



Mini Competition

**Mini Competition against an existing Framework Agreement (MC)
on behalf of UK Research & Innovation**

Subject: UKRI Stakeholder perceptions research

Sourcing Reference Number: PS22048

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

It is our vision to become the leading service provider for Contracting Authorities for 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.

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

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

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

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.

For more information, please visit: www.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 (CA) Name and address	UK Research & Innovation
3.2	Buyer name	Joe Wightman
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£41,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the Delta e-sourcing tool. Guidance Notes to support the use of Delta eSourcing 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 Mini Competition to all Bidders	Friday, 11 th February 2022
3.7	Latest date/time Mini Competition clarification questions shall be received through Delta eSourcing messaging system	Friday, 18 th February 2022 11.00
3.8	Latest date/time Mini Competition clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Monday, 21 st February 2022
3.9	Latest date/time Mini Competition Bid shall be submitted through Delta eSourcing	Friday, 25 th February 2022 11.00
3.10	Date/time Bidders should be available if face to face clarifications are required	w/c Monday, 28 th February 2022
3.11	Anticipated selection and de selection of Bids notification date	Friday, 11 th March 2022
3.12	Anticipated Award Date	Friday, 11 th March 2022
3.13	Anticipated Contract Start Date	Friday, 18 th March 2022
3.14	Anticipated Contract End Date	Friday 17 th June 2022
3.15	Bid Validity Period	90 Working Days
3.16	Framework and or Lot the Mini competition will be based on	CCS RM6126 Research & Insights DPS
3.17	Anticipated Contracts Finder notice and redacted contract publication if applicable.	Monday, 18 th April 2022

Section 4 – Specification

Overview:

UKRI's ability to operate effectively and deliver its strategy requires a productive relationship with its stakeholder communities. Gaining a better understanding of how UKRI is perceived by research and innovation stakeholders will enable us to take a proactive, strategic approach to build trust in, and understanding of, UKRI. This is critical to UKRI's fundamental **Vision** to 'work with partners to shape a dynamic, diverse and inclusive system of research and innovation in the UK', and our **Mission** to 'convene, catalyse and invest in close collaboration with others' and 'to connect research communities, institutions, businesses and wider society, in the UK and around the world'.

This research will ensure that UKRI is able to:

- Build confidence in the organisation at a time of great change and scrutiny within the research and innovation sector (see below – 'Impact of this research on key policies and activities'), and
- Take a longer-term, tactical approach to building support for research and innovation at the next Spending Review, supporting the sector to speak with a strong voice to Government.

Background:

Established on 1 April 2018, UKRI is a relatively new organisation bringing together the seven established research councils, Innovate UK and Research England, to 'support the whole system to collectively become more than the sum of its parts, through: speaking with a strengthened voice to Government; taking responsibility for delivering cross-Council strategy; and simplifying transactional operations'.¹

Creating UKRI has taken time and the focus on bringing together and harmonising internal personnel and processes has sometimes been opaque and confusing to our stakeholder communities. Four years in, and as we are about to launch our first five-year organizational Strategy, it is therefore important that we should develop a better understanding of how our communities feel about the development and progress of UKRI as a whole.

Impact of this research on key policies and activities:

This is particularly timely in helping us to prepare for, and respond to, a number of key activities taking place now and in the future:

- The launch of **UKRI's first five-year Strategy**, supported through a programme of regional engagement activity running from March to November 2022 – understanding current perceptions of UKRI can help us to ensure the Strategy lands effectively and that we build a better understanding of UKRI and its role among our communities
- The publication of the **Nurse, Grant and Tickell reviews**, all of which may lead to a sense of uncertainty and upheaval in the research community, and which may create reputational risk by implying a lack in confidence in UKRI – better understanding

¹ Paul Nurse, *Ensuring a successful UK research endeavour: A Review of the UK Research Councils* (2015).

stakeholder perceptions will enable us to understand the extent to which views of our strengths and weaknesses align with the different review findings and will help us to pre-empt issues and respond accordingly. We will also need to consider the further impact of the various publications on stakeholder perceptions

- The establishment of the Government's **Advanced Research and Innovation Agency** – again, understanding stakeholder expectations and perceptions will ensure that we are able to build a compelling narrative to build confidence in our role and place in the research and innovation system, alongside and in partnership with this new agency.
- The next **Spending Review** – understanding stakeholder perceptions now will give us time to strategically tackle areas of perceived weakness, increase familiarity and favourability with UKRI more broadly, and build trust and advocacy among current and potential future advocates, helping us to build the case for public investment in research and innovation
- Engagement is a **guiding principle** underpinning UKRI's Strategy – benchmarking community sentiment now will enable us to measure and evaluate UKRI's success in the longer term, making sure we continue to engage more broadly and deeply with our communities to ensure research and innovation enriches lives locally, nationally and globally. It will also contribute important evidence to UKRI's **Balanced Scorecard** evaluation approach which assesses impact and progress towards delivering UKRI's priorities and reports this to the UKRI leadership team (Chair, CEO, Board and Executive Committee).

