

Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Trade & Investment
Subject: Recruitment of the Managing Director for Life Sciences
Investment and Trade, UK Trade and Investment (UKTI) Life
Sciences Organisation (LSO) and Office for Life Sciences (OLS)
Sourcing reference number: PS16014

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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VAT registration GB618 3673 25
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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) 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 Customers.

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

UK Trade and Investment

UK Trade and Investment helps UK-based companies succeed in the global economy. UKTI also help overseas companies bring their high quality investment to the UK's dynamic economy which is acknowledged as Europe's best place from which to succeed in global business.

The UK Trade & Investment offers expertise and contacts through its extensive network of specialists in the UK and other diplomatic offices around the world.

The organisation provides companies with the tools they require to be competitive on the world stage.

UK Trade and Investment achievements include:

- UKTI launched its five-year strategy Britain Open for Business in May 2011 which set out a clear vision for realising the Government's ambitions for growth through trade and investment. During the year it realigned its headquarters function to more effectively deliver this strategy.
- In 2011-12 we assisted 25,000 UK businesses generate around £30 billion of additional sales which created or safeguarded well over 100,000 jobs. We exceeded our target of 750 inward investment successes and helped the UK maintain its position as the second most successful defence exporter, exporting £8 billion of defence and security goods and services.

www.ukti.gov.uk

Section 3 - Working with UK Shared Business Services Ltd.

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	Customer Name and address	UK Trade & Investment, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Alistair Staunton-Lambert
3.3	Buyer contact details	01793 867812
3.4	Estimated value of the Opportunity	£20,000
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	17/02/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	22/02/2016 14.00hrs
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	23/02/2016 14.00hrs
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	26/02/2016 14.00hrs
3.10	Date/time Bidders should be available if face to face clarifications are required	Not applicable
3.11	Anticipated rejection of unsuccessful Bids date	02/03/2016
3.12	Anticipated Award date	02/03/2016
3.13	Anticipated Contract Start date	04/03/2016
3.14	Anticipated Contract End date	08/05/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

UKTI Trade & Investment (UKTI) plays a central role in delivering a whole of Government approach to attracting high quality foreign direct investment and driving enhanced exports.

Founded in 2012 as an entrepreneurial unit within UKTI, the Life Sciences Organisation (LSO) is responsible for catalysing and delivering foreign direct investment by global industry, also known as inward investment, and for supporting UK-based companies to increase overseas trading and exports. Through this work, we drive economic growth and jobs in the sector in the UK, enhance the UK's export base to contribute to meeting the Government's ambitious export targets, improve UK patient access to global innovation, and build the UK's reputation and position as the leading destination, and partner, for global industry and buyers.

From 2016, the LSO team will be more closely integrated with the Office for Life Sciences¹, working jointly to align life sciences policy with delivery of trade and inward investment, and accountable to the Minister for Life Sciences. We will also continue to work with other Government departments, arms-length bodies, and wider sector partners to enable our delivery.

In the first three years since the LSO was founded, LSO and our "One Team" network landed more than £3.7bn in new inward investment to create more than 10,000 new jobs in the sector, and delivered strong year on year increases in performance against annual targets.

Aims

The aim of the tender exercise is to select a recruitment partner/consultancy to recruit the successor to the current Chief Executive Officer (CEO) of the UK Trade & Investment (UKTI) Life Sciences Organisation (LSO). The CEO role in the UKTI LSO has been vital to the functioning of the sector team and to inward investment and trade delivery performance. To reflect the move to closer working with the Office for Life Sciences (OLS) from 2016, the role title will change to **Managing Director for Life Sciences Investment and Trade, UKTI LSO and Office for Life Sciences.**

This role faces both internally / across government, and externally to industry and sector partners, and requires a skillset and experience level most likely to be found outside of the Civil Service, which is why the role will be filled through an external recruitment process.

¹ The joint unit of the Department for Business, Innovation & Skills / Department for Health tasked with growing the UK life sciences industry, through creation of jobs, increasing exports and improving patient outcomes.

To ensure that we attract the best qualified candidates to interview for the role and promote a competitive and fair recruitment process, a recruitment partner/consultancy is the preferred option to help LSO fill the role, leveraging their own industry network and also helping filter and qualify applications received from candidates identified throughout LSO and OLS's networks.

