

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Economic and Social Research Council (ESRC)**

Subject: External Evaluation of the Reach and Impact of the Joint Programming Initiative More Years Better Lives (JPI MYBL)

Sourcing Reference Number: UK SBS BLOJEU-CR17149ESRC

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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

Our Customers

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

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

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Economic and Social Research Council (ESRC)

The UK's largest organisation for funding research on economic and social issues. ESRC support independent, high quality research which has an impact on business, the public sector and the third sector. At any one time we support over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.

Its role is to:

- promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the social sciences
- advance knowledge and provide trained social scientists who meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the UK, the effectiveness of public services and policy, and the quality of life
- provide advice on, disseminate knowledge of and promote public understanding of, the social sciences.

Examples of funded research

Dr Emla Fitzsimons and team, Institute for Fiscal Studies, designed a programme to improve development in early childhood in Colombia. As a result of this research the findings have transformed the Early Childhood Development policy of the Peruvian Government, set to reach 135,000 children across the poorest districts of Peru by 2016.

Professor Paula Jarzabkowski, City University; identified a potential systemic risk, arising from an industry trend for increased complexity and global connectivity in re-insurance products. This research has had a global impact on the re-insurance industry.

www.esrc.ac.uk

Section 3 - Working with the Contracting Authority

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Economic and Social Research Council Polaris House North Star Avenue Swindon SN2 1UJ
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£75,000 ex VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 24 th November 2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 1 st December 2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Tuesday 5 th December 2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 11 th December 2017 14:00
3.10	Anticipated selection and de selections of Bids notification date	Monday 18 th December 2017
3.12	Anticipated Award date	Tuesday 19 th December 2017
3.13	Anticipated Contract Start date	3 rd January 2018
3.14	Anticipated Contract End date	31 st March 2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Background

Joint Programming is a European approach to pooling national resources in order to tackle common challenges. EU Member States commit to Joint Programming initiatives to implement agreed strategic research agendas. The Joint Programming Initiative (JPI) “More Years, Better Lives – The Potential and Challenges of Demographic Change” (MYBL) seeks to enhance coordination and collaboration between European and national research programmes related to demographic change. JPI MYBL was established in 2010 with the following aims:

- To develop a European Strategic Research Agenda (SRA) to identify research gaps, potential for alignment and joint activities.
- To better coordinate national/regional and EU activities relevant for Demographic Change.
- To exchange best practice, pooling of expertise/financial resources and performing joint activities.
- To gain understanding of the phenomenon of Demographic Change through a cross-disciplinary and holistic approach.
- To have an impact on National and EU Agenda Setting (Horizon 2020).

Currently 15 European countries plus Canada and Israel are participating in the JPI MYBL. Since the publication of the [Strategic Research Agenda](#) the JPI has undertaken Fast Track projects, funded research programmes, and held conferences and expert workshops.

Fast Track Projects

- Data on demographic issues (2013); experts from 13 countries undertook a systematic review of 337 national, regional and European data sources relevant to demographic change to produce:
 - a report, with recommendations to data collectors and policymakers,
 - a set of 10 national papers and 10 thematic papers exploring data on particular issues, and
 - an innovative interactive website, giving researchers across the world access to relevant data sources, with advice on their strengths and limitations.
<http://www.jpi-dataproject.eu/>
- Employment participation of older people (2014); experts from 10 countries reviewed research in their own countries on employment of people aged 50-65. The result was:
 - a set of 10 national reports and
 - nine comparative thematic reports.
- Migration (2017); experts from 8 countries are reviewing current patterns of migration in their own countries, and some others, and the implications for a range of policy areas. To report in Autumn 2017.

Joint Research Calls

The JPI has launched three joint research programmes, all funded by the participating member states

- [Extended Working Life and its Interaction with Health, Wellbeing and beyond](#) (2015-18). This programme had four overlapping themes: Modern work factors;

Longer working life & Inequality; Health challenges; and Caring responsibilities. Five projects have been funding, involving researchers from 11 countries, and a total budget of €5.4m.

- [Welfare, Wellbeing and Demographic Change: Understanding Welfare Models](#) (2016-19). This is undertaking comparative studies of the implications of demographic change for welfare models. Five projects have been funded, involving researchers from 11 countries and 14 funding bodies, and a total budget of €3.1m.
- [Ageing and place in a digitising world](#) (2018-21). This call combines issues from three of the SRA's research topics – “Learning for later life”, “Aging and place”, and “Technology for living”. 14 funding bodies from 10 countries have committed resources, and projects will be chosen in Autumn 2017. Funders have reserved €6.1m for this work.

