment Research Council (NERC), a branch within UK Research and Innovation is seeking a team to support and coordinate the delivery of the Innovation Programme in Oil and Gas (IPOG). Working with, among others, oil and gas companies and their supply chain, policymakers, regulators, and environmental consultancies, the successful bidder will facilitate the transformation of knowledge, data, capabilities and skills of the NERC community into new value-adding approaches, tools and solutions that can be applied in the Oil and Gas sector and, where appropriate, more broadly in the offshore energy domain.

Background

NERC partners with business, government, the public and the wider research community to shape the environmental research and innovation agenda. Our science provides knowledge, skills and technology that deliver sustainable economic growth and public wellbeing.

As an organisation, NERC has a number of flexible mechanisms that support innovation by translating research to address specific business issues, and provide access to relevant scientific knowledge, data and tools. One of these mechanisms is through Innovation Programmes and this is the focus of this tender. Through an Innovation Programme, NERC makes a significant investment (up to £5m over 3-5 years) and works directly with a group of businesses, policymakers, and regulators to address their environmental research needs in a specific topic area where there is a strong *shared* need for knowledge, which can be met by *existing* NERC science: in this case, in the oil and gas sector.

Meeting society's needs through benefiting sustainably from natural resources is central to NERC strategy. Over the coming decades, society faces a significant challenge to ensure a secure, safe and affordable energy mix while continuing to tackle climate change by reducing carbon emissions.

As the UK pursues a long-term process to de-carbonise our society, we will still need substantial amounts of oil and gas. This dominant role of fossil fuels in both the UK's and the global energy system is expected to continue for several decades. Oil and gas currently provides 75 per cent of the UK's primary energy source. Over the last five decades no other industrial sector has created more prosperity for the UK (source: *UK O&G Industrial Sector strategy*).

The UK has high levels of scientific and industrial capability in relation to oil and gas, reflecting the legacy of North Sea development. NERC is committed to working with the academic research base, business, policymakers and the third sector to ensure its investments in research, skills and technologies in oil and gas are translated for their maximum economic, societal, and environmental impact.

NERC Innovation Programmes take the existing outcomes of research (data, knowledge or expertise) and translate these to generate innovative approaches, solutions and methodologies driven by tangible industry challenges or issues. The Innovation Programme in Oil and Gas (IPOG) therefore:

- Supports the pre-competitive translation of research into industry relevant knowledge;
- Provides UK industry with knowledge and tools to address the challenges they face, leading to their improving business performance, resilience and sustainability; and

- Strengthens the capacity of the research community to address business needs and develops long-term collaborations with business.

Key benefits to Programme members are:
- Access at a pre-competitive stage to a developing body of high quality environmental research knowledge, data and tools to translate into industry relevant outputs;
- Opportunity to work with other industry members to share and off-set the cost of pre-competitive research that might not otherwise receive funding;
- Understanding and awareness of the latest environmental science and opportunities to develop collaborations with the knowledge base; and
- Input into and shape the future development of longer-term research programmes through strategic interaction with NERC.

IPOG operates an 'invest as you go' approach for Programme members. This means that NERC will invest up to £5m but members do not incur direct financial costs on becoming members. Rather, members choose to contribute to specific projects through the Innovation Project calls that are run as part of the Programme either in-kind or financially.

The Programme operates according to several key principles:
- Industry challenge focused with Programme members actively involved in definition of calls to the academic community around the Programme's key priority themes;
- Open calls to the academic community for collaborative projects that will translate the outcomes of research (data, knowledge or expertise) into industry relevant outputs and deliverables;
- NERC and the Programme Management team facilitate 'brokerage events' as part of the Innovation Community to allow project proposals to be shaped and Industry members to share their challenges;
- Intellectual property is dealt with at a project level and between grant holders and the Programme member;
- Regular dissemination events will be organised at which researchers report their latest findings to members of the Innovation Programme.