Objectives

The successful recruitment partner/consultancy will be expected to:

- Advise LSO on the job description and likely candidate pool and expectations
- Advertise the role through their network to attract well-qualified candidates
- Head-hunt candidates that match the role requirements
- Filter expressions of interest and applications received through the advertisement of the role, any head-hunted candidates, and any candidates referred from LSO and the Office for Life Sciences networks,
- With LSO, develop a shortlist of the best qualified candidates for the role
- Communicate with shortlisted candidates to conduct an initial phone screen for suitability, and then arrange interview dates/slots
- With LSO, interview the best qualified candidates for the role (likely a two-step process – an initial interview with the recruitment consultancy followed by a further interview with LSO)
- Help LSO rank the shortlisted candidates
- For most highly qualified ('Top 3') candidates identified through the interview process, communicate with these candidates to arrange an interview with LSO's management team and the Office for Life Sciences
- Collect feedback from interview panellists on the shortlisted and 'Top 3' candidates
- Assist LSO/UKTI with the negotiation of an offer and contract terms for the #1 preferred candidate (and any highly qualified backup candidates if the top candidate decides not to take the position)
- Communicate the job offer to the successful candidate and collect feedback
- Inform any unsuccessful candidates that they have not been selected for interview or for the role
- Re-advertise the role if no successful candidates are identified in round one of filtering and interviewing

The recruitment process is expected take place over a 2-3 month window at the start of February 2016, with the objective of having the successful candidate start the role in April 2016.

We expect the selected recruitment partner/consultancy to be timely, responsive, value-adding, and resourceful in helping LSO recruit for this position. We also expect the selected recruitment partner/consultancy to have the means to advertise to, and headhunt from, a qualified pool of candidates with deep life science industry experience, therefore previous experience with successful recruitment for senior life sciences industry positions is essential.

Background to the Requirement

This role has not previously been advertised, so this will be the first round of competitive recruitment.

Where possible, LSO and the Office for Life Sciences will look to leverage their networks to drive referrals / applications from well qualified candidates, however the successful bidder will also be expected to initiate and conclude their own advertisement and targeted head-hunting for the role.

If successful, there will be a named contact within the LSO team with whom to liaise on all matters relating to the recruitment process.

Scope

In putting together a bid for this work, we expect to see:

- A general description of the recruitment partner/consultancy business and track record, organisational structure, typical project staffing, core functions and areas of expertise, including links to any brochures or e-materials / website
- Detail on direct experience working with and successfully recruiting senior life science industry positions (eg C-level or EVP/SVP and Managing Director roles, salaried roles of £100k per annum and up, and people with 20+ years of industry experience)
- Feedback on the timeline laid out in Section 7 of this document
- Expected cost of the work, being specific about the expected full cost of the work as scoped in this document, and any add-ons that you might recommend to maximise a successful outcome (recruiting a highly qualified candidate for the position with a start date on or around 1 April 2016). Emphasize value for money.
- Details of the project manager as well as the composition of the team/staff that will complete the work identifying specific individuals where possible, including prior experience of individuals in recruiting for senior life science industry positions
- Initial ideas on where/how to advertise the role
- If you have an existing databases of senior candidates with experience in the life sciences sector, include a description of these databases (size, composition, how frequently updated)
- Client testimonials, especially from clients in the life sciences sector
- Outline any potential conflicts of interest

Requirement

Please see Objectives section above outlining the Objectives and key deliverables, and the Timetable section below outlining the expected Timetable for delivery.

In addition:

- **Mandatory:**
 - (1) Can work to the timetable outlined (February – April 2016)
 - (2) Will sufficiently staff and resource this project to ensure an optimal outcome in April 2016 but with flexibility to extend the project if the first round of interviewing and offers does not yield / is unsuccessful.
 - (3) A proven track record of recruitment of senior industry positions, including senior life science industry positions
 - (4) We do not expect the successful bidder to subcontract out this work after winning the project.
- **Highly Desirable:** Significant prior experience recruiting for senior life sciences industry positions and a well-established network and recruitment (eg advertising and headhunting) mechanisms – a proven track record
- **Information:** Please submit any information on previous experience recruiting for senior life sciences industry positions, including types of roles recruited, recruitment process employed, and outcomes as well as any testimonials from previous clients and suggestions for how to advertise the role

To ensure that the aims and objectives of this project are met:

- **Liaison with the LSO team:** The contractor (recruitment partner/consultancy) will have a named contact within the LSO team with whom to liaise on all aspects of the recruitment process. Other people in the LSO team, wider UKTI and the Office for Life Sciences will be brought in throughout the recruitment process to help with interviewing and candidate selection.
- **Liaison with UKTI:** The UKTI commercial contracts and HR teams will be involved in finalising the arrangements of the offer(s) made to the preferred candidate(s).

