Invitation to Quote

Invitation to Quote (ITQ) on behalf of United Kingdom Research and Innovation (UKRI)

Subject: ISCF Transforming Food Production

Sourcing Reference Number: CS20132

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Version 3.0

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.

https://www.uksbs.co.uk/use/pages/privacy.aspx

For details on how the Contracting Authority protect and process your personal data please follow the link below:

https://www.ukri.org/privacy-notice/

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Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Innovate UK

Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. They drive growth by working with companies to de-risk, enable and support innovation.

https://www.gov.uk/government/organisations/innovate-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	UK Research and Innovation (UKRI) Polaris House North Star Avenue Swindon SN2 1ET
3.2.	Buyer name	Liz Vincent
3.3.	Buyer contact details	professionalservices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£90,000.00 excluding VAT The maximum value of the contract is £90,000.00
3.5.	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Wednesday 27th May 2020
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Monday 8th June 2020 14:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday 11th June 2020
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Wednesday 17th June 2020 14:00
3.10.	Date/time Bidders should be available for interview	w/c 29th June and w/c 6th July 2020
3.11.	Anticipated notification date of successful and unsuccessful Bids	Monday 20th July 2020
3.12.	Anticipated Contract Award date	Monday 20th July 2020
3.13.	Anticipated Contract Start date	Monday 27th July 2020
3.14.	Anticipated Contract End date	Wednesday, 31 March 2021
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

What is the Industrial Strategy Challenge Fund?

The Industrial Strategy Challenge Fund is part of government's Industrial Strategy, the long-term plan to raise productivity and earning power in the UK.

The fund is a core pillar in the government's commitment to increase funding in research and development by £4.7 billion over 4 years to strengthen UK science and business.

It will invest in the world-leading research base and highly-innovative businesses to address the biggest industrial and societal challenges today.

The challenges have been informed by industry and are where:

- we already have world-leading research and businesses that are ready to innovate
- the global market is large or fast-growing and sustainable

Challenge areas shortlisted for future support include: accelerating detection of disease, commercialising quantum, digital security by design, driving the electric revolution, future flight, industrial decarbonisation, manufacturing made smarter, sustainable plastic packaging and transforming foundation industries.

Transforming Food Production is one of the 21 challenges being supported by the Industrial Strategy Challenge Fund.

What is the Transforming Food Production Challenge?

It is predicted that 60 percent more food will be needed worldwide by 2050 to feed the increasing global population.

To do this, we need to be able to produce resilient and sustainable food more efficiently. This will reduce emissions and pollution, minimise waste and improve soil.

The UK is home to research and industries at the forefront of understanding crops and livestock. We are already a global leader in environmental management and earth observation, sensors, big data, artificial intelligence and robotics. By funding research and innovation projects that build on our strengths, we can transform the precision agricultural sector and meet the challenge.

It will also help create high-value jobs, growth and export opportunities.

Up to £90 million of funding is available to help businesses, researchers and industry to transform food production, meet the growing demand and move towards net zero emissions by 2040.

We have three key funding interventions under which we will be funding a number of different projects that will help to transform the agricultural sector in both the UK and internationally.

Future Food Production Systems

This is our flagship funding stream with funding of £20m. We will help transform food production systems, improve productivity and sustainability, and help the industry move towards achieving net zero emissions by 2040. The investment will stimulate establishment of novel high value production systems to position UK technologies at the forefront of new industries.

Science and Technology into Practice

We will strengthen connections between researchers, innovative businesses and practitioners to accelerate the development and adoption of data-driven precision approaches to bridge the productivity gap whilst moving towards achieving net-zero emission by 2040.

We will fund £15m ambitious feasibility projects to test early stage ideas and demonstrator projects that show near market solutions at commercial scale and across different production environments.

International research

A £7m programme to identify and accelerate shared international priorities and help build export opportunities for pioneering agricultural-technologies and innovations with partners overseas. We currently have bilateral programmes with Canada and China.

What services do we need?

In order to support the project teams that we are funding and encourage them to work with others across the sector, we are planning a number of collaboration events in the second half of 2020 and beginning of 2021. We are therefore seeking specialist event management services to set up, run and facilitate these events as we do not currently have resource capacity in the team to do this.

Due to the current uncertainty around COVID-19 and the associated restrictions on mass gatherings, we expect that we will need to be creative in the way that we run our events for the next few months. We anticipate running these as online events and will be looking for creative and engaging ways to do this effectively.

2. Specific Event Details

For which events do we need planning?

Below are the specific details for each of the events that we need to plan along with the associated approximate number of attendees for each. The maximum budget of £90,000.00 excluding VAT is for face to face events and the details of the events listed below are for face to face events and incorporate venue hire and catering. If the event is online only we would expect a significantly lower cost than the maximum budget. As we are spending public money, we are keen to do these as cost-efficiently as possible without compromising on the quality of the event.

Our original plan was to run face-to-face events but with the recent COVID-19 pandemic we are looking at planning online alternatives. Having not set up events in this way before, we are open to ideas of the best way to engage with the attendees. However we would

expect that this is likely to work best in small, “bitesize chunks” rather than long sessions, but would look to bidders for suggestions. Should the restrictions on mass gatherings be lifted, we would like to revert to face-to-face events, assuming that there is enough time in advance to organise these. Bidders should submit face to face and online proposals taking into account the current government guidelines of mass gathering.

1. **Canada Bi-lateral New Project Workshop – Swindon/London – (November- December 2020, exact dates to be confirmed given uncertainties due to Covid-19) c. 40-50 attendees, 1 day, face to face or online**

New Project Workshop for projects awarded funding under the bilateral programme to bring together lead and collaborating project participants, monitoring officers, competition and programme delivery staff and key stakeholders.

