



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department of Business,  
Innovation and Skills (BIS)**

**Subject UK SBS: Chief Executive Officer, Biotechnology and  
Biological Sciences Research Council**

**Sourcing reference number: PR16100**

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

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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**UKSBS**  
  
*Shared Business Services*

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

### Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial 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 Customers.

## Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’***

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

### Department for Business, Innovation and Skills (BIS)

The Department for Business, Innovation & Skills (BIS) is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BIS also protects consumers and reduces the impact of regulation.

BIS is a ministerial department, supported by 48 agencies and public bodies.

#### **Department for Business, Innovation and Skills achievements include:**

- Funding 457,000 apprenticeship starts in 2010-11 Academic Year
- Committing £75 million to support innovation in technology-based SMEs
- Helping 25,000 UK businesses (mainly SMEs), employing over 13 million people, to make the most of opportunities for growth in overseas markets; Growth Accelerator is a new Department for Business funded-service to help up to 26,000 small and medium enterprises (SMEs) grow as much as they can over three years. Working with an experienced coach, businesses will receive a personalised growth plan, training and workshops, networking and peer to peer support. SMEs can also learn how to develop their leadership and management capability.
- With the Cabinet Office, leading the review of 1,200 regulations across Government as part of the Red Tape Challenge, more than half of which will be scrapped or improved.

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

## Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Department for Business, Innovation and Skills (BIS) on behalf of BBSRC 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Elizabeth Gage
3.3	Buyer contact details	<a href="mailto:Elizabeth.gage@uksbs.co.uk">Elizabeth.gage@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	£20,000.00
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	09/05/2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	23/05/2016 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	24/05/2016 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	31/05/2016 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	If clarifications are required, these will take place in May. These will be conducted either by Telephone Conference or Face to Face.  Bidders should be aware that they may be required to attend a clarification session in BIS Head Office, London on a date which will be

		specified.
3.11	Anticipated rejection of unsuccessful Bids date	06/06/2016
3.12	Anticipated Award date	08/06/2016
3.13	Anticipated Contract Start date	18/06/2016
3.14	Anticipated Contract End date	June 2017
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### **Introduction:**

The BBSRC is one of the 7 Research Councils. It is a national funding agency supporting research and study in the UK. The BBSRC is a public body with a Royal Charter operating as an executive non-departmental public body accountable through the Director General Business and Science (DGB&S), to the Secretary of State for Business, Innovation and Skills. The primary purposes of the BBSRC as set out in its Royal Charter are:

- to promote and support high quality research relating to the understanding and exploitation of biological systems;
- to provide trained scientists and engineers and to advance knowledge and technology thereby contributing to UK economic competitiveness and the quality of life
- to provide advice, disseminate knowledge and promote public understanding in biotechnology and biological sciences.

A review of the Research Councils has recently taken place, led by Sir Paul Nurse. The Nurse Review was published in December 2015 and the Government have indicated that they will take forward the recommendations. As a result and subject to parliament, a new body, Research UK, will be created and candidates should note that this will lead to some change in the AHRC Chief Executive post. The successful post holder will be an active advocate of this change and will have opportunities to help shape successful implementation. Research UK is likely to be formed in 2018-19.

Research Council appointments are on the No10 interest list

### **Aims:**

The CEO is responsible for providing both the academic and managerial leadership of the BBSRC and for the overall direction and management of BBSRC staff and other resources. The CEO acts as Accounting Officer and sits on the Governing Council by virtue of their role as CEO. The role will be based in Swindon

This is a specialised post but at the same time cuts across a number of academic disciplines - CEOs of Research Councils are typically from the relevant academic community. We need executive search to find the right (potentially international) candidate particularly given the BBSRC is based in Swindon which is likely to attract fewer candidates than a London location.

### **Objectives and success measures:**

- To provide a cost effective and professional service in delivering search and recruitment for the campaign with positive feedback on delivery from senior stakeholders;
- To provide targeted search that ensures applicants have the relevant skills and ability as set out in the role description and selection criteria;
- Applicants diversity monitoring data and political questionnaire submitted to Appointments Team;
- Success will be the appointment of a high calibre candidate to the post drawing on a wide and diverse pool of applicants that ensures the Minister has a choice of whom to

- appoint.  
• The appointment is compliant with the Commissioner's Code

**Background to the requirement:**

The Secretary of State for Business Innovation and Skills (BIS) is responsible for the appointment of the Chief Executive to the Board of the BBSRC

Further information can be found within 'Chief Executive of the Biotechnology and Biological Sciences Research Council (BBSRC) Role Specification and Selection Criteria' which is at the end of the Specification.

