

# Invitation to Quote

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

**Subject: To source an alternate delegate resource to coordinate UK participation in the International Smart Grid Action Network (ISGAN).**

**Sourcing Reference Number: PS18227**



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

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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 and Industrial Strategy, 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Sally Roshier
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£20,000.00 excluding VAT. This cap includes any travel and subsistence costs and other overhead costs incurred as part of the activities
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	21/08/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	29/08/2018 11.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	05/09/2018 11.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	11/09/2018 11.00
3.10	Date/time Bidders should be available <b>if</b> face to face clarifications are required	13/09/2018 14.00
3.11	Anticipated notification date of successful and unsuccessful Bids	20/09/2018
3.12	Anticipated Award date	20/09/2018
3.13	Anticipated Contract Start date	24/09/2018
3.14	Anticipated Contract End date	31/05/2020
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### **Introduction**

The Department for Business, Energy and Industrial Strategy is looking to procure an alternate delegate to represent the Department in the International Energy Agency's Technology Collaboration Programme on Smart Grids: the International Smart Grid Action Network (ISGAN).

### **Background to the Requirement**

BEIS are members of a number of Technology Collaboration Programmes (TCPs) which are part of the International Energy Agency (IEA), which the alternate delegate may need to establish good links with to ensure best working.

Each of these groups has country delegates who participate in the management of the programmes. BEIS have primary BEIS delegates alongside alternate delegates in six of these programmes:

- Heat Pumping Technologies (HPT)
- Hydrogen (Hydrogen)
- Solar Heating and Cooling (SHC)
- Demand-Side Management (DSM)
- Energy Storage (ECES)
- Geothermal (Geothermal)

BEIS is currently reviewing its membership of the ISGAN TCP and in preparation it is looking to recruit an alternate delegate for ISGAN.

The activities of ISGAN are divided into 8 Annexes:

- 1.) Inventory- Global Smart Grid Inventory
- 2.) Smart Grid Case Studies
- 3.) Cost-benefit and socio-economic analyses of smart grids and related regulatory policies.
- 4.) Policy Insights – Organisation of key issues, knowledge and analysis for Decision Makers
- 5.) Testing Labs- the Smart Grid International Research Facility Network (SIRFN)
- 6.) Power Transmission & Distribution Systems
- 7.) Smart Grid Transitions
- 8.) ISGAN Academy on Smart Grids

More information on ISGAN is available here <http://www.iea-iscan.org/our-work/>  
More information on the IEA and the TCPs is available here <https://www.iea.org/tcp/>.

The Alternate Delegate of ISGAN will need to do the following in order to coordinate UK involvement in the network:

- Have regular communication with the BEIS delegate
- Attend ISGAN Executive Committee Meetings
- Attend ISGAN Research Workshops e.g. National Teams Meetings
- Manage the National Team
- Co-ordinate UK participation in Executive Committee activities
- Organise ISGAN events in the UK if required
- Review key ISGAN documents, including proposals for new ISGAN research
- Input into the organisation and management of ISGAN with the secretariat
- Co-ordinate UK communications for ISGAN
- Where necessary, liaise with other related ISGAN delegates.
- Hand over, if necessary, to a new alternate delegate in Spring of 2020.

The alternate delegate will need to have excellent relevant contacts within UK smart industry and academia and have a depth of knowledge and expertise in Smart Grids work. A good knowledge of international Smart Grids industry, academia and work is desirable.

The alternate delegate will also need to link with the Mission Innovation Smart Grids Challenge, as this is another international initiative in this area which forms a large area of focus and work for BEIS and the wider UK government as part of its commitment to meeting the Paris Agreement's climate targets.

Attendance of ISGAN meetings (which happen twice a year) will be required. The next ISGAN meeting is 15-17<sup>th</sup> October 2018, Vienna.

The travel required for this role will need to be in line with Civil Service guidelines.

### **Objectives**

The primary aims of this commission are to ensure:

- The activities of ISGAN are fully disseminated to relevant UK stakeholders, including government, industry and academic organisations.
- The UK takes an active role in participation, management and development of ISGAN and ISGAN's activities are beneficial for the UK.
- Joined-up activities across related TCPs to avoid duplication and maximise added-value through joint working.