The objectives of the day will be for project participants to

- understand the key aims of the competition and their role in driving towards overall programme objectives
- meet their assigned Monitoring Officer and Innovation Lead
- understand the start up and project lifecycle process
- understand due diligence requirements and collaboration agreements
- understand the monitoring and grant claims processes
- meet and understand the role of key stakeholders and support networks e.g. Enterprise Europe Network, Knowledge Transfer Network, Regional Team, Catapults, AgriTech Centres, relevant international stakeholders and partners

The event will provide an opportunity for the granted project participants to network with each other, build connections and troubleshoot ahead of starting their projects.

The events management company would need to deliver, as appropriate:

- Full organisation of the event and administration associated with delivery of the online event
- Project management of sending out invitations, tracking responses, answering questions about the event, assisting participants in advance with IT queries, etc.
- Resources on the day to facilitate online sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations.
- All the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.
- Full organisation of the event and administration associated with delivery (booking and paying for venue or online equivalent, organising any catering, inviting attendees, etc.)
- Preparatory work to structure the programme with presentations and facilitated break-out sessions
- Resources on the day to facilitate sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations. If online, all the required IT access and instructions for

attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.

2. Collaboration Nation(s) – London/Swindon/Birmingham – (October 2020 – February 2021) – c. 40 attendees each, 1 day each – face to face or online

Building on the success of previous 'Collaboration Nation' events, we will bring together industry-led projects from the first TFP competition round and seeding awards which launched late 2018 and 2019. The majority of the projects will be midway through with a handful nearing completion and there is an opportunity to bring the 31 project consortia together to share success and identify synergies across projects in complementary technology areas or applications, helping enhance impact and commercial returns whilst still in flight. It will be an opportunity to understand the progress of the projects towards the aims and objectives of the competition and programme, not just as stand alone projects. Monitoring Officers involved in the monitoring of those projects would be invited to attend part of all of the event to further build knowledge and understanding of the programme and it's aims, and to share learning across the projects. Funding would be used for venue hire and catering for a one day workshop in the chosen location. We want to run 3 separate Collaboration Nation events, foreseeing 1 day each for 3 consecutive weeks. The event management company would be expected to deliver the following:

- Full organisation of the event and administration associated with delivery of the online event
- Project management of sending out invitations, tracking responses, answering questions about the event, assisting participants in advance with IT queries, etc.
- Resources on the day to facilitate online sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations.
- All the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.
- Full organisation of the event and administration associated with delivery (booking and paying for venue or online equivalent, organising any catering, inviting attendees, etc.)
- Preparatory work to structure the programme with presentations and facilitated break-out sessions
- Resources on the day to facilitate sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations. If online, all the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.
- An online or hard copy “brochure” giving key information about each of the projects for attendees to read in advance.
- Preparatory work to identify capabilities and needs across different consortia to structure facilitated break-out sessions
- Resources on the day to facilitate sessions and engage participants in activities to identify synergies and opportunities for cross-consortia collaborations
- Report from the event to showcase early success stories and promote benefits resulting from ISCF funding

3. China Bi-lateral New Project Workshop – Swindon/London - (October - December 2020, exact dates to be confirmed due to Covid-19 uncertainties) c. 60-70 attendees, 1 day, face to face or online

New Project Workshop for projects awarded funding under the bilateral programme to bring together lead and collaborating project participants, monitoring officers, competition and programme delivery staff and key stakeholders.

- The objectives of the day will be for project participants to:
- understand the key aims of the competition and their role in driving towards overall programme objectives
- meet their assigned Monitoring Officer and Innovation Lead
- understand the start up and project lifecycle process
- understand due diligence requirements and collaboration agreements
- understand the monitoring and grant claims processes
- meet and understand the role of key stakeholders and support networks e.g. Enterprise Europe Network, Knowledge Transfer Network, Regional Team, Catapults, AgriTech Centres, relevant international stakeholders and partners

The event will provide an opportunity for the projects to network with each other, build connections and troubleshoot ahead of project start.

The events management company would need to deliver:

- Full organisation of the event and administration associated with delivery of the online event
- Project management of sending out invitations, tracking responses, answering questions about the event, assisting participants in advance with IT queries, etc.
- Resources on the day to facilitate online sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations.
- All the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.
- Full organisation of the event and administration associated with delivery (booking and paying for venue or online equivalent, organising any catering, inviting attendees, etc.)
- Preparatory work to structure the programme with presentations and facilitated break-out sessions
- Resources on the day to facilitate sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations. If online, all the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.
- Resources on the day to facilitate sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations

4. **Equality, Diversity and Inclusion (EDI) Roundtable discussion – Swindon/London – (November 2020 – February 2021), ½ day, c. 25 attendees, face to face or online**

Roundtable discussion and exploratory workshop to bring together key partners and stakeholders working in and around initiatives, organisations and support services for promoting and enabling an EDI agenda in the agriculture and food production sector. Discussion to focus on how the TFP programme can enable and maximise the vital role of those from a diverse background in delivering and driving economic growth to the UK agriculture industry.

Discussions will consider the full spectrum of EDI activity and initiatives that are contributing to or required for UK agricultural industry within the context of what UKRI and more specifically the TFP programme can deliver and leverage. They will consider the key strategies for generating further work in this area, what is working well and what lessons we can learn for future policy. This roundtable will feed into a Transforming Food Production Equality, Diversity and Inclusion (TFP EDI) strategy.

The events management company would need to deliver:

- Full organisation of the event and administration associated with delivery of the online event
- Project management of sending out invitations, tracking responses, answering questions about the event, assisting participants in advance with IT queries, etc.
- Resources on the day to facilitate online sessions and engage participants in activities to realise the event objectives and encourage collaborations and focused discussions.
- All the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.
- Full organisation of the event and administration associated with delivery (booking and paying for venue or online equivalent, organising any catering, inviting attendees, etc.)
- Preparatory work to structure the programme with presentations and facilitated break-out sessions
- Resources on the day to facilitate sessions and engage participants in activities to realise the event objectives and encourage cross-consortia collaborations If online, all the required IT access and instructions for attendees, IT support for the event on the day, facilitation and coordination of sessions, and any additional tasks to ensure that the event runs smoothly.

3. Objectives

The key objectives are to deliver high quality, informative and productive events so that the attendees walk away with the necessary knowledge to achieve the Challenge's objectives.

