Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation

Subject: STFC EU SST 3SST2016 NOC System Architecture Study

Sourcing reference number: DDaT18063

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Version 3.6

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](#).

Privacy Statement

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

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

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

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

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

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

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale.

https://stfc.ukri.org/

Section 3 - Working with the Contracting Authority

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	UK Research and Innovation Science and Technology Facilities Council **Head Office:** Polaris House North Star Avenue **Site Address:** Rutherford Appleton Laboratory Harwell Campus Didcot OX11 0QX
3.2	Buyer name	Sophie Mumford
3.3	Buyer contact details	DDaTProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	The total value of this requirement is up to £130,000.00 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 will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Contracts Finder 14/12/2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	21/12/2018 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	24/12/2018 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	04/01/2019 14:00
3.10	Date/time Bidders should be available if clarifications are required	07/01/2019 – 08/01/2019
3.11	Anticipated notification date of successful and unsuccessful Bids	14/01/2019

3.12	Anticipated Award date	17/01/2019
3.13	Anticipated Contract Start date	17/01/2019
3.14	Anticipated Contract End date	15/03/2019
3.15	Bid Validity Period	60 Days

3.12   Anticipated Award date   17/01/2019

Section 4 – Specification

Introduction

Science and Technologies Facilities Council (STFC), Rutherford Appleton Laboratory (RAL), RAL Space

The Science and Technology Facilities Council (STFC) is one of seven research councils in the UK. The research councils form part of UK government and report to the Department for Business Energy and Industrial Strategy (BEIS). Compared to the other research councils, we are unique in that we run major science programmes using our own research capability and act in support of the major UK physical science facilities, as a result we are able to offer unique access to world-class science expertise and facilities to UK industry and other government agency customers. With headquarters in Swindon located alongside the other research councils, the major sites that STFC operates are:

- Rutherford Appleton Laboratory (RAL), Oxfordshire;
- Chilbolton Observatory, Hampshire;
- Daresbury Laboratory, Cheshire;
- UK Astronomy Technology Centre, Edinburgh.

RAL Space at the Rutherford Appleton Laboratory (RAL) carries out an exciting range of world-class space research and technology development. With significant involvement in over 210 space missions, we are at the very forefront of UK space research. Our expertise covers a wide range of disciplines including; astronomy, solar physics, planetary physics, fundamental physics, earth observation, atmospheric chemistry and radio propagation. Our engineering disciplines include space electronics, detector systems, thermal and mechanical engineering, optics design, software engineering and e-Science.

Our 240 staff are dedicated to supporting the programmes of the STFC and the Natural Environment Research Council (NERC), as well as undertaking a large number of space projects for UK and overseas agencies, universities and industrial companies. We work closely alongside the UK Space Agency who co-ordinate UK civil space activities.

We undertake world-leading space research and Earth observation research and technology development, provide space test and ground-based facilities, design and build instruments, analyse and process data and operate S- and X-band ground-station facilities, as well as lead conceptual studies for future missions. We work with space and ground-based groups around the world.

Background

The EU SST Support Framework (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0541) is implemented by the EU SST Consortium in order to develop a European SST capability which consists of three functions: sensor function, processing function and service function. In order to establish, operate, and evolve the three functions, there are two incremental projects funded by the Galileo, Copernicus and H2020 programmes. These are 1SST2016-17 (C&G) and 2-3SST2016-17 (H2020).

The 2-3SST2016-17 project consists of two parts: Part I and Part II. Part I (WPs 1-6) covers 2SST2016-17 activities and Part II (WPs 7-9) covers 3SST2016-17 activities. Within STFC, the project 2-3SST201617 is split into 2SST2016-17 and 3SST2016-17 projects and it has been agreed with UKSA to have two separate contracts to cover those. This ITQ relates to the 3SST2016-17 contract.

