

Invitation to Quote

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

**Subject: Updating data for International Comparative Analysis of
the UK Research Base**

Sourcing Reference Number: CR18124



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

Registered in England and Wales as a limited company. Company Number 6330639.
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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

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 Department for Business, Energy & Industrial Strategy

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy & Industrial Strategy, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£60,000.00 (excluding VAT) for two years, with an optional extension of one year increasing the total estimated value of this contract to £90,000.00 (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 <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	20/08/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	29/08/2018 11.00am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	30/08/2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	04/09/2018 14.00pm
3.10	Date/time Bidders should be available if clarifications are required	11/09/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	17/09/2018
3.12	Anticipated Award date	18/09/2018
3.13	Anticipated Contract Start date	19/09/2018
3.14	Anticipated Contract End date	18/09/2020 with an optional extension of 1 year.
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

In recent years the UK government has increased its focus on science and innovation, having set the target of reaching 2.4% of GDP spend on R&D by 2027. R&D is important for productivity growth and it is therefore crucial that the government monitors the impact of this spending increase. However, there are serious challenges with assessing this directly as tracing causal impacts of an additional pound spent in the innovation system is very difficult.

One of the alternative methods used to measure the impact of R&D funding is to focus on research outputs. This is done using bibliometric data which, at a basic level, is informative about research along two measures; the number of research publications is indicative of the size of a country's research base, whilst the number of citations those publications receive generally informs on how impactful the research was and is considered a measure of quality.

Also of importance is the increasingly globalised R&D landscape and the emphasis placed on international collaboration. Collaboration in research generally is considered beneficial as it provides opportunities for the best researchers to work together as well as access to equipment and infrastructure. International collaboration can offer these benefits on the largest scale and the government looks for opportunities to facilitate research collaboration with other countries. However, with finite resources available, the government still needs to be able to make evidence-based decisions related to international research. With publications and citations data, international bibliometrics on other countries feeds into much of this evidence, especially when broken down into different research disciplines.

Whilst bibliometric data methodology is well established, newer indicators have developed recently based on the digitalisation of the academic landscape (altmetrics). As well as this, measures around innovation system performance are less consistent. BEIS maintains interest in alternative measures of research and methods for measuring innovation performance and collaboration.

2. Aims and Objectives of the Project

BEIS is seeking a subscription model to a bibliometric database for two years. A number of proprietary bibliometric databases exist, with raw data at the micro level i.e. information on individual research publications covering, the journal it was published in, the year it was published, the authors, the research field and the number of citations the paper received. However, for BEIS' purposes, this information needs to be aggregated to the country, regional and institutional level. More detailed requirements are set out below.

Evidence from the work will be crucial for strengthening the argument for funding of science by BEIS and the data generated will be used to inform future policy decisions, particularly in international R&D.

Below is a set of research questions that BEIS would like answered using the data provided by the subscription service obtained through this tender. Bidders need to explain how their data subscription could answer them. They should also provide explanations where questions cannot be answered by available data. When providing answers, bidders should provide an indication of how easy it is to organise and export the data. There is a

set of core questions that we must have answers for, and then a set of additional questions that we would like to be answered where possible.

Basic research questions (we know where the data is available and are 'must-haves')

- 1) What is the size and quality of the UK research base relative to other countries and the international landscape?
- 2) Which countries are the most frequent and productive research and innovation collaborators for the UK? How important is the UK for its collaborative partners?
 - a) How do the EU-27 and 16 associated countries compare to the rest of the world?
- 3) How do UK regions/constituent countries (and to a lesser extent, institutions) perform in research and innovation?
 - a) Where are the strengths and in what disciplines?
 - b) What about on an internationally collaborative basis? Collaborative basis across institutions? Collaborative basis across sectors?
- 4) How has the research and innovation landscape changed over the last 5, 10, 20 years, both for the UK and for the rest of the world?
 - a) What are the trends and likely future trends in areas of innovation?
 - b) What are the trends (both domestic and international) in nuclear research?
- 5) How do the above measures (including Q2 and Q4) change across different research disciplines?

Further research questions (the data may not be available to answer and are more 'nice-to-haves')

- 6) How does the UK perform as an innovator?
 - a) What are its capabilities in capturing the economic value of research?
 - b) How does this compare to the rest of the world?
 - c) How successful are the UK's innovation policies and programmes compared to the rest of the world?
 - d) How connected is the UK to the international innovation network?
 - e) How attractive is the UK as a destination of FDI into R&D / businesses compared to the rest of the world, and why? How does this differ across public versus private investment?
- 7) How connected is the UK to the international researcher network?
 - a) How large are the flows of researchers across the UK's borders (in both directions)?
 - b) Is there a relationship between researcher mobility and productivity/research quality?
 - c) What are the different forms of collaboration in the international researcher network and how important are they for the UK? (e.g. researchers collaborating via email/internet vs. researchers relocating temporarily)
 - d) How does the UK compare to other countries on these measures?
- 8) What does the collaborative network across academia (and other research organisations) and business look like in the UK?
 - a) How well does 'innovation diffusion' and diffusion of research occur across the UK?
 - b) How does this compare to the rest of the world?
 - c) What are the most effective mechanisms to support international collaboration? Does this vary by sector/field?
- 9) What are the impacts of major R&D infrastructures on collaboration? On impact of R&D? On researcher migration? On inward investment?
 - a) Do these impacts differ from other forms of research?
 - b) Are major infrastructures in the UK more international than those in partner countries? Is there a difference in impact?
- 10) How well does the UK support multidisciplinary research relative to other countries?
- 11) How focused and productive is UK research in global/grand challenge areas? Relative to other countries?

- 12) How do different funding sources impact UK research and innovation outputs?
- a) Are there differences in the size and/or quality of research outputs from different funds?
 - b) Are differences observable and comparable?
 - c) How are the most productive collaborations funded?
 - d) Are there differences in research and innovation outputs between EU funding and domestic funding?
 - e) How does ODA-funded research and innovation differ from non-ODA funds?
 - f) What proportion of UK research inputs go towards international research?

3. The Potential Solution

BEIS is seeking a subscription to a bibliometric database that will allow for bespoke analysis on the UK research base. It needs to be possible for this analysis to be conducted both on an international basis as well as at the regional and institutional level.

When submitting bids, it would be helpful for bidders to think about the process they would use to answer the research questions set out above. With respect to each question, bidders should think about the following categorisations:

- a) The data is available directly from the platform without any manipulation.
- b) The data is available from the platform with a small amount of manipulation. An example of this might be the task of aggregating institutional information up to the country level, when the institutions have country information assigned within the platform.
- c) The data is available from the platform but there is significant data manipulation required. An example of this might be the same situation as above, but when the institutions have no country information assigned within the platform.
- d) The data is not available from the platform.

In addition to this, bidders should include information on the indicators they think are relevant for each question with an explanation of the indicator if it is not obvious. There should also be information on whether additional packages are needed to access these indicators.

4. Deliverables

Subscription to a proprietary bibliometrics database with multiple accounts (at least 2; enough to cover a team of ~15 analysts) for two years with an optional extension of 1 year. There should also be some mechanism included that means that BEIS has access to the data it needs when the contract comes to an end. For example, via exported csv files with required data included.

Potential teach-in on using the database and explaining the full features of what is on offer if the team views this as necessary.

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	SEL3.12	Cyber Essentials
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Quality	AW6.1	Compliance to the Specification
-	-	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	The Solution	60%
Quality	PROJ1.2	Customer Service Support	20%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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](#)