IPOG currently has nine members: Chevron, Universal Pegasus International, BMT Cordah, Fugro, AECOM, Oil Spill Response Limited, Natural England, the Joint Nature Conservation Committee and Marine Scotland Science. In addition, Shell are closely involved as part of the NERC-Shell Strategic Partnership. Applications for new Programme members will remain open throughout the duration of Programme.

An overview of the themes and sector challenges of focus for the Programme, and the projects funded to date, can be found on the NERC website (see: Innovation Programme in Oil & Gas[1]). The first funding call (2015/16) focused on 'decommissioning and its environmental impact'. The second funding call (2017) focused on 'innovative monitoring approaches', and included additional funding for Offshore Renewable Energy (ORE) related projects. The final funding call for the programme will launch in late 2018, and will be focused on environmental data. Given cross-sector interest, the current intention is that the data call will also include additional funding for ORE related projects.

Now that IPOG is up and running, NERC wishes to appoint a Programme Coordination Team to support the Programme and linkage with cross-sector interests from the ORE community.

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[1] See: http://www.nerc.ac.uk/innovation/activities/naturalresources/oilandgasprog/

Requirement

NERC requires a fully-costed and detailed proposal from a suitably structured team to undertake a programme coordination and support role for the Innovation Programme in Oil and Gas (IPOG). As an industry-academic collaborative programme, the IPOG coordination role will require a demonstrable track record of working with current and prospective industry members and the UK research base.

The coordination role includes:
- Communication of the scope of the IPOG programme to stakeholders;
- Supporting the development of high quality and innovative proposals for the managed funding calls; and
- Facilitation of knowledge exchange between industry, the UK research base and research councils – monitoring and supporting successful projects, to ensure effective knowledge exchange with project partners, as well as wider industry beyond this.

Therefore, the IPOG Programme Coordinator(s) will be tasked with enabling industry, policymakers and regulators to engage in greater depth with the UK research community allowing them and their supply chains to more readily access new innovations, knowledge and technologies arising from NERC science and programmes.

The principal role of the team is to coordinate the various bodies and activities that form the Innovation Programme to ensure coherent, cohesive delivery of the Programme. Annex A outlines the main Programme Management and Governance bodies in detail. In brief these are:
- The Innovation Programme in Oil and Gas (IPOG) community (i.e. the Programme Members)[2]
- NERC and Programme Executive Team[3]
- Assessment Panels[4] (convened by NERC on an *ad hoc* basis)

The main objectives for the coordination of the Innovation Programme in Oil and Gas are as follows:
1. Provide **monitoring and support knowledge exchange within funded projects** to ensure a coherent cohort of projects for the Programme, engagement with project partners, and capturing of impact stories, case studies and figures for the Programme;
2. Provide **networking, dissemination and brokerage function** for the Programme and its members to ensure good connections across the oil and gas and ORE sector as well as science disciplines;
3. **General coordination** of the governance mechanisms including industry members, NERC and academic community to ensure efficient working of the Programme;
4. Engage in and contribute to relevant **strategy** discussions within the Programme Executive Team for the Programme; and
5. Provide timely, accurate and detailed **reporting** material for the Programme to monitor progress.

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[2] At the heart of the Innovation Programme and acting like a Steering Group, the IPOG Community will bring together all industry members to share, exchange and gather information solely between members.
[3] The Programme Executive Team will manage the Programme on a day-to-day basis and will be made up of key NERC staff and an industry member representative. , The Programme Team will report primarily to this body.
[4] The Assessment Panels are convened as required, for the purpose of assessing outline and full applications innovation (translation) projects.

The key expected activities for the coordination of IPOG are set out in detail in Annex B and NERC expects respondents to refer to these in detail in their response.

As part of the coordination, the Programme Coordinator(s) should be supported by appropriate administrative resource to ensure timely communication, reporting and invoicing.

NERC expects that up to a total of 140 equivalent person days will be required to conduct the coordination activity adequately.

