Invitation to Quote

Invitation to Quote (ITQ) on behalf of Medical Research Council

Subject UK SBS Service provision for Building Regulations Approved Inspector for the London Institute of Medical Sciences (LMS) Building Project

Sourcing reference number FM17065

UKSBS
Shared Business Services

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

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

Our Customers

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

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

Our Contracting Authorities who have access to our services and Contracts are detailed here.

Section 2 – About the Contracting Authority

Medical Research Council

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

http://www.mrc.ac.uk

Section 3 - Working with the Contracting Authority .

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Medical Research Council 2nd Floor, David Philips Building, Polaris House, North Star Avenue Swindon, SN2 1FL
3.2	Buyer name	Matthew Fowler/Paul Greenhood
3.3	Buyer contact details	FMProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£30,000 (excl VAT)
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	28 November 2017 Location - Contracts Finder
3.8	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	7 December 2017 11:00
3.10	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	8 December 2017
3.11	Latest date/time ITQ Bid shall be submitted through Emptoris	13 December 2017 14:00
3.12	Evaluation period	14 December – 21 December 2017
3.13	Anticipated rejection of unsuccessful Bids date	21 December 2017
3.14	Anticipated Award date	22 December 2017
3.15	Anticipated Contract Start date	02 January 2018
3.16	Anticipated Contract End date	30 September 2021

3.17	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

The Medical Research Council (MRC) (http://www.mrc.ac.uk/) improves human health through world-class medical research. We fund research across the biomedical spectrum, from fundamental lab-based science to clinical trials, and in all major disease areas. Our research has resulted in life-changing discoveries for over a hundred years.

We are a non-departmental public body funded through the government's science and research budget. We invest in research on behalf of the UK tax payer. Scientists apply for funding for their research and applications are reviewed by panels of independent experts.

To enable innovative science of the highest standard the facilities must be maintained and upgraded as required. This project is seeking to provide the MRC London Institute of Medical Science (LMS) with a new facility, which will serve its science for the next 20-35 years.

2. Background Information to the new MRC LMS

The MRC LMS aims to be at the forefront of innovative biomedical research and in partnership with Imperial College London and others, to promote the translation of its research for maximal benefit. The institute trains and mentors the next generation of clinical and non-clinical scientists and strives to enhance the public's interest, understanding and trust in science.

The MRC LMS (formerly the MRC Clinical Sciences Centre, CSC) is a core-funded MRC Institute. Located on the Imperial College Hammersmith Hospital campus, it has strong partnerships with Imperial's Faculty of Medicine, as well as with the Faculties of Engineering and Natural Sciences. This access to medicine, physics, chemistry and engineering affords the Institute superb support for delivering on its multidisciplinary remit to strengthen the interface between clinical and basic science. LMS is located in close proximity to Imperial's White City Campus development which will provide local access not only to academic chemists and engineers, but also to industrial collaborations and expertise in entrepreneurship and innovation. The first phase of Imperial West hosts space for spin-outs and more than 70 start-ups, while the Research & Translation Hub will contain research and incubator space for 1000 researchers alongside 50 spin-out companies, designed to accelerate the commercialisation of research. This exceptional environment underpins the world leading fundamental and translational biomedical research at LMS and at Imperial College.

LMS pioneers the study of gene regulation and gene-environment interactions, capitalising on its unparalleled strengths in basic epigenetic mechanisms, physiology and metabolism, genomics and imaging, combined with bioinformatics, biostatistics and imaging. The Institute's strap line, "Genes in discovery, inheritance and health" summarises both its

strengths and ambition. It reflects LMS's commitment to fundamental science, its application for understanding disease and its determination

To use this knowledge to improve human health across generations. The Institute currently comprises circa 35 investigator-led groups supported by eight research facilities.

At the most recent review by the MRC, the quality of the Institute's research and its proposals for the future were strongly endorsed, with research funding of £89.2M awarded for the period April 2016-March 2021. Among the institute's noted strengths were:

- World-leading research programmes and outstanding examples of strengths in epigenetics, genomics, metabolic homeostasis and cardiovascular disease;

- The establishment of a new, interdisciplinary Integrative Biology Section, bringing together computational and experimental expertise and showing a promising focus on single cells and molecules;

- Involvement of leading international collaborators in the Institute's programmes; productive links with Imperial College, which promote and enhance interdisciplinary training and research;

- Innovative clinical science training programmes, producing clinicians with a strong foundation in basic research; innovative basic science career pathways;

- And field-leading public engagement.

