



# Mini Competition

**Mini Competition against an existing Framework Agreement (MC) on behalf of Department for Business, Energy and Industrial Strategy (BEIS)**

**Subject UK SBS A framework and assessment of delivery capabilities in Local Enterprise Partnerships**

**Sourcing reference number CR18198 – Lot 5**

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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>

## **Privacy Notice**

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

### **YOUR DATA**

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;  
Names and contact details of employees proposed to be involved in delivery of the contract;  
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

#### *Purpose*

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

#### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

#### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

#### *Retention*

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

### **YOUR RIGHTS**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

## **INTERNATIONAL TRANSFERS**

Your personal data will not be processed outside the European Union

## **COMPLAINTS**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## **CONTACT DETAILS**

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk).

## 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 (CA) Name and address	Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£100,000.00 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>.</b> <b>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 Mini Competition to all Bidders	Thursday, 13 <sup>th</sup> December 2018
3.7	Latest date/time Mini Competition clarification questions shall be received through Emptoris messaging system	Wednesday, 2 <sup>nd</sup> January 2019 11:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all Bidders by the Buyer through Emptoris	Thursday, 3 <sup>rd</sup> January 2019
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Monday, 7 <sup>th</sup> January 2019 14:00
3.10	Clarifications (if required)	Thursday 10 <sup>th</sup> January 2019
3.11	Anticipated selection and de selection of Bids notification date	Monday, 14 <sup>th</sup> January 2019
3.12	Anticipated Award Date	Monday, 14 <sup>th</sup> January 2019
3.13	Anticipated Contract Start Date	Friday, 18 <sup>th</sup> January 2019
3.14	Anticipated Contract End Date	Friday, 31 <sup>st</sup> May 2019
3.15	Bid Validity Period	60 Working Days
3.16	Framework and or Lot the Mini competition will be based on	CR150025 Research & Evaluation Framework Lot 5

- **Section 4 – Specification**

**Background**

It is a priority of the Department for Business, Energy and Industrial Strategy (BEIS) to deliver the National Industrial Strategy (Annex A), set out in November 2017. The objective of the Industrial Strategy is to improve living standards and deliver economic growth to all parts of the country. The Places foundation of the Industrial Strategy will be achieved through the policy vehicles of Local Industrial Strategies and the UK Shared Prosperity Fund, amongst others.

Local areas in England are being asked to prepare local industrial strategies that prioritise long-term opportunities and tackle challenges in order to increase local productivity. As described in the Policy Prospectus (Annex B), published in October 2018, Local Industrial Strategies will be based on clear evidence and aligned to the IS. The UK government will aim to agree Local Industrial Strategies across England by early 2020. This policy is led by the Cities and Local Growth Unit which is a cross government unit between BEIS and the Ministry for Housing, Communities and Local Government (MHCLG). The Unit has previously delivered policies such as Local Growth Deals – over £9 billion from the Local Growth Fund provided by the government for projects that benefit the local area and economy, such as support for local businesses to train young people, creating new jobs, building new homes and starting infrastructure projects.

Since 2010 Local Enterprise Partnerships have been a means of delivering local growth and increasing local productivity. Local Enterprise Partnerships are private sector led partnerships between businesses and local public sector bodies. They bring private sector expertise into local economic decision making and their geographical boundaries aim to provide simplicity, accountability and practicability. They are key delivery partners of many of the place-based policies committed in the Industrial Strategy and their collaboration with the government will be essential to the development of Local Industrial Strategies.

Following commitments made in the Industrial Strategy, the ‘Strengthened Local Enterprise Partnerships Review’ (Annex C) was published in July 2018. This review sets out how the government will work with Local Enterprise Partnerships to strengthen leadership and capability, improve accountability and manage risk, and provide clarity on their geographical boundaries. It is however not well understood how ready Local Enterprise Partnerships are at present to effectively deliver the recommendations of the review, and the commitments of the Industrial Strategy that involve them.

Given the many policy pledges that rely on Local Enterprise Partnerships to deliver, the government has a responsibility to establish how well prepared they are and what needs doing to put them all on a path to succeed as delivery partners.

