



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Natural Environment Research Council (NERC)

Subject UK SBS Deriving MEDIN Data Guidelines for Geotechnical Data Surveys

Sourcing reference number BLOJEU-CR150095NERC

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

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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

Natural Environment Research Council

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrolog, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

www.nerc.ac.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	Natural Environment Research Council (NERC) British Oceanographic Data Centre (BODC) National Oceanography Centre Joseph Proudman Building 6 Brownlow Street Liverpool L3 5DA
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	Tel: 01793 867740 Email: research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£5,000
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	18/12/2015
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	06/01/2016 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	08/01/2016
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	18/01/2016 14:00
3.11	Anticipated rejection of unsuccessful Bids date	27/01/2016
3.12	Anticipated Award date	27/01/2016
3.13	Anticipated Contract Start date	01/02/2016
3.14	Anticipated Contract End date	21/03/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Deriving MEDIN Data Guidelines for Geotechnical Data Surveys

Competition Details and Project Specification

1. INTRODUCTION

The Marine Environmental Data and Information Network (MEDIN) are working towards creating a consistent framework of specifications for the acquisition and management of UK-commissioned marine environmental data.

MEDIN have derived and published data guidelines which set out the information that must be recorded when data of a certain type is being collected. These guidelines are not instructions on how to collect data, but are specifications on what information and data are required to ensure the re-use of the collected data, without recourse to the person(s) who performed the survey.

Examples are given below although please go to -

http://www.oceannet.org/marine_data_standards/medin_data_guidelines.html to view the most recent list.

MEDIN data guideline for side-scan sonar

MEDIN data guideline for bathymetry data

MEDIN data guideline for species and benthos data by grab and core

MEDIN data guideline for species and benthos data by trawl or dredge

MEDIN data guideline for video surveys of species and benthos

MEDIN data guideline for moored oceanographic instruments

MEDIN data guideline for underway oceanographic sampling

MEDIN data guideline for oceanographic vertical profile data

MEDIN data guideline for water sampling

MEDIN data guideline for seismic data

The principle benefits of these specifications are to:

- Instill good practice amongst users
- Allow contracting organisations to specify a format that data should be returned in that can be readily used and includes all relevant attributes
- Provide a consistent format for contractors to work to (rather than a different format for each contract)
- Allow easy ingestion of data to [Data Archiving Centres](http://www.oceannet.org/data_submission/) at http://www.oceannet.org/data_submission/
- Improve interoperability between organisations by providing a format which can be used to import and export data

2. PROJECT SPECIFICATION

MEDIN request tenders, with fixed prices, to derive a new Data Guideline focusing on marine geotechnical survey data.

Each tender should contain:

- A full description of the proposal
- A detailed work programme, identifying when MEDIN will be required to provide input
- Acceptance of the terms and conditions
- A fixed price, with VAT indicated as a separate item
- Outline of relevant skills and experience
- Two examples of previous relevant work
- Two examples of client endorsements with contact details to allow follow up.

The tenders should be no more than four pages long (excluding the outline of relevant skills, examples of previous work and client endorsements).

The tenders will be assessed on ability to build on or adapt existing work in this area, work plan, track record and value for money. MEDIN do not expect the work to cost more than £5,000 including VAT.

The closing date for applications is 18 January 2016 and the project is expected to start within 2 weeks of confirmation of proposal success. The project duration is not expected to exceed 1 month for the initial draft. The draft programme for implementation of the work can be seen below in section 5 of this document.

3. DETAILS OF THE WORK

3.1. Aim of the work

The aim of the derived Guideline is to create a reference specification for geotechnical data that can be used by the marine community. The specification should instruct users on what metadata and data to collect to ensure their geotechnical data can be re-used without recourse to the original data collector(s). The derived guidelines should

- follow the existing structure implemented by MEDIN to allow compatibility with the [overall model](#). The document “MEDIN Data Guidelines Data Model” can be found in attachments which gives information about the overall model.
- where applicable and timely, be consistent with any relevant INSPIRE Data Specifications
- be flexible to allow the use of the standard for different scenarios and different needs. For example clearly show where a field is mandatory for a specific user requirement
- propose formats for exchanging the data
- be signed off by the MEDIN Standards Working Group (WG).

