

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department for Business,  
Energy & Industrial Strategy**

**Subject: BEIS Professional & Business Services Sector – Creating  
Further Demand and Growth outside London**

**Sourcing Reference Number: CR18066**



**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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## Table of Contents

Section	Content
1	<a href="#"><u>About UK Shared Business Services Ltd.</u></a>
2	<a href="#"><u>About the Contracting Authority</u></a>
3	<a href="#"><u>Working with the Contracting Authority.</u></a>
4	<a href="#"><u>Specification</u></a>
5	<a href="#"><u>Evaluation model</u></a>
6	<a href="#"><u>Evaluation questionnaire</u></a>
7	<a href="#"><u>General Information</u></a>

# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

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

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

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

## Section 2 – About the Contracting Authority

### Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

## Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy & Industrial Strategy (BEIS), 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Amelia Stroud
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£29,000.00 Excluding VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Monday 21st May 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Thursday 31 <sup>st</sup> May 2018 11.00am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 1 <sup>st</sup> June 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 8 <sup>th</sup> June 2018 14:00pm
3.10	Date/time Bidders should be available if clarifications are required	Tuesday 12 <sup>th</sup> June 2018 – Thursday 14 <sup>th</sup> June 2018
3.11	Anticipated notification date of successful and unsuccessful Bids	Wednesday 20 <sup>th</sup> June 2018
3.12	Anticipated Award date	Friday 22 <sup>nd</sup> June 2018
3.13	Anticipated Contract Start date	Monday 25 <sup>th</sup> June 2018
3.14	Anticipated Contract End date	Friday 28 <sup>th</sup> September 2018
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Background

The Industrial Strategy was published in November 2017 and identified Places - together with People, Infrastructures, Ideas, and Business Environment – as one of the five foundations of the UK's approach to a transformed economy. Cities, towns and rural areas have competitive advantages that will be essential to shaping our economic future. Yet many geographic areas in the country are not realising their full potential.

The UK has greater disparities in regional productivity than other European countries. This affects people in their pay, their work opportunities and their life chances. Large regional cities in many other European countries tend to be motors of growth of the regional and national economy as a consequence of agglomeration – bringing together labour, suppliers and consumers into bigger markets – and a major driver of productivity. Yet most English cities outside London have not enjoyed the higher productivity seen in similar communities across Europe. This presents an opportunity to make better use of local assets to ensure that every region in the UK has a role to play in boosting the national economy.

The professional and business services (PBS) sector engages with government through the industry-led Professional and Business Services Council (PBSC). The council is made up of representatives from the PBS sector and is co-chaired by a BEIS minister. The sector aims to be at the heart of the Industrial Strategy's efforts to improve living standards and economic growth across the UK.

BEIS is therefore undertaking a research study to explore and identify national and local barriers to growth of the PBS sector in local areas outside of London. This research will feed into the work of the PBSC and aid understanding of local needs; supporting three of the five Industrial Strategy foundations of productivity:

- To create prosperous communities throughout the UK
- To make the UK the best place to start and grow a business
- To create good jobs and greater earning power for all

### 2. Aims and Objectives of the Project

The aim of this research is to create an evidence-based strategy to set future industry and government strategy to bolster the PBS Sector outside London. The research will also contribute to our understanding of local Industrial Strategies and suggest ways to unlock support from industry. This research study should also test the idea that the sector has the potential to support regional economies and help them to thrive.

The research should assess two contrasting areas: one with higher concentration of PBS firms and potential for accelerated PBS growth from its current position of strength and one where the PBS sector has a lower level of presence and could be expanded. This would provide an indication of the differing level of change needed with attendant impact on the local economy.

The two contrasting areas should preferably be chosen from among the following, which have been shortlisted by BEIS based on data analysis of the PBS sector. Other suggestions are welcome, but bidders should outline their reasoning in their submission:

Relatively low concentration of PBS	Higher concentration of PBS
Darlington / Tees Valley	Aberdeen City and Aberdeenshire
Swansea	Birmingham / West Midlands
	Cheshire East

Note: local authority areas were shortlisted based on their location quotients (the proportion of employment in the sector relative to the national average), and rates of GVA growth in the PBS and related service sectors.

The research aims to investigate the limiting factors to inclusive growth locally, and ways in which providers of professional and business services can potentially help address these.

The following questions are intended to be a starting point:

What barriers exist to the growth of the PBS sector in each local area?

- What types of business support would address identified barriers and issues?
- What would make each local area be more attractive for PBS firms to expand their existing business?
- What conditions in the local area would make it more attractive to PBS firms to further invest in the sector, for e.g. Infrastructure, transport networks, community safety, developing the right types of workspace, educational institutions/schemes and links to other sectors?
- How can each local area ensure that the PBS talent pipeline is sufficient and of quality?

The following questions are intended to be a starting point in assessing the extent to which increased use of PBS services is currently realistic and cost effective in helping local economies grow in an inclusive way:

What would make the PBS firms' services more attractive to **non PBS** local businesses?

- How can PBS firms help the growth of local **non PBS** firms, for example through masterclasses, mentoring, and advice on recruitment, training, advertising, marketing, accountancy or legal issues?
- How can PBS firms help local **non PBS** companies increase export opportunities?
- How can PBS firms help local areas increase **non PBS** inward investment from elsewhere and improve their wider economic and social infrastructure?