The National Audit Office (Annex D) reported in 2016 that the roles and responsibilities of Local Enterprise Partnerships had grown significantly since 2010, while oversight of their activity by central government has remained relatively light-touch. This has resulted in significant variations (Annex E) in the operational and institutional arrangements of Local Enterprise Partnerships. In response to these and other concerns, the government commissioned Mary Ney to undertake a review of transparency and governance of Local Enterprise Partnerships in 2017. The Mary Ney Review (Annex F) also found significant variations in the governance and transparency structures of Local Enterprise Partnerships. Moreover the light-touch approach to overseeing activities does not distinguish non-institutional factors that may be affecting the observed performance such as local economic uncertainty or demographic changes.

The fact that arrangements for operational and institutional support are left to the discretion of Local Enterprise Partnerships makes it difficult for the government to design a benchmark that will reflect adequately the diversity of arrangements and responsibilities across all 38 Local Enterprise Partnerships. Such a benchmark was committed in the Strengthened Local Enterprise Partnerships Review. This project will fulfil that commitment.

The improved understanding of the landscape of capabilities in Local Enterprise Partnerships will help the government establish standards by which Local Enterprise Partnerships should be held to account, and what policies, actions, resources and monitoring should be put in place to enable them to perform and deliver to these standards.

An independent framework for benchmarking Local Enterprise Partnerships will enable the government to objectively integrate their individual characteristics and differences into place-based policies and develop institutional support for them.

Bidders are encouraged to submit original proposals

### **Aims**

**To assess the institutional capability (roles, functions, and resources) of all Local Enterprise Partnerships in England to successfully deliver applicable place-based policies of the National Industrial Strategy.**

We require an independent assessment of what a good local policy delivery partner like a Local Enterprise Partnership should look like going forward, including new roles, practices and processes contemplated in the reforms proposed in July 2018. We also need to understand to what extent Local Enterprise Partnerships already perform to those standards, therefore the study also includes a census of all Local Enterprise Partnerships against that independent standard of delivery.

### **Objectives**

- 1. To update the evidence base relating to the capabilities of Local Enterprise Partnerships to perform their roles and responsibilities.**
- 2. Identify conditions and practices that correspond to a policy delivery partner akin to a Local Enterprise Partnership, with responsibility for steering the local economy through policy design, prioritisation, and delivery. It is worth noting here the complexity of managing multiple areas of policy (education, transport, business, social) and balancing competing objectives and resources, for a non-elected delivery partner, whose success is measured in economic performance.**
- 3. Translate these conditions into a framework that can be used to evaluate to what extent each Local Enterprise Partnership currently fulfils these conditions and adopts these practices.**

4. **To draw specific recommendations for what actions and support are needed to set all Local Enterprise Partnerships onto a minimum level of delivery readiness for place-based policies conferred on them.**

### **Research Questions**

1. **What functions and practices does a local delivery body akin to a Local Enterprise Partnership need to discharge the roles and responsibilities given to them in the Strengthened Local Enterprise Partnerships review? For example**
  - What resources are needed, staff and otherwise, in house or external? Is this scalable to different sized local economies?
  - What prioritisation processes should be employed?
  - What organisational and reporting structures are required to support delivery?
  - What working relationships with partners in the public, private and civic sectors across the supranational, national, regional and local levels are most effective?
2. **How do these change with the economic characteristics of the local area e.g. size, specialism, topography, etc?**
3. **What are the strengths, weaknesses, opportunities, barriers, good practices and specific recommendations to obtaining, increasing and sustaining these capabilities?**

These are just suggested research questions for guidance, bidders are encouraged to submit others in line with their bid.

### **Suggested Methodology**

*This research is divided into Phase 1 and Phase 2. Below is a suggested methodology for each phase. We would welcome bidder's alternative suggestions providing that they also meet the project aims and objectives. Bidders should also justify why they have suggested an alternative approach.*

#### **Phase 1**

To develop a framework that sets out conditions, practices, and capacities for local delivery partners to discharge the roles and responsibilities given to them in the Strengthened Local Enterprise Partnerships review, including design, prioritise and deliver multiple policies at local level the contractor could carry out:

- A review of literature and practice (e.g. National Assurance Framework, Strengthened Local Enterprises review report (Annex G)) of the roles and responsibilities expected of Local Enterprise Partnerships
- Desk research (considering what comparable delivery partners do and how they operate)
  - International comparisons (delivery partners from EU or OECD countries, or similar)
  - Existing UK evidence – local delivery bodies other than Local Enterprise Partnerships and/or local delivery bodies of other government functions such as health, care, education, science or regulation
- Qualitative assessments (focus groups, opinion polls) from policymakers/local partnerships/practitioners to validate the framework against the experience of these practitioners in the UK.