We expect the following:

- Event management company to communicate with the Challenge team on a weekly basis to give a progress report on the events that are being organised.

- For each event, a documented project plan/schedule with key milestones and deadlines that the challenge can follow with accompanying activity or tasks
- Events are well organised, in a suitable venue with appropriate catering.
- Sustainable use of IT/AV equipment and key environmental focus
- If the event is held online, attendees need to be able to access the event using readily available free software programs
- Attendees to be well informed of the objectives of each session, to have a clear agenda and for the events to be run in an engaging and dynamic way. We want our attendees to both enjoy and benefit from attending each event.
- Post event analysis of those attending and feedback from attendees

We are anticipating running a briefing session with the successful company prior to each event to talk through the specifics and go through what we feel would be appropriate in terms of breakout sessions, organisation of the attendees etc. It is important that anyone involved in organising or facilitating at the event attends the briefing meeting. We would prefer to have some consistency with a 'core team' so that we can build a good working partnership.

4. Scope

The maximum budget is £90,000 (exclusive of VAT) for face to face events. But as mentioned above, if events are held online only, the expected budget will be significantly less.

We will not pay a mark-up for venue hire, equipment hire or any other event element.

The company should adhere to all relevant legislation, including GDPR and ensure that it puts in place robust security measures, both physical and Cyber security.

5. Requirements

See above details of events required. Any specifics for each event will be covered in the briefing session prior to each event.

We expect companies to detail and cost for both online and face to face of each event separately in their proposal.

All venues should be easy to access by public transport and/or have suitable parking facilities.

6. Timescales

- Kick off meeting by 1st July 2020 at the latest
- Weekly Progress Call
- Briefing meetings to be scheduled for planning each event
- Timings for each event to be confirmed but details are given in section 2 above
- Within the terms and conditions, UKRI has the right to terminate the contract after 60 days if the supplier has not fulfilled the expectations or requirements in the tender document.

GDPR

Annex A - Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be the subject of a formal amendment to this Contract.

1. The contact details of the Contracting Authority Data Protection Officer are: David Hyett – dataprotection@ukri.org
2. The contact details of the Suppliers Data Protection Officer are: [Insert Contact details]
3. The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	As part of the Event Management Services for Transforming Food Production Challenge, personal data will be made available to the successful bidder by UKRI. This will enable the successful bidder to reach out to our successful grant awardees and other stakeholders integral to the specific event.
Duration of the processing	**Start:** 1 June 2020 **End:** 31 March 2021
Nature and purposes of the processing	The personal data handled under this contract will be used to contact attendees of ISCF Transforming Food Production Challenge events to enable better collaboration across grant awardees or key stakeholders. The ultimate aim of this is to enable the Transforming Food Production Challenge to achieve its objectives and maximise the benefits. The supplier will need to contact the individuals directly to confirm their attendance at events and may want to seek feedback on the success of those events. There is no requirement on the data subject to comply with any requests our suppliers make. Personal data will be available through a secure UKRI owned platform (e.g. SharePoint) with

	external access given to the supplier to avoid personal data being shared via email.
Type of Personal Data	Personal data to be included will be: names, work address telephone numbers, email addresses
Categories of Data Subject	Staff (including volunteers, agents, temporary workers, Programme Board members and advisory group members) Grant awardees / staff of funded organisations Partners of funded organisations (industry partners) ISCF Transforming Food Production interest list Government departments staff with an interest/stake in Transforming Food Production
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	The data may be retained by the supplier until the close of the contracted piece of work at which point this data must be securely deleted/destroyed.

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÷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	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	SEL 2.13	Data Storage
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
Price	AW5.1	Maximum Budget
Price	AW5.4	E Invoicing
Price	AW5.5	Implementation of E-Invoicing
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	15%
Quality	PROJ1.1	Project Plan and Timescales	25%
Quality	PROJ1.2	Risk Management	15%
Quality	PROJ1.3	Methodology and Approach	25%
Quality	PROJ1.4	Project Team and Capability to Deliver	10%
Quality	PROJ1.5	Interview	10%

Evaluation of criteria

Non-Price elements

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

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20**%**.
Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:
Score = {weighting percentage} x {bidder's score} = 20% x 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) ÷ 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: Score/Total Points multiplied by 50 (80/100 x 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. 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 60 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 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

- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act

Appendix 1 – UK Research and Innovation Travel and Subsistence Policy

UK Research and Innovation

Travel and Subsistence Policy

Contents:

- Policy Statement
- Management Statement
- References
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1. Summary
2. Principles
3. Delegation
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7. Accommodation claims
8. Claimants with disabilities
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Appendices:

A. Transport claims
B. Overseas travel
C. Accommodation
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UK Research and Innovation

Policy Statement

UK Research and Innovation (UKRI) may require employees to travel on official UKRI business and will reimburse claimants promptly for the costs of travelling when they are away from home or their normal place of work.

The preferred purchasing route for travel services is through the UKRI appointed agents, who will be paid directly. Travel and subsistence claims, as with all UKRI expenditure, are met from public funds and attract public attention, therefore it is imperative that there is full compliance with this policy and that claims are processed in a consistent and effective manner.

All those travelling on UKRI business and making claims under this policy are expected to recognise their obligations to consider whether the trip is necessary, and to obtain maximum value for money and consider the safety and wellbeing of employees and the environmental impact of their travel.

Employees must make claims only in respect of costs properly incurred.

This document incorporates the policy for travel on UKRI business, including related aspects such as overnight accommodation. The policy applies to employees at all levels of the organisation.

Before following this policy, please consult the HR Policy Framework.

Management Statement

The Travel and Subsistence Policy and Procedure (the 'Travel and Subsistence Policy') has been agreed with the Trade Union Side and complies with statutory legislation, and HM Revenue and Customs requirements.

For the purposes of this policy the use of the word 'employee' covers UKRI employees, including those employed on temporary or fixed term contracts. The policy will also apply to non UKRI employees who claim travel and subsistence through UKRI. For advice on the application of the policy contact HR.

