



Mini Competition

Mini Competition against an existing Framework Agreement (MC) on behalf of Department for Business, Energy and Industrial Strategy (BEIS)

Subject UK SBS Regulators' Pioneer Fund Monitoring and Evaluation

Sourcing reference number CR18114 Lot 3

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About our Customer</u>
3	<u>Working with UK Shared Business Services Ltd.</u>
4	<u>Specification</u>
5	<u>Evaluation of Bids</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	N/A

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

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 Service (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 Customers who have access to our services and Contracts are detailed [here](#).

Section 2 – About Our Customer

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 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	Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£145,000.00 (excluding VAT)
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	Friday, 3 rd August 2018
3.7	Latest date/time Mini Competition clarification questions should be received through Emptoris messaging system	Wednesday, 15 th August 2018 11:00 (BST)
3.8	Latest date/time Mini Competition clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Thursday, 16 th August 2018
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Friday, 24 th August 2018 11:00 (BST)
3.10	Anticipated rejection of unsuccessful Bids date	Thursday, 30 th August 2018

3.12	Anticipated Award Date	Thursday, 30 th August 2018
3.13	Anticipated Call Off Contract Start Date	Monday, 3 rd September 2018
3.14	Anticipated Call Off Contract End Date	Tuesday, 30 th June 2020
3.15	Bid Validity Period	60 Working Days
3.16	Framework and Lot the procurement should be based on	BIS Research & Evaluation Framework CR150025 LOT 3

Section 4 – Specification

Background

The Government's Industrial Strategy sets an ambition for the UK to be the world's most innovative economy. Within that context, the Department for Business, Energy and Industrial Strategy (BEIS) has set up a competition to promote cutting-edge regulatory practices to support businesses to bring innovative products and services to market. The Regulators' Pioneer Fund (RPF) will invest up to £10 million over 2 years in regulator-led projects.

The project seeks to engage a contractor to design a monitoring and evaluation framework to ensure that the outcomes and impact of the fund can be measured from its inception. The findings will help BEIS assess early outcomes as well as consider how to enhance the design of the fund.

The Regulators' Pioneer Fund (RPF)

The RPF is a new fund set up to invest in regulator-led initiatives that support businesses to bring innovative products/services to market.

Proposals must demonstrate clear benefits to businesses bringing innovative products and services to market. Projects could include:

- changes in approach by a single regulator to enable new products and services to come to market, such as live test environments or product development support;
- multi-regulator projects that can support industries which cross regulatory boundaries;
- wider partnerships that can include businesses, industry bodies, civil society groups, regulators or academia.

Examples of innovative regulatory approaches include:

- advisory* approaches, such as the Medicines and Healthcare products Regulatory Agency's Innovation Office;
- adaptive* approaches, such as the Financial Conduct Authority's Regulatory Sandbox;
- anticipatory* approaches, such as the Human Fertilisation and Embryology Authority's Horizon Scanning Panel.

The funding is open only to regulators covering Scotland, Wales, Northern Ireland, England or the whole UK. Each bid can attract a maximum of £1million, and there is no limit to the number of applications each regulator can submit.

The competition is advertised on GOV.UK and full details can be found:- <https://apply-for-innovation-funding.service.gov.uk/competition/199/overview> . The application window will be open between 5 July and 14 August 2018.

Projects must start by October 2018, end by April 2020 and can last between 6 and 18 months.

**For a definition of these terms, see Nesta (2017) A working model for anticipatory regulation:*

https://media.nesta.org.uk/documents/working_model_for_anticipatory_regulation_0.pdf

This is a high-profile project which will deliver against the Government's Industrial Strategy ambition for the UK to become the world's most innovative economy.

Aims and Objectives of the Project

This evaluation will aim to:

- Assess the extent to which RPF grants have enabled regulators to become more innovation-enabling; and the extent to which this has had an effect on business innovation in the sectors impacted by the projects.

In addition, the findings will:

- Enable BEIS to improve the RPF design and competition process for any future funding rounds;
- Contribute to BEIS work to create best practice guidance on innovation friendly regulation and inform future policy decisions.

Proposed work: We envisage that the contractor will undertake the following:

1. Review lessons learned from the first round of the RPF competition

The contractor will undertake a light-touch review of the design of the first round of the RPF competition with the aim of identifying some lessons learnt. This is likely to include assessing the eligibility requirements; types of projects; selection criteria; and scoring applied at project selection stage.

The contractor will be able to draw on staff experience as well as the feedback from applicants and assessors. This will include results from in-house questionnaires. The resulting report from this exercise should highlight what functioned well and what didn't and provide recommendations on how to improve the scheme. The findings will be used to make the RPF competition more effective and improve value for money in any future rounds of funding.

2. Develop an evaluation framework to enable regulators to monitor and report back on the outputs and outcomes of their projects and enable assessment of success of the programme as a whole.

The RPF will attract a variety of projects. The contractor will review the successful bids in order to identify key indicators and to develop a monitoring and evaluation (M&E) framework that will enable regulators to collect relevant information related to their projects. During the application process, regulators will be asked to make sure they have resources in place to conduct an evaluation of the impact of their innovative approaches.

The contractor will issue guidance to the successful regulators following the award of grant funding to ensure that the M&E reports produced by regulators for each project are comparable and consistent. The framework is expected to include some high-level indicators that can be consistently assessed across the projects as well as some individual key indicators by project.