- Consultation with Local Enterprise Partnerships through the LEP Network to gauge their views on the framework, coinciding with the invitation to participate in the census of Phase 2.

The expected output of this phase is a framework of indicators/measures/criteria for identifying and assessing functions and resources typically expected in a local delivery body with the roles and responsibilities of a Local Enterprise Partnership. This is to be drawn up into a quality assured report suitable for publication.

Additionally, this phase will help develop and refine the research questions for the next phase because the framework will subsequently be used to benchmark all Local Enterprise Partnerships in England and should be suitable to establish their relative delivery capability in relation to the framework.

## **Phase 2**

Following the successful development of a framework, Phase 2 will deliver a comparative analysis. It could be divided into 3 exercises:

1. 76 semi-structured interviews with each of the 38 Local Enterprise Partnership (a census).
  - BEIS will supply the key contacts: two per Local Enterprise Partnership.
  - It is envisaged that most of these will be telephone interviews but options for face-to-face costings and reasonable adjustments for accessibility reasons should be provided.
  - The steering group will work with the successful bidder to agree on the specific questions asked in the semi-structured interviews, dependent on the results of phase 1.
2. Comparative analysis on the census interviews, to establish the individual capabilities of each Local Enterprise Partnership in relation to the independent benchmark.
3. Agreeing recommendations for what actions and support are needed to set all Local Enterprise Partnerships on to a minimum level of delivery readiness according to the framework.

Under recommendations in the Strengthened Local Enterprise Partnerships Review, the geographical boundaries of Local Enterprise Partnerships are currently under revision. It is not expected that any changes that might arise from these revisions will impact on this study. Where applicable bidders should use current boundaries.

Phase 2 is expected to produce a quality assured report – for internal use only.

## **Deliverables**

In order to increase awareness of research and evaluation reports, the contractor is to ensure the following are included in the costings for this project:

- Suggested qualitative assessment of the framework
- Interview scripts
- Quality assured report – including framework
- Quality assured report – Local Enterprise Partnership benchmarking (for internal use only)
- Summary poster / infographic
- Slide pack summary
- Presentation at a BEIS internal seminar

#### Publication

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. Please ensure you note the following in terms of accessibility:

#### Checklist for Word accessibility

Word documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost.

- document reads logically when reflowed or rendered by text-to-speech software
- language is set to English (in File > Properties > Advanced)
- structural elements of document are properly tagged (headings, titles, lists etc)
- all images/figures have either alternative text or an appropriate caption
- tables are correctly tagged to represent the table structure
- text is left aligned, not justified
- document avoids excessive use of capitalised, underlined or italicised text
- hyperlinks are spelt out (e.g. in a footnote or endnote)
- Datasets to support those to be published in the final report must be provided in an accessible format (CSV, Excel) on submission of the report.

## 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 moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	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 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	20%
Quality	PROJ1.1	Approach/Methodology	40%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the project management	20%
Quality	PROJ1.4	Project Plan and Timescales	10%

## 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 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 specific questions will be marked based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged to determine your final score as follows:

#### 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 judged on the following criteria.

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

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

For example - Bid 1 £100,000 scores 100,  
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80  
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.  
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.  
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.  
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

## **Section 6 – Evaluation questionnaire**

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

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

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

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ 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. Emptoris 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 Emptoris 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 Crown Commercial Service (CCS – 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 Mini Competition 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, 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 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 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 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 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 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.

## USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)



Annex A - Industrial  
Strategy.pdf



Annex B - Policy  
Prospectus.pdf



Annex C -  
Strengthened Local



Annex D - National  
Audit Office.pdf



Annex E - Local  
Enterprise Partnersh



Annex F - Review of  
local enterprise part



Annex G - LEP  
Assurance Framewo