



Invitation to Quote

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

Subject: Rapid Evidence Assessment of Local Energy projects

Sourcing Reference Number: UK SBS CR18069



UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our 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 and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Jenny Stratton
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£40,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Tuesday 22 nd May 2018 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 08 th June 2018 14.00hrs
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 11 th June 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 13 th June 2018 14.00
3.10	Anticipated notification date of successful and unsuccessful Bids	Friday 22 nd June 2018
3.11	Anticipated Award date	Friday 22 nd June 2018
3.12	Anticipated Contract Start date	Tuesday 26 th June 2018
3.13	Anticipated Contract End date	Friday 28 th September 2018
3.14	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

What do we mean by local energy?

Much of the investment required to meet the UK's carbon budgets and clean growth ambition in the Industrial Strategy and Clean Growth Strategy will be delivered locally. It will involve new technologies and business models, and increasingly rely on flexibility and integration across power, heat and transport infrastructure and services to create whole place distributed energy solutions.

The Local Energy Team (LET) within BEIS is keen to identify and analyse examples of integrated local energy activity i.e. investment in and delivery of whole place solutions that integrate multiple mechanisms into a smart system such as demand side response, energy efficiency and renewable energy generation, energy storage (batteries) and local energy markets (energy trading). When deployed together within a local area, these create a dynamic local energy system, freeing up grid capacity, saving carbon, reducing energy bills, and creating significant wider – often unrelated – growth outcomes vital to national economic prosperity including productivity and inclusive growth.

Why do we need a review of evidence?

The Local Energy Team is aware of widespread integrated local energy activity, informed by its engagement with local areas across England. However this is a relatively new area and there has been no robust review of current and planned activity and available evidence. This is needed to inform policy development and delivery.

'Prospering from the Energy Revolution' is one of six challenges introduced in wave two of the new Industrial Strategy Challenge Fund (ISCF). The challenge will bring together businesses, research, and expertise to develop and demonstrate new approaches to provide cleaner, cheaper energy. An initial £41.5m will fund up to five ground-breaking, localised energy system demonstrators and projects that develop novel concepts that could revolutionise local energy provision.

The LET is regularly required to provide evidence of the benefits of energy investment, integration, and leadership at the local level to inform policy and funding decisions.

The outcomes of this research will be provided to BEIS policy teams, MHCLG and other government departments to support development of future policies, funding streams, and incentives.

The findings will be used to inform government interventions in this area as well as facilitate BEIS and other government department policy development and delivery including the Industrial Strategy, Clean Growth Strategy, Green Finance Taskforce, Industrial Strategy Challenge Fund Prospering from The Energy Revolution (PFER), and other priority, high profile, work streams and funding programmes.

2. Aims and Objectives of the Project:

This research will gather and synthesise evidence on benefits, outcomes (including interim outcomes) and impacts achieved by a range of integrated local energy programmes including public funded schemes and public / private partnerships. The aim of the review is to answer the following high-level questions:

- What is the purpose of public investment in local energy / clean growth interventions?
- What activities do current (locally-based) funds support? How effective have these been?
- What evidence is there that the devolution of delivery of local energy programmes to LEPs has more impact than a national delivery approach?
- What is the relationship between investment in local energy / clean growth interventions and:
 - Productivity
 - Wider economic impacts e.g. jobs and business competitiveness
 - Inclusion / inequality/ wellbeing impacts & inclusive growth
- What interventions do we know work are there academic or international examples of best practise for (local) low carbon and clean growth interventions?
- Is there a need for future Government involvement in local energy activity / investment?

The following research questions should be used to answer the high-level questions and aims of the review.

Scale:

- What is the current scale of activity of integrated local energy investments in the UK i.e. total investment value, outcomes achieved, number of beneficiaries, geographical areas?
- Are there more advanced examples operating internationally?
- What further integrated energy solutions are being planned in the UK?

Outcomes:

- What outcomes / impacts do integrated local energy / clean growth investments deliver, including benefits to local communities (i.e. productivity, inclusive growth as well as economic, social and environmental benefits)? How have local areas used the money saved / income generated? [we expect contractors to summarise the available evidence rather than conducting their own cost-benefit analysis]. What are the financial returns and who accrues them over what time period? Do the projects provide value for money?
- Are the projects financially self-sustainable?
- How do local energy / clean growth investments relate to investments in other productivity foundations, including other infrastructure (e.g. transport)?

How are they designed, organised and set up?

- What were the motivations for setting up the projects, including the extent to which lowering carbon emissions or cost efficiency were key drivers for the project?
- How are projects financed and what are the partnership / governance arrangements?

Lessons learnt and replicability:

- What are the key challenges to setting up and managing projects?
- What are the common elements that lead to successful outcomes?

- What are the common elements that lead to unsuccessful outcomes?
- How replicable are the case studies?

3. Suggested Methodology:

The contractor is expected to give a clear description of their approach

Scope:

Activities to be reviewed include the size and nature of investments, success factors, best practice, and challenges / barriers, outcomes and impacts, partnership models, delivery models and finance models. The review of these factors will combine to produce a picture of the current scale of activity of integrated energy investments in the UK and internationally.