Invoices will be submitted quarterly in arrears.

Terms and Conditions

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

Section 5 - Annex A

Programme management and governance bodies

The Programme Team will report on a day-to-day basis to the Programme Manager (Innovation) responsible for the Innovation Programme at NERC. They will be expected to liaise regularly – at least monthly with progress updates (electronic will be acceptable) – and meet face-to-face at least once a quarter.

The Programme Team will fit into the Programme governance as detailed below. The operation of the Programme will be managed by the following key governance bodies; their roles are set out in the paragraphs which follow.

- NERC and the IPOG Executive Team
- The Innovation Programme in Oil and Gas (IPOG) Community
- Assessment Panels (AP)
- External Programme Team

As principal funders of the Programme, **NERC** will maintain a keen interest in both strategic and day-to-day management issues. Strategic oversight will be provided by the Associate Director of Innovation and Partnerships, and Director of Research and Innovation at NERC. They will have responsibility for reporting to NERC's Chief Executive on progress of the Programme and for executing the Chief Executive's advice. Similarly, they will liaise with NERC's Innovation Advisory Board to gain advice on how best to invest the up to £5m committed by NERC.

Day-to-day management and oversight of the Programme will rest with the Programme Manager (Innovation) within the Innovation team at NERC. They will report directly to the Senior Programme Manager (Innovation), Head of Innovation Programmes, the Associate Director of Innovation and Partnerships, and Director of Research and Innovation. They will also oversee the delivery of the Programme by the external Programme Coordinator/Team.

At the heart of the Programme and effectively providing a Steering Group function, the **IPOG Community** will bring together all Programme Members to share, exchange and gather information solely between members. The IPOG Community will take forward the Programme by providing a strategic steer; monitoring and commenting on progress of projects; and reviewing the operation of the Programme. On signature of the Memorandum of Understanding, Programme Members become part of the IPOG Community and have the opportunity to engage with the running of the Programme.

Assessment Panels will be convened by NERC as required, for the purpose of assessing outline and full applications and innovation (translation) projects. Assessment Panel membership will vary according to expertise required for the call, and will be made up of academic and 'user' representatives (including representative IPOG programme members), The Assessment Panels will be expected to take into account input and feedback on applications from the wider IPOG Community which will be provided by the co-ordinator.

The Innovation Programme will be managed on a day-to-day basis by a **Programme Executive Team**. This team will be made up of key NERC staff and if required, an industry member representative. The Programme Coordinator will report directly and regularly to this Team.

Section 6 - Annex B

Key activities

The following outlines the key activities expected from the team.

1. *Monitoring of funded projects*

- To monitor progress of funded projects against agreed plans including regular visits/phone calls with funded research groups as part of the on-going support for knowledge exchange and partner engagement. We anticipate early support to be focused on supporting brokerage, relationship building and project partner engagement, with focus later in the Programme on monitoring project progress and outputs and dissemination.

- To provide timely updates to the Programme Executive Team on the progress and outcomes of funded projects and advise where these may provide suitable material for press releases and case studies that can be used to demonstrate the achievements of the Programme ('research with impact' – as defined by Research Councils[5]).

- To support grant holders in the exploitation of IP generated through IPOG funding by disseminating opportunities to the IPOG Community and coordinating negotiations.

- To offer advice to the IPOG Community and Programme Executive Team on the appropriateness of requests from grant holders to change aspects of their project, such as research objectives and delivery deadlines.

2. *Networking, brokerage and dissemination*

- To support academic/industry/policy networking, facilitate and encourage in-kind contributions to projects, take-up and follow through of research outputs by industry/'users' and communication with the IPOG community and wider oil & gas and ORE sectors.

- To coordinate the work of grant holders with each other and facilitate communication between individual grant holders, project partners and IPOG Programme Members.

- To ensure that IPOG Programme Members are kept fully informed of developments within the Programme through appropriate mechanisms.

