



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Innovate UK

Subject UK SBS BPE and Retrofit for the Future database

Sourcing reference number IT150021

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

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 growth projections anticipate this will rise to £1bn in 2013/14.

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

Our achievements

In 2012/13 the Company grew in turnover from £44.7m to £52.4m, within that growth we:

- Reduced the Research Councils' 'back office' expenditure from £32m to £31.3m
- Saved £33m for the Research Councils in verified procurement savings, being greater than the entire cost of the services we provided to them
- Grew our customers from 7 to 22 (this will likely grow by a further 10 in 2013/14)
- Grew our customer base from 11,000 to 18,000 and will likely expand to 23,000+ in 2013/14

- Achieved an annual spend with SMEs that stands out across Central Government as a leading light at 32% (that's over £104.5M) against the 25% Government target

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

Innovate UK

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. As well as investing in programmes and projects (£1bn investment budget 2008-2011), much of the board's work is in spreading knowledge, understanding policy, spotting opportunities and bringing people together to solve problems or make new advances. Innovate UK offer support and funding to help business develop new products and services - and bring them closer to market.

Innovate UK aim is simple – to accelerate economic growth by stimulating and supporting business-led innovation.

Success Stories

- A successful partnership with Strathclyde University has led to rapid growth at Glasgow business Clyde Space and the award of a contract by the UK Space Consortium for testing, construction and assembly of UKube-1, the UK's first CubeSat system.
- Start-up business Snap Fashion founded by 25-year-old computer science graduate has attracted £300k in private investment and launched an innovative search engine, website and iPhone app on the market after taking part in the 2011 Tech City Launchpad competition.
- With sustained support from Innovate UK, Fife company *PowerPhotonic* has perfected novel techniques for mass producing tiny lenses that get all the individual beams coming from a laser pointing in the right direction. High powered industrial lasers now have a sharper cutting edge thanks to lenses made in Scotland that focus their light into brighter beams - and the repercussions will be far-reaching.

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 | Mat Colmer Lead Technologist – Low Impact Building Innovation Platform Innovate UK North Star House, North Star Avenue, Swindon SN2 1UF www.innovateuk.org |
| 3.2 | Buyer name | Roz Gould |
| 3.3 | Buyer contact details | E-mail: roz.gould@uksbs.co.uk Telephone: 01793 867421 |
| 3.4 | Estimated value of the Opportunity | Range between £40K to £60K |
| 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 | 25/06/2015 Contracts Finder |
| 3.7 | Latest date/time ITQ clarification questions should be received through Emptoris messaging system | 30/06/2015 14.00 |
| 3.8 | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 03/07/2015 14.00 |
| 3.9 | Latest date/time ITQ Bid shall be submitted through Emptoris | 07/07/2015 14.00 |
| 3.10 | Date/time Bidders should be available if face to face clarifications are required | N/A |
| 3.11 | Anticipated rejection of unsuccessful Bids date | 17/07/2015 14.00 |
| 3.12 | Anticipated Award date | 22/07/2015 14.00 |
| 3.13 | Anticipated Contract Start date | 01-08-2015 |
| 3.14 | Anticipated Contract End date | 31-07-2018 |
| 3.15 | Bid Validity Period | 60 Days |

Section 4 – Specification

SLA functional specification

1. Background

Innovate UK have undertaken 2 major programmes that have collected a significant volume of energy and environmental data around dwelling performance.

Retrofit for the Future (R4F) is a programme of innovative refurbishments of over 100 domestic properties. The properties were refurbished to a target of 80% CO2 reduction, and monitoring systems were put in place to capture the post-retrofit performance data.

Building Performance Evaluation is a programme of performance assessment of over 300 properties. Monitoring systems were put in place to capture in use data to ascertain whether the completed buildings achieved their designed performance targets.

Both these activities have resulted in the collection of a significant amount of data (1tb). The data is a mixture of:

- Property profiles identifying the key characteristics of new buildings at design through to construction or existing buildings from pre-retrofit to post retrofit. This is captured as text based information
- Energy and environmental data. This is numerical data has been captured from monitoring devices and meters collecting information at 5 minute time intervals.