Conferences

- Demographic change in Central and Eastern Europe (Vienna, March 2015)
- Health, ageing and migration (Rome, December 2016)

Expert Workshops

- Migration (Berlin, April 2016)
- Data (Brussels, January 2016)
- Demography and Technology, Tripartite joint workshop between JPI More Years: Better Lives, the Active and Assisted Living Programme and COST (Brussels, 2017)

The JPI MYBL has received Coordination and Support Actions (CSA) funding over two periods: ‘J-AGE’ (30 months) and ‘J-AGE II’ (36 months). A previous external evaluation was conducted at the end of the J-AGE period of funding. This new external evaluation will coincide with the end of the J-AGE II funding period.

Aims and Objectives of the Project

The aim of this project is to evaluate the JPI MYBL over the past 36 month period (‘J-AGE II’). The evaluation will assess the JPI MYBL’s progress against a previously developed set of monitoring indicators. Two types of monitoring indicators have been developed. Type A indicators focus on the effect of the JPI on European and national research programming, research policy and funding. Type B indicators monitor progress towards the societal and scientific impact of the implementation of the SRA.

Examples of Type A indicators include:

- Input indicators: e.g., Level of non-funded staff resource contributed to the activities of the JPI.
- Process indicators: e.g., Number of JPI members contributing funds to ‘fast-track’ activities.
- Output indicators: e.g., Alignment of national research funding programmes.
- Outcome indicators: e.g., The total amount of funding available for demographic change and ageing research among JPI members.

- Impact indicators: e.g., the research quality and outputs of European researchers in the area of demographic change and ageing research are world leading.

Examples of Type B indicators include:

- Input indicators: e.g., The financial value of collaborative research projects funded through the JPI-MYBL joint calls that address each of the SRA scientific priorities.
- Output indicators: e.g., The existence of an up-to-date overview of demographic change research programmes and initiatives.
- Outcome indicators: e.g., Proportion of Scientific Advisory Board and Societal Advisory Board members satisfied with the quality and reach of stakeholder engagement with the JPI MYBL.
- Impact indicators: e.g., Increased use of demographic change research amongst relevant stakeholders.

The external evaluator will have access to a range of existing evidence in order to conduct the evaluation (see 'Suggested Methodology' below). The external evaluator will need to collect new evidence to assess progress against monitoring indicators where no existing evidence can be identified. It is likely that this new evidence will mostly relate to the Type B indicators that monitor progress towards the societal and scientific impact of the implementation of the SRA.

The external evaluators should produce a final evaluation report. This should deliver an independent assessment of the JPI MYBL, provide case studies and present recommendations to the JPI for future use.

Suggested Methodology

The external evaluators will use a previously developed set of monitoring indicators against which to assess the progress of the JPI MYBL.

Existing evidence will be provided to the evaluators. This includes (but is not limited to):

- Previous external evaluations
- Responses to annual monitoring and evaluation questionnaires
- Annual monitoring and evaluation reports
- Details of the projects that have been funded through JPI MYBL
- Details of JPI MYBL workshops
- Website and social media data

New evidence will need to be collected to evaluate progress against the monitoring indicators where no evidence currently exists.

The evaluators would be expected to conduct interviews with a range of individuals associated with the JPI MYBL. This may include (but is not limited to):

- European Commission
- Policy makers
- Country representatives

- Scientific Advisory Board members
- Societal Advisory Board members
- Participants in JPI activities.

The evaluator should conduct as many interviews as is deemed appropriate to collect robust data.

The evaluators would also be expected to produce five case studies related to the progress of the JPI MYBL against its monitoring indicators.

Deliverables

The external evaluator will be required to:

- Attend a briefing with the Economic and Social Research Council (ESRC) in January 2018.
- Evaluate the JPI MYBL against its set of monitoring indicators on the basis of existing evidence.
- Collect new evidence where necessary to assess progress against the monitoring indicators.
- Conduct interviews with a range of individuals associated with the JPI MYBL. This will include developing the interview questions, selecting the participants and conducting the interviews. Anonymised transcripts of the interviews should be produced.
- Provide at least 5 case studies of the JPI's progress against monitoring indicators.
- Offer recommendations to the JPI MYBL.
- Provide a Final report by end of March 2018.

The Final report will be presented in the following format:

- Executive summary
- Main report:
 - Introduction
 - Methodology
 - Evaluation of the JPIMYBL
 - Case studies
 - Recommendations to the JPI
 - Conclusions

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	15%
Quality	PROJ1.1	Understanding	30%
Quality	PROJ1.3	Risk Management	10%
Quality	PROJ1.4	Methodology	20%
Quality	PROJ1.5	Project Team and Capability to Deliver	25%

Evaluation of criteria

Non-Price elements

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

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

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

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

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

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

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

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

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

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

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

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

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

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do 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 Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 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 the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 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, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)