2.1. Institute's Mission and Organisation

The LMS aims to be at the forefront of innovative biomedical research and in partnership with Imperial College London and others, to promote the translation of its research for maximal benefit. The institute trains and mentors the next generation of clinical and non-clinical scientists and strives to enhance the public's interest, understanding and trust in science.

At the Hammersmith Campus, where the new LMS facility will be situated, it contains two major teaching hospitals. It is therefore ideally placed to work with on-site partners to facilitate translational pull-through of its work. LMS scientists also exploit multidisciplinary opportunities with colleagues from Imperial College London, combining biological sciences with other disciplines, in particular engineering, physics, mathematics and computer science.

At full strength, the LMS will comprise over 35 research groups organised into the three research sections Epigenetics, Integrative Biology, Genes and Metabolism. The research groups are also part of the Institute of Clinical Sciences (ICS), which is a Department in the Imperial College London Faculty of Medicine with the two divisions Imaging Sciences and Molecular Sciences.

2.2. The Institute's Vision

Each of the MRC Units and Institutes undergo a strict review process, in which the scientific output of the last five years and the strategic plans for the future are reviewed by a panel of international specialists, who are leading in the field of the respective research. These Reviews (QQR) determine the future of the Unit/Institute and the relevant funding required.

The MRC Clinical Sciences Centre has consistently been very successful in these reviews, gaining approval for new science directions, additional research groups, new equipment, etc. In the recent QQR it was acknowledged that the Institute is in need of more presence and an improvement of facilities to cater for the future research needs.

One of these areas is the increasing contribution by and focus on the potential provided by new imaging equipment and the importance of bioinformatics. New types of imaging equipment (Super Resolution Microscopy, Cryo Electron Microscopes, etc.) have demands on the facilities, which the current laboratories cannot provide.

The LMS is also critically in need of new animal facilities to provide a long-term solution for innovative in vivo imaging, physiology and metabolic research.

One of the most important aspects of this project is to provide facilities, which are flexible for future developments, change of science directions and opportunities for collaborations.

2.3. MRC LMS Existing Facilities, Issues and Opportunities

Figure 1 shows the facilities currently occupied by the MRC LMS (formerly the MRC Clinical Sciences Centre). Some of these relatively new facilities. These are spread over the Hammersmith Campus and hence do not provide a home for the Institute.

