



Invitation to Quote

Invitation to Quote (ITQ) on behalf of The Government Office for Science (GO-Science)

Subject UK SBS Government Chief Scientific Adviser's Themed Annual Report "From Waste to Resource Productivity"

Sourcing reference number PS16074

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

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Our 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

GO-Science

The Government Office for Science (GO-Science) ensures that government policies and decisions are informed by the best scientific evidence and strategic long-term thinking.

The role of the Government Chief Scientific Adviser is to advise the Prime Minister and Cabinet.

GO-Science is located in London in the offices of the Department for Business, Innovation and Skills (BIS).

Responsibilities

GO-Science is responsible for:

- giving scientific advice to the Prime Minister and members of the Cabinet, through a programme of projects that reflect the priorities of the Government Chief Scientific Adviser
- ensuring and improving the quality and use of scientific evidence and advice in government (through advice and projects and by creating and supporting connections between officials and the scientific community)
- providing the best scientific advice in the case of emergencies, through the [Scientific Advisory Group for Emergencies \(SAGE\)](#)
- helping the independent [Council for Science and Technology](#) provide high level advice to the Prime Minister

Further information can be found at:

<https://www.gov.uk/government/organisations/government-office-for-science>

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	GO-Science, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Sally Roshier
3.3	Buyer contact details	Sally.roshier@uksbs.co.uk
3.4	Estimated value of the Opportunity	£40,000 - £50,000 Exclusive of VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	17/05/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	24/05/2016 11.00 am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	27/05/2016 11.00 am
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	07/06/2016 11.00 am
3.10	Date/time Bidders should be available if face to face clarifications are required	14/06/2016
3.11	Anticipated rejection of unsuccessful Bids date	21/06/2016
3.12	Anticipated Award date	21/06/2016

3.13	Anticipated Contract Start date	21/06/2016
3.14	Anticipated Contract End date	30/11/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Government Chief Scientific Adviser's Themed Annual Report

"From Waste to Resource Productivity"

Specification for Report design, production and printing

May 2016

1. Background

The Government Office for Science (GO-Science) is an organisation that ensures that government policies and decisions are informed by the best scientific evidence and strategic long-term thinking. It is led by the Government's Chief Science Adviser (GCSA), Sir Mark Walport, whose role is to advise the Prime Minister and Cabinet.

Waste is a consequence of natural processes and human activity. We need to ask what the human and environmental consequences are of the vast quantities of waste that we create. As the planet's population grows, standards of living increase and our consumption continues to rise, we face increasing challenges to managing our natural resources in a way that is sustainable for our environment and for future generations. Our current linear and 'throw-away' approach to resource management (making, using and disposing of products) means that we are using up valuable resources and it is essential that we find new solutions.

Equally, we need to keep resources in circulation for longer, for example through using new approaches such as circular business models or industrial symbiosis; by creating innovative products that utilise new materials; or by designing products that have better recyclability, create less waste or have greater longevity. The solutions will come from expertise in design, manufacturing, engineering, behavioural choices and business.

To address this, Sir Mark Walport, jointly with Professor Ian Boyd (Chief Scientific Adviser at Defra) will publish his third Themed Annual Report exploring issues of waste management in a cross-cutting, multi-disciplinary report. We have appointed an editor to ensure consistency of style and approach throughout the report. The intention is to present the report in late autumn 2016.

2. The brief

To design, prepare graphics, typeset, proof and print copies of the 'From Waste to Resource Productivity' report in hard copy and online to a high standard, to aid effective dissemination of the project's key messages.

The report will be in two parts:

1. Part 1: 10-page report written by Sir Mark Walport and Professor Ian Boyd, including a 1-page executive summary. This will be a response to the body of evidence presented in part 2, and will identify key trends and make specific recommendations to policy-makers, politicians and key organisations about where further action is warranted.
2. Part 2: Evidence base and case studies running from 100 to 150-pages which will underpin the 10-page report. It will be written by experts in their respective fields. It will cover topics such as: “what is waste?”, resource efficiency, the consequences of waste, opportunities to design out waste and opportunities for UK leadership on waste management.

Both parts of the report will be printed hard copy in separate volumes with complementary designs. Given the report is on waste, we are especially keen to minimise the environmental costs associated with hard copy printing, and would like bids to include options for achieving this reduction.

Infographics

The evidence base and case studies will be grouped into 12-14 chapters. We want each chapter to be accompanied by a full page spread infographic to illustrate the findings of each chapter. The infographics should work for printed publications, presentations and as online images so multiple file formats will need to be produced.