References

Managing Performance and Conduct Policy
Working Location Policy

Version Number	Status	Revision Date	Summary of Changes
Version 1.0	Complete	January 2020	New policy created

1. Summary

1.1 Below is a comprehensive guide to the rates that can be claimed for travel made on UKRI business. HM Revenue & Custom Mileage rates will be reviewed annually.

1.2 The above rates include all expenses incurred in the use of a vehicle including fuel.

Expense	Criteria	Amount/policy
Cars and vans	Each business mile within the first 10,000 business miles in tax year	45p
	Each business mile over 10,000 in the tax year	25p
	Per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them	5p
Motorcycles	Each business mile	24p
Bicycles	Each business mile	20p
Flights (see Appendix A for more information)	Flights of less than 5.5 hours	Only an economy ticket is permitted
	Flights of more than 5.5 hours	Economy class or premium economy class is permitted
Loyalty points awarded by airlines	Points accrued through official travel for UKRI	These points must be used to offset the costs of future official journeys, and not for personal use. Employees cannot specify a particular supplier to gain air miles or loyalty points from
Visa fees (see Appendix B for more information)	Applied for as part of official UKRI business	Will be reimbursed on production of a receipt
Car hire (see Appendix A for more information)	Claimants should use the UKRI's recommended service for booking a hire car	Claimants may claim for the cost of fuel for a journey made as part of UKRI business
Taxis (see Appendix A for more information)	(e.g. when a journey by public transport would be longer and more difficult, if an employee has very heavy luggage, for those with disabilities or for those who perceive themselves to be at higher risk)	Costs will be reimbursed. Receipt must be provided including journey details and dates
Parking, congestion charges, ferries	For journeys which qualify for the mileage allowances	Expenses may be claimed but receipts should be submitted
Clamping or congestion charge fines	In the event of a meeting overrunning or non-payment of a congestion charge	No payments will be made
Meals in the UK	Breakfast meal limit (where not included in B&B tariff)	£7.50 inc. VAT
	Lunch meal limit	£15 inc. VAT
	Evening meal limit	£25 inc. VAT
Accommodation rates in the UK (see Appendix C for more information)	London and Edinburgh (including breakfast)	Maximum £170 inc. VAT per night
	Elsewhere in the UK (including breakfast)	Maximum £120 inc. VAT per night

	Staying with friends or relatives (only available for employees paid via payroll) *	Flat rate £25 net per night
Overseas expenses	Scale rate expenses payments: employee travelling outside the UK	Actuals up to the limits set in the HMRC scale rate expenses payments
Personal incidental expenses	Per 24-hour period	£5 (flat rate)
Additional or late attendances at work	Travel between home and place of work	This is the responsibility of the employee and will not normally be reimbursed

1.3 The above summary does not include all types of expense claim. For any information not included, please refer to the relevant contents page or appendix.

* this is a taxable allowance and therefore only applicable to employees paid via payroll with the appropriate deductions of tax and NI.

2. Principles

2.1 Employees should neither profit nor suffer a financial loss whilst undertaking UKRI business.

2.2 The reimbursement of expenses is normally on a receipted actual basis within the maximum limits stipulated the summary table, or, in the case of overseas expenses, within the maximum limits set by the HMRC's scale rate expenses payments.

2.3 All expenses processed through UKRI accounts will be treated as if they were paid for by public funds irrespective of the actual source of funds.

2.4 Expense claims should not be used to purchase equipment, materials or services that should be bought through the normal procurement process e.g. computers, phones.

2.5 The organisation recognises that in exceptional circumstances (e.g. emergency situations, inability to obtain a receipt, travelling in certain countries abroad) a claimant may have to deviate from UKRI's policy. In relation to travel abroad it should be discussed and agreed in advance with the line manager as to whether claiming the HMRC daily rate would be more appropriate.

2.6 The cost of travel between home and the normal place of work is the responsibility of the claimant and will not normally be reimbursed.

2.7 Local Travel and Subsistence policies are not permitted.

2.8 Some of the provisions detailed within this policy are subject to tax in line with HMRC rules. Expenses paid to employees that are considered taxable will be reimbursed with the monthly salary payment and will be subject to Income Tax and National Insurance contributions. If an expense is reimbursed to a non UKRI employee that is considered taxable, UKRI will notify the HMRC and the tax due will need to be paid to HMRC by the claimant.

2.9 For further information on application of the procedures, please see below.

3. Delegation

3.1 For information on the delegated authority, please refer to the UKRI HR Delegated Authority Framework.

4. Claims procedures

4.1 UKRI employees

4.1.1 All UKRI employees should submit their expenses via their relevant IT system.

4.2 Non UKRI employees

4.2.1 Non UKRI employees must submit their expenses claims on a Non-Employee Expenses Claim Form which is available on the system or accessed through UKRI HR or Finance teams.

4.3 Claimants leaving UKRI

4.3.1 All expenses claims must be authorised and submitted prior to the claimant's last working day with UKRI. Claims received after this date will only be paid in exceptional circumstances and using the non-employee claim process.

4.4 Interview expenses

4.4.1 UKRI may offer to pay applicants' expenses to travel by the most economic route to the interview venue at the recruiting manager's discretion.

4.4.2 Applicants must submit their expenses claims on a Non-Employee Expenses Claim Form (see 4.2.1 above).

5. How to claim reimbursement

5.1 Claiming expenses and receipts

5.1.1 Claims for the reimbursement of expenses from UKRI employees must be submitted via the relevant system, or where the employee does not have access to the system, via local arrangements.

5.1.2 Following submission of the claim, receipts must be submitted using the relevant system.

5.1.3 Small items of incidental expenditure, up to £5 total per day, can be claimed without a receipt if not available.

5.1.4 All expenditure over £5 must be accounted for with receipts. Reimbursement for items over £5 without receipts will only be met in exceptional circumstances. In each case the claimant should contact the payroll manager of the relevant system to establish whether any tax liability will apply.