2. Project Scope

Innovate UK wants to procure the utilisation of an online system with the ability to:

- Host high frequency data (time stamped meter readings and environmental sensor readings) and contextual data (free text and numerical information)
- Allow for the hosted data to be manipulated, compared and reviewed in line with the scope included in [section 3](#).

The service required from the successful provider must also include:

- Platform administration - database & platform management, updates & maintenance
- End user support (via telephone and email)
- A resource to maintain and develop the online system
- Promotion of the online system in conjunction with Innovate UK
- Account management and quarterly reporting to Innovate UK

Innovate UK is looking for data to be hosted and securely accessible for a period of 12 months from contract start. Additionally Innovate UK wants the data to be hosted and securely accessible, at no additional cost, for 24 months after this 12-month period.

3. Technical Requirements

Innovate UK wishes the online system to demonstrate the technical capabilities as given below.

In addition to demonstrating an understanding of our requirements, we encourage bidders to provide details of additional services that could be considered within the same time-scales. If any additional services would require extra fees then this must be made clear in proposals; otherwise we will consider the bidder to be offering the additional services within the single stated fee.

3.1. Data Structure

Both the Retrofit for the Future and BPE programmes has a set data hierarchy that should be retained and enhanced wherever possible.

- Hierarchy goes: programme, project and property
- This data structure is designed to give easy management of public and private data and coordination of projects
- Property profiles bring together building information, timelines, monitoring data, images, documents
- Energy and environmental is data stored alongside building design information to allow end-users to investigate building performance

3.2. Advanced Searching

- Flexible searching to discover projects of interest

3.3. Graphing and Comparison Building

- Plotting datasets on multiple custom axis
- Navigation around graphs to identify patterns
- Automated calculations of range, min, max and average for graph period
- Shareable links to custom graphs
- Graph data from multiple different builds on the same timeline to enable quick comparisons

3.4. Calculated Series

- Automated calculation of difference series for cumulative readings
- Automated calculation of kWh, kg CO₂ and £ for m³ of ft³ readings
- Automated calculation of kg CO₂ emissions and £ for any kWh readings
- Custom series allows the user to create a new calculated (+-x/) series from multiple existing data series e.g. to calculate live CoP from heat pumps or degree days from temperature readings

3.5. Calculated Metrics and Normalisation

- Automated calculation of key values to allow quick comparisons between buildings (CO₂/m²/yr)
- Custom calculation using aggregated data and any fields in the database (e.g. gas kWh per year per m² of building; total CO₂ from gas and electricity consumption per year)

3.6. Data Security and Sharing

- Flexible user management with multiple levels of access
- Ability for projects to be made public to allow all users to view them and download data (confidential and protected data is not shown to public users); or private to restrict all information
- Allows for Innovate UK to edit and upload data, and view confidential data
- Publicly available data downloadable by end-users to allow for further analysis

3.7. Data Upload

- Ability to upload and replace historic data from csv files

4. Delivery Milestones

The Retrofit for the Future Programme is complete and the BPE programme is completing in 2015.

All data is available for adding to an online system.

| | |
|------------------------------|--|
| Award of tender: | 22 th July 2015 (fixed) |
| Functionality discussions: | 01 August to 17 th August 2015 (indicative) |
| Data handover commences: | 18 th August 2015 (indicative) |
| User testing commences: | 24 th August 2015 (indicative) |
| Launch of the online system: | 7 th September 2015 (fixed) |

There is flexibility for the dates labelled above as 'indicative' to move either forward or backwards. Respondents are invited to address these timescales in their tender submissions. Fixed dates are as such and should not be moved.

5. Acceptance Testing

Innovate UK are anticipating tenderers will propose the utilisation of an existing online system that will cater for the requirements of this procurement action. Therefore as part of the acceptance testing for this procurement, tenderers should provide access to their proposed system to demonstrate functionality. If required example data can be provided by Innovate UK to indicate the format, detail and size of a single property dataset.

If tenderers are proposing a system that is not in existence then they must demonstrate how the system is going to work and ensure that the system will be ready within the timescales given in [section 4](#).