**Changes in the way in which BIS delivers its ministerial public appointments.**

You will be working primarily with a named Public Appointments Policy and Assurance contact within the Appointments Team who will be responsible for:

- contract management of the search and recruitment consultancy, ensuring the campaign delivers its key milestones and success criteria resulting in high calibre candidates appointed to the post;
- project managing the campaign to ensure the campaign remains on track and any risks or issues are mitigated and addressed
- working with the appointed consultants on the content of appointment documentation and advertising to ensure high quality of standards are delivered;
- working with the consultants on a targeted diversity campaign;
- working with consultants on the sifting and interview process;
- drafting ministerial submissions;
- arranging the selection panel members;
- liaising with BIS Ministers office, Parliamentary Unit and Communications as part of the appointments process.

The campaign will also be supported by other team members who will carry-out specific roles in the successful delivery of the campaign and appointment on-boarding. The Appointments Team will also be liaising closely with the policy team in the Research Base Directorate throughout the campaign.

**Scope:**

The appointed search and recruitment consultancy firm will be required to deliver search requirements and assist the Appointments Team and the Research Base Directorate in BIS with the selection process for the vacancy in order for the successful applicants to take up post as soon as possible and preferably by the summer of 2016. This post is not regulated by the Commissioner for Public Appointments, however the campaign process will follow best practice according to those appointment principles.

Further details on the role is set out within 'Chief Executive of the Biotechnology and Biological Sciences Research Council (BBSRC) Role Specification and Selection Criteria' which is at the end of the Specification.

**Requirement:**

The consultants will be required to undertake the following work in consultation with the

## Appointments Team.

- Attend planning meetings and discuss search and campaign requirements with Appointments Team and other key stakeholders including the BBSRC Provide creative search and selection services ensuring a strong and diverse field of candidates;
- Provide the Appointments Team with a regular update on search activity to include a 2 line biography for each candidate;
- Give support and advice on the preparation of recruitment documents and ensure applicant packs are made available in alternative formats if requested;
- Advise on advertising text and negotiating with media on prices for placing external adverts, plus placing advert; and bringing the advert to the attention of names of potential applicants;
- Managing expressions of interest, applications and handling enquiries;
- Produce search report including diversity monitoring data and where applications originate;
- Carry-out pre-sift process (grading candidates according to fit against selection criteria), prepare panel packs etc for longlist and shortlist sifts and attend meetings with selection panel (as required);
- Arrange and carry-out initial interviews with long listed candidates;
- Take up references;
- Arrange 1:1s with senior colleagues as required;
- Stand down candidates and liaise with successful candidates in all stages following advice from the appointments team;
- Provide feedback to candidates on request;
- Arrange interviews with candidates and prepare the selection panel for interviews including providing a panel pack;
- Carry out post-interview arrangements with successful candidate as required.

### **Deliverables:**

- Through executive search, suitably qualified, high calibre applicants drawn from a strong field applying for the vacancy;
- Advertising that is proportionate and relevant to attract high calibre applicants for the vacancies;
- Recommendations and referrals followed up with individuals applying for the vacancy;
- All recruitment documents are accessible and professional;
- All contact made with applicants and potential applicants by the consultants is delivered professionally;
- Research delivered to a high standard in the right format to meet the Department's needs and delivered on time;
- Pre-sift results in a strong field of applicants progressing through the recruitment process;
- The pre-sift results are accepted by the selection panel members as accurate against the agreed criteria;
- Strong field of applicants recommended for interview;
- Diversity data accurately recorded and applicants completed forms submitted to the Appointments Team;
- The service provided is delivered on time and to a high standard with key stakeholders providing positive feedback on the consultant's added value.