The framework will enable regulators to continue to monitor the success of the initiative beyond the initial 18 months, and so also give BEIS an opportunity to revisit and review the initiatives at a later stage should funding be available.

3. Deliver an interim assessment of outputs and outcomes from the portfolio of RPF projects

Mid-programme, the contractor will be expected to deliver a short interim assessment of progress across the projects with some potential deep dives into the most advanced projects to better illustrate the outputs and outcomes so far of the RPF. The deep dives will be agreed with the successful contractor taking into consideration the types of projects funded and the progress at the time. We envisage the deep dives to span up to 5 projects.

4. Deliver a final assessment of outputs and outcomes from the portfolio of RPF projects and of the success of the programme as a whole against its objectives

At the end of the programme, the contractor will produce a final report, assessing the project outputs and outcomes, as well as the overall success of the programme against its stated objectives. Although some of the impacts will be hard to measure within the timescale of the project, the indicators set in the framework will provide sufficient information to assess some key outcomes. This stage will be complemented by some qualitative research including a small number of interviews (5 to 10), two to three focus groups, with some of the information obtained to be worked up as case studies.

As well as outlining their proposal for the above, bidders are also welcome to suggest alternatives that achieve the same aims.

Methodology

The Monitoring and Evaluation project will have the following phases:

- 1) Desk review to assess the set-up of the fund and to identify lessons learned including survey feedback from all applicants as well as assessors. To ensure the survey feedback is timely, the questionnaires will be produced in-house by BEIS social researchers. Any qualitative research will be undertaken with regulator representatives and/or BEIS internal staff. Provide costings for two focus groups with 8 to 10 participants in each (e.g. 1x successful applicants and 1x unsuccessful applicants).
- 2) Review successful bids and use best practice to develop a monitoring and evaluation framework. Identify key indicators that can be assessed across the project for consistency. Some data collection and analysis will be expected in the assessment of key monitoring indicators – but this may be limited given the relatively small number of potential bids and the timescales involved. Provide costings for development of a framework with some key overarching indicators and some project specific ones, assuming that we fund up to 20 projects in total.
- 3) An interim review of progress after about 9 months of operation across the projects, assessing the agreed indicators as well as conducting some deep dives into the most advanced projects to produce case studies. A short survey with regulators and/or any businesses identified by the regulators could also be considered. The exact nature of this phase would be agreed with the contractor. Any qualitative research would be undertaken with regulator representatives and some businesses. Provide costings for assessment of key indicators of all projects so far (n=20) with up to 5 deep dives (e.g. 5 case studies). Also include costings for an online survey to all regulators (n=30) and some businesses directly involved (n=120).

4) A final report of outcomes drawing together the reporting so far, as well as analysing key indicators and conduct a small number of in-depth interviews and/or focus groups with regulators and other key stakeholders to assess the outcomes so far and to produce case studies. Any qualitative research would be undertaken with regulator representatives and some businesses. Provide costings for:

- assessment of key indicators for all projects (n=20);
- up to 20 in-depth interviews;
- 2 or more focus groups with 5 to 10 participants in each (e.g. 1x regulators and 1x businesses);
- 10 deep dives (e.g. case studies).

Note that the numbers here have been provided so that all contractors can consistently cost the project in a comparable way. BEIS reserves the right to not take forward some of the elements included or to vary the final numbers in discussion with the successful contractor.

Timings We have produced indicative timings for this project. The contractors can propose alternative deadlines for the interim review as long as the project is finalised within the set timescales.

Review and lessons learnt from RPF first round	01/09/2018 to 01/02/2019
Develop an evaluation framework	01/09/2018 to 01/11/2018
An interim review of progress after about 9 months of operation across the projects	31/07/2019
Final report	01/04/2020 to 30/06/2020

Deliverables

- A short report outlining the findings from the review of the design of the first round of the RPF competition and any lessons learned;
- An evaluation framework and guidance to enable regulators to monitor and report back on the outputs and outcomes of their projects; this framework will also be used to capture the information needed to assess success of the programme as a whole;
- An interim report, reviewing progress after about 9 months of operation across the projects;
- A final report, assessing the project outputs and outcomes, as well as the overall success of the programme against the RPF objectives;
- Publication:
The final report for this research / evaluation project must be formatted according to

BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager.

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

- ✓ Document reads logically when reflowed or rendered by text-to-speech software
- ✓ Language is set to English (in File > Properties > Advanced)
- ✓ Structural elements of document are properly tagged (headings, titles, lists etc.)
- ✓ All images/figures have either alternative text or an appropriate caption
- ✓ Tables are correctly tagged to represent the table structure
- ✓ Text is left aligned, not justified
- ✓ Document avoids excessive use of capitalised, underlined or italicised text
- ✓ Hyperlinks are spelt out (e.g. in a footnote or endnote)
- ✓ Datasets to support those to be published in the final report must be provided in an accessible format (CSV, Excel) on submission of the report.

Section 5 – Evaluation of Bids

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

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

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation 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	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW6.2	Non-Disclosure Agreement
Commercial	AW4.1	Special 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 Mini Competition. 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	Price	20%
Quality	PROJ1.1	Approach	35%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Understanding the Environment	10%
Quality	PROJ1.5	Risk Management	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/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 will be multiple evaluators and their individual scores after a moderation process 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 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100,

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the e-sourcing questionnaire.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 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 Mini Competition. 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 (CCS – 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 Mini Competition 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 Special 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 Call Off 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 Call Off 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 Mini Competition 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 Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition 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](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)

- [Freedom of information Act](#)