

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Economic and Social
Research Council**

Subject: ESRC PS17279 ESRC Business Case Development

Sourcing reference number: PS17279



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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>

Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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

Economic and Social Research Council (ESRC)

The UK's largest organisation for funding research on economic and social issues. ESRC support independent, high quality research which has an impact on business, the public sector and the third sector. At any one time we support over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.

Its role is to:

- promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the social sciences
- advance knowledge and provide trained social scientists who meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the UK, the effectiveness of public services and policy, and the quality of life
- provide advice on, disseminate knowledge of and promote public understanding of, the social sciences.

Examples of funded research

Dr Emla Fitzsimons and team, Institute for Fiscal Studies, designed a programme to improve development in early childhood in Colombia. As a result of this research the findings have transformed the Early Childhood Development policy of the Peruvian Government, set to reach 135,000 children across the poorest districts of Peru by 2016.

Professor Paula Jarzabkowski, City University; identified a potential systemic risk, arising from an industry trend for increased complexity and global connectivity in re-insurance products. This research has had a global impact on the re-insurance industry.

www.esrc.ac.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	Economic and Social Research Council Polaris House, Polaris Way, Swindon SN2 1UJ
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£35,000 Excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	01/12/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	08/12/2017 11.00 am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	11/12/2017 14.00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	15/12/2017 11.00am
3.10	Date Bidders should be available if clarifications are required	Week Commencing 18 th December 2017.
3.11	Anticipated selection and the selections of Bids notification date	03/01/2018
3.12	Anticipated Award date	03/01/2018
3.13	Anticipated Contract Start date	05/01/2018
3.14	Anticipated Contract End date	02/04/2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

ESRC is the UK's largest organisation for funding research on economic and social issues. We support independent, high quality research which has an impact on business, the public sector and civil society. Our total budget for 2017-18 is around £202 million. At any one time we support over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.

We are a non-departmental public body (NDPB) established by Royal Charter in 1965 and receive most of our funding through the Department for Business, Energy and Industrial Strategy (BEIS). Our research is rigorous and authoritative, as we support independent, high-quality, relevant social science.

ESRC's status is changing as a result of the Higher Education Research Act 2017. From 1st April 2018, the Research Councils will merge together with Innovate UK and Research England (previously part of HEFCE), to form UK Research and Innovation (UKRI).

Aim

The main aim of the tender exercise is to procure specialist expertise to lead the development of a business case that aligns with the [HMT mandated 'Better Business Case' approach](#).

ESRC has provided significant investment in the area of Administrative Data Research over the past 4-5 years and providing access to administrative data for research remains a strategic priority. Added to this, our activity in this area is relatively high profile as it seeks to access data held and controlled by Government Departments and other public bodies. The business case will play a fundamental role in the process to secure funds to continue activity in the area of Administrative Data Research by positioning ESRC's future investment proposals.

In particular, ESRC would like to procure a supplier with an understanding of the requirements for producing business cases developed using the HMT approved 'Better Business Case' approach. ESRC requires the supplier to hold the expertise necessary to perform economic analyses, specifically related to developing the economic business case.

The supplier will be responsible for delivering the business case and will work with ESRC to ensure that it's fit for purpose and aligns with ESRC's desired approach.

Objectives

The primary aim is to lead the delivery of a robust and well-evidenced business case to the agreed timetable. Specific objectives include:

- Developing and exploring ESRC's suggested way forward.

- Producing a draft report that addresses the 5 cases of the '5 Case Model' (Strategic Case, Economic Case, Commercial Case, Financial Case, and Management Case).
- Producing a Full Business Case that addresses the 5 cases (Strategic Case, Economic Case, Commercial Case, Financial Case, and Management Case).
- Performing a cost benefit analysis utilising a robust methodology. This component will form the basis of the Economic Business Case.
- Working closely with ESRC. Maintaining regular communications throughout the development of the business case and meeting ESRC's reporting requirements

Background to the Requirement

ESRC has invested significant funding into activities in the area of Administrative Data Research. Administrative data is that which is routinely collected for administrative purposes, for example data collected by Government departments when a service user interacts with a service.

Back in 2011, the Administrative Data Taskforce was established to consider the ways in which the vast potential of administrative datasets could be realised, exploring how access to these kinds of data could be improved for research purposes. The Taskforce recommended the establishment of an 'Administrative Data Research Network' that would be responsible for linking data between Government departments. In October 2013, following a competitive commissioning exercise, ESRC administered five awards of funding, each one for a 5 year period (ending in September 2018), in the form of the following investments:

- Administrative Data Research Centre – England - A consortium led by the University of Southampton and including UCL, IFS, LSHTM, and ONS;
- Administrative Data Research Centre – Scotland - Led by the University of Edinburgh with partnerships across all Scottish Universities, including the University of Glasgow and the University of St Andrews;
- Administrative Data Research Centre – Wales - Led by the University of Swansea in partnership with the University of Cardiff;
- Administrative Data Research Centre – Northern Ireland - Led by Queens University Belfast in partnership with Ulster University and NISRA (Northern Ireland Statistics and Research Agency);
- Administrative Data Service - Led by the University of Essex in partnership with the University of Manchester (leads on training and research) and the University of Oxford (HELEX – experts on legal matters on data linkage).