You will be expected to:

- Keep in touch on a regular basis with key contact in the Appointments Team throughout the process, and if any issues arise to get in touch without delay so these can be resolved together.
- Update your contact on a regular basis throughout the search period.
- Attend meetings when required.
- Have at least one meeting with senior stakeholders and keep in touch as required.
- Supply a list of applicants approached and provide a report on search activities and outcome. When undertaking the search, and following up recommendations, to ensure that potential applicants understand that this is an open competition and that appointments are based on merit.
- Deliver the stages covered in the programme of work, in partnership with the Appointments Team's campaign contract manager ensuring all recruitment documents have had the necessary clearance before they are used.
- Participate in an evaluation review at the end of the appointments process to share what went well and any areas identified for improvement.
- Be familiar with the Commissioner for Public Appointments Code of Practice April 2012 and the Cabinet Office Making and Managing Appointments, Best Practice Guidance.
- Retain key documents for the competitions, as required under the Commissioners Code and forward to the Appointments Team.
- Handle sensitive personnel data securely. You are asked to note that personnel working on this assignment should not hold any data of a personal nature relating to applicants on an unencrypted laptop, drive or memory stick.
- Head all documents / emails that contain information about applicants e with the following protection marking "official sensitive"
- Ensure quality of standards, as set out in your proposal, are delivered throughout this assignment.

**Proposed project process timetable:**

The Department needs the new CEO in place by 30 Sept 2016, or as soon as possible thereafter.

- Campaign to go live in June 2016
- Long list established and agreed by the panel in July 2016 (Pre-sifting carried out using A-D scoring)
- Short list of at least 4 and up to 6 candidates agreed by panel in August 2016.
- Panel interviews held last week in August 2016
- Approval for successful candidate obtained by mid Sept 2016.
- Offer made to successful candidate in mid Sept with view to starting by 1 October 2016.
- Updates on search activity as required by Appointments Team
- Draft research report on search and diversity data with Appointments Team to agreed timetable
- Final research report with Appointments Team and Panel members to agreed timetable
- Pre-sifting carried-out and graded A-D
- Panel Packs sent to panel members as agreed
- Prepare and attend sifting meetings
- Conversations with longlisted candidates
- Stand down candidates
- Organise interview slots
- Keep in touch with successful candidates going through the process
- Advice and support panel members during interview process
- Provide support as required for on boarding

## **Chief Executive of the Biotechnology and Biological Sciences Research Council (BBSRC) Role Specification and Selection Criteria**

### **The Organisation**

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of the 7 Research Councils. It is a national funding agency supporting biotechnology and biological sciences research and study in the UK. The BBSRC provides funding for research across a range of biology based disciplines working with universities as well as a number of other research organisations. BBSRC funds established university academics as well as PhD students and allocates funding through a competitive peer review process following applications submitted to it. The BBSRC also has a role in communicating its research and engaging with the public as well as providing advice on issues affecting biological sciences.

The BBSRC is a public body with a Royal Charter operating as an executive non-departmental public body accountable through the Director General Business and Science (DGB&S), to the Secretary of State for Business, Innovation and Skills.

In 2014-2015 BBSRC's budget was around £509M (£459M on research and capital grants and £50.5M for training and fellowships). BBSRC funding supports around 1600 scientists and 2000 research students in universities and institutes across the UK.

A review of the Research Councils has recently taken place, led by Sir Paul Nurse. The Nurse Review was published in December 2015 and the Government have indicated that they will take forward the recommendations. As a result and subject to parliament, a new body, Research UK, will be created and candidates should note that this will lead to some change in the AHRC Chief Executive post. The successful post holder will be an active advocate of this change and will have opportunities to help shape successful implementation. Research UK is likely to be formed in 2018-19.

### **The role and requirements of the Chief Executive**

The Chief Executive is responsible for providing both the academic and managerial leadership of the BBSRC and for the overall direction and management of BBSRC staff and other resources. The position will necessarily involve close liaison with a wide range of stakeholders across the research and higher education sectors as well as government and the wider public sector.

Collaboration with the wider biological sciences and biotechnology community is essential. BBSRC is a key player in many cross-cutting issues including the UK Animal and Plant Health strategy, the synthetic biology roadmap and the UK Agri-Tech strategy. The CEO will lead BBSRC's contribution to these and future collaborations and deliver their contribution to other priorities within the bioeconomy. The CEO will also maximise the impact of BBSRC strategic funding to its research institutes.

