



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The Department for Business, Energy and Industrial Strategy (BEIS)**

**Subject: Research into the Impacts of International Regulatory Cooperation Initiatives - RAF072/2021**

**Sourcing Reference Number: PS21055**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://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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Version 5.0

**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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities 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](#).

## **Privacy Statement**

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

## **Privacy Notice**

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

### **YOUR DATA**

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;  
Names and contact details of employees proposed to be involved in delivery of the contract;  
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

#### *Purpose*

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

#### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

#### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

#### *Retention*

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

### **YOUR RIGHTS**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

## **INTERNATIONAL TRANSFERS**

Your personal data will not be processed outside the United Kingdom.

## **COMPLAINTS**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## **CONTACT DETAILS**

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk).

## Section 2 – About the Contracting Authority

### Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies. We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

## Section 3 - Working with 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	The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London, SW1H 0ET
3.2.	Buyer name	Jesika Browne
3.3.	Buyer contact details	research@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£50,000.00 Excluding VAT
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Friday, 28 <sup>th</sup> May 2021 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Wednesday, 9 <sup>th</sup> June 2021 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Friday, 11 <sup>th</sup> June 2021
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Friday, 25 <sup>th</sup> June 2021 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Monday, 5 <sup>th</sup> July 2021
3.11.	Anticipated Contract Award date	Wednesday, 7 <sup>th</sup> July 2021
3.12.	Anticipated Contract Start date	Friday, 9 <sup>th</sup> July 2021
3.13.	Anticipated Contract End date	Friday, 3 <sup>rd</sup> September 2021
3.14.	Bid Validity Period	90 Days

## Section 4 – Specification

### 1. Background

International Regulatory Cooperation (IRC) is an emerging area of regulatory policy, that is becoming increasingly important to the UK as our relationship with the world changes.

In essence, IRC is about understanding the implications of regulation beyond national borders. It provides an important opportunity for countries to adapt their regulations to the rapidly evolving needs of a globalised world and to influence the regulation of others.

In practical terms, IRC means shaping and complying with international agreements, utilising international evidence, collaborating with international counterparts - either bilaterally or through multilateral forums when designing and enforcing regulations. .

There is growing political interest in how greater IRC could aid efforts to reform our regulatory environment in support of the economy – particularly in innovation-driven industries, trade, diplomatic and wider societal interests. However, at present, we lack an evidence base that demonstrates tangible domestic impacts.

This research intends to address this gap in understanding, through producing a **report analysing case studies** of existing IRC initiatives, undertaken by both the UK government and regulators, to establish the impacts these have had domestically for UK businesses and the wider economy.

This research is part of a larger programme of work to build the evidence base on IRC in support of several cross-government initiatives related to the UK's future trade and regulatory policy. It will help inform future policy development, including the publication of a government IRC strategy, and how the UK conducts future IRC initiatives.

### 2. Aims and Objectives of the Project

#### Overall aims

BRE commissioned the OECD to review the UK's international regulatory cooperation (IRC) practices<sup>1</sup> in 2018. This was in recognition of the importance of international cooperation in the context of an increasingly globalised world, EU Exit, our trade ambitions and the challenge of regulating increasingly transborder emerging technologies.

The OECD made a series of recommendations for how the UK can improve its approach to IRC, which the government committed to implementing in a response published in September 2020<sup>2</sup>. This includes developing a cross-government IRC strategy, implementing a systematic approach to IRC with the UK regulatory development framework and raising awareness amongst policymakers and regulators.

The response was also accompanied by a call for evidence, which allowed business and regulators to assess their current level of IRC engagement, note any challenges they face and how the government can support their IRC endeavours.

<sup>1</sup> <https://www.oecd.org/unitedkingdom/review-of-international-regulatory-co-operation-of-the-united-kingdom-09be52f0-en.htm>

<sup>2</sup> <https://www.gov.uk/government/publications/international-regulatory-cooperation-for-a-global-britain-government-response-to-an-oecd-review>



The OECD review, the government response and call for evidence showed that sectors such as financial services, food safety, transport and medicines regulation were particularly strong areas for IRC.

IRC has also been identified as a key future component of the UK's future trade and regulatory policy post-EU Exit.

In order to better understand how IRC can contribute to the government's broader economic agenda and demonstrate the value of this work to government departments and regulators, we are looking to gather evidence on what economic impacts IRC initiatives in the UK have already generated through analysing a series of case studies. This addresses a gap in current research which mostly concerns the potential hypothetical benefits at a macro level on the trade flows between countries from IRC, rather than proven specific impacts generated in a domestic context.

