



Invitation to Quote

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

Subject: Heat, Energy Efficiency, Smart and Health Evidence review

Sourcing Reference Number: CR19020

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

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Version 3.6

UKSBS
Shared Business Services

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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](#).

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.ukpbs.co.uk/use/pages/privacy.aspx>

Privacy Notice

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

YOUR DATA

The Contracting Authority will process the following personal data:

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

Purpose

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

Legal basis of processing

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

Recipients

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

Retention

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

YOUR RIGHTS

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

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

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

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

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

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

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

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

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

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

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

CONTACT DETAILS

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

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

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	The Department for Business, Energy & Industrial Strategy of, 1 Victoria Street London, SW1H 0ET, United Kingdom
3.2	Buyer name	Declan Ward
3.3	Buyer contact details	Research@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	The estimated value of the opportunity is £40,000.00 ex 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	Wednesday 20th February 2019
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Wednesday 27 th February 2019 at 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Thursday 28 th February 2019 at 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 06th March 2019 at 14.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Wednesday 13th March 2019
3.12	Anticipated Award date	Thursday 14th March 2019
3.13	Anticipated Contract Start date	Monday 18th March 2019
3.14	Anticipated Contract End date	Monday 15th July 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

The need for this research:

The Clean Growth Strategy¹ published in 2017 sets out a vision for growing the UK economy whilst reducing carbon emissions. The Clean Growth Strategy states that we are focused on policies that deliver social and economic benefits beyond the imperative to reduce emissions. Higher quality, more energy efficient buildings are healthier places to live and work. There is a clear link between cold homes and ill-health, where existing conditions (such as respiratory illnesses or mental health conditions) are exacerbated. The Energy Social Research Team is seeking to procure a high-quality evidence review to help ensure BEIS has an up to date evidence base on home and workplace energy, heating and health.

BEIS policies currently encourage the installation of a number of technologies with the aim to improve energy efficiency of buildings and reduce carbon emissions associated with heating and energy use. It is important that BEIS maintains an up to date understanding of the evidence regarding how the relationship between these interventions and health. Whilst work has been done previously to consider the health impacts of many individual interventions and technologies, this research will help to provide a centralised, and up to date overview of evidence in this area. Carrying out a robust review of the available evidence will ensure that we are aware of all high-quality evidence sources and can consider all the relevant evidence in our policy development.

The proposed work will be an evidence review that uses systematic approaches to identify and filtering evidence relevant to the research questions. It is required because although there is existing literature relating to the topic, there is currently no up-to-date review collating the evidence on the relationship between heating, energy efficiency, smart technologies and health in a way that meets our requirements. There appears to be no review which explicitly examines the differences of heating technologies' impacts on health, although there are lots of studies looking at the health impacts of a specific type of heating system.

This research will provide an updated evidence base on this issue, which will be available for use by a wide range of policy teams including teams responsible for heat policy, fuel poverty policy, retrofit policy and smart energy policy.

2. Aims and Objectives of the Project

This research will be essential to synthesise the existing evidence base to support policy development.

There are already a number of relevant studies that this research can build on as a starting point. BEIS has also developed a record of some potentially relevant sources, which will be shared with the partner who wins the contract. Examples of these include:

¹ The Clean Growth Strategy, BEIS, 2017. Available at: <https://www.gov.uk/government/publications/clean-growth-strategy>

- [Public Health England's Cold Weather Plan for England](#), which outlines the negative health effects of cold temperatures in the environment and in homes with a view to making a case for the need for preparatory interventions for cold weather, however it's focus is largely on actions to take rather than the evidence base.
- [The Health Impacts of Cold Homes and Fuel Poverty](#) produced by the Marmot Review Team, reviews the health conditions associated with cold homes.
- NEA has produced a report, [Connecting Homes for Health: Phase 1 Review](#), which contains a review of health conditions which are related to or worsened by cold homes, although the focus of the report is on the potential to improve health for vulnerable people living in off-gas-grid properties. .
- [NICE evidence reviews on Excess winter deaths and illness and the health risks associated with cold homes](#) was published in 2015 (although we believe there have been a number of relevant studies published on the subject since that time).
- A BRE Trust report into [The cost of poor housing to the NHS](#) has quantified the costs of some health conditions attributable to living in cold homes.
- [A meta-analysis of the health impacts of a number of energy efficiency home improvements](#) published in Energy Policy in 2014.

These should be taken as a few examples of existing evidence. This research will need to undertake a more comprehensive assessment and identification of relevant evidence as well as identify appropriate screening or evidence weighting criteria (for example, some pre-existing evidence reviews including some of those mentioned above may not have clear methods/search criteria or clear evidence screening standards).