We are particularly keen for the following stakeholder groups to be involved in the research:

- Local authorities & institutions
- Professional & Business Services firms and industry associations
- Local businesses and other potential clients of PBS firms
- Education institutions

See Suggested Methodology section for a more detailed breakdown of stakeholders.

### 3. Suggested Methodology

<b>Methodology:</b>	<b>Volume:</b>
<b>Total number of Interviews (qualitative)</b>	<b>40 (20 in each area)</b>
<b>Total number of Focus Groups</b>	<b>4 (2 in each area)</b>
<b>Total number of Case Studies</b>	<b>2 (1 in each area)</b>

<b>Any other specific requirements</b>	
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Below is a suggested methodology and we would welcome bidders' alternative suggestions providing that they also meet the project aims and objectives.

It is anticipated that this project will include some desk research (e.g. to uncover links between PBS other sectors in the local areas) and secondary data analysis. Administrative data collected by a variety of stakeholders should be utilised to give some early indicators of local needs and skills gaps to indicate change/impact as well as more medium term BEIS indicators such as GVA and employment.

We would also welcome the use of data gathered by the bidder as part of previous research projects, if this fits the aims and objectives of this project. In addition, the following material will also be available to the winning bidder at project inception:

- BEIS analysis of the PBS sector across the UK
- GO-Science Blackett Review of the Services Sector
- Any other relevant Government reviews/data after the contract is awarded

Primary data collection (e.g. to include interviews, focus groups and case studies with a range of stakeholders) should also constitute a large part of the research project. The research should be carried out using qualitative research methods. A sample of stakeholders should be selected from each of the two chosen areas, with as broad a coverage of the PBS sector as possible. Interviews and focus groups should be then carried out with the aim to assess the difference in needs of the two areas, including any potential skill gaps in the local workforce/prospective recruits, or other issues, which could constitute a barrier to the success of the PBS sector in the areas. Bidders should specify how they will record and analyse the findings/interviews.

We are particularly keen to ensure that the following stakeholders' views are included in the research. A sample should be drawn from the population, both large firms and Small and Medium Enterprises to gather a broad range of views and insights, as detailed in the non-exhaustive list in the table below. Bidders should outline their approach to selecting the samples and how they are going to secure time from interviewees.

## Professional & Business Services firms and industry associations

Covering the following sub-sectors:

- Legal
- Accounting, bookkeeping, audit and tax consultancy
- Management Consultancy and Corporate Communications
- Advertising and Market Research
- Architecture, Engineering and related technical consultancy
- Employment activities: Recruitment and human resources
- Other PBS firms: operational leasing, office administration, translation and interpretation services, scientific R&D.
- Major employers in the local area
- Potential clients of PBS firms
- Chambers of Commerce

### Local authorities & institutions

- Local Authorities / Councils
- Local Enterprise Partnerships

### Education institutions

- Further Education Colleges
- Higher education institutions
- Other providers of post-16 education and training

In case an alternative methodological approach is suggested, bidders should also justify why they have suggested it. Proposals should clearly set out potential issues with any proposed methodology and how the bidder will ensure the validity of the research and its conclusions. It is therefore recommended that a local independent research organisation (e.g. a University or non-PBS research firm) is involved in the research to guard against any possible conflict of interest.

Bidders will also need to demonstrate their knowledge of the skills and expertise that are essential to the successful delivery of this project and ensure that experienced social researchers are involved in the design of the research methodology.

BEIS would also welcome bids from multiple partners organised in a consortium. Consideration should be given to the split of responsibilities to enable wide spread coverage of the PBS sector and **non PBS** firms (small, medium and large) who might be in need of professional and business services to ensure a representative sample.

Finally, bidders should demonstrate compliance with the General Data Protection Regulation (GDPR) and provide proof of this as soon as it becomes available.

### **3. Deliverables**

BEIS will use the results of this research, if applicable, to aid in the development of industry-led support based on local needs assessment, covering information and delivery methods and justified through the evidence collected.

Regular updates on emerging findings and project progress will be expected with an interim report of findings half way through the project.

The final output will be a report with recommendations, which should include:

- Executive summary
- PowerPoint version of key points/findings
- Recommendations for local area development/change, if applicable, to address issues and break down barriers to growth
- Recommendations for business support, including breakdown of content and costs, if applicable
- Annex with interview guide(s), and list of consultees
- Annex with case studies

The report should be concise and clear, and understandable by non-technical readers. Greater detail of analysis carried out, and results found, can be contained in a technical annex. Case studies undertaken should be written up in full, and proposals should set out the number, format and expected length of these case studies.

Data sets, including all data collected, and the write-ups of interviews, used in the evaluation must be provided alongside the reports. The future use of this data will be restricted to research and evaluation and such assurances will be given to businesses and individuals responding.

#### **Publication**

Proposals should also set out how they will deliver the final report by the project end date for publication. For clarity the project end date is the 28<sup>th</sup> September 2018 which coincides with the contract end date. The final report for this research/evaluation project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager.

### **Terms and Conditions**

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



## Section 5 – Evaluation model

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

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

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

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

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	40%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the Environment	20%

Quality	PROJ1.4	Project Plan and Timescales	10%
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## 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:

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

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

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

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

### DO NOT

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

## 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

## **USEFUL INFORMATION LINKS**

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