The final research report will be published and used to:

- Inform how we implement the OECD's recommendations, including the development of the government's IRC strategy, which will set out a range of policy measures developed to promote IRC..
- Build the case, and consensus around the need, for regulatory reform across government, regulators and external stakeholders – helping demonstrate to policy-makers and regulators the potential benefits of pursuing IRC initiatives as part of encouraging a wider cultural shift in policy-making.
- Act as a basis for future research into IRC, specifically modelling the potential benefits of IRC for certain UK sectors to help us prioritise areas for targeted intervention.
- Inform the priorities and approach of the Regulatory Diplomacy Programme led by the Foreign, Commonwealth and Development Office (FCDO), which aims to create a coherent approach to influencing standards development and regulation internationally in line with UK priorities.
- Act as an initial compendium of best practice examples of IRC carried out by UK departments and regulators.

#### Specific objectives

IRC is an emerging area of regulatory policy, therefore existing research into its impacts are limited. There is some evidence of successful IRC initiatives from the OECD review and the UK call for evidence. Most existing research considers the potential hypothetical benefits at a macro level on the trade flows between countries from IRC, rather than proven specific impacts generated in the domestic UK context. For example, Nordås and Kox (2009) estimating that regulatory harmonisation or mutual recognition could increase services trade by 13% to 30%, depending on the country. And the Commission of the European Communities finding that reducing non-tariff barriers to trade between the European Union and the United States by 50% in 2018 could lead to a 0.7% annual increase in GDP in the EU and a 0.3% increase for the U.S.

It is difficult to build a strong case for IRC in a UK domestic context based on this type of macro analysis. This research aims to bridge the gap between our understanding of the international and domestic impact of IRC initiatives, elucidating the impacts which specific existing or historical IRC initiatives have already had on the UK economy in certain sectors. This will help build the case for how IRC can contribute to broader government priorities around trade, investment, growth and employment.

Working with BEIS, the contractors will develop case studies in which they will be expected to review and analyse literature on their sectoral impacts to understand what domestic economic gains were realised. In particular:

- Did the IRC initiatives contribute to achieving greater regulatory coherence in promoting trade and investment to the UK? If yes, how?
- Did sectoral (goods and services) trade links between the UK and the countries in scope of the IRC initiatives intensify? And if yes, how much and what was the IRC initiatives' contribution?
- Did sectoral foreign direct investment links between the UK and the countries in scope of the IRC initiatives intensify? And if yes, validate the impact of the IRC initiatives' contribution?
- Validate the impacts that IRC initiatives contributed to the growth of the sector. How did it contribute (e.g. did they contribute to an increase of competition pressures?), how much (measured by GVA, investment and employment), and where in the UK?
- Was there any evidence that engaging international led to improved policy outcomes such as benefits for citizens and or business?
- Did the IRC initiative lead to the improvement of cross border regulatory enforcement outcomes between countries?
- Did international cooperation lead to the establishment of any long-term agreements with other countries such as Memorandum of Understanding or long-term information sharing agreements between countries?

The contractors will then be expected to synthesise their evidence and analysis across all of the case studies, in order to draw general conclusions on the potential benefits of IRC that can be applied more broadly.

### 3. Suggested Methodology

In the context of this research, the consideration of the impacts of IRC is limited to its potential to realise economic gains.

The contractor should carry out detailed sectoral case studies on **economic gains** of the IRC mechanisms. The case studies will provide concrete illustrations of how the IRC mechanisms contribute to realisation of economic gains within sectors and the broader UK economy.

**What are the precise research questions that will be answered?**

**For each sectoral case study**

What economic gains were realised through the IRC mechanisms within the sector? In particular:

- Did the IRC initiatives contribute to achieving greater regulatory coherence and reducing trade and investment costs? If yes, how?
- Did sectoral (goods and services) trade links between the UK and the countries in scope of the IRC initiatives intensify? And if yes, how much and what was the IRC initiatives' contribution?
- Did sectoral foreign direct investment links between the UK and the countries in scope of the IRC initiatives intensify? And if yes, validate the impact of the IRC initiatives' contribution?

- Validate the impacts that IRC initiatives contributed to the growth of the sector. How did it contribute (e.g. did they contribute to an increase of competition pressures?), how much (measured by GVA, investment and employment), and where in the UK?
- Was there any evidence that engaging international led to improved policy outcomes such as benefits for citizens and or business?
- Did the IRC initiative lead to the improvement of cross border regulatory enforcement outcomes between countries?
- Did international cooperation lead to the establishment of any long-term agreements with other countries such as Memorandum of Understanding or long-term information sharing agreements between countries?

### **Case study selection**

BEIS will provide the contractor with an initial long list of potential case studies; this has developed from the OECD IRC review, the government response. (Annex 1 provides an overview of the potential long list).

The final selection of case studies will be agreed in collaboration with BEIS.

We estimate that the contractor would prepare about 10 case studies, however, this is negotiable depending on the depth of evidence available for each example used.

### **Case study evidence collection**

These case studies should build on the information taken from the **literature review**, with desk research to find out what impact evidence already exists, and **interviews** with the relevant parties identified through the literature review and discussions with BEIS.