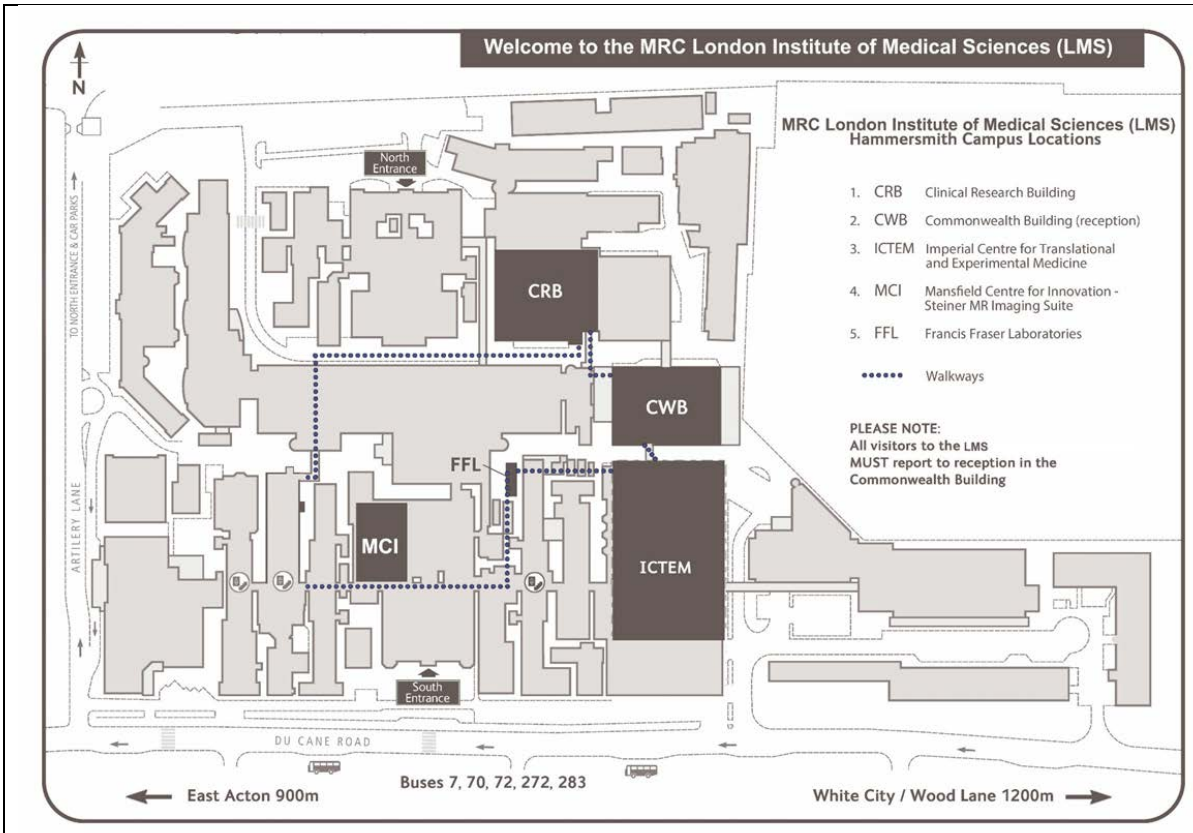

Figure 1 - Locations of LMS Facilities on the Hammersmith Campus

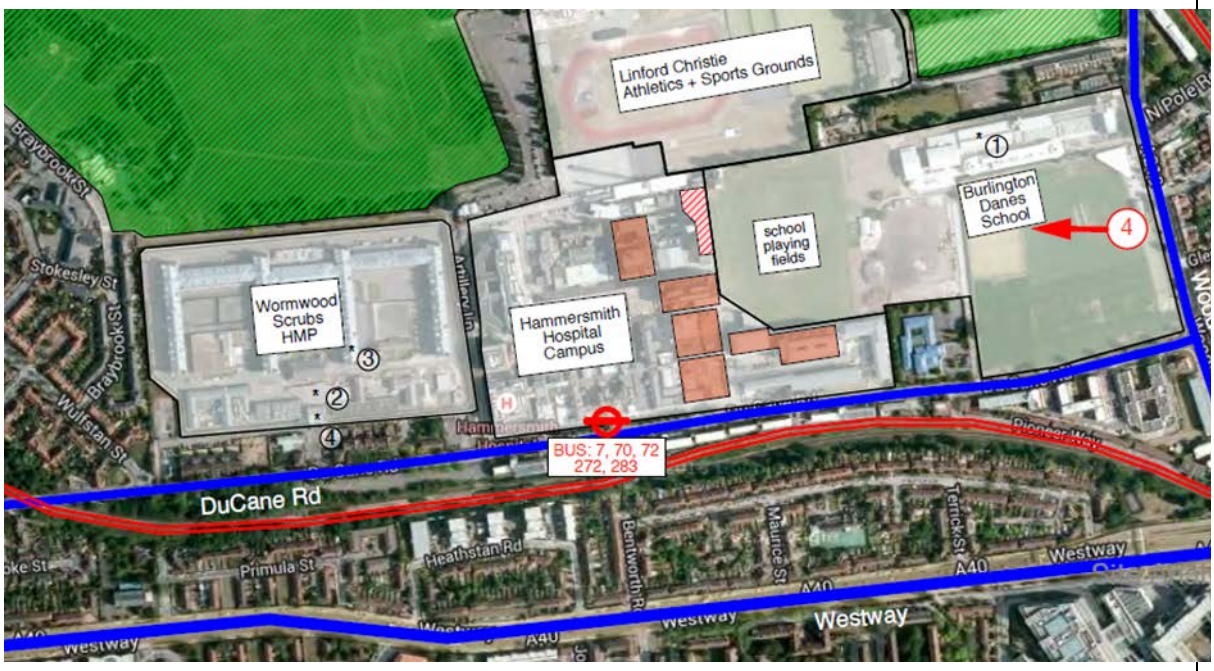

Figure 2 - Arial Photographs of the Hammersmith Campus

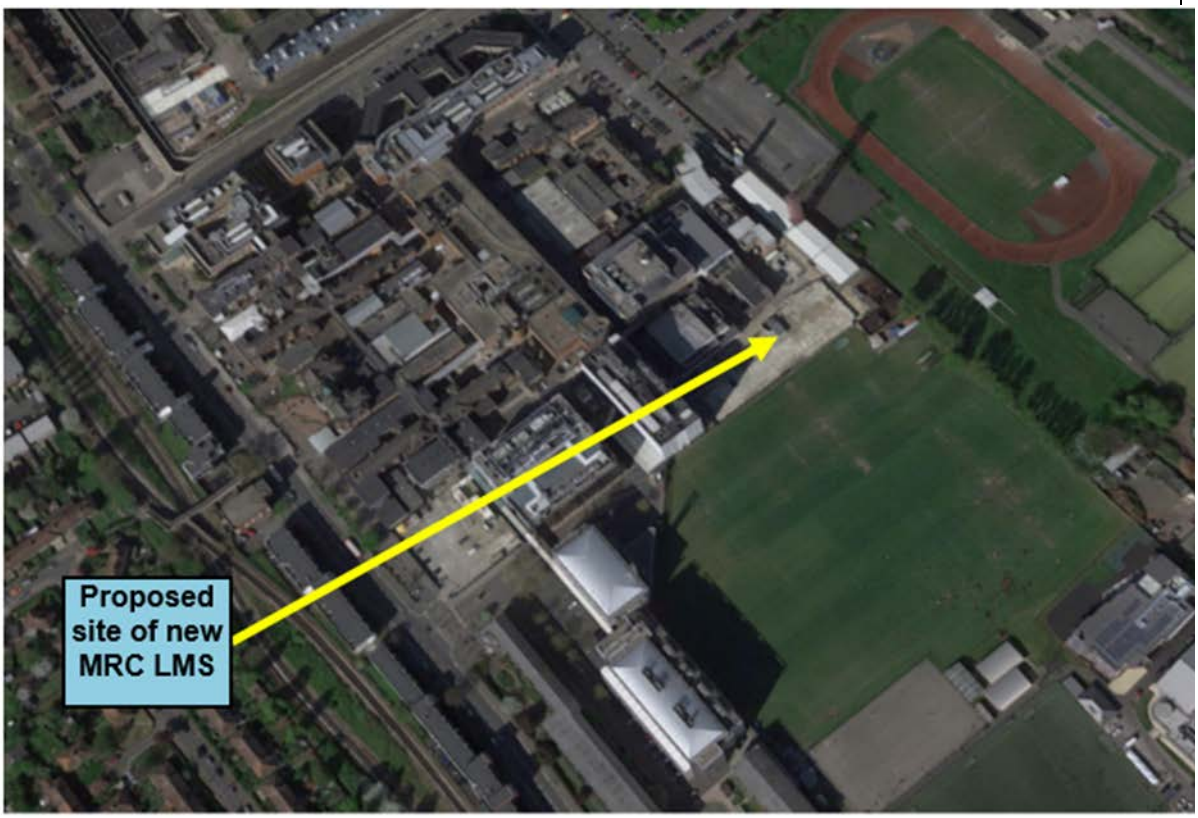

Figure 3 - Arial Photograph Hammersmith Campus - proposed location of new LMS Building

The Institute is currently located within 5 buildings on the Hammersmith Campus. The Clinical Research Building (CRB) forms the hub for the Epigenetics Section, as well as housing about half the groups from the Genes and Metabolism Section and the Integrative Biology Section. The remainder of the Genes and Metabolism Section is housed on the second floor of the Imperial Centre for Translational and Experimental Medicine (ICTEM). Groups working on innovative imaging technologies are located within the Mansfield Centre for Innovation, which includes facilities for 1.5T and 3T MR imaging, as well as next generation microscopy (including PALM-STORM, SIM and STED), Administration and the main Data Centre are located in the Commonwealth Building (CWB). Imperial College's experimental animal facility (H1), which is critical for the work of many of the LMS research groups, is located on the lower floors of CRB. In vivo imaging is in the Francis Frasier laboratories

Across the LMS, accommodation is now extremely cramped with no available space for expansion of activities or for hosting the innovative interdisciplinary collaborations which are increasingly important to the institute's ability to deliver. Furthermore, adoption of new technologies, particularly new imaging modalities, is critical to the Institute's long-term success, but is currently inhibited not only by lack of space, but also by power constraints to several of the buildings and by lack of ground floor accommodation for vibration sensitive instruments. The CRB and Mansfield Centres are particularly problematic due to the age of the buildings and the infrastructure. Furthermore, access to modern experimental animal facilities is critical for approximately half of the research programmes at the LMS, but is currently severely hampered by a lack of space for modern procedure rooms within the existing H1 facility.