The main responsibilities will be to:

- drive forward the strategy of the BBSRC including its three key strategic priority areas:

- o Agriculture and food security
- o Industrial biotechnology and bioenergy
- o Bioscience for health
- implement the policies agreed by the Council and BIS (including reform of the research funding landscape following the Nurse Review);

Particular Challenges/Priorities of the role

- to lead the BBSRC through a period of reform as Government looks to reform the Research Councils and wider research landscape;
- we expect the role to change in line with reform and the CEO to play an active part in delivering that change;
- to ensure continued recognition for the BBSRC as a major contributor to world-class research in the biological sciences sector both nationally and internationally;
- to continue to develop the BBSRC's strategic approach to the funding of research, including;
- o promoting and supporting high quality research in biological systems;
- o promoting and increasing delivery of knowledge exchange and commercialisation of research through strategic direction and investment, in alignment with the Government objectives; and
- o recognising that BBSRC's work underpins and enables the objectives of other Government Departments including the Department for the Environment Food and Rural Affairs, Department for Energy and Climate Change, Department for International Development, Department of Health, Ministry of Defence and the devolved administrations;
- to improve further the effectiveness of BBSRC's research funding mechanisms, including its responsive-mode programmes, to sustain the UK's world class bio-science research base whilst increasing its economic impact;
- to strengthen further the activities and visibility of the BBSRC's strategic partners and networks including its UK Research and Innovation Campuses;
- to ensure that the impact of BBSRC-funded research is understood and recognised by government and other leaders in the UK and more widely;
- to implement the outcomes of the Government Spending Review and Nurse review;
- to maximise efficiency, effectiveness and value for money in a tight fiscal environment;
- to promote and foster interdisciplinary work (including any cross-Council programmes announced with the allocations of the science and research budget) across the BBSRC and with other Research Councils; and
- to communicate and strengthen the full breadth of knowledge exchange and transfer

activities for the biological sciences sector, and ensure that opportunities for these are actively promoted and facilitated by the BBSRC.

- to promote and embed into the organisation the principles of equality and diversity;

### **Selection Criteria**

#### Required Skills and Experience

The successful candidate will need to demonstrate the following:

#### Standing

- be of the appropriate standing to represent the BBSRC at the highest level in Government, with industry, in academia, with learned societies, including the Royal Society, and professional organisations, in the UK, and internationally;
- be able to command confidence and have credibility across the wide academic domain of the biological sciences.

#### Strategic Vision

- have a strategic outlook, able to develop long-term plans and chart a path towards their achievement whilst balancing the need to manage short-term pressures;
- take a broad view of the BBSRC's objectives and issues arising across the range of the biological sciences, and not be limited to his or her own discipline;
- be able to draw together diverse information and opinions from a range of sources, and make decisions and act in accordance with the purposes, aims and objectives of the BBSRC.

#### Leadership and Management

- possess excellent leadership and management skills and, specifically, be experienced in the management of significant numbers of staff and able to inspire and motivate colleagues at all levels in the organisation;
- Manage people and organisations through change and be an active proponent of that change working with other CEOS and DG B&S
- be able to undertake the role of Accounting Officer (until this role transfers to RUK) so as to inspire confidence in the Chief Executive's accountability for some £500 million per annum of public funding and be capable of discharging it with diligence and probity.

#### Interpersonal, Communication and Networking Skills

- be an excellent communicator, able to build links within the research community and with those able to exploit the results of research, and effectively articulate strategy and policy both to large (and occasionally challenging) audiences and to individuals and to the media;
- be aware of the societal/cultural impacts of bioscience and biotechnologies and have the ability to communicate to non-scientists their value in producing food, energy and healthier lives.

- be able to work with colleagues at all levels of authority, competence and status in order to promote the effective operation of the BBSRC;

#### Breadth of Understanding

- bring strategic perspective to current and future developments in the full spectrum of the UK research disciplines relevant to the work of the BBSRC, and ability to forge partnerships with diverse partners to maximise impact;
- demonstrate convincing understanding of the highest standards of research in the UK biological disciplines and its wider relevance to the cultural, social and economic wellbeing of the country.

## Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<p><b>Evaluation Justification Statement</b>            In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.</p>			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20.00%
Quality	PROJ1.1	Demonstrating Expertise and Resources to Deliver the Requirement	30.00%

Quality	PROJ1.2	Proposed Methodology and Approach for Achieving the Aims	50.00%

## Evaluation of criteria

### Non-Price elements

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

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

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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

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

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

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

**Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

**Price elements** will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

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

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

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

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

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

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

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

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

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's 😊

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

## USEFUL INFORMATION LINKS

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