The investments have been effective to varying degrees due to the challenges and opportunities that exist within this area, of which have manifested in different ways across the five contexts and have been experienced differently by the investments. The current grants are due to finish in September 2018.

Added to this, there have been a number of changes in the policy environment that the investments exist within, with one key example being the establishment of the Digital Economy Act 2017, which is due to change the way in which Government Department data can be accessed for research purposes. ESRC's strategic position continues to

support endeavours that seek to gain access to administrative data, as demonstrated in [ESRC's Strategic Plan \(2015\)](#), and through the [National Data Strategy for Social and Economic Research \(2013-2018\)](#) developed by the UK Data Forum (of which ESRC is a member).

The environment that existed during the recommendations of the Administrative Data Taskforce has changed significantly due to the aforementioned factors. There is a clear strategic steer for continuing activity in this area. This suggests that it's now timely to look at a different approach towards investment in this area in order for ESRC to ensure that any future funding represents the strongest value for money with the maximum public benefit.

Finally, the Research Councils will merge together with Innovate UK and part of HEFCE (Research England) to form UK Research and Innovation (UKRI) from 01 April 2018. This provides an opportunity for activity taken forward by ESRC in the area of administrative data research to potentially explore a broader remit than is currently supported.

It is at this critical juncture that ESRC seeks specialist expertise in order to lead the development of a business case that carefully articulates the needs that will be met, and the benefits that will accrue, from a second phase of investment in this area. The business case will provide the route to securing funding for ESRC to continue to support researchers in gaining access to administrative data.

Scope

The scope of the project is to deliver a business case in line with ESRC's expectations:

- You are expected to produce the business case document, including all draft versions, in digital format
- ESRC will provide materials that will be drawn upon for the Strategic Case
- ESRC will provide guidance regarding the desired approach that should be considered within the business case, in particular as demonstrated within the proposed service design
- You will take forward the business case development from its current stage of thinking

Out of scope:

- You should not publically publish the business case
- You should not include the costs of printing the report for internal project meetings (i.e. the two draft reports and the full business case)
- We will not cover the cost of internal printing of documentation used by the suppliers in their work

Requirement

The contractor is expected to assist ESRC in the production of a business case that utilises the HMT's Better Business Case approach. A list of the specific requirements are:

- Knowledge and skills of the requirements for producing a business cases using the HMT's Better Business Case approach, and importantly the ability to apply these

- The ability to perform economic appraisals utilising an appropriate and robust methodology
 - The ability to perform economic analyses in the form of a cost-benefit analysis that comprises the economic options appraisal section of the business case
 - To model the business case aligned with ESRC's desired approach
- Strong written communication skills - the ability to concisely present and articulate information in the business case format and in a way that will be effectively received
- The ability to understand critical dependencies between streams of work and to deliver key outputs to timetable
- Working closely with ESRC. Maintaining regular communications throughout the development of the business case and meeting ESRC's reporting requirements (please specify how you intend to make yourselves available and your intended communication methods)
- The ability to work independently (individually or as a group) to deliver the expectations. ESRC will provide guidance as and when required in the form of relevant reports, documents, etc., but ESRC expects the supplier to take responsibility for the production of the business case

Key deliverables:

- Producing a draft report that comprehensively address the 5 cases of the '5 Case Model' (Strategic Case, Economic Case, Commercial Case, Financial Case, and Management Case), based on ESRC's proposed way forward, by the end of January 2018.
- Working closely with ESRC and UKRI to refine the draft business case into a Full Business Case that comprehensively addresses the 5 cases (Strategic Case, Economic Case, Commercial Case, Financial Case, and Management Case) during February and March 2018 for UKRI approval.
- Producing a final report with the full business case which meets the requirements of ESRC and UKRI by an expected date in March 2018.

Expectations:

- You should expect to attend other meetings via teleconference and should account for weekly and sometimes bi-weekly meetings during the contract period.
- Flexibility may be required on both sides and meetings may be moved or added depending on the interaction of the critical dependencies

Proposed Timetable

It is essential that the final draft of the business case is delivered to the date as specified in the timetable below, and to the standard required, as this is a critical deliverable that falls within the context of a broader set of activities.

An indication of our expectations are:

- Contract to commence at the beginning of January 2018
- Delivery of a skeleton outline in the week commencing the 15th January 2018
- Delivery of a first draft Full Business Case by the 31 January 2018

- Delivery of draft Full Business Cases throughout February and March 2018 (exact dates TBC)
- Delivery of a final report with the Full Business Case by an expected date in March 2018 (exact date TBC)

ESRC would like to stress that some flexibility is required with regards to the above timetable. The process following the submission of an initial draft will be an iterative one, involving discussion and refinement during February and March, ultimately working towards the submission of a final report during March 2018.

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	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Quality	AW4.3	Agreement to Non-Disclosure Agreement
-	-	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	30%
Quality	PROJ1.1	Approach	35%
Quality	PROJ1.2	Delivery	35%

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear , concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's Ⓜ

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC . The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)