5.1.5 Credit and debit card charges will not be reimbursed unless incurred while on overseas business.

5.2 Time limit for claims/reimbursement

5.2.1 Expenses claims should be submitted for payment within 60 days of the expense

being incurred. Properly-completed and authorised claims will normally be paid within three working days. A brief note should be attached with the note if it is not possible to submit expense claims within the timeframe.

5.2.2 Further information on claiming for reimbursements can be found in Appendix A.

5.3 False/Fraudulent claims

5.3.1 All claimants are responsible for completing claims accurately.

5.3.2 Any attempt to claim expenses in breach of this policy or to assist a colleague to breach this policy will be considered a serious disciplinary offence and will be dealt with under the UKRI Managing Performance and Conduct Policy - disciplinary procedure.

5.3.3 There are occasions where UKRI buys a ticket for travel for a claimant and/or reimburses the claimant for the expenses, pending payment to the claimant by a third party. In these circumstances the claimant is obligated to repay the organisation at the earliest opportunity. Failure to repay expenses which have been met by the organisation and are then reimbursed by a third party may constitute fraud.

5.4 Appeals

5.4.1 UKRI employees who consider that their claim or circumstances have not been considered or authorised fairly may follow the UKRI grievance procedure as a method of appeal against decisions taken. However, claimants are encouraged, in the first instance, to seek advice and guidance on their concerns from HR.

6. Travel claims

6.1 All travel for official UKRI business must be approved by the authorising manager prior to being booked and undertaken.

6.2 Mode of travel

6.2.1 Claimants should use the recommended service for booking travel.

6.2.2 Claimants may choose their own form of transport subject to the overriding consideration of value for money.

6.2.3 The organisation's preference is for employees to use public transport or, where that is not practicable, to use UKRI owned vehicles or self-drive hire cars (where these are better value for money than using privately owned vehicles - see Appendix A).

6.2.4 The use of taxis may be justified in certain circumstances (see Appendix A).

6.3 Travel/subsistence advances

6.3.1 Where circumstances prevent an expense being recovered in timely manner, such as an extended period of overseas travel, advance payment may be made to cover anticipated costs of travel and subsistence. This should only be used in exceptional circumstances.

6.3.2 The amount advanced will be determined by the organisation on a case-by-case

basis; in all cases, it will be less than 100% of the anticipated travel and subsistence costs. Advances should be ordered in time for the trip but not significantly prior to the trip.

6.3.3 After returning from travel the claimant should submit an expense claim and their receipts via the normal process, specifying the amount that they had already been advanced. Any overpayment will need to be reimbursed to UKRI by the claimant.

6.4 Reimbursement of cancellation charges

6.4.1 Where a claimant has unavoidably had to cancel travel/accommodation plans and cancellation charges are incurred these will be reimbursed by UKRI if the following conditions are met: 1) claims are accompanied by supporting documentation, and 2) the authorising manager is satisfied that cancelling the travel/accommodation was unavoidable.

6.4.2 The claimant is expected to assist the organisation in recovering costs from the UKRI Group Travel Insurance scheme.

6.5 Environmental impact of travel

6.5.1 Before booking travel, claimants should consider whether the trip is necessary or whether teleconferencing or video conferencing offer a viable alternative.

6.5.2 The organisation encourages claimants to use the mode of travel that results in the least environmental impact.

6.5.3 Where choosing a more environmentally friendly mode of travel results in an increase in costs, the employee must raise this in advance of making any bookings, with their authorising manager. All reasonable requests should be approved.

6.5.4 Further information on air travel, privately owned vehicles, insurance requirements and mileage can be found in the summary table at the beginning of this policy.

6.6 Detached duty - Daily Travel to Undertake Detached Duty

6.6.1 Where employees travel daily from their home at the permanent establishment to a place of detached duty, UKRI will reimburse excess travel and expenses costs.

6.6.2 Expenses will be reimbursed for the first 30 working days of actual attendance; days on which expenses are not claimed will be disregarded as will days on which the employee travels directly from home to another location on official business. Once the limit has been reached, payment may be resumed for visits to that place only after a continuous absence of at least three months.

7. Accommodation claims

7.1 Overnight accommodation – standards

7.1.1 When overnight accommodation is required it is normally expected that claimants at all levels will obtain accommodation which meets the standards set out in the Appendix C at the most economical rate available. The summary table at point two provides the maximum normal limits for accommodation rates in the UK. Where, in exceptional circumstances, these rates need to be exceeded this should be approved by the authorising manager prior to booking.

7.1.2 A guide for overseas accommodation rates is available from HMRC and these rates should be considered when booking accommodation.

7.2 Overnight accommodation - choice of hotels

7.2.1 The organisation expects claimants to use hotels at which discounts have been negotiated or to use centralised booking arrangements where these are available.

7.2.2 However, the preference of individual claimants in their choice of hotel will be respected subject to the overriding consideration of value for money.

7.2.3 Further information can be found in Appendix C.

8. Claimants with disabilities or medical conditions

8.1 It is recognised that claimants with disabilities, or medical conditions, may have additional needs when travelling and staying in hotel accommodation.

8.2 Where a claimant with a disability, or medical condition, requires a mode of travel or accommodation which, although is more expensive for UKRI, they consider to be a more practical and convenient method of transport for them, the claimant should raise this with their authorising manager for discussion in advance of making any bookings. UKRI should apply flexibility and discretion to ensure that the claimant is not inconvenienced.

9. Disclosure of information relating to expenses claimed

9.1 From time to time the organisation may be required to publish information relating to expenses claimed from UKRI by employees and non-UKRI employees, for instance in response to a Freedom of Information request.

9.2 In such cases the UKRI would normally release information at an aggregate or summary level.

9.3 Where a request involves the expenses of Directors, other senior managers and others who it may be possible to identify from the data, those involved will, wherever possible, be given the opportunity to comment in advance on the information likely to be released.

9.4 In any other instances where the public interest may favour disclosure the individuals affected would, wherever possible, be given the opportunity to comment on any information likely to be released.