- To organise and deliver, in partnership with NERC, IPOG dissemination meetings, expected at regular intervals. These meetings will disseminate progress on funded research and research translation projects to IPOG members and research council co-funders. These meetings will also keep members aware of opportunities for collaboration and further funding.

- To encourage industry, policy and regulator participation at dissemination activities, ensuring representation from across the Programme membership – either by IPOG contact or nominee.

- To disseminate information and outputs of IPOG more widely to the oil & gas and ORE communities and other stakeholders.

3. *General Coordination*

- To disseminate information on IPOG to potential applicants, particularly the details of specific calls for proposals issued through the Programme.

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[5] http://www.rcuk.ac.uk/ke/impacts/meanbyimpact/

- To encourage applicants to submit proposals to calls, proactively bringing opportunities to the attention of research groups who have the potential to contribute to the aims of the Programme and which may be new to this area, whilst managing expectations against the Programme's funding resource.

- To advise applicants in developing proposals, encouraging collaboration and cross-discipline working, where appropriate, and providing feedback from the IPOG Community.

- To coordinate the provision of feedback between industry members participating on the Assessment Panels and the IPOG Community.

- To develop and implement plans, agreed by the IPOG Programme Executive Team (See Annex A), for example Programme communications (working under the guidance of NERC communications teams).

- To develop and implement a knowledge exchange plan, agreed by the IPOG Community to identify opportunities for research translation and/or exploitation of Intellectual Property (IP).

- To develop performance management metrics to assess delivery of Programme aims and deliverables (e.g. dissemination events), and to monitor Programme projects and industrial/sector engagement, both engagement with funded projects and within the IPOG Community.

- To identify and help mitigate risk to the funding programme, associated funded projects and activities, by developing a risk register and acting as instructed by the Programme Executive Team to address issues arising.

- To work with NERC and funded projects to deliver case studies demonstrating economic, societal, or environmental impact of IPOG project outputs.

4. Strategy

- To contribute, in collaboration with the IPOG Community and the Programme Executive Team, to the development of the overall IPOG Strategy, including development of the research and research translation agendas, and the wider aims of IPOG; especially the long-term development of the IPOG Community to ensure it is self-sustaining. This should include signposting opportunities for project development beyond funded programme.

- To liaise with national funding agencies and their relevant funding programmes to recognise and capitalise on opportunities for aligned activities, and to prevent duplication of funding by informing the Programme Executive Team of emerging research agendas/programmes.

5. Reporting

- To regularly (at least monthly) provide the Programme Executive Team with reports on the actions undertaken to achieve the key coordination activities. This is to ensure the continuing effectiveness of the Coordinator(s), to enable the identification of further activities, and timely invoicing of work done.

- Report on sector-academic interactions to monitor knowledge exchange between parties, in-kind contributions, and further collaborations and follow-on funding projects.

- Report on development of any IP resulting from funded projects, and additional funding secured by IPOG grant holders to continue their projects.

- Work with the grant holders to develop a portfolio of case studies to explicitly demonstrate the involvement of industry members in shaping the funded projects, and in particular where projects have brought tangible benefits to industry members through enhanced business performance, market position, or the reduction of risk.

Section 7 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	**Q No.**	**Question subject**	**Maximum Marks**
Price	AW5.2	Price	10%
Quality	PROJ1.1	Understanding the brief	20%
Quality	PROJ1.2	Project Delivery	15%
Quality	PROJ1.3	Proposed approach	30%
Quality	PROJ1.4	Project Management	10%
Quality	PROJ1.5	Coordination Team	15%

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 Points 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 = {weighting percentage} x {bidder's score} = 20% x 60 = 12

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

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

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

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

Example

Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 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 x 50 = 40)

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

Section 8 – 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 9 – General Information

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do 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 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 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.

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 (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 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 during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

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

USEFUL INFORMATION LINKS

- Emptoris Training Guide
- Emptoris e-sourcing tool
- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act