Invitation to Quote

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

Subject: REF Website Migration and Hosting for Research England

Sourcing Reference Number: IT18171

UKSBS
Shared Business Services

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

Version 3.3

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed here.

Section 2 – About the Contracting Authority

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

Research England

Research England is a new council within UK Research and Innovation, operating from April 2018. As a key component of the research funding system, Research England will oversee UK Research and Innovation's England-only functions in relation to university research and knowledge exchange. This includes providing grant funding to English universities for research and knowledge exchange activities; developing and implementing the Research Excellence Framework in partnership with the UK Higher Education funding bodies; overseeing the sustainability of the Higher Education research base in England; overseeing the £900 million UK Research Partnership Investment Fund; and the Higher Education Innovation Fund (HEIF).

https://re.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 Research England Nicholson House Lime Kiln Close Stoke Gifford Bristol BS34 8SR
3.2	Buyer name	Sophie Mumford
3.3	Buyer contact details	ICTProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	The value of this opportunity is up to £47,000.00 (excluding VAT) including any options to extend, although there is no commitment to spend up to this amount. The estimated value of the initial 2 year term is up to £31,000.00 excluding VAT. As an indicative breakdown: £15,000.00 for migration of website £8,000.00 p.a. for CMS and hosting The estimated value of the subsequent optional extension period of 2 years is up to £16,000.00 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	03/08/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	13/08/2018 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	14/08/2018 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	21/08/2018 14.00
3.10	Date/time Bidders should be available if written or telephone clarifications are required	28/08/2018 – 29/08/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	05/09/2018
3.12	Anticipated Award date	07/09/2018
3.13	Anticipated Contract Start date	10/09/2018
3.14	Anticipated Contract End date	09/09/2020 with the option to extend for an additional 2 years until the latest date of 09/09/2022
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. <u>Introduction and Background</u>

The Higher Education and Research Act 2017 established Research England as a Council of UK Research and Innovation and alongside the other existing Councils (the seven Research Councils and Innovate UK).

Research England is responsible for funding, engaging with and understanding English higher education institutions (HEIs). As autonomous and diverse organisations, HEIs play a distinctive role in the research and innovation system, justifying a Council which challenges them to deliver to national agendas and supports them in achieving that. The diversity of individual university strategies, shaped by their many partners, will complement the level of strategic direction provided by UK Research and Innovation.

Research England is formed of the Research and Knowledge Exchange functions of the former Higher Education Funding Council England (HEFCE). As part of its function, Research England carries out a periodic assessment of the quality of research in UK universities. The Research Excellence Framework is undertaken by Research England on behalf of the four UK higher education funding bodies.

1.1 Organisational background

The Research Excellence Framework (REF) is the system for assessing research in UK higher education institutions (HEIs). It was first conducted in 2014, and replaced the previous Research Assessment Exercise (RAE 2008). The REF is undertaken by the four UK higher education funding bodies. In 2008 and 2014, the funding body for England was the Higher Education Funding Council England, who managed the REF on behalf of the other funding bodies: the Scottish Funding Council (SFC), the Higher Education Funding Council for Wales (HEFCW), and the Department for the Economy, Northern Ireland (DfE).

The Higher Education and Research Act 2017 established Research England as a Council of UK Research and Innovation and alongside the other existing Councils (the seven Research Councils and Innovate UK). Research England came into being on 1 April 2018 and incorporates the research and knowledge exchange functions of the former Higher Education Funding Council England (HEFCE). Research England has assumed joint responsibility with the other three UK funding bodies for undertaking the REF, with the REF team based at Research England from this date. The remaining HEFCE functions, including IT services, were transferred to the newly created Office for Students (OfS), which continues to provide some corporate services support (including ITS) to Research England. Like Research England, the Office for Students entered its operational mode on 1st April 2018.

1.2 REF 2021 and REF 2014 websites

The REF 2021 website covers information and notices for the forthcoming REF 2021. It currently has around 50 pages of content with 17 different content types.