9.5 Where copies of receipts or invoices are requested these will be made available as appropriate, taking into account any issues relating to personal data.

10. Reimbursement of expenses by other organisations

10.1 Travel and accommodation can be funded by another organisation if that organisation pays the travel provider directly or alternatively the host organisation can pay UKRI directly by bank transfer.

10.2 Employees should refuse any offer of payment, in cash or otherwise, by another organisation for expenses paid by, or due to be paid by, UKRI.

A1. Public transport - Class of travel

A1.1 Claimants are normally expected to travel standard class by train and economy or, for flights longer than 5.5 hours, premium economy class by air, (see the summary table). All claimants should actively seek value for money where it is practical and feasible.

A1.2 Air and rail travel should be booked through the UKRI's recommended service.

A2. Oyster Journeys (TfL)

A2.1 Travel on metro systems using contactless is acceptable where it offers better value for money and an itemised receipt can be provided.

A2.2 Underground tickets can be purchased when making an inter-city rail booking. Staff and/or teams who make regular trips to or around London should use an Oyster card or contactless payment method.

A2.3 If using a personal 'pay as you go' Oyster card for business travel, you should only claim for the cost of the actual journey and not the round sum you may have paid to top up. Journey statements confirming the route and cost are available by registering your Oyster card. The statement can be submitted with the claim for reimbursement.

A2.4 Transport for London offer 'contactless payment' in place of an Oyster card. You can create an account and register your debit/credit card or link a debit/credit card to your current Oyster account. Journey statements will be available and can be submitted with the claim for reimbursement.

A2.5 If you purchase an Oyster travel card, for a week, month or year, as part of your journey to and from work, only journey expenses above the cost of the travel card will be reimbursed (these journeys will be charged to your card as part of 'pay as you go').

A2.6 It is recognised that this may not be possible at short notice or when the claimant is away from the office. In these circumstances the claimant may purchase the ticket and recharge the cost.

A3. Exclusion of business and first-class travel

A3.1 UKRI employees and other claimants are generally not permitted to travel by first or business class on any form of transport including air and rail except in exceptional circumstances, for example where justified by a medical condition or disability.

A3.2 First class may be booked in order to secure a single occupancy of a sleeper compartment on a train. Employees may also book the cheapest en suite accommodation on a sleeper train where available.

A3.3 The claimant must seek authorisation from their authorising manager prior to booking any form of business or first-class travel.

A3.4 When planning official travel, arrangements should be made as far as is practicable for adequate rest periods between the stages of long-haul flights (flights of more than five hours) or before an employee starts work after such flights.

A3.5 Claimants are welcome to upgrade from standard at their own expense (or use of personal reward miles). UKRI can only cover the cost of the standard fare.

A4. Air Travel - Class of ticket to be purchased:

A4.1 For flights of less than 5.5 hours only an economy ticket is permitted.

A4.2 Where the total flight time of a journey is 5.5 hours or more, a premium economy ticket is permitted.

A5. Privately owned vehicles

A5.1 There is no obligation or expectation that privately- owned vehicles should be used for UKRI business.

A5.2 Claimants must ensure they comply with the provisions of UKRI's Driving and Use of Vehicles at Work policy/guidance, which provides an effective system of controlling the risk to employees who drive on UKRI business.

A5.3 When using their own vehicle, claimants must ensure that it is licensed, appropriately insured and has a valid MOT certificate. Provided the insurance and ownership requirements are satisfied, claimants may use privately owned motor vehicles and claim the appropriate mileage allowance rate (see summary table) except when:

A5.3.1 there is suitable UKRI provided transport readily available,

A5.3.2 or there is room for another passenger in another vehicle which is to be used for an official journey over the same route at about the same time;

A5.3.3 using public transport is better value for money.

A5.4 A formal undertaking must be completed and handed to the authorising manager at the permanent place of work before any claimant first uses their private motor vehicle on official business. This formal undertaking must include:

A5.4.1 confirmation that the employee has read the requirements set out in this policy relating to their vehicle.

A5.5 The following paragraph: "I understand and accept these requirements as governing the use of my motor vehicle(s) on official UKRI business and, in agreeing to comply with them, undertake to ensure that I am adequately insured and to advise my authorising manager immediately of any change which means that the insurance falls short of what is required, under the UKRI Travel and Subsistence Policy."

A6. Mileage allowances

A6.1 Payment for using a privately-owned vehicle(s) on official business will be by one of the ways set out below:

A6.2 Payment of a bicycle allowance for journeys when an individual uses a privately-owned bicycle.

A6.3 The allowances above are not subject to income tax or National Insurance contributions.

A6.4 Details of the current rates of the allowances are set out in the summary table.

A6.5 UKRI will only pay the HMRC approved mileage rate for the appropriate journey. These rates are subject to change by HMRC and such changes will be actioned by UKRI at the time they are made.

A7. Passenger supplement

A7.1 A passenger supplement per passenger per business mile, may be claimed in conjunction with the mileage allowances in the summary table in respect of each official passenger carried whose fare would otherwise be payable from UKRI funds.

A8. Parking, congestion charges, tolls, ferries and other driving-related penalties

A8.1 Reasonable expenses incurred on parking, congestion charges, tolls and ferries may be claimed in respect of journeys which qualify for the mileage allowances in the summary table. Receipts or other documentary evidence should be submitted as part of the claim.

A8.2 Charges for overnight parking will be paid only when subsistence expenses are payable for the night(s) in question.

A8.3 Employees are personally liable for traffic, parking and congestion charge penalties.

A8.4 Reimbursements will not be made to an employee who receives a fine or other financial penalty relating to an offence committed whilst driving on UKRI business (e.g. for speeding or for using a hand-held mobile phone or similar device). Given the possible impact on the UKRI's vehicle insurance premium, employees are required to notify UKRI of any such offences and penalties. Employees found guilty of breaking road traffic laws while driving on official business may be subject to disciplinary proceedings.

A9. Taxis and self-drive car hire

A9.1 It is recognised that the use of taxis can be in the interest of UKRI (e.g. when the journey by public transport would be considerably longer and more difficult or if an employee has very heavy luggage, etc.).