Procedure rooms, with adjacent facilities for long term holding, are critical for longitudinal metabolic, neurological and behavioural monitoring facilities as well as for state-of-the-art in vivo imaging equipment (photoacoustics, bioluminescence, ECHO-MRI, 2-photon microscopy etc). Most of the current facilities are aged and the areas struggle with sufficient air supply, cooling, etc. Insufficient flexible space to house modern technology, such as Super-Imaging Microscopes and Cryo-Electron Microscopes as well as lack of procedure room and facilities for longitudinal studies is holding the Institute back from delivering and developing their research to their full capability.

In 2012, the MRC undertook the decommissioning and demolition of the Cyclotron Building (see Figure 3 overleaf). Building was raised to the ground (ground floor slab level) and is now available for re-development to create the new LMS facility.

The MRC has a remaining lease of 34 years for this site and is potentially seeking to undertake the negotiations with the Imperial College Healthcare Trust (ICHT) in order to use the opportunity for a new build which will cater for the institute's future needs and provide the infrastructure required to maintain and increase its scientific impact.

Priorities for the institute include the provision of a fit for purpose experimental animal facility which will meet LMS's future needs, and a new in vitro imaging centre, which will bring together the Institute's existing imaging equipment and, crucially, provide additional

high quality space for the incorporation of new state-of-the art imaging technologies such as cryo-EM.

The new building also provides an opportunity to consolidate LMS researchers, ideally within a single building, but certainly within fewer locations than at present, which will provide a more conducive environment for communication and collaboration across the institute. Release from leases/SLAs on existing space may provide for some “return” by saving of costs the current cramped conditions in LMS and to provide flexible collaborative space for interactions with partner organisations, including with Imperial College, are also important considerations.

2.4. Partnership with Imperial College

Imperial College London (ICL) is one of the world’s leading universities, consistently rated in the top ten. It is the only UK University to focus exclusively on science, technology, engineering, medicine and business and the only one to have had the application of its work to industry, commerce and healthcare central to its mission since its foundation.

Imperial College London has committed £25M to the new LMS building, and is currently scoping options for use of the building, to determine the research discipline/s to be based there. One attractive possibility is to use the new build as part of an initiative to consolidate Imperial’s substantial community of researchers working in Infections and Immunity onto the Hammersmith campus. This would offer new scientific opportunities, particularly in the areas of emerging infections and antimicrobial resistance, which have been recognized as critical research priorities for the MRC and the UK more generally.

Partnership with LMS provides an opportunity for Imperial College London to invest in new, state-of-the-art facilities on the Hammersmith campus, as well as the potential for subsequent redevelopment of space vacated by LMS. The new building will serve as a focus for interdisciplinary research involving academics and industrial partners across the Hammersmith and White City campuses. The shared occupation of the new development by LMS and Imperial provides new opportunities for collaboration and underlines the

College's commitment to working in long term partnership with MRC and in particular LMS, to deliver a world leading programme of biomedical and translational research.

In the recent capital funding round, the UK Government has ring-fenced £50m for the design and construction of a new laboratory facility for the LMS building, including a long-term solution for an appropriate provision for Central Biological Services (CBS). In combination with the potential contribution by ICL, this project will have a value of approximately £75m. However, the MRC and ICL are currently actively seeking additional funders to maximise the space and consequently the science that is to be taking place in the new facility.

3. Cyclotron Site Details

3.1. General

The plot (see Figure 3) was previously occupied by the Cyclotron building. It is located at the North East perimeter of the Hammersmith Campus, adjacent to the Wolfson Education Building, Cancer Centre (radiotherapy) and the ICHT Maintenance and Energy Centre. Immediately adjacent is the Burlington Dane Academy, with their playing fields being directly next to the property border.

The Cyclotron building was at the leading edge of science, having hosted the first cyclotron and consisted of heavily constructed facilities to hold the magnet and target area as well as specialist areas for patient application.