The 3SST2016-17 is a strategically important project for STFC RAL Space and UK (via UK Space Agency and UK Ministry of Defence) with key milestones which must be met if UK is to achieve its objectives and deliver its commitments in this international programme. The UK Government (with the UK Space Agency [UKSA] leading) is coordinating UK's activities. STFC has a subcontract with UKSA to provide, along with other UKSA subcontractors, support to Work Packages 7, 8 and 9 within 3SST2016-17.

STFC co-ordinates a number of R&D activities (these are explicitly identified in the 2-3SST2016-17 proposal and 3SST2015 Deliverable D5.2) to ensure that these are carried out as specified with respect to task scope, timeline and budget. STFC will also be undertaking several technical R&D activities. Some of these technical activities will be facilitated by external subcontractors (competitive tenders). This tender is concerned with support to an R&D study which will be carried out in support of the work programme to define the UK NOC.

3SST201617 EU SST objectives and aims

The objective of the Part II of 2-3SST2016-17 is to continue to support the SST evolution needs in line with the objectives and challenges of Horizon 2020 related to protecting Europe´s investment made in space infrastructure. This will be performed by the improvement of the EUSST functions and capabilities, in accordance with the Action Plan outlined in the EUSST Framework Partnership Agreement, as well as to continue the trade-off of future EUSST architecture and the upgrade or renewal of identified sensors (radars, telescopes and laser stations) controlled by the EUSST Consortium Member States.

Five EU Member States have formed a Consortium in order to bid for, and carry out, the tasks required to fulfil the EU SST Framework. These member States are the UK, Germany, France, Italy and Spain with the EU Satellite Centre (SatCen) providing additional capabilities.

The UK participation in the EU SST Framework is led by UKSA which is the UK Beneficiary to the Grant Agreement. The other UK participants are the MoD (as a Linked Third Party); together with STFC, Dstl and other entities who are all Third Party Subcontractors within the Grant Agreements and who are also subcontractors to UKSA.

NOC SYSTEM ARCHITECTURE STUDY

Short Description	NOC system architecture study
Technical Description	To identify the system elements that will comprise the UK NOC; the entities that will supply it with data, and the entities that will receive output products from it. Key issues in the study will include the nature of the interfaces between these architecture elements, and the availability and security requirements that the system will need to meet. The NOC user requirements document (URD) and the NOC system requirements document (SRD) will constitute key inputs to this study.
Expected Outcomes & Benefits	A report providing a description of the system architecture that will be required to meet the UK's national and international SST commitments in the short (2020), medium (2025), and long (2030) term
External Dependencies	None
Key Milestones	Final Report
Assumptions	The UK requires a National Operations Centre that will contribute to the EU-SST programme, address national SST requirements, and allow the UK to contribute to wider international SST initiatives
Additional Notes	

Aims and Objectives

The overall aim of this tender is to contribute to the EU SST programme by specifying the system architecture for the UK NOC in the short, medium, and long term, with numerical values as appropriate.

The specific aims of the study are:

a) Assess the overall functional needs of the UK NOC based on the user requirements document;

b) Identify the various internal architectural elements that will be needed to deliver the performance levels that have been enumerated in the system requirements document;

c) Specify the interfaces that will be required between the NOC and external architectural elements for both data inputs to the NOC and product outputs from the NOC;

d) Identify areas where the architecture is likely to change over time as a result of changes to the background assumptions, as described in the URD[1] ;

e) Understand how the system architecture may vary according to the availability of 3rd party data[2];

f) Assess the impact of transient events (e.g. extreme space weather or break-up events), on the system, to provide an understanding of what degree of performance margin may need to be incorporated in the NOC system design to address "surge" requirements;

g) Understand the risks and impact on security of establishing links to certain external architectural elements, and the appropriate levels of protection required to address these security risks

h) The levels of availability required for the system, and the degree of redundancy needed in the system design to maintain the necessary levels of availability

It is understood that the task definition is wide; this is deliberate so as not to constrain the proposals unduly. However, some ideas are presented below to help guide the study. These are illustrative and their further expansion, editing and interpretation are encouraged by the bidder.