Overall Aims of the Project:

As set out above, this research will provide us with important insights into research and innovation community sentiment to help us proactively and strategically tackle both short-term and longer-term priorities, including:

- Ensuring UKRI's first five-year Strategy lands effectively with our communities and builds confidence in UKRI's role as steward of the system. It will also help us to mitigate and respond to the publication of a series of reviews which could otherwise raise questions about levels of confidence in UKRI, its role and its effectiveness. In practical terms, this insight will help us to shape our community communications and engagement plans over the next 12 months, including the Strategy roadshow plans and senior-level stakeholder meetings.
- Enabling us to build a longer-term, strategic approach to build support for research and innovation at the next Spending Review, understanding areas of strength and where the sector advocates are strongest, and allowing us to tackle (perceived) areas of weakness and where further stakeholder support may be needed.

Objectives:

We would like to conduct stakeholder perceptions research and analysis to understand a range of key issues including:

- How UKRI is currently delivering against expectations and hopes raised among our communities by the Nurse Review of Research Councils and Higher Education and Research Act (2017)?
- What current perceptions are of UKRI's strengths and weaknesses, its effectiveness and efficiency?

- How familiar our stakeholders are with our vision, mission and ambitions for the future (UKRI Strategy)?
- How strong and diverse our external relationships are and where there are gaps?

Audiences:

We are interested in understanding a broad range of stakeholder perceptions, building on UKRI's mission to convene not only 'close partners at the heart of the research and innovation system such as higher education institutions and institutes, innovative businesses, investors, not-for-profit organisations and policy makers' but also 'a wider set of partners such as those in the education system and civil society'.

Ideally, stakeholder diversity should include engaging with people at a variety of career stages (not just the most senior figures within an organisation), with less research-intensive higher education organisations, and with businesses of all sizes. In line with the Government's focus on 'Levelling Up', this research should also ensure consideration of stakeholder perspectives from across the different nations and major regions of the UK (e.g. Scotland, Ireland, Wales, North West, North East, Midlands, South East, South West).

However, appreciating the breadth of activity this may require, the tender should provide ideas for how a breadth of stakeholder sampling could best be achieved within the time and budget parameters set by this project. There is some flexibility to adapt the scope as required.

Scope:

- This analysis should focus on perceptions of UKRI at a corporate – or organisation-wide – level. It should not examine discipline or sector-specific interactions or perceptions of the individual Councils of UKRI – our Councils conduct their own stakeholder analysis and reputation benchmarking work.
- It should focus on stakeholders from across the research and innovation communities. The research should not explore public perceptions of UKRI – our Public Engagement team conduct their own stakeholder analysis and public perceptions work.
- Separate work is underway to understand attitudes towards UKRI and its councils among parliamentarians, so this research should not seek to expand upon, or overlap, with this work. Therefore, parliamentarians should not be included within the stakeholder groups considered for this research.
- International perspectives on UKRI will be considered at a later stage in this research and should not be considered as part of this tender.
- Government perspectives on UKRI will be considered at a later stage in this research and should not be considered as part of this tender.

Methodology:

We understand that there are a variety of methods that could be used to conduct this research, including different styles of interview, surveys, workshops and focus groups. Therefore we would welcome further ideas for how best to approach this stakeholder perceptions research including your recommendation for the size and composition of the sample.

This tender is for the first phase of what might potentially become a longer-term piece of work to understand stakeholder views among a wider proportion of our stakeholders. However, the next phase will be commissioned at a later date.

The aim of this first phase would provide us with a sample of qualitative feedback from stakeholders to:

- Provide early insight to help us to target engagement effectively to support the UKRI Strategy launch and respond to the publication of the various reviews of the research and innovation landscape
- Provide evidence and insight to help shape the second, larger phase of the work to ensure it is targeted to focus on the right questions. This will also allow time for UKRI's senior stakeholders to contribute ideas to ensure it meets wider organisational objectives and has relevance to key internal stakeholders.

We would welcome expressions of interest on suggested options to approach this. We will support the project with the identification of relevant stakeholders and contact details as appropriate.

Additionally, we would be interested in options for preliminary work that could be used to support the project.

Each element of the work proposal should be costed separately for assessment as part of the final project.