It was constructed in various phases which resulted in a very complex building, with different floor levels, eight storeys high.

The Cyclotron Building was demolished in 2015 (http://www.mcgee.co.uk/projects/cyclotron/)

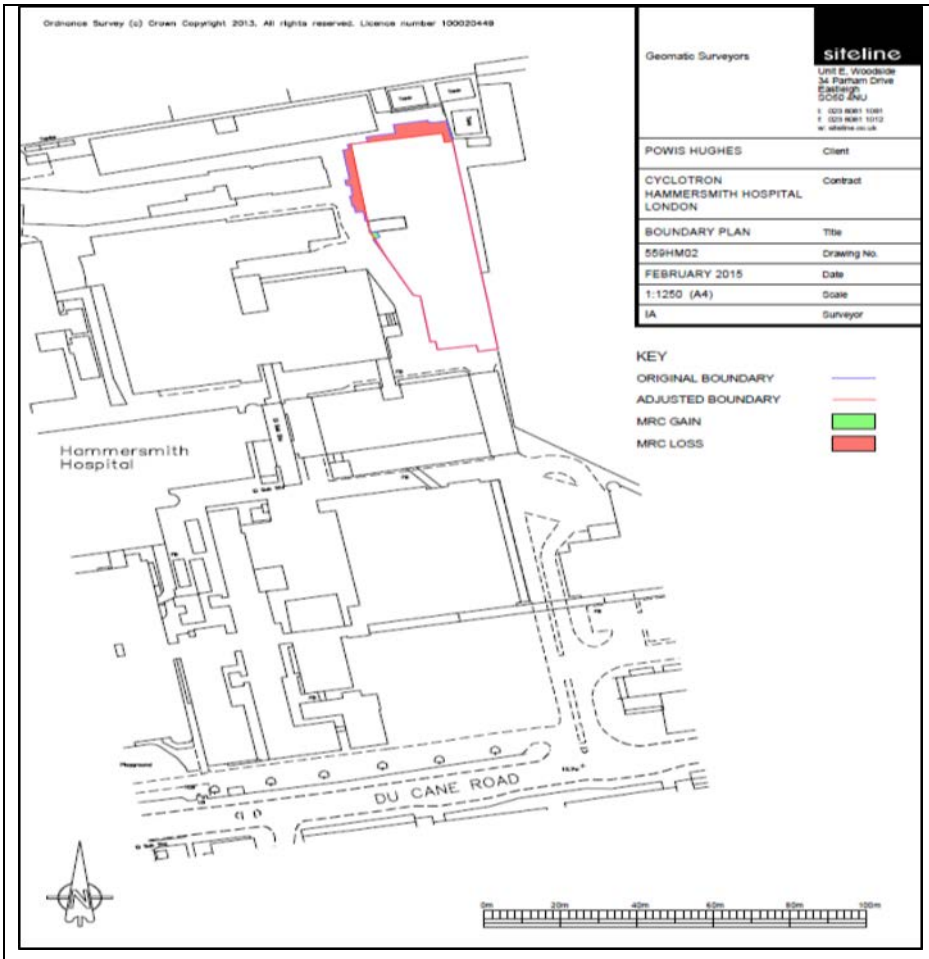

Figure 4 - Site outline of the Cyclotron Plot

3.2. Site Specific Issues

The scope of the decommissioning and demolition of the Cyclotron Building in 2015 stopped short of demolishing the ground floor slab and removing the foundations. Voids below the Ground Floor slab have been backfilled with gravel and the site secured at the agreed boundaries with hoarding.

The scientific work undertaken in the Cyclotron Building involved the use of various radioisotopes, most of which were short-life. However, some were long-life radioisotopes, which are still detectable in specific areas of the ground floor slab and may be present in some of the areas below the slab. MRC have undertaken a survey of the remaining ground floor slab and are currently reviewing the status of the area in order to determine, if a complete removal of the foundations and ground floor slab is required. If so, this would need to be taken into consideration in the design development or enabling works.

For the housing of the magnet and relevant ancillaries, the structure of floors, walls and ceiling were constructed in very thick, heavily reinforced concrete. As part of their design assessments the designers are asked to consider the suitability of the existing foundations for the future facility.