The University of Strathclyde are currently carrying out a similar review of Energy Demonstrator projects across the UK. This focusses on projects since 2008 across the UK and our project will aim to build upon this work, rather than duplicate it. We should be able to supply interim findings from this review to the successful bidder to help avoid duplication.

We suggest that the research follows the scope outlined below however bids may propose alternative suggestions provided they are rationalised:

- UK and international examples of integrated local energy programmes. We would expect the chosen contractor to commence their evidence search in the UK in the first instance, however we are aware that the UK-based evidence may be limited and therefore will want the scope to also cover examples from countries which are similar to the UK (e.g. Australia).
- Publicly, privately and jointly funded schemes are all of interest.
- Integrated local energy programmes are of higher interest.
- Reports which outline the impacts of projects (economic, social, environmental etc.).
- Recent examples - Only evidence from the last 10 years (since 2008).
- Both published academic articles and published project evaluations /reports.
- Mainly focus on outcomes of established projects but where relevant intermediate outcomes of new projects can be included.
- Projects where the learning is clearly transferable regardless of original funding/subsidy status/policy context.

4. Deliverables:

Timetable:

Timings are indicative and bidders are expected to propose suitable timings, building in sufficient time for BEIS to input on report drafts.

Action	Approximate timings
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Inception meeting	Mid-late June 2018
Interim findings summary delivered to BEIS	Late July 2018
First draft of report delivered to BEIS	Mid – August 2018
First draft of Matrix of examples delivered to BEIS	Mid – August 2018
Final draft of report delivered to BEIS	Early September 2018
Final version of Matrix of examples delivered to BEIS	Early September 2018
Final results presentation and slide pack delivered to BEIS	September 2018

Interim summary of early findings:

We will require an interim findings discussion after within the first month of fieldwork. Contractors will be expected to report back on their early findings, in particular:

- Which areas / research questions are proving difficult to find evidence on?
- Which areas / research questions are yielding lots of evidence?
- Where is the evidence coming from? E.g. is there sufficient evidence from England / the UK? And are there large differences between national and international examples?
- Recommendations for the rest of the fieldwork phase? E.g. focus on specific areas/questions, review scope (expand or constrict).

At this mid-point BEIS reserves the right to tweak research questions, aims and scope.

BEIS has included a break clause in the contract at this stage which could be called upon if there is insufficient reliable evidence available.

Main report:

At the end of the project (before the final presentation) we require a finalised, fully quality assured and peer reviewed report. The report must be written in plain English and up to 30 pages in length with a concise, standalone executive summary of no more than five pages. From experience we expect that 2-3 drafts will be needed to reach the finalised report and these drafts should be delivered well in advance with sufficient time built in for review and comments. Each draft must be proof-read and delivered at a professional and publishable standard. Clear, precise and succinct language is essential.

The report will need to contain a short methodological annex outlining how the evidence review was conducted. We will also expect a full bibliography included as an annex in the report and expect this to include all related evidence (including other related evidence reviews) and links to these sources.

Matrix of examples:

In addition to the report BEIS requires a matrix of case studies to summarise the findings of the report. This matrix should be a clear and succinct overview of the findings and allow easy digestion of the key points. We will also require links to evidence to be included in the matrix.

Final presentation and slide pack:

Contractors will be required to deliver a final results presentation or workshop to BEIS (in our London office) and other relevant stakeholders. BEIS will also require a publishable quality slide pack alongside this. The content of this presentation will be agreed by BEIS and contractors are expected to provide a good draft of the presentation to BEIS at least a week before the presentation itself and a final version two days prior to the presentation.

Peer Review:

Contractors are to arrange for an independent academic peer reviewer for the duration of project. The peer reviewer will be expected to carry out a full review of the final report.

BEIS has a standard peer review checklist which should be used for this project (in addition to comments on the report). BEIS will supply this to the contractor and peer reviewer. Contractors should plan for their work to be subject to this peer review process, allowing enough time for the peer reviewer to feed in major comments to an early draft and fully review a final draft of the report.

Working arrangements:

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact.

Weekly progress updates will be required throughout the project. These can be delivered via e-mail, and/or phone calls, to the BEIS project manager. A monthly progress report will also be required via email followed by a phone call. BEIS must be notified of any changes to the contractor team identified in the bid straight away and contractors will be expected to provide a plan for mitigating this to reduce impact on the project.

Consortium bids:

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex.

The Department recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Department so that it can make a further assessment by applying the selection criteria to the new information provided.

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.

Annex A

Code of Practice

BEIS has developed this Code of Practice from the Joint Code of Practice issued by BBSRC; the Department for Environment, Food and Rural Affairs (Defra); the Food Standards Agency; and the Natural Environment Research Council (NERC) which lays out a framework for the proper conduct of research. It sets out the key aspects of the research process and the importance of making judgements on the appropriate precautions needed in every research activity.

The Code applies to all research funded by BEIS. It is intended to apply to all types of research, but the overriding principle is fitness of purpose and that all research must be conducted diligently by competent researchers and therefore the individual provisions must be interpreted with that in mind.