Online report

Both parts of the report will be published online. We want the online report to be accessible and interactive, with more options than just downloading the whole report as a pdf file. We want potential bids to include options for increasing how accessible and interactive the report is online.

Target audience

The target audience is primarily decision makers (i.e. policy makers, regulators, politicians), but certain sections will also be of interest to private industry and the general public.

It is envisaged the report will be disseminated as a quality hard copy version personally by Sir Mark Walport and Professor Ian Boyd, and that it will be accessed online by a wide range of users through either a pdf version or interactive web pages. The images and graphics will form the basis of presentations by Sir Mark Walport and Professor Ian Boyd.

The selected designers would be expected to come into the GO-Science premises to run a short session with the team to discuss how they work (including presenting examples of previous work) and the information needed to produce a high quality report.

3. Design / look and feel

The design should be highly accessible, contemporary and clean, and use striking images where appropriate. These images are likely to include photographs, graphs and tables. The report should have GO-Science branding on the front cover.

The infographics illustrating the key findings of our project will be used as part of the report and may also be used in a slideshow during events. We would wish to be advised on the best way to use the graphics for these different purposes and this may involve producing more than one layout (e.g. scroll down vertical graphics for the web and horizontal layout for publications).

Links to the two previous annual reports with designs similar to the required look and feel for this report are provided below. However note we would prefer a more interactive online report.

<https://www.gov.uk/government/publications/innovation-managing-risk-not-avoiding-it>

<https://www.gov.uk/government/publications/forensic-science-and-beyond>

4. Core services to be costed

Report Production

- Proof-reading.
- Document design (2 x template options).
- Typesetting to allow for reasonable sets of iterations throughout the report allowing for progressively detailed text changes towards final deadlines. It would be helpful for an indication within the quote of the cost of multiple iterations and how this will be dealt with.
- Design of cover image (3 x image options).
- Interactive PDF (please separate out costs for an interactive vs standard PDF) which is easy to access and navigate electronically.
- Picture research to match picture brief.
- Printing (please provide separate quotes for the printing of 100, 200 and 500 copies).
- Interaction with the project team and report editor in person, by email and on the phone during all stages of the production of the report.

Infographics Production

- Session for GO-Science Waste Report Team staff on producing infographics, including

information for high-impact design, as well as discussion about the specifics of these commissions.

- Development of concept and design (including several drafts of each image before they are finalised). This aspect will include advice on the best way to illustrate the key findings of the work as one or more images.
- Production of the images in one or more layouts (e.g. core design is adjusted and reshaped for online, publication, poster).
- Supply of images to GO-Science in several file formats (as jpg, PDF and editable photoshop files).

Document Specification

‘From Waste to Resource Productivity’

- 2 complementary printed documents: Report (10 pages) and evidence base (100-150 pages)
- Full colour, text and pictures.
- 20-25 case studies.
- Estimated- 12-14 infographics and a small selection of tables.
- Estimated 12-14 core chapters.
- Working links for web references.

5. Key considerations

- Due to hosting constraints, we would prefer that the report file size is under **10MB**.
- GO-Science will hold all rights to reproduce and edit the images.
- Any PDFs should comply with good practice guidance on accessibility (see guidance on accessible PDFs below).



e-comms -
Commissioning access

6. Timing

We intend to publish the report online and hardcopy in the late autumn 2016 (provisionally 1st November 2016). The core material will be made available to the designers in mid-September. We anticipate earlier interaction with the report design/production company to ensure thinking on design and production issues evolves with the development of the report content.

This timeframe may involve very short turnaround times for the work, although we would aim to

agree the basic design in advance. There may also be last minute edits (e.g. updated statistics that become available) for inclusion in the final version. See section 4 (core services to be costed) for quoting for the cost of multiple iterations.

An outline production timetable for this report should be included as well as any indication of potential timing issues for any of the elements (i.e. PDF/picture approval/final sign off).

Where appropriate and necessary we may organise interviews. Details will be provided if necessary.

7. Links to helpful resources

GO-Science website

<https://www.gov.uk/government/organisations/government-office-for-science>

GO-Science publications

<https://www.gov.uk/government/publications?departments%5B%5D=government-office-for-science>

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 ($5+5+6=16 \div 3 = 5.33$))

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
Quality	AW6.1	Compliance to the Specification
Quality	AW6.5	Examples of work

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	20%
Quality	AW6.2	Capacity	25%
Quality	AW6.3	Capability	25%
Quality	AW6.4	Quality	30%

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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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