Research Questions

There will be two phases to the work. The first phase will consist of a search for relevant literature relating to the below research questions and assess the quality of the available evidence. The second phase of the research will synthesise the evidence which meets the eligibility criteria and produce a report which clearly and concisely provides answers to the research questions.

The research questions listed below are subject to discussion between BEIS and the successful bidder at the inception meeting. After the initial scoping stage which will include the literature search, the exact research questions to be answered by the review will be agreed between BEIS and the contractor.

The high-level research questions for the study are:

- What is the impact of poor heating on health, and conversely the impact of health conditions on heating use?
- What is the impact of energy efficiency improvements on health?
- What are the impacts of renewable heating technologies and smart technology on health?

Examples of the types of issues that we'd envisage the research exploring within each of these high-level research questions are set out below.

RQ1: • What is the impact of the use of heating on health, and conversely the impact of health conditions on heating use?

Examples of important sub-questions that we envisage could likely be explored are:

- What are the ways that the heating technologies and the temperature of people's homes and workplaces can affect health?

- How many people have a heating related health condition/s (including conditions associated poor indoor air quality) and what are the economic costs of these? Who suffers from heating related health conditions i.e. are health conditions associated with poor heating suffered predominantly by those living in fuel poverty?
- What are the morbidity/mortality rates associated with having homes that are too hot or too cold, and damp?
- What are the impacts of homes that are too hot, too cold and damp on babies, toddlers and children? Are academic attainment and general wellbeing affected?
- How do heating consumption and associated behaviours vary depending on people's health conditions?
- How does the temperature of workplaces affect stress, anxiety, productivity etc?
- What is the relationship between temperature and sleep quality, and is there an optimal temperature for sleeping?
- How does good or poor heating contribute to perceptions of comfort and wellbeing and how does this relate to mental and physical health?

RQ2: What is the impact of energy efficiency improvements on health?

Examples of important sub-questions that could be explored are:

- What are the impacts of energy efficiency improvements (including combinations of interventions) on indoor air quality in homes and workplaces? What are the implications for permeability, room temperature, damp, mould and water vapour levels?
- How does ventilation impact on people's health? How would different low carbon technologies and insulation impact on the ventilation of a property?
- How do perceptions of 'stuffiness' and the need for 'fresh air' relate to temperature and indoor air quality?
- What health conditions are related to homes with low efficiency ratings e.g. draughty and damp homes?
- What are the morbidity/mortality rates associated with conditions relating to draughts and damp?
- What are the impacts of installing specific energy efficiency measures (e.g. solid wall insulation, draught proofing, mechanical ventilation with heat recovery (MHVR) on health?

RQ3: What are the impacts of renewable heating technologies and smart technology on health?

Examples of sub-questions that might be explored are:

- What are the current morbidity/mortality rates associated with gas poisoning from gas stoves/boilers e.g. carbon monoxide?
- What are the indoor air pollution health impacts of oil boilers, gas boilers, heat pumps, biomass boilers and coal back boilers? What proportion of a person's air pollution exposure is due to heating systems and gas cookers/hobs?
- What impacts could move to low carbon heating (e.g. heat pumps, fuel cells, hydrogen boilers, heat networks) have on people's health?
- What impact could smart heating technologies (e.g. smart controls, storage and flexible tariffs) have on heating related health conditions?

3. Suggested Methodology

An example methodology that could be used could involve:

- An evidence review of existing research and evidence that covers the research questions using specific methods e.g. rapid evidence assessment methods and/or systematic techniques for identifying and filtering evidence.
- Linking key evidence sources to reveal the potential health impacts of specific interventions, for example if a study finds that adding solid wall insulation to a domestic building increases the average temperature by x degrees, we can extrapolate to estimate the impacts on the health of occupants by combining findings with a study which identifies the impact on health of increased indoor air temperatures.

The project should be split into a search phase and a synthesis stage as there is uncertainty over the breadth of available evidence. An initial review of the literature in the scoping phase of this research has identified a lot of relevant literature relating to health conditions related to heat, although there is some uncertainty on whether it will be possible to answer all of the research questions with the available evidence.

The first phase would involve identifying relevant existing literature, assessing its robustness, synthesising it into one place and mapping out where the evidence gaps are. A search strategy for identifying relevant literature, and an assessment of its robustness will need to be set out. It is anticipated that this would include using a systematic approach for identifying research such as through the use of specific search terms (e.g. relating to the topic areas) and looking at research citing the main existing evidence in the area. Using a clearly defined method of evaluating the quality of the evidence will be instrumental in ensuring that only robust evidence is included in the review (for example, it may be appropriate to use evidence filters similar to those used in health studies). Checklists used to evaluate the quality of evidence should be appropriate for the type of study e.g. a separate checklist should be used for qualitative and quantitative studies. For example, existing meta-analysis that use robust, unbiased and clearly defined approaches would be anticipated to hold more weight than a single observational study.