System Architectural Elements

Internal architectural elements are expected to include, (but not be limited to):-

- Hardware and software to ingest and process observational data and other input information and present it to the operators in a user-friendly format;
- Hardware to store and retrieve both raw and processed data, and also retain an archive of products generated by the NOC; (The products generated by the NOC are expected to include:- a) contributions to a catalogue of EU objects of interest; b) a more limited catalogue of UK objects of interest; c) conjunction warnings; d) fragmentation alerts; e) re-entry predictions, etc.)
- Communications equipment to enable resilient data ingestion and product dissemination to users;

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[1] The requirements in the URD and SRD have been divided into three epochs; Near Term (2020), Medium Term (2025), and Long Term (2030)

[2] This is predicated on the possibility of exploiting US data, or using that as a baseline to be improved for EU objects of interest.

- Firewalls to provide effective cyber security;
- Adequate physical security measures to address the fact that the NOC will ultimately form part of the UK's critical national infrastructure;

External architecture elements are expected to include, (but not be limited to):-

- Other EU operation centres;
- National sensors that supply the NOC with various forms of observational data on satellites, located in the UK, the EU, and elsewhere;
- Satellite Operators;
- The UK military SpOC;
- UKSA, MOD and other government departments;
- Space weather and NEO monitoring capabilities;
- Commercial SSA sensors;
- The United Nations;
- UK launch facilities;

Requirement

Study Technical Requirements

SOW_T1-11_001   The study shall define a baseline set of <u>internal</u> architectural elements that will comprise the NOC system itself, allowing it to generate a series of SST products defined in the NOC SRD.

The EU SST system is still being developed and the final architecture is yet to be established. The intent of this requirement is to select a set of architectural elements sufficient to meet the anticipated needs representative of a possible final EU system design in 2020.

SOW_T1-11_002   The study shall define a baseline set of <u>external</u> architectural elements that will supply the NOC system with data, and which will be in receipt of its SST products.

It is assumed that the contractor will be familiar with the range of SST products that will be generated and exchanged by operating centres in the EU-SST programme.

SOW_T1-11_003   The study shall identify the interfaces between the internal and external architectural elements, incorporating SRD requirements for security, availability, etc.

SOW_T1-11_004   The study shall identify areas where the architectural elements of the system are likely to evolve as a result of changing technology or varying background assumptions, (e.g. the number of UK-licensed satellites on orbit), in the timeframes 2025 and 2030.
Current estimates are predicated on assumptions of continued access to US and EU sensor data. In the event that these capabilities are denied, or significantly expanded, the requirements for a UK system could

change markedly.

SOW_T1-11_005 The architecture definitions should include the potential performance margins that are considered appropriate to account for surge requirements

Natural perturbations to the environment could create short-term variations in the requirements for different types of product, (and effectively require a change in the concept of operations for the NOC). Similar changes to the balance of operations of the NOC could result from military operations in space, which could create thousands of new objects needing to be catalogued.

SOW_T1-11_006 The analysis should assume an agreed population of active satellites and debris objects in each of the three timeframes specified in order to specify indicative levels of performance and capacity for each of the architectural elements

There are a wide range of possible conditions, constraints and assumptions, and the initial study meetings will focus on establishing a reasonable set of criteria.

SOW_T1-11_007 A reasonable selection of known and possible future sensors should be assumed to allow the system interfaces to be estimated

The goal of this work is emphatically not to develop or explore specific novel sensors, but a realistic estimate of the potential future data input into the NOC will be required in order to estimate the capacity of the system.

SOW_T1-11_008 Generic security threats to the system shall be assessed at a high level to evaluate the effect of reasonable security precautions.

SOW_T1-11_009 The boundaries, constraints and assumptions associated with the three timescales shall be reviewed and agreed at a kick-off meeting.