The REF 2014 website sits under the REF 2021 website, as www.ref.ac.uk/2014. It has around 100 pages of content with 5 different content types. All content is static.

1.3 Current hosting and content management arrangements

Under the current service level agreement, the REF team receive support from the Office for Students and the REF website continues to be hosted on the HEFCE server. The current contract for the CMS expires at the end of September. The server on which the site is run will also be decommissioned by the end of September.

The REF team therefore requires a third party to host the REF website. It also requires a content management system that offers a high degree of control of the REF 2021 site to make regular updates to it.

1.4 User roles

It is expected that we will require the following user roles:

- Content Author – Basic user creates content but has no experience of HTML. May only use the CMS infrequently so it has to be intuitive.
- Web Champion Author – more advanced author, frequent user of the CMS. Is considered to be super-user and lead author for a business area.
- Editor – Super user with experience of HTML. Adjusts content in order to apply corporate tone of voice.
- Publisher – Experience CMS user who approves and publishes content to the live site.
- Comms manager – overall responsibility for the CMS and website. Sets policy on use, defines style and tone of voice.
- Admin – CMS administrator, maintains CMS user profiles and access.

2. <u>Scope</u>

The initial contract period will be for two years with the option to extend for an additional two years.

The aim of this sourcing activity is to find a supplier who can:

- migrate the content of the existing [REF 2021](#) website to a new content management system by 28 September 2018;
- provide a content management system for the REF 2021 website from end September 2018;
- host the website.

2.1 Scope for the migration of existing content

The REF website can be broken down into the following three areas:

- The REF 2021 website – all content with the REF2021 logo on it. URL: www.ref.ac.uk.
- The REF 2014 website – all content which starts with the URL http://www.ref.ac.uk/2014. This is now static content and there is no intention to change any of it.
- The REF 2014 results and submissions – all content which starts with the URLs http://results.ref.ac.uk and http://impact.ref.ac.uk. This is out of scope for this project and we will make other arrangements to migrate this content.

	Migration to CMS	Hosting	CMS
REF 2021	Y	Y	Y
REF 2014	N	Y	N
REF 2014 results and submissions	N	N	N

2.2 Outputs for migration of website

REF2021 website:

- Migrate all content to the new CMS
- Migrate content to new server
- Maintain current styling and layout
- Maintain the current URL

REF 2014 website:

- Migrate static content to new server
- Maintain current URL

3. Requirements for the CMS and hosted website

3.1 Functional requirements

a) The successful supplier will be expected to deliver the following **mandatory** functional requirements:

- CRUD – the CMS must allow users with the appropriate roles to create, read, update and delete content and web pages.

- Scheduled publishing and updating – a publisher can schedule when the CMS will publish new or updated pages to the live environment.

- Fast/Immediate publishing – a publisher can publish content to the website immediately without the CMS caching it for later publication.

- WYSIWYG – authors, without any knowledge of HTML or CSS, must be able to edit and view their content as it appears on a web page.

- Code view – more expert authors, with a knowledge of HTML, CSS and javascript, must be able to edit and view their content as raw code.

- Responsive Design – then CMS must support responsive design in order to allow pages to be created for a range of devices. The user should also be able to preview the pages in a device emulator.

- Create Taxonomies (Tagging) – an expert user can create taxonomies to allow certain types of content to be tagged in order that a site user can select types of content.

- Browser compatibility – the CMS will support the following browsers, and allow content to be viewed as if it was though these browsers:

    o Internet Explorer 8
    o Internet Explorer 9
    o Internet Explorer 10+
    o Microsoft Edge
    o Firefox
    o Chrome
    o Safari
    o Opera

- Audit and Versioning – the CMS will maintain versions of pages and information on who changed the page. This feature should also allow pages to be rolled back to a previous version.

- Joined page and link management – the CMS will alert he user when changes to a page affects other linked pages (e.g. page name change, template change) and allow the user to decide if linked pages should automatically be updated.