4. Scope of this Appointment

The services which the MRC is seeking under this appointment are those of a Building Regulations Approved Inspector for RIBA Stages 3-7, to advise the Project Manager, Client Lead Designer and appointed Main Contractor on all Building Regulation matters.

The Building Regulations Approved Inspector will act predominantly in an auditing and compliance capacity, making sure that the appropriate documentation and activities are undertaken by the Lead Designer and Main Contractor regarding the compliance with the Building Regulations in good time before Practical Completion and handover of the new LMS facility.

The Building Regulations Approved Inspector will work closely with the Project Manager, Client stakeholders, Lead Designer and Main Contractor.

The appointed Lead Designer (Hawkins Brown Architects) shall undertake the multi-disciplinary design through to RIBA Stage 4 Technical Design, with the Lead Designer then novated over to the Main Contractor to perform RIBA Stage 5-7.

HBA have already undertaken RIBA Stage 1 and currently progressing RIBA Stage 2 through to the end of 2017.

Refer to section 4.8 for the duties of the Building Regulations Approved Inspector.

4.1. The Client

MRC, 2nd Floor, David Phillips Building, Polaris House, North Star Avenue, Swindon, SN2 1FL.

4.2. Project Manager and Cost Manager

Turner & Townsend, One New Change, London, EC4M 9AF

4.3. Lead Designer

Hawkins\Brown Architects, 159 St John Street, London, EC1V 4QJ
NB - Buro Happold Engineering are a sub-consultant to HBA.

4.4. Planning Consultant

Land Use Consultants, 43 Chalton Street, London, NW1 1JD

4.5. The Site Address

MRC London Institute of Medical Sciences (LMS), Hammersmith Hospital Campus, Du Cane Road, London, W12 0NN

4.6. Programme / Milestones

Important Note: These following dates are not absolute, but will be finalised upon appointment, subject to various approvals.

Task / Milestone	Start	End
RIBA Stage 3 - Developed Design	January 2018	April 2018
RIBA Stage 4 – Technical Design	April 2018	August 2018
Main Contractor Tendering Period	October 2018	December 2018
Main Contractor Selection and Appointment	January 2019	January 2019
Construction	February 2019	March 2021
Testing, Commissioning and Validation	March 2021	April 2021
Soft Landing Period	April 2021	May 2021
Transition into new LMS Facility	May 2021	August 2021
LMS Live in New Facility	August 2021	August 2021

4.7. Project Governance

4.7.1. Project Board

The Project will be led and managed by the MRC Major Projects Department. The governance of the project has been established with current Project Board, to which the project delivery team reports via the Turner & Townsend Project and Cost Managers.

The Project Board is the strategic decision-making forum at which project issues and risks are considered and decisions taken direction and management of the project. This includes setting the tolerances that the project will work within, management by exception and providing guidance and support to the project.

The Project Board will meet monthly and minutes will be taken and distributed to those attending by the Project Manager.

4.7.2. Stakeholder Board

A Stakeholder Board has been established with the current stakeholders to discuss and drive forward issues to permit the design and construction of the LMS facility. It consists of

representatives from Imperial College London and London Institute of Medical Sciences, with further stakeholders added as required.

The Stakeholder Board meets monthly and minutes will be taken and distributed to those attending by the Project Manager. Upon appointment, the Lead Designer will be asked to attend the Stakeholder Board meetings as required.

4.8. Duties of the Building Regulations Approved Inspector

The Building Regulations Approved Inspector shall comply with the Department for Communities and Local Government 'Building control performance standards 2017 edition' or any subsequent standard or legislation which replaces this standard.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/585965/Building_Control_Performance_Standards_2017_Final.pdf

The Building Regulations Approved Inspector shall also allow for attending all relevant project, design and client meetings and producing reports as required.

All documentation, reports, notices, etc. are to be uploaded to Huddle as the project document depository.

ALL DOCUMENTATION / REPORTS, etc. PRODUCED IN RELATION TO THIS PROJECT AND UNDER THIS APPOINTMENT BECOME PROPERTY OF THE MRC.

For the avoidance of doubt, the Architect will act as the Lead Designer.