1. PRINCIPLES BEHIND THE CODE OF PRACTICE

Contractors and consortia funded by BEIS are expected to be committed to the quality of the research process in addition to quality of the evidence outputs. The Code of Practice has been created in order to assist contractors to conduct research of the highest quality and to encourage good conduct in research and help prevent misconduct. Set out over 8 responsibilities the code of practice provides general principles and standards for good practice in research. Most contractors will already have in place many of the measures set out in the Code and its adoption should not require great effort.

2. COMPLIANCE WITH THE CODE OF PRACTICE

All organisations contracting to BEIS (including those sub-contracting as part of a consortium) will be expected to commit to upholding these responsibilities and will be expected to indicate acceptance of the Code when submitting proposals to the Department.

Contractors are encouraged to discuss with BEIS any clauses in the Code that they consider inappropriate or unnecessary in the context of the proposed research project. The Code, and records of the discussions if held, will become part of the Terms and Conditions under which the research is funded.

Additionally, BEIS may conduct (or request from the Contractor as appropriate) a formal risk assessment on the project to identify where additional controls may be needed.

3. MONITORING OF COMPLIANCE WITH THE CODE OF PRACTICE

Monitoring of compliance with the Code is necessary to ensure:

- Policies and managed processes exist to support compliance with the Code
- That these are being applied in practice.

In the short term, BEIS can require contractors to conduct planned internal audits although BEIS reserve the right to obtain evidence that a funded project is carried out to the required standard. BEIS may also conduct an audit of a Contractor's research system if deemed necessary.

In the longer term it is expected that most research organisations will assure the quality of their research processes by means of a formal system that is audited by an impartial and competent third party against an appropriate internationally recognised standard that is fit for purpose.

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at <http://www.ukrio.org/what-we-do/code-of-practice-for-research>

4. SPECIFIC REQUIREMENTS IN THE CODE OF PRACTICE

a. Responsibilities

All organisations contracting to BEIS (including those sub-contracting as part of a consortium) will be responsible for the overall quality of research they conducted. Managers, group leaders and supervisors have a responsibility to ensure a climate of good practice in the research teams, including a commitment to the development of scientific and technical skills.

The Principal Investigator or Project Leader is responsible for all the work conducted in the project including that of any subcontractors. All staff and students must have defined responsibilities in relation to the project and be aware of these responsibilities.

b. Competence

All personnel associated with the project must be competent to perform the technical, scientific and support tasks required of them. Personnel undergoing training must be supervised at a level such that the quality of the results is not compromised by the inexperience of the researcher.

c. Project planning

An appropriate level of risk assessment must be conducted to demonstrate awareness of the key factors that will influence the success of the project and the ability to meet its objectives. There must be a written project plan showing that these factors (including research design, statistical methods and others) have been addressed. Projects must be ethical and project plans must be agreed in collaboration with BEIS, taking account of the requirements of ethical committees¹ or the terms of project licences, if relevant.

Significant amendments to the plan or milestones must be recorded and approved by BEIS if applicable.

d. Quality Control

The organisation must have planned processes in place to assure the quality of the research undertaken by its staff. Projects must be subjected to formal reviews of an appropriate frequency. Final and interim outputs must always be accompanied by a statement of what quality control has been undertaken.

The authorisation of outputs and publications shall be as agreed by BEIS, and subject to senior approval in BEIS, where appropriate. Errors identified after publication must be notified to BEIS and agreed corrective action initiated.

e. Handling of samples and materials

All samples and other experimental materials must be labelled (clearly, accurately, uniquely and durably), and retained for a period to be agreed by BEIS. The storage and handling of the samples, materials and data must be as specified in the project plan (or proposal), and must be appropriate to their nature. If the storage conditions are critical, they must be monitored and recorded.

f. Documentation of procedures and methods

All the procedures and methods used in a research project must be documented, at least in the personal records of the researcher. This includes analytical and statistical procedures and the generation of a clear audit trail linking secondary processed information to primary data.

There must be a procedure for validation of research methods as fit for purpose, and modifications must be clearly indicated and traceable through each stage of development of the method.

¹ Please note ethical approval does not remove the responsibility of the individual for ethical behaviour

g. Research/work records

All records must be of sufficient quality to present a complete picture of the work performed, enabling it to be repeated if necessary.

The project leader is accountable for the validity of the work and responsible for ensuring that regular reviews of the records of each researcher are conducted².

The location of all project records, including critical data, must be recorded. They must be retained in a form that ensures their integrity and security, and prevents unauthorised modification, for a period to be agreed by BEIS.

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at <http://www.ukrio.org/what-we-do/code-of-practice-for-research>.

² Please note that this also applied to projects being undertaken by consortia

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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.5	Code of Practice
-	-	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	25%
Quality	PROJ1.2	Project Team and Capability to Deliver	15%

Quality	PROJ1.3	Understanding the Environment	30%
Quality	PROJ1.4	Project Delivery	10%

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.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. 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 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 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](#)