# Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of UK Research and Innovation Subject UK SBS External Evaluation of UKRI Board Sourcing reference number CS19120

# 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 <a href="http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx">http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx</a>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENCIALLY

#### **COMMERCIAL QUESTIONNAIRE**

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).	
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.	
Scoring criteria	For information only	
Bidder	Table	
response	Bidders full legal name	
	Address line 1	
	Address line 2	
	Address line 3	
	Address line 4	
	Town / City	
	Country	
	Post code (or equivalent)	
	Bidder contact	
	Telephone No.       Email	
SEL1.2	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or; In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful	

	jurisdiction other than the UK), on grounds of alleged unlawful discrimination?
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
guidance	<b>Yes</b> – Fail
	No – Pass
	*If you have answered "yes" please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring	Mandatory Pass / Fail
Criteria	
Bidder	Yes / No
response	

SEL3.11	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	The Bidder shall choose from the following options; A. N/A – our turnover is less than £36M B. Yes – information attached
	C. No (with justification) – we are not compliant but will be prior to commencement of a contract
	D. No – we are not and will not be compliant at the time of award of the contract
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

SEL3.12	Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.
	Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.
	Further details are available at:
	https://www.cyberstreetwise.com/cyberessentials/
Bidder guidance	Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:
	<ul> <li>Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> </ul>
	<ul> <li>Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.</li> </ul>
	<ul> <li>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</li> </ul>
	Bidders can answer
	Yes – the Cyber Essential Certificate is currently in place

	<b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract
	<b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.
	A response of ' <b>Yes'</b> or ' <b>Intend'</b> will result in a <b>pass</b> and a response of ' <b>No'</b> will result in a <b>fail</b> against this question.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

SEL3.13	General Data Protection Regulations (GDPR)
	The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data which came into force on the 25th May 2018.
	It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).
	Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:
	https://ico.org.uk/
Bidder	Diddere een enewer
guidance	Bidders can answer
	<b>Yes</b> – We will are able to demonstrate compliance as is required by the GDPR now
	<b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant
	<b>Intend</b> – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.
	A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend
10000100	

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request. Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <u>http://ico.org.uk</u> Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass
	No – Fail
Scoring	Mandatory Pass / Fail
criteria	
Bidder	Yes / No
response	

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONSPlease complete this section only if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)
Bidder guidance	<ul> <li>The Bidder shall provide details of their proposed exemptions/exception in the table below.</li> <li>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</li> </ul>

Scoring	Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent. For information only	
criteria		
Bidder	Confidential Information	Justification for exemption/exception
response		under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	FORM OF BID
AVV 1.1	
	I declare that to the best of my knowledge the answers submitted in
	this ITQ are correct. I understand that the information will be used in
	the process to assess my organisation's suitability to be invited to bid
	for the Contracting Authority's requirement and I am signing on
	behalf of my organisation. I understand that the Contracting Authority
	may reject this ITQ if there is a failure to answer all relevant questions
	fully or if I provide false/misleading information.
	I understand that the Government's transparency agenda requires that
	sourcing documents, including ITQ templates such as this, are
	published on a designated, publicly searchable web site, and, that the
	same applies to other sourcing documents issued by the Contracting
	Authority, including the ITQ, and any contract entered into by the
	Contracting Authority or its customers with its preferred supplier once
	the procurement is complete.
	By submitting a response to this ITQ I agree that our participation may
	be made public.
	I understand that the answers given in this response will not be
	published on the web site (but may fall to be disclosed under Freedom
	of Information Act 2000 or Environmental Information Regulations
	2004).
	By submitting a response to this ITQ I agree and accept the
	justification for the Contracting Authority's evaluation criteria.
	By submitting a response to this ITQ I agreed and accept that the
	Contracting Authority reserves the right to change without notice the
	procedure for awarding the Contract, to reject any or all bids for the
	Contract, to stop the process and not award the Contract (in whole or
	in part) at any time without any liability on its part.
	By submitting a response to this ITQ I agree and accept that nothing
	in this process is intended to form any express or implied contractual
	relationship between the Parties unless and until a Contract is
	awarded. The Contracting Authority is not liable for any costs
	resulting from cancellation of this process nor any costs incurred by
	Bidders taking part in this procurement process.
	I understand that where sourcing documents issued by the
	Contracting Authority or contracts with its suppliers fall to be
	disclosed the Contracting Authority will redact them as it thinks

	necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<ul> <li>CERTIFICATE OF BONA FIDE BID         The essence of procurement is that the customer shall receive bona fide competitive         Bids, from all those Bidding. In recognition of this principle, we certify that this is a         bona fide bid, intended to be competitive and that we have not fixed or adjusted the         amount of bid by or under or in accordance with any agreement with any other         person.         We also certify that we have not done and we undertake that we will not do at any time         before the hour and date specified for the return of this bid any of the following:         <ul> <li>(a) Communicate to a person other than the person calling for these             bids the amount or approximate amount of the proposed bid, except             where the disclosure, in confidence, of the approximate amount of             the preparation of the bid;</li>             (b) Enter into any agreement or arrangement with any other person that             he shall refrain from bidding or as to the amount of any bid to be             submitted;</ul></li>             (c) Offer to pay or agree to pay or give any sum of money or valuable             consideration directly or indirectly to any person for doing or having             done or causing or have caused to be done in relation to any other             bid or proposed bid for the said supply / service any act or thing of             the sort described above.          In this certificate, the word "person" includes any persons and any body or         association, corporate or unincorporated, and any "agreement or arrangement"         includes any such transaction, formal or informal, and whether legally binding or not.         We acknowledge that the Contract or any other contract with the Contracting         Authority or shall employ any corrupt or illegal practices either in the obtaining or         execution of this contract or any other contract with the Contracting         Authority or shall employ any corrupt</ul>
Bidder	The Bidder shall answer <b>Yes</b> or <b>No</b>
guidance	<b>Yes</b> – Pass
-	No – Fail
Scoring	Mandatory Pass / Fail
criteria	
Bidder	Yes / No
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AW3.1	In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the attached questions as a validation check prior to the award of any Contract.
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	If the Bidder fails to meet the Contracting Authority's expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.
Bidder guidance	<ul> <li>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement.</li> <li>Yes – Pass</li> <li>No – Fail</li> </ul>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to the Contracting Authority against a procurement requirement.

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	The Bidder shall answer <b>Yes</b> , <b>No with justification</b> or <b>No</b> <b>Yes</b> – Pass <b>No with justification</b> – Pass. See question AW4.2 for details of what amounts to a valid justification. <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause.
Bidder guidance	<ul> <li>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</li> <li>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</li> <li>the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and</li> </ul>

	proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

## PRICE QUESTIONNAIRE

AW5.2		Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.	
	All prices sha	III be exclusive of VAT.	
		earing elsewhere in the Bid but not mo dule shall be presumed waived.	entioned in this
Bidder guidance	The scoring me	onfirm they have completed the Pricing s ethodology for this question shall be: ce for a response which meets the pas	
		shall be scored on a pro rata basis in r ore is then subject to a multiplier to re ce criterion.	
	Where the sco be multiplied by	ring criterion is worth 50% then the 0-10 y 50	0 score achieved will
	equate to 40°	if a supplier scores 80 from the availab % by using the following calculation: 0 (80/100 x 50 = 40)	
		ore possible is 0 even if the price sub han the lowest price.	omitted is more than
	100. All other	ce for a response which meets the pas bids shall be scored on a pro rata ba he lowest score possible is 0.	
	For example, a	assuming the lowest bid is £100,000.	
	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score
	£100,000	0	100
	£120,000	20%	80
	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
Scoring	£300,000 Maximum Mark	200%	0
criteria			
Bidder	Yes		
response			

The Contracting Authority is committed to delivering payments to
suppliers within the timescales stated within our Contract terms and
intend to embrace e-invoicing.

	There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.
Bidder guidance	The Bidder shall answer Yes or No Yes – we will utilise an e-invoicing option - Pass No – we will not utilise an e-invoicing option - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.
Bidder guidance	The Bidder shall answer Yes or No
0	<b>Yes</b> – Pass
	No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No
response	

## QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No
response	

AW6.2	Variable Bids
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below.
	The Bidder shall answer <b>Yes</b> or <b>No</b>

	Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass
Scoring criteria	Mandatory Pass / Fail
Bidder	Yes / No
response	