Key deliverables for this phase of the project would include:

- Support to develop the questionnaire to build insight into stakeholder perceptions of UKRI **1-4 weeks from start**
- Regular updates on emerging findings and project progress **Updates every 2 weeks**
- Interim report of findings – this will help us to tailor engagement work to support the launch of UKRI's strategy **4-6 weeks from start**
- Final quality assured report of findings **6-8 weeks from start**

We would welcome suggestions in the tender response for other options to support the presentation and analysis of findings.

Timelines

We would like to cover as much of this work as possible from our 2021-22 budgets.

There will be a break clause at the end of Financial Year 2021/22. This break point allows UKRI to manage the spend which extends into the next Financial Year.

Section 5 – Evaluation of Bids

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

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

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

Evaluation process

The evaluation process will feature some, if not all, the following phases

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> Mini Competition (MC) bid logged upon opening in alignment with UK SBS's procurement procedures. Any MC response received after the closing date will be rejected unless circumstances attributed to UK SBS, the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to the Contracting Authority. Unacceptable responses maybe subject to clarification by the Contracting Authority or rejection of the Response.
Scoring of the Bid	<ul style="list-style-type: none"> Evaluation team will independently score the Response and provide a commentary of their scoring justification against the criteria. <p>The bid may be subject to moderation as advised in the criteria section, prior to any award decision.</p>
Clarifications	<ul style="list-style-type: none"> The Evaluation team may require written clarification to Responses
Re - scoring of the Response and Clarifications	<ul style="list-style-type: none"> Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Award criteria.
Due diligence of the Bid	<ul style="list-style-type: none"> the Contracting Authority may request the following requirements at any stage of the Procurement. Submission of insurance documents from the Bidder. Request for evidence of documents / accreditations referenced in the / MC / Bid and / or Clarifications from the Bidder. Taking up of Bidder references from the Bidders Customers. Financial Credit check for the Bidder.
moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> To review the outcomes of the Due Diligence. To agree final scoring for each Bid, relative rankings of the Bids To confirm contents of the Standstill letters to provide details of scoring and relative feedback on the unsuccessful Bidders response in comparison with the successful Bidders response.

	<ul style="list-style-type: none"> To confirm contents of feedback letters to provide details of scoring and relative feedback on the unsuccessful Bidders response in comparison with the successful Bidders response.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> To confirm contents of the letters to enable feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Pass / Fail Criteria

Questionnaire	Q No.	Question subject
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW4.1	Special terms
Price	AW5.1	Maximum budget
Price	AW5.4	E Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable bids
-	-	Invitation to Quote – received on time within e-sourcing tool
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.	

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 Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	25%
Quality	PROJ1.1	Approach / Methodology	25%
Quality	PROJ1.2	Staff to Deliver / Skills & Expertise	25%
Quality	PROJ1.3	Project plan & Timescales	25%

Evaluation of Criteria

Non-Price elements**Non-Price (Quality) elements**

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the 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.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will be calculated as follows $(60+40+80+60) \div 4 = 60$

Price elements will be evaluated on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100,

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

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

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on how to register and use the e-sourcing portal is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the Section 3 of the Mini Competition shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected. Unless formally requested to do so by UK SBS e.g. Delta eSourcing system failure
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the Delta eSourcing messaging system to raise any clarifications to our Mini Competition. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want
A generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise and ideally generic contact details; telephone numbers, e-mail details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

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

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta esourcing, Telephone 0845 270 7050
- 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 Delta eSourcing
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this Mini Competition Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Call Off Contract to the successful Bidder.

- 7.39 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Delta eSourcing Portal
- 7.40 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

Appendix ‘A’ – Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “MC” Response”	means the Bidders formal offer in response to this Mini Competition
“Bidder(s)”	means the organisations being invited to respond to this MC.
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies/services for and on behalf of contracting authorities
“Conditions of Bid”	means the terms and conditions set out in this MC relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Authority”	means a defined term in the Public Contracts Regulations 2015, a public body subject to the procurement Regulations.
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the procurement documentation provided.
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Contracts Finder”	The government portal for advertising publically funded procurement awards as a result of a MC if above the required thresholds https://www.gov.uk/contracts-finder
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this MC.
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Mandatory”	means any pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Mini Competition” or MC”	Means a competitive procedure of more than one bidder equally competing to secure an award of the opportunity as well as all related documents published by UK SBS and made available to Bidders and includes the Due Diligence Information.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies” or “OPB”	means all Contracting Bodies except the Contracting Authority
“Supplier”	means the organisation awarded the Contract

“Supplies / Services / Works “	means any supplies/services and supplies or works set out at within Section [4] Specification
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