As part of the acceptance exercise tenderers should also demonstrate how they will:

- Allow for access to the data while maintaining security and protection of sensitive or personal data
- Provide help and support to Innovate UK and online system users
- Ensure that the online system is self-sustaining (financially) beyond the 12 month period funded by Innovate UK, and how access, security and support will be maintained

6. Service Level Requirements and KPIs

The successful tenderer is required to provide effective support of in-scope services and maintain consistent service levels. The following sections provide relevant details on service availability and monitoring of in-scope services and associated support required.

6.1. Service Provider Requirements

Service provider responsibilities and/or requirements in support of this tender action include:

- Meeting delivery times associated with the deployment of the online system
- Appropriate notification to customer and end users for all scheduled maintenance
- Scheduled system maintenance
- Bug fixing
- Support of end-users
- Providing the service at the agreed fixed price

6.2. Hosting Costs

Hosting costs should be fixed and not increase dependant on usage

6.3. Key Performance Indicators

The chosen service provider will provide the following as a basic level of service.

- Service provider to ensure that sufficient personnel are provided to be able to receive and achieve resolution of problems twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year
- The system availability target is 99% in any given month. The time allowed for the system to be unavailable should be used for scheduled maintenance and upgrades. Changes to services due to, but not limited to, maintenance or upgrades will be communicated and documented to all stakeholders with at least twenty-four (24) hours notice.
- Telephone support: 9:00 am to 5:30 pm, Monday - Friday
- Email support: monitored 9:00 am to 5:30 pm, Monday – Friday, with a response within twenty-four (24) hours unless this falls on a non-business day
- Emails received outside of office hours to be collected with action taken the next business-day
- Service provider to appoint an account manager also available via UK phone: 9:00 am to 5:30 pm, Monday – Friday
- Quarterly reviews (2hrs face to face) between Innovate UK representative and service provider/account manager
- The service provider shall make the data collected by the Retrofit for the future and Building Performance Evaluation programmes openly available to industry and academia through a creative commons license approach. Innovate UK will cooperate to select the most appropriate licensing model at award of the contract.

6.4. Problem Diagnosis Response and Resolution

The chosen service provider will use all commercially reasonable efforts to diagnose and resolve problems with the service experienced by Innovate UK or the system's users

6.4.1. Priorities / Severity Levels

Severity 1: Critical severity

- The service is unavailable and or unusable and or incorrectly calculating outside of a given tolerance (+/- 5%)
- System or component not working
- System unusable with critical impact on user and no alternative available
- Complete disablement of core service
- Major interruption to users

Critical severity issues examples - hosting failure or complete unavailability

Severity 2: High Severity

- A functional failure within the application, which is not part of the main process or is intermittent
- System or component not working
- Serious impairment of performance but not complete disablement of core facilities

High severity example - partial hosting failure (e.g. one server in cluster malfunctioning), which is not addressed by load balancing.

Severity 3: Medium Severity

This is similar to the classification above but user / system workarounds are available.

- Component not working
- Performance impaired but alternative or workaround is available
- Difficulty in using a supported application
- Component not working but easy alternative available
- Questions from users

Severity 4: Low severity / cosmetic enhancements requests

These are typically issues where the bug does not affect usability. An incident without a substantive operational impact on business functionality

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 |
| Quality | AW6.1 | Compliance to the Specification |
| Quality | AW6.2 | Data Protection Act |

For Information only

| | | |
|---------|----------|------------------------------------|
| Quality | AW6.4 | Quality B - Individuals Experience |
| Quality | AW6.9 | Location of Data |
| Quality | ICTAW1.1 | 3 rd Party Information |
| Quality | ICTAW1.2 | Staff Numbers and Call Capacity |

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 | 12% |
| Price | AW5.3 | Price - Innovation | 3% |
| Quality | AW6.3 | Quality A - Method Statement | 25% |
| Quality | AW6.5 | Quality C - Planned Approach to Ensuring Availability of Data | 20% |
| Quality | AW6.6 | Time - Project Timescales | 15% |
| Quality | AW6.7 | Management of Account | 10% |
| Quality | AW6.8 | Roadmap – Development of Service | 15% |

Selection Evaluation of criteria

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 there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will $(60+40+80+60) \div 4 = 60$

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](#)