3.2. OUTLINE OF EXPECTATIONS FOR NEW DATA GUIDELINE

The following techniques should be covered

- All geological coring devices such as vibrocores, gravity core, piston core, wireline coring, boreholes
- Cone penetrometer / standard penetration tests (CPTs and SPTs)
- Measurements carried out on cores e.g. hand vane (e.g. Torvane)/penetrometer
- Core logging measurements e.g. multi-sensor core logging
- Lab techniques and testing on discrete samples taken from the core
- Borehole logs
- Core photos

The following geotechnical parameters of interest should be covered by the data guideline

- Shear strength (undrained unconfined)
- Compressive strength
- Moisture content
- Plastic limit
- Liquid limit
- Plasticity index
- Plasticity description
- Activity
- Liquidity index
- Bulk density
- Dry density
- Saturated density
- Voids ratio
- Porosity
- Percentage saturation
- Specific gravity
- Orientation of measurement (normally horizontal or vertical)
- Cone end resistance
- Pore pressure
- Sleeve friction
- Friction ratio
- Soil / material classification
- Particle density
- Sample information including height, weight and diameter
- Particle size analysis
- Triaxial compression test
- Oedometer test

The geotechnical data guideline should propose formats for exchanging and supplying the data, but should take into account that the Data Archiving Centres have requested that the following formats be covered in the guideline:

- Reference Association of Geotechnical and Geo-environmental Specialists (AGS) format for geotechnical data from boreholes / penetration tests
- Log ASCII Standard (LAS) format for downhole log data

It is recognised that there are different groups which have derived protocols for taking marine geotechnical measurements but few that have considered a prescribed data model for exchanging the data which has been agreed throughout the community. It is important that the production of the Data Guidelines should wherever possible adopt, adapt and build upon existing relevant projects and documentation. Such projects and documents include:

Marine Survey Data Management Handbook v1. British Geological Survey –

<http://www.bgs.ac.uk/downloads/browse.cfm?sec=1&cat=112>

Society for Underwater Technology (SUT) Guidance Notes for planning and execution of geotechnical ground investigations –

http://www.sut.org/wp-content/uploads/2014/07/OSIG-Guidance-Notes-2014_web.pdf

3.3. PROJECT OUTPUTS

The products will be guidelines in document form (Microsoft Word documentation unless there are valid reasons for providing documentation in other formats – these must be agreed with the MEDIN Standards WG in advance) and Microsoft Excel .xls templates (and/or other formats as recommended) of any new tables derived and a document outlining the approach taken and any difficulties encountered.

4. *INTELLECTUAL PROPERTY RIGHTS*

The successful tender body will be required to assign Intellectual Property rights associated with this commission to MEDIN.

MEDIN Data Guidelines have always been published under the Open Government Licence and are therefore available for free and fair re-use.

5. *PROGRAMME FOR IMPLEMENTATION*

The draft timetable for this project is outlined below.

Date	Milestone
18 th January 2016	Closing date for applications
1 st February 2016	Expected start date
1 st March 2016	Receipt of first draft of geotechnical guideline
09 March 2016	Feedback to tender body of consultation by Standards WG
21 st March 2016	Final report and final text of geotechnical guideline delivered to MEDIN

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 ($5+5+6=16 \div 3 = 5.33$))

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	Price	30.00%
Quality	PROJ1.1	Understanding the environment	17.50%
Quality	PROJ1.2	Meeting Project Objectives	14.00%
Quality	PROJ1.3	Methodology	28.00%
Quality	PROJ1.4	Project timescales	10.50%

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: $\text{Score/Total Points multiplied by 50}$ ($80/100 \times 50 = 40$)

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.
- 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](#)