We expect the contractor to review the literature (academic and grey) related to each of the shortlisted case studies. The review should cover published peer reviewed academic material as well as public policy reports (including those published by the government and regulators), publicly available statistical information on traded sectors, work by think tanks, business organisations and trade groups.

We expect the contractor to carry out a series of interviews with stakeholders connected to the case studies including both sides: the parties delivering the IRC activities (such as government departments and regulators) and the “consumers” of the IRC activities – businesses/business organisations within the sector. By aiming to include (where possible) a sample of “consumers” would provide a more holistic impression of the impacts.

The interviews should be semi-structured, thereby ensuring a similar set of questions are asked of all interviewees but allowing for emergent issues to be explored.

The number of interviews per case study will depend on the number of the IRC mechanisms and activities involved for a particular sector. We expect up to 3 interviews with the parties delivering the IRC activities and 1 interview with the “consumers” of the IRC activities per case study. Interviews should be conducted by telephone or MS Teams and last up to 30 minutes.

### **Case study analysis and reporting**

For each selected example, we expect the contractor to bring together evidence from the literature review and the interviews to develop complete case studies.

We realise that it is difficult to isolate and attribute a value to the economic impacts from the IRC mechanisms as a range of other factors influence them. Therefore, if necessary, we expect the contractor to look for proxy indicators to provide contextual information. We do not expect the contractor to carry out impact evaluation of any of the IRC activities.

However, based on the literature review and the interviews, we want the contractor to form a **view on an IRC contribution claim** - whether the IRC interventions made a difference to the economic outcomes specified in the research questions.

The contractors will then be expected to synthesise their evidence and analysis across all of the case studies, in order to draw general conclusions on the potential benefits of IRC that can be applied more broadly.

#### **4. Deliverables**

Contractors are expected to plan and resource appropriately to meet the indicative timetable above and to be able to adapt flexibly should the timetable change. BEIS would welcome working in an agile manner with the contractors to co-develop the research and ensure it is on track to meet requirements throughout and would expect to hold weekly email updates and fortnightly update meetings.

Examples of expected deliverables:

##### **Case Study Selection List:**

A list of acceptable case studies will be provided to BEIS, to be agreed upon, prior to analysis.

##### **Interview Lists and Topic Guides:**

Interview participants from case study stakeholders are to be agreed upon with the BEIS Research Team, alongside agreeing upon topic guides for said interviews. These topic guides will likely go through stages of editing, and time should be allowed for this. BEIS will also aid in identifying potential interview participants if possible.

##### **Interview transcripts:**

As the contractor will be collecting data and evidence, such as the interviews, on behalf of BEIS, the contractor should include interview transcripts or any other data in the project outputs.

##### **Reports:**

At the end of the project we require a finalised, fully quality assured report which includes a clear and sufficient technical annex. A matrix of searched literature should also be provided, containing appropriate information about the literature that has been reviewed. From experience we expect that 2-3 drafts will be needed to reach the finalised report and these drafts should be delivered well in advance with sufficient time built in for review and comments. Each draft must be proof-read and delivered at a professional and publishable standard. Clear, precise and succinct language is essential. We expect this to be costed and accounted for in the timeline.

##### **Presentation:**

Near the close of the project, and following the delivery of the final report following comments from BEIS on drafts, the contractors should give a presentation within BEIS to the wider policy team, and be prepared to answer questions from them.

#### **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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Commercial	AW6.3	Non-Disclosure Agreement
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

## 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	20.00%
Quality	PROJ1.1	Approach/ Methodology	30.00%
Quality	PROJ1.2	Staff to Deliver	10.00%
Quality	PROJ1.3	Understanding the Project Environment	35.00%
Quality	PROJ1.4	Project Plan and Risk Management	5.00%

## 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 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 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 how to register and use the e-sourcing portal 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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 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 Delta eSourcing 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 ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

## What makes a good bid – some simple do not's Ⓜ

### DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 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.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 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.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

## Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 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.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 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
- 7.35 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.36 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.
- 7.37 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.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 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.

- 7.41 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 the Delta eSourcing Portal.
- 7.42 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.

- 7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> 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

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

### 8.0 Freedom of information

- 8.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information

Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.

8.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.

8.4.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

8.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.

8.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

## **8.5. Response Validity**

8.5.1 Your Response should remain open for consideration for a period of 90 days. A Response valid for a shorter period may be rejected.

## **8.6. Timescales**

8.6.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. the Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

## **8.7. The Contracting Authority's Contact Details**

8.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.

### **8.7.2**

All enquiries with respect to access to the e-sourcing tool may be submitted to Delta eSourcing on 0845 270 7050 please not this is a free self-registration website and this

can be done by completing the online questionnaire at <https://uksbs.delta-esourcing.com/>

8.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.