	PROJECT DUTIES (NB. ALL DUTIES RELATE TO ALL RIBA STAGES)
1	Upon appointment, submit Initial Notice to Local Authority (LBH&F) and provide the MRC and Project Manager with a copy.
2	Obtain design brief and all necessary documentation for the project from the Project Manager and provide advice on procedure and programme for obtaining Building Regulations Certification and provide a report that is an initial appraisal of statutory requirements.
3	Assist with negotiations and applications for approvals under local acts.
4	Advise on the need for specialist studies of the site
5	Attend design team meetings as required by the Project Manager
6	Attend Value Engineering workshops as required by the Cost Manager
7	Attend site meetings as agreed by the Project Manager
8	Undertake an assessment of the plans (as defined in the Building Act 1984 S126) and advise the Project Manager any areas/items of non-compliance with Building Regulations, conditions pertaining to the approval or passing of plans and remedies available in the event of a dispute over compliance.

9	Maintain appropriate records of the design assessment process in the form of a tracker document which details; Building Regulations Section, information required, status, owner and further comments and on a monthly basis update and issue this to all relevant parties.
10	The project requires a 'Fire Engineered' solution which will require detailed consideration by the Building Regulations Approved Inspector. Please make all necessary allowance to review the fire engineered approach, to be documented by the Lead Designer at each RIBA Design Stage, and lead consultations with the Local Fire Authority (LFB).
11	Consult with the Local Fire Authority (LFB) and forward all information to the Project Manager and MRC.
12	Liaise with the MRC Safety, Security and Access advisors.
13	Undertake all other statutory consultations and forward any observations to Project Manager.
14	Advise on the requirement of further consultations and forward any observations or advice beyond the scope of the Building Regulations to the Project Manager.
15	Undertake further consultations as agreed.
16	Alert the Project Manager and MRC to any relevant provisions of legislation outside the Building Regulations.
17	Participate in assessing plans by electronic means (via Huddle or Building Information modelling).
18	Compile a Schedule of Modifications specified and/or further plans or information to demonstrate compliance of plans.
19	Issue a Plan Certificate once all plans show no observed contraventions of the Building Regulations.
20	Prepare and provide the Project Manager with a copy of Inspection Notification Framework (INF) which should identify the stages or items of work the Approved Inspector wishes to be notified of as and when they are ready for inspection.
21	Make further inspections of the site over and above those identified in the INF as agreed.
22	Adopt an appropriate site inspection regime.
23	Make inspections of the site to observe compliance with Building Regulations.
24	Maintain appropriate records of site inspections, identifying the work inspected any observed non-compliance.
25	Advise the Project Manager of any observed contraventions of the Building Regulations.
26	Notify the Project Manager and relevant Consultees of any departure from approved plans.

27	Advise the Project Manager on the requirement for any tests during construction and completion.
28	Witness tests and receive certificates as appropriate.
29	Witness tests outside the site, as agreed.
30	Request copies of plans as necessary in relation to the commissioning of services prior to issue of a Final Certificate.
31	Take reasonable steps to be satisfied that the Whole or Part of the Works has been completed for Building Regulations purposes, issue a Final Certificate to Local Authority and issue copy to Project Manager.
32	Provide the Project Manager with a list of inspections carried out.
33	Retain statutory records for an appropriate period.
34	Provide a report at the completion of the project with regards to its success and failures and attend a Post Project review (PPR) to analyse the reports produced by all Project Team members and the key lessons learnt.
35	Monitor and report on defects associated with the project. Provide final inspection reports to the Project Manager.
36	Issue a final certificate to the Project Manager confirming full compliance with the Building Regulations and other relevant statutory requirements

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

Pass / fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Commercial	AW5.1	Professional Indemnity Insurance
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool
Price	PROJ2.2	Budget

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	60 %
Quality	AW6.1	Delivery and Risk	20 %
Quality	AW6.2	Method Statement	20 %

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 the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example
Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear , concise and ideally generic contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.

7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.18 Do not offer UK SBS or or the Contracting Authority staff any inducement or we will reject your Bid.

7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.21 Do not exceed word counts, the additional words will not be considered.

7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.

7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.

7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.27 We do not guarantee to award any Contract as a result of this procurement

7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.

7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.30 If you are a Consortium you must provide details of the Consortiums structure.

7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.33 Your bid will be valid for 60 days or your Bid will be rejected.

7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.

7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.36 If you fail mandatory pass / fail criteria we will reject your Bid.

7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

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

7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.

7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

- Emptoris Training Guide
- Emptoris e-sourcing tool
- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act