- Templates – an expert user with the right access must be able to create, amend, and delete templates.

- Metadata – an expert user with the right access should be able to create basic meta-data tags for content.

- Custom Metadata – an expert user with the right access must be able to create custom metadata tags for content.

- Database management – the CMS will allow a user to archive and manage content that is held in a database e.g. publications.

- Maintenance Setting – a warning message if the site is being updated so that visitors do not get a 404 error.

- Google site maps – the CMS will support the creation of google site maps for public pages with a facility to block robots on private pages.

- RBAC – The CMS will support Role Based Access Controls (Users and Groups). See 'Background' for the required user roles/groups.

- Site Search – the CMS will provide features to support site searches by visitors.

- Usability – the CMS will be simple and easy to use by infrequent authors.

- Testing – the CMS will support the publishing to test and live servers.

- Bulk publishing – the CMS will support publishing in bulk or single pages.

- Multimedia – the CMS will support multimedia.

- Draft content – the CMS will support the sharing of draft content, internally and externally, before publishing to live.

- Deleted content – the CMS will remove deleted content from the live server.

b) The successful supplier may also deliver the following **desirable** functional requirements:

- Templates – templates should support the creation of non-editable areas that an author cannot amend.

- MS Word – the CMS will allow Word styles to be carried into content and tag paragraphs, lists, headings, etc.

- Site Map – the user will be able to view the site in the CMS as a map.

- CMS search – the CMS will allow users to search for content within the CMS.

- Compliancy with various accessibility frameworks and standards, such as WAI-ARIA. Ability to run accessibility reports to identify accessibility issues.

- Social Media – the CMS will support the construction of blogs, wiki and forums.

- SEO – the CMS will support search engine optimisation.

- Filters – the CMS will support the creation of filters and facets to allow visitors to filter content.

- Links and Orphans – the CMS will support reports that check for broken links and orphan pages.

- Tables – the CMS will support the creation of tables without the user requiring a knowledge of HTML.

- Automatic content migration – the CMS will support the automated migration of content between servers.

3.2 Non-functional requirements

a) The successful supplier will be expected to deliver the following **mandatory** non-functional requirements:

- HTML 5 and CSS 3 – Current standards supported.

- DDOS – OWASP – Denial of Service and spamming protection.

- https – both the CMS and website should use the HTTPS protocol

- Surface access – CMS must allow users to access using MS Surface.

- Open standards – integration with third party technology e.g. search.

- Helpful hints – to users to suggest actions, complete tags, add closing tags, etc.

- Development – CMS should have a large API development community, with documentation.

- Scalable Architecture – support website as it grows.

- Usability of back office – CMS administration supported by tools, tips and help.

b) The successful supplier may also deliver the following **desirable** non-functional requirements:

- Multi device Access – Users can access CMS from phone and tablet.

- On-line help

- Analytics – support analytic on visitors and site usage.

- Emulate browser and device views – allows user to see how content will be rendered on other devices and browsers.

- Modular and Extensible – CMS must be expandable

- .Net – Development platform compatible with Microsoft stack used by ITS to develop applications.

- AD Integration – Active Directory integration to support single Sign on.

- Multi-site – the CMS should be able to support multiple sites.

3.3 Mandatory maintenance and support

- Training courses – one-day training course for 5-8 people to take place in October in Research England's offices in Bristol.

- Widely supported – large user communities

- Service Support and maintenance during office hours (Mon-Fri 08:00-17:00)

- Availability CMS/Website – 24/7 with 99.99 uptime%

- Backup and Recovery – back-up and recovery of site within two hours provided as part of service

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.

Variant bids / options are not permitted and will not be accepted.

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
Quality	AW6.1	Compliance to the Mandatory elements of 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	20%
Quality	PROJ1.1	Delivery of the Key Requirements	50%

Quality	PROJ1.2	Ongoing Management and Support	15%
Quality	PROJ1.3	Project Management and Timescale	15%

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.

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.

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