It is important that the direction and depth of analysis is clear to the Contractor before the study starts in order to manage expectations of everyone concerned.

SOW_T1-11_010 The Contractor shall hold a mid-term Review Meeting to present progress, make informed suggestions, identify bottlenecks and any other issues for agreement with STFC.

SOW_T1-11_011 The Contractor shall hold a Final Review Meeting to present the final results and recommendations.

Study Plan

The contractor is encouraged to submit a Study Plan for the project, including Gantt charts and milestones, consistent with the overall timeframe assumed for the study.

Work Breakdown Structure

STFC notes the external dependency on the provision of information on user requirements and system requirements documentation generated as part of the EU-SST NOC studies. This will be supplied as CFI to the contractor.

Other activities, such as agreeing metrics and evaluating security implications, are expected to be resolved with input from STFC and will be addressed at progress meetings.

Scope

Scope

To define the architecture elements that will be necessary to deliver the system requirements that are enumerated in the UK NOC System Requirements Report. (CFI)

These system requirements are intended to capture and enumerate the vision of the UK NOC, which is as follows:-

* *To reduce UK's economic risks in, and dependant on, space, by providing a processing centre for the management of all UK civil SST sensors (including tasking, storage, and product generation) and provide the link into EU, UK military and other SST systems;*

The objectives of the NOC are to:-

1. Generate accurate, timely and reliable SST information products for a range of users, which will include UK Government departments, UK industry, and academia;

2. Optimise the operation of the "UK system" to extract best information value through smarter tasking, enhanced storage & processing and interaction with other systems. The "UK System" is assumed to comprise multiple sensors, potentially operated by both government and commercial entities;

3. Develop and expand the UK SST capability over time.

The work required in this study is to define the architectural elements associated with each of the system requirements at three different timescales, 2020, 2025, and 2030, consistent with the assumption that the NOC capability will need to evolve with time.

It is expected that the NOC architecture definition study will provide a key input to the NOC implementation plan and guide the security aspects of the programme.

It should be possible, in due course, to determine current and potential future capability gaps in the UK architecture, and this information will be used to guide research, and hence future technical developments.

Timetable

Deliverables, Key Milestones and Payment Plan

Deliverable ID	Deliverable/Milestone	Deliverable submission deadline	Payment
MS1_KO	Kick-Off Meeting (KOM)	21/1/2019	
STFC_D1	Technical note listing assumptions to ensure a clear understanding of the assumptions and constraints agreed at the kick-off meeting	28/1/2019	
STFC_D2	Mid-term Review Meeting Slides	13/2/2019	
MS1_MTRM	Mid-term Review Meeting (MTRM)	15/2/2019	50%
STFC_D3	Final Review Meeting Slides	1/3/2019	
STFC_D4	Draft Final Report	4/3/2019	
MS2_FRM	Final Review Meeting (FRM)	08/03/2019	
STFC_D5	Final Report (based on the technical note D1 covering the assumptions, discussions and documentation associated with the Mid-Term review, and with the Final Review slides and comments from that review)	15/3/2019	50%

Payments: Payments will be made on reaching the highlighted milestones/acceptance of the deliverables. The deliverables will be reviewed by the STFC technical team and deemed acceptable or a defined list of improvements and updates with an agreed timescale will be provided to bring the deliverables to the required standards.

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÷3 = 5.33)

Pass / fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Price	AW5.7	Confirmation that total price does not exceed the specified budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	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	10%
Quality	PROJ1.1	Logicality of Methodology and Approach, Understanding of Technical Challenges, and Technical Risk Management Plan	50%
Quality	PROJ1.2	Project Plan and Definition	20%
Quality	PROJ1.3	Resourcing Levels, Appropriateness	20%

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:
Score = {weighting percentage} x {bidder's score} = 20% x 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) ÷ 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 x 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

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.

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.

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 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