Timetable

If selected to complete this work:

- Finalise the job specification and agree of the process of advertising the role with LSO by 7th March 2016.
- Advertise the role, and in parallel, conduct targeted head-hunting for the role, from 7th March – 30th March 2016.

- Filter / sift applications as they come in to identify a shortlist of most well qualified candidates (c.5) on or before 4th April 2016, conducting an initial phone screen of shortlisted candidates, and then share the applications of the shortlisted candidates and thoughts on prioritisation for interviewing with LSO.
- By 7th April 2016, contact all shortlisted candidates to request interview dates, and arrange for interviews to be held 11th – 18th April 2016. Interview these candidates with LSO/UKTI/OLS.
- Following feedback from LSO/UKTI/OLS, by 20th April communicate the results of the interviews to candidates (whether unsuccessful or still under consideration).
- If a clear frontrunner candidate: Make an offer to the lead candidate on or before 21st April 2016, helping UKTI/LSO negotiate the offer.
- If there is no clear frontrunner candidate: Arrange a further interview of the most highly qualified candidates ('Top 2') for the week of 25th April 2016. Make an offer to the lead candidate on or before 2nd May 2016, helping UKTI/LSO negotiate the offer.
- If the preferred candidate accepts the offer, finalise arrangements and start date ASAP.
- Communicate the outcome to any remaining backup candidates (i.e. not selected for the role) by 4th May 2016.
- If no highly qualified candidates have been identified during the interview process, advise LSO on any modifications to the job specification or recruitment process and re-advertise the role ASAP.

As a reminder, LSO is looking to fill this role as soon as possible in May 2016, to ensure a smooth transition from the incumbent to his successor and continuity essential for the performance of the organisation.

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, the Customer and any specific external stakeholders UK SBS deem 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 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
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
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
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 UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS 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	<p>Price.</p> <p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section. In this schedule you are expected to provide.</p> <ul style="list-style-type: none"> • A fixed administration charge for the service; and • A fixed cost for successfully filling a position as a result of the search process. 	25%
Quality	AW6.2	<p>Delivering a quality service</p> <p>The bidder is to provide details of how they will ensure the delivery of a quality service to UKTI for this executive search, including:</p> <ul style="list-style-type: none"> • How they will ensure high standards of service delivery through their internal processes and what quality controls they have in place for the different stages of this contract. 	15%
Quality	AW6.3	<p>Executive search and methodology</p> <p>Bidders must attach a document outlining their strategy/methodology to fulfil this requirement as detailed in the specification.</p> <p>As part of their response, bidders should consider information relating to:</p> <ul style="list-style-type: none"> • Managing the timeline to appointment date; • How they would approach and 	30%

		<p>add value to the executive search process;</p> <ul style="list-style-type: none"> • How they will screen candidates; • How they will manage the relationship with potential candidates during the search, screen, and selection process; • How they would advise and support UKTI on the search approach to improve the chances of identifying and securing a highly qualified candidate for the role. 	
Quality	AW6.4	<p>Search pool and range of candidates.</p> <p>Bidders are to outline how they will ensure a sufficient search pool for candidates, including being targeted in identifying and pursuing candidates with the strongest qualifications for the role.</p> <p>As part of their response, bidders should consider information relating to:</p> <ul style="list-style-type: none"> • The sector relevance and reach of their networks for the executive search process, including how they would convince UKTI that they have the knowledge and contacts to identify appropriate individuals who would be interested in the appointment; • How they would be targeted in ensuring candidates with the strongest qualifications for the role see and evaluate the opportunity; • How they will encourage appropriate and adequately qualified candidates to apply for the role; • Advice on both labour market and life science sector conditions which could impact the success of this recruitment process. 	30%

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/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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: $\text{Score}/\text{Total Points}$ 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.
- 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 typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 and concise 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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 UK SBS.
- 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS 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 UK SBS 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 UK SBS 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, UK SBS 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 UK SBS 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 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

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

UK SBS 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)