PROJ1.1	Please set out the methodology you would follow to undertake the works from appointment to completion.
Bidder guidance	Bidders are requested to detail their proposed methodology for undertaking this independent review of UKRI's Board.
	Bidders are also requested to provide details on the outline the approach and methodology that they would take to evaluate in particular the effectiveness of the Board, in line with UKRI's framework agreement with BEIS and with the Board's Terms of Reference, including but not limited to: articulating a clear vision for UKRI, promoting transparency, offering rigorous challenge and taking a long term, big picture view of what the organisation is trying to achieve including the <u>strategic priorities</u> of the organisation.
	The approach should also consider the complexities of UKRI as a new Non- Departmental Public Body which has brought together nine previously separate entities and the associated organisational transformation.
	The response must include as a minimum:
	The design and development approach the bidder would take for this review
	How you plan to work with the Chair and CEO to set priorities for the review
	<ul> <li>What tools and resources they would use to evaluate the effectiveness of the Board and why these are being proposed to ensure the success of this requirement</li> </ul>
	<ul> <li>How you will gather information and draw accurate and concise conclusions from the findings, fairly reflecting any difference of opinions and views</li> </ul>
	<ul> <li>How you will consider the Board's interactions with Executive Committee and other relevant stakeholders.</li> </ul>
	How you will benchmark the Boards performance and apply best practice learning.
	An attachment is allowed for this question
	This question is limited to <b>3</b> sides of A4, font 12pt Arial. <b>Any additional</b> content provided beyond this will not be considered or scored during the evaluation process.

	Bidders are asked to confirm that they have attached their response as a PDF attachment to this question.
Scoring criteria	Maximum Marks 16.7%
Bidder	Yes, I have attached my response as a PDF to this question
response	

PROJ1.2	Please provide details of your teams technical expertise in carrying out this Board Evaluation. Bidders should also detail how you would apply this expertise to effective working with Board members for the life of this contract.
Bidder	The UKRI Board is comprised of Non-Executive Directors who hold senior
guidance	positions in professions including business, academia, charity and media.
	Bidders are requested to outline how they plan to engage with this diverse
	set of members and seek their input to evaluate the current effectiveness of
	the Board and how the proposed teams skills and expertise will ensure the
	output of this review will deliver a quality review meeting all requirements highlighted in the specification.
	The response must include as a minimum:
	The expertise that the key members of your team would bring to this project
	<ul> <li>The methods your team would use to engage with the Board in a way that makes best use of members' time and resources</li> </ul>
	How you plan to obtain input from members and ensure their views are taken into account, including managing conflicting opinions
	• How you will manage cover for these key members of staff in the event of unexpected leave so as continuity is priority to delivery.
	An attachment is allowed for this question
	This question is limited to <b>3</b> sides of A4, font 12pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b>
	Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring criteria	Maximum Marks 16.7%
Bidder	Yes, I have attached my response as a PDF to this question
response	

PROJ1.3	Please provide details of how you will present the findings from this review process
Bidder guidance	The Bidder is requested to outline how they plan to present the findings of the review, highlighting things that are effective as well as areas for
	development, in what format they plan to feed this back to the Board and at

	what stage(s) of the process
	The response must include as a minimum:
	How you will feedback findings and development areas to the Board
	<ul> <li>How you will present the findings of the review and at what time/ stages of the process would feedback be provided.</li> </ul>
	Bidders should also outline the format of these findings.
	An attachment is allowed for this question
	This question is limited to <b>3</b> sides of A4, font 12pt Arial. <b>Any additional</b> content provided beyond this will not be considered or scored during the evaluation process.
	Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring criteria	Maximum Marks 16.6%
Bidder response	Yes, I have attached my response as a PDF to this question

PROJ1.4	Presentation
	Please confirm that you will attend the presentations that are to be held on 21 <sup>st</sup> June at 58 Victoria Embankment, London from 09.00, exact times to be provided.
	There will be no opportunity at the presentation to discuss the written bid and bidders should also note the responses provided at this presentation should be standalone to the written submission. There will be no allowance of scores provided for covering off material that will have already been scored under the written response.
	Suppliers will be provided with further detail regarding the time 2 days prior to the presentation.
	At this presentation bidders will be asked to deliver a 20 minute presentation around:
	How the potential provider plans to engage with the Board and work proactively with Board members to develop an action plan for addressing any identified development needs
	The panel will then ask a series of follow-up questions to the presentation, including how you would prioritise recommendations and attain buy-in from members.
	This presentation and questions will be worth 30% of the final score.
	All suppliers will be invited to attend a interview, however at the discretion of UK SBS and the contracting authority, if after evaluating your price and written submitted bid, you are not mathematically capable of winning we will

	engage with you so that you may choose not to attend if preferred.
	Please supply the names and of up to four people you intend to bring to the presentation.
Bidder guidance	Scoring shall be based on 0-100 scoring methodology.
<b>J</b>	<b>Yes</b> – I will attend the presentation
	No – I will not attend this presentation
Scoring	Maximum Marks 30%
criteria	
Bidder	Yes/No
response	