Bidders should also set out how/if they will include indirect or 'circumstantial' evidence (where a fact or finding is used to infer another fact or finding) in areas where there is little evidence e.g. inferring the health impacts of indoor temperatures maintained by nascent technologies.

The contractor will be expected to specify their search strategy. The search strategy, including search type, terms and sources to be searched will be agreed with BEIS. The contractor must have access to relevant journals and databases to ensure that all relevant evidence is accessible to researchers. Once the search is completed, the contractors will screen the studies identified against the inclusion criteria. The contractor will then map the eligible studies against the research questions so that we can assess how well each question is answered in the available evidence, which will be delivered to BEIS as part of the Interim report. Bidders should also signal if they intend to review content that is written in foreign languages.

We anticipate that Phase 2 of the work will synthesise the available evidence and present it in a concise and engaging final report. The structure of the final report will be largely specified by the contractors however answers to our research questions should be easily identifiable.

4. Deliverables

A key output of the first stage of the research will be an accessible, high level interim report which outlines the identified evidence and describes the extent to which the identified evidence answers each of our research questions.

There will be a review point in the contract after the delivery of Phase 1 outputs of the research. We expect this review period to be concluded after 2 days. BEIS reserves the right to terminate the contract or reduce the number of research questions to be answered in Phase 2. In the event of termination of the contract, full costs up to this point will be paid to the successful bidder. In the event of reducing the number of research questions to be answered in Phase 2, the cost of Phase 2 will decrease proportionately.

Bidders should ensure the following is included in the costings and timings for this project:

Phase	Action	Timing (approximate) - completed by
1	Agreement (and then results) of search strategy	Mid March
	Search for Literature	Late March – early April
	Phase 1 output (Interim report)	Mid April
Review point in contract		
2	Analysis of Literature	Late April - May
	Final report structure outline	Late April
	First draft of report	End of May
	Presentation of findings (before finalising report)	Early June
	Final report	Early July

The date of the final report should be planned for no later than early July. These timings are indicative and may change subject to BEIS's needs, however contractors are expected to plan and resource appropriately to meet the indicative timetable above and to be able to adapt flexibly should the timetable change.

BEIS reserves the right to terminate the contract at the review point. This review point should be clearly signalled in project plans

Search strategy:

Bidders should further develop and share their search strategy for identifying relevant literature and evidence. Bidders should allow for flexibility in the search terms (e.g. if new search terms emerge that may be useful to explore or if limited literature is found after an initial search).

Bidders should also provide a list of evidence sources that have been identified through the search strategy (along with indicating whether a review of these they will be included or excluded in the research).

Phase 1 output:

An output from Phase 1 should be produced. This should be in the form of an interim report outlining how well the identified evidence answers our research questions.

Outline structure of report:

The contractor should share an outline structure of the final report with BEIS and allow time for comments and review ahead of when the report writing begins.

Presentation:

Near the close of the project the contractors should give a presentation within BEIS to the relevant policy teams. This should be timed to allow for any comments received to be taken account in finalising the report.

Reports:

At the end of the project (after the final presentation) we require a finalised, fully quality assured report and a slide pack summarising the key findings. The report must be written in plain English and be no longer than 35 pages in length (likely with longer, more detailed annexes). 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. We expect this to be costed and accounted for in the timeline. The slide pack should summarise the key findings of the research and present them in a way which will be adaptable for different policy teams.

Peer Review:

BEIS may wish to appoint an external peer reviewer for the project. If we do this then we will endeavour (though cannot guarantee) to align timings of this of this with the first set of comments from BEIS on the first draft of the report.

Publication:

The final report for this research / evaluation project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:

[Checklist for Word accessibility](#)

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

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

Please see Annex A for BEIS Social Research Report Writing Guidelines.

Working Arrangements / Emerging Findings

It is important that BEIS are kept informed of emerging findings and project progress.

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 to the BEIS steering group or project manager, and/or phone calls. A monthly progress report will also be required via email followed by a phone call. Any changes to the contractor team identified in the bid must be approved by BEIS with a plan for mitigating this to reduce impact on project.

All research tools and sampling methodologies will need to be agreed by BEIS.

BEIS will own the intellectual property rights of any and all intermediate products, including the final deliverables, and in particular including presentation slide packs, reports and data.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	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
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.5	Capacity
-	-	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	20.00%
Quality	PROJ1.1	Approach	40.00%
Quality	PROJ1.2	Staff to Deliver	15.00%

Quality	PROJ1.3	Understanding of the requirement	15.00%
Quality	PROJ1.4	Project Delivery (inc. plan, timescales and risk management)	10.00%

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.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. 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 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](#)