A9.2 Claimants who would find public transport impractical or inconvenient (e.g. claimants with disabilities) or those who would perceive themselves to be at higher risk should be reimbursed the cost of taxis. A receipt must be provided which must include journey details and dates.

A9.3 Claimants should use the UKRI's recommended service for booking a hire car and may claim for the cost of the fuel for that specific journey.

A10. Concessionary travel for additional or late attendances at work

A10.1 The cost of travel between home and the normal place of work is the responsibility of the employee and will not normally be reimbursed.

A10.2 However, the cost of any extra (i.e. above that normally occurred in a working day) travelling expenses will be reimbursed if an employee is, for UKRI work reasons, obliged to:

A10.2.1 return to the place of work at the weekend, for UKRI work reasons

A10.2.2 return to the place of work again in the evening after already having travelled home from work earlier in the day

A10.2.3 exceptionally remain late in the evening

A10.2.4 return to the place of work on a public or privilege holiday

A10.3 Claimants are not eligible for payment if:

A10.3.1 they are attending as part of a regular rostered commitment; or

A10.3.2 they are in receipt of shift allowance which takes account of irregular attendance or hours.

A10.4 When a day off is taken in lieu of having worked at the weekend, or on a public or privilege holiday, the normal daily travelling cost will not be reimbursed for the time at work since travelling costs will not have been incurred on the day off.

Payment for such extra travel between home and place of work is normally subject to income tax. Claims must therefore be made using the UKRI arrangements for claiming taxable expenses.

However, claimants obliged to finish work after 2100 hours on an infrequent and irregular basis will be reimbursed necessary additional expenses, e.g. for taxi or hire car, of travel home tax free under the terms of the relevant HMRC concession. Detailed advice as to whether or not the concession can be applied can be obtained from the Finance and Procurement Contact Centre within UKRI's provider.

For the purposes of this concession, the requirements which should be met are:

1. late working is regarded by the HMRC as frequent if it occurs on more than 60 occasions in a tax year,
2. late working is regarded by the HMRC as regular if there is a predictable pattern.

A11. During a public transport emergency

A11.1 During a public transport emergency, claimants who are required to attend work and who thereby incur extra unavoidable travelling expenses will be reimbursed. This may be liable for tax – guidance can be sought from the payroll manager of the relevant system.

A12. Loyalty points awarded by airlines, hotel chains etc.

A12.1 Claimants may not specify a particular supplier solely to gain Air Miles or any other loyalty points.

A12.2 Air Miles or Loyalty Points which are accrued to an individual as a result of official travel on behalf of UKRI must only be used to offset the costs of future official journeys, and not for personal use.

A12.3 The organisation will not reimburse claims where private Air Miles or Loyalty Points have been used for UKRI travel and the cash equivalent is sought upon redemption.

B1. Passport and Overseas Visa

B1.1 Claimants required to travel overseas on UKRI business will be reimbursed the cost of obtaining a visa when necessary for the travel on production of a receipt.

B1.2 Employees are responsible for obtaining passports for themselves and ensuring they have appropriate visas before departure.

B1.3 The following instances allow for reimbursement of the passport fee:

B1.3.1 when the individual concerned requires two passports due to the political situation in different countries or the regular need to have one passport away for the issue of visas whilst another is being used for travel. UKRI will meet the cost of the second passport.

B1.3.2 When the passport pages are filled as a result of business-related overseas visits,

B1.3.3 where it is anticipated there will be a need for a passport with additional pages due to the number of visits to be made. UKRI will meet the difference in cost between this and the standard passport.

B1.3.4 When the individual concerned intends the only visits they will make overseas during a one-year period will be in connection with their work.

B2. Exchange rates

B2.1 Where expenditure has been incurred in a foreign currency the claimant may use the exchange rate applied as long as their claim is accompanied by evidence of this rate.

B2.2 Where there is no evidence of the specific exchange rate then the expense claim should be made in the exchange rate applicable on the day of the claim (which is often provided by the claim system).

B3. Currency exchange commission

B3.1 Claimants required to travel overseas on UKRI business will be reimbursed the cost of exchange fees and commission when accompanied by a receipt/documentary evidence.

B4. Immunisation and inoculations for overseas travel & Medical Screening

B4.1 Claimants travelling overseas on UKRI business will be reimbursed the cost of any immunisation treatments required for the travel on production of receipts provided that the travel has been approved.

B5. Overseas travel insurance

B5.1 Claimants (including non-UKRI employees) travelling overseas on approved UKRI businesses are usually covered by the UKRI Group Travel Insurance Scheme. If employees have any reason to suspect that they may not be covered by the Scheme, they should get in touch with HR or Finance.

B5.2 The scheme covers personal accident, disablement and medical expenses as well as personal baggage, loss of money, cancellation, travel delays, passport indemnity, personal liability and legal expenses up to certain limits. All claimants must keep receipts if they want to claim any of these costs back.

B5.3 Claimants will be given details of the policy and a card with all the contact details before they travel (this will be issued by local administration).

B5.4 The organisation will not reimburse the cost of any additional insurance cover claimants wish to take out, for personal travel/holiday before or after their UKRI business trip.

B5.5 The insurance policy only covers claimants on authorised UKRI business. Full details of the insurance scheme are available from HR.

B5.6 You may only claim for excess baggage if you are due to be away from your home office for longer than one month.

B5.7 For further details of travel and subsistence for trips lasting more than 42 days, see the Long-Term Attachment section of the Working Location Policy.

B6. Other expenses

B6.1 When a trip from the normal place of work extends beyond 42 working days the arrangements described above will be replaced by a specially determined package. The Director will determine this package in consultation with HR and the Finance team at UK SBS.

B6.2 The Director (or nominee), with UK SBS, will also determine the arrangements for the reimbursement of living costs, accommodation and other related costs. Normally, the employee will be expected to move into self-catering accommodation.