The costs incurred by the appointed successful bidder to act as an alternate delegate will be paid by BEIS up to a maximum of £10,000 excluding VAT per financial year between 1st

April and 31st March. Costs over the entire contract period shall not exceed £20,000. This cap includes any travel and subsistence costs incurred as part of the activities.

Some of these tasks will be shared with the BEIS primary delegate. The division of responsibilities will be determined with the BEIS delegate, however the tasks below should be considered a minimum requirement.

In their role the Alternate Delegate will have three primary areas of work:

### **1. ISGAN Executive Committee**

The tasks for the alternate delegate in regards to the ISGAN Executive Committee (indicative time 5-9 days per year)

- Participate in at least one ExCo meeting per year, typically there will be two per year. These may be held in any country, therefore you should be able to travel anywhere. Each meeting typically lasts 2-3 days.
- Participate in other adhoc workshops/meetings where necessary, as part of your duties as an ExCo member. (Indicative time will be 1-3 days per year)
- Provide expert review and comment on relevant ISGAN documents and proposals outside of ExCo meetings, including review of new ISGAN research proposals
- Where appropriate, investigate opportunities to link up with other related TCPs for joint activities.

### **2. UK National Team**

The Alternate Delegate will work with the BEIS Delegate to build the UK National Team of participants and then lead on managing their contributions (indicative time 6-8 days per year). This group does not need to be formalised but will provide active participation in the activities of ISGAN, in particular research tasks or annexes. The group can include any interested parties e.g. manufacturers, researchers, government departments, trade bodies, consultancies etc.

The tasks for the alternate delegate in regards to the National Team include:

- Work with the primary delegate from BEIS to establish this national group.
- Act as the primary liaison between ISGAN and the National Team, including co-ordinating participation of members of the National Team in research tasks/annexes and dissemination of ISGAN activities to the National Team.
- Organise and deliver the regular communication between ISGAN and the National Team.

### **3. General**

The general and ad hoc tasks for the alternate delegate include:

- Have regular communication with the BEIS delegate at least monthly and more frequently when workload requires.
- Assist in delivery of potential ISGAN events in the UK such as workshops or hosting an Executive Committee meeting
- Input into the organisation and management of ISGAN with the secretariat
- Co-ordinate UK communications with ISGAN
- Where necessary, liaise with other related ISGAN delegates.
- Hand over, if necessary, to new alternate delegate in Spring of 2020.

The Alternate Delegate must be in post and carry out all these roles and activities outlined here for 21 months from September 2018 to May 2020 to cover the date of review and renewal of the other existing IEA TCP memberships in March 2020, allowing alignment of these workstreams and time for handover to a new alternate delegate, if needed.

### **Deliverables**

General anticipated deliverables are outlined above in the requirements and are summarised as the activities required to secure successful UK participation in ISGAN. Specific deliverables will be determined by the agenda of ISGAN which may evolve during the course of the role.

The Alternate Delegate will be required to compile reports on the UK ISGAN participation activity and to provide written feedback from Executive Committee meetings. The detailed reporting mechanisms will be agreed between the Alternate Delegate and the BEIS Delegate on their appointment to the role.

### **Quality Threshold**

The Alternate Delegate must be able to successfully carry out the role's requirements as outlined above to the satisfaction of the BEIS lead on ISGAN.

The Alternate Delegate must comply with IR35 Legislation.

### **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 ( $5+5+6 = 16 \div 3 = 5.33$ ))

## 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	5%
Quality	PROJ1.1	Understanding, Content and Methodology	65%
Quality	PROJ1.2	Project Plan and Timescales	20%
Quality	PROJ1.3	Risk Management	10%

## 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	SEL3.13	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
Quality	AW6.2	Variable Bids
Quality	AW5.1	Maximum Budget
Quality	PROJ1.4	IR35 Legislation

## 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: 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. 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.
- 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 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

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 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.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 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.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 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

- 7.25 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.
- 7.26 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.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.34 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
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 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.
- 7.37 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.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.40 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.

- 7.41 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.
- 7.42 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.

- 7.43 The Government introduced 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](#)