B7. Extension of business trip for personal reasons (including personal research)

B7.1 An employee must use the normal holiday application process using the system when applying for an extension of a business trip for personal reasons.

B7.2 Incremental costs relating to extension must be paid for personally. It must be clearly demonstrated that UKRI business was the primary purpose of the visit. Leave records should be appropriately completed.

B7.3 The UKRI insurance does not cover claimants for the additional days of any extension of a business trip for personal reasons.

B7.4 Should the time spent on personal business in any one trip exceed seven days the claimant must contact the Payroll team at UK SBS for guidance on the taxation position of any reimbursement made by the organisation.

B8. Family travel

B8.1 The organisation will not meet any costs relating to the accompanying spouse/partner or family member of an employee travelling on UKRI business.

B8.2 Where spouses or companions accompany UKRI employees, the costs must be separated appropriately e.g. if a single room costs £70 and a twin/double £100, the £30 difference must be deducted from the claim (or refunded to the UKRI, if paid initially via UKRI's travel agent).

B9. Long-Term Attachments (LTAs)

B9.1 Remuneration during Long-Term Attachments (LTAs) overseas comprises three main elements:

B9.1.1 basic UK salary,

B9.1.2. Overseas LTA allowance,

B9.1.3. Night Subsistence Allowance.

B9.2 Entitlement to Overseas LTA Allowance continues throughout the LTA period, starting with the day of arrival at the overseas site and ending on the day of final return. For further information please contact HR.

B10. Captive Time Allowance

B10.1 Captive Time Allowance (CTA) is payable to staff on both short-term visits and Long-Term Attachment (LTAs), as compensation for periods of captivity spent at observing sites.

C1. Overnight accommodation

C1.1 The preference of individual claimants in their choice of hotel will be respected subject to the overriding consideration of value for money.

C1.2 Flexibility may be applied in certain circumstances and claimants should discuss this with their authorising manager in advance, for example when:

C1.2.1 discounted accommodation is not available,

C1.2.2 claimants have disabilities,

C1.2.3 there are other practical needs e.g. where an employee travelling alone may incur extra accommodation costs through safety and security need.

C1.3 Employees may stay with friends or family, as an alternative to hotel accommodation (see the summary table).

C1.4 Claims for overnight accommodation will be reimbursed up to the limits in the summary table on an actual's basis.

C1.5 Standards of overnight accommodation normally expected by UKRI claimants on short visits.

C1.6 Single occupancy rooms with:

C1.6.1 en suite facilities (shower or bath),

C1.6.2 TV,

C1.6.3 tea/coffee making facilities,

C1.6.4 a telephone in the room,

C1.6.5 internet access in the room is desirable; costs will be reimbursed if there is a demonstrable business need.

C1.7 There should be adequate space and where it is necessary to work in the room, facilities (light, writing surface, telephone, etc.) for doing this.

C1.8 The accommodation should have satisfactory personal security arrangements and adequate emergency procedures.

C1.9 Restaurant facilities should be available either on the premises or locally, offering full breakfast and a reasonably priced menu for lunch and dinner.

C1.10 Extras such as newspapers, room service, mini-bar, film/DVD hire should be met by the claimant.

C1.11 Claimants with special requirements, e.g. for managing a disability or complying with a religious obligation, are asked to ensure that these needs will be able to be met before any overnight accommodation is booked. In case of difficulty please contact HR. Any personal information provided in these circumstances would, be treated as confidential.

D1. Day subsistence (meals and beverages)

D1.1 Claimants may claim the reasonable costs of meals taken in the course of business travel provided that they are:

D1.1.1 absent from their normal place of work or other agreed place of work for a fixed period for more than five hours; or

D1.1.2 exceptionally, are required to work until 20.00 hours or later in addition to normal day duty (but are not staying away from home overnight). However, in these circumstances payment will be liable to income tax and claims must therefore be made using the UKRI's arrangements for claiming taxable expenses.

D1.2 The summary table at paragraph two provides all rates including benchmark scale rates for overseas travel. This limit is inclusive of additional extras including tips. Where, in exceptional circumstances, these rates need to be exceeded this should be approved by the authorising manager.

D1.3 Reimbursement will not be made to claimants:

D1.3.1. working after 20:00 at their normal place of work if they work night duty instead of day duty,

D1.3.2. working after 20:00 at their normal place of work, whose conditions of service require them to work at night, or to be on call at night, in addition to normal day duty,

D1.3.3. who are in receipt of an accommodation allowance, unless eligible because of absence from the place of work at which they are on an extended visit,

D1.3.4. on the occasions where it is necessary for claimants to stay overnight in a hotel and/or where on official business (including travelling) outside normal working hours, the organisation will reimburse the cost of a reasonable evening meal within the limits listed in the summary table.

D1.4 Reimbursement will not be made where a suitable meal is otherwise provided.

D1.5 Authorising managers may not authorise a claim for a meal (or similar) covering several people if they themselves were one of the parties.

D1.6 Tips and alcoholic beverages

D1.6.1 Tips or discretionary service charges not exceeding 10% of the total bill will be reimbursed where such payment is included in the receipt and are included in the limits in the summary table.

D1.6.2 Expenditure on alcoholic beverages will only be reimbursed when drinks are taken with a meal.

D1.6.3 In relation to overseas travel the organisation recognises that in many foreign countries tipping is a key part of the service culture and is expected rather than discretionary; such costs will therefore be reimbursed. Claimants should annotate the receipt to show the value of the tip left; if there is no receipt they should state the amount of the tip on the travel claim form.

D1.7 Personal Incidental Expenses (PIE)

D1.7.1 Claimants required to stay overnight on UKRI business may claim a flat-rate Personal Incidental Expenses allowance to cover incidental out of pocket expenses.

D1.7.2 When full board is included in the cost of the overnight stay, no subsistence will be reimbursed but a limited Personal Incidental Expenses will still be payable.

D1.7.3 The HMRC rates do not cover incidental, allowable expenses that staff may incur en route – for example, the cost of a taxi to the airport in the UK, or necessary refreshments taken at the airport.