



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Innovate UK**

**Subject Contracting Authority Innovate UK Infocus global :  
EMERGE Boston 2017**

**Sourcing reference number PS17177**

**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 Polaris 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 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

### Innovate UK

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. It works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy

Innovate UK is an organisation of around 300 staff, drawn mainly from business. It works across the UK, with a head office in Swindon.

With a strong business focus, Innovate UK drives growth by working with companies to de-risk, enable and support innovation. To do this, they work to:

- Determine which science and technology developments will drive future economic growth
- Meet UK innovators with great ideas in the fields they're focused on
- Fund the strongest opportunities
- Connect innovators with the right partners they need to succeed
- Help its innovators launch, build and grown successful businesses

Since 2007 Innovate UK has committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. They have helped more than 7,600 organisations with projects estimated to add more than £11.5 billion to the UK economy and create 55,000 extra new jobs

## 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	Innovate UK, Polaris House, Swindon, SN2 1FL
3.2	Buyer name	Becky Eldridge
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£28,750.00 excluding VAT for a 12 month period.
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	27.07.2017
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	04.08.2017 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	08.08.2017 11:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	11.08.2017 11:00gmt
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated selection and de selections of Bids notification date	15.08.2017
3.12	Anticipated Award date	15.08.2017
3.13	Anticipated Contract Start date	16.08.2017
3.14	Anticipated Contract End date	15.08.2018
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Introduction

Innovate UK is the UK's innovation agency. We work with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. infocus is the brand for Innovate UK's work on diversity and inclusion. A good idea for innovation can come from anyone and diversity is proven to contribute to business success.

The objectives for infocus are:

- **Boost the UK economy** by encouraging more diversity in business
- **Create role models** and challenge perceptions of what and who an innovator/entrepreneur is
- **Find potential leaders** in innovation/successful entrepreneurs and invest in them
- Raise awareness of Innovate UK and **achieve greater diversity in applications to Innovate UK**
- Build **understanding of barriers** to engaging in innovation and how to overcome these

Our approach is to shine a spotlight where there is currently under representation in business innovation and a significant opportunity to boost the economy in addressing this. We take action where we believe this will make a positive difference.

### Women in Innovation

Our first infocus action was Women in Innovation. The opportunity to boost the UK economy by getting more women innovating in UK businesses is clear. Our research highlighted that only **1 in 7 lead applicants to Innovate UK were women** and we wanted to address this.

We launched a campaign and awards programme in June 2016 to get more women with excellent ideas innovating in UK businesses. We received a fantastic response – over 1700 registrations of interest and 442 final applications. The overall quality of applications was excellent and we selected 34 women to receive an award.

All 34 award holders have been matched with a senior business mentor and are being provided with a tailored package of business support and connections. 15 of the women are also receiving a £50k grant.

Additional activities building on the success with the awards:

- **Partnership with Getty** – a two-week photography exhibition of our Women in Innovation Award Holders. The purpose of the exhibition is to challenge the perception

of what an innovator is and looks like, to create new female role models and to celebrate women entrepreneurs. The images will be added to the Getty stock images and will therefore have a lasting life and impact

- **Entrepreneurs Mission to Boston** – working with the British Consulate-General in Boston, the Digital Catapult and the GREAT Britain campaign we are planning to take a cohort of female founders in the UK on a trip to Boston to access the innovation ecosystem (10-15 Oct 2017).

## 2. Aims

This scope of this tender is to support the first infocus global entrepreneurial mission: EMERGE Boston 2017. Innovate UK is looking for a delivery partner to manage specific activities associated with the mission.

EMERGE is a one week delegation (10-15 October 2017) to Boston Massachusetts for female founders working on Human and Machine Interaction. We will select up to 15 female founders to take part.

EMERGE will provide unparalleled access to new international market opportunities for UK SMEs looking to grow their operations globally.

The mission will coincide with [Boston's HUBweek](#), a first-of-its-kind civic collaboration that brings together the most creative and inventive minds making an impact on technology, science, and innovation.

EMERGE offers exclusive access and support to the Boston innovation ecosystem through curated events and activities including pitching to investors, mentoring sessions, workshops, and a technology showcase at HUBweek's massive Demo Day for the city's innovation ecosystem.

This programme, along with the draw of HUBweek, will provide the resources, coaching, and training that will catapult the delegation of female founders onto the path of success.

The open call document is live now: <https://www.digitalcatapultcentre.org.uk/open-calls/emerge-boston-2017/>

All participants will be required to:

- Make a £1500 contribution towards the costs of the mission (The contribution for successfully selected delegates will go towards the cost of flights and accommodation)
- Attend a pre-mission prep meeting and media launch on 28<sup>th</sup> September at the UK Foreign & Commonwealth Office.
- Attend post mission events 1 month and 6 months after mission.

Lead partners organising the mission:

1. **Innovate UK** is managing the UK programme to prepare participating companies in advance of the mission, to organise follow up activities and to manage the logistics and administration involved (booking flights, accommodation etc.).
2. The **Digital Catapult** is managing the call for applications and the selection of successful female founders to take part.
3. The **British Consulate-General Boston** is managing the mission programme in Boston including liaising with HubWEEK and engaging investors, corporates, start ups, MIT and Harvard and other stakeholders.

PR and media engagement will be handled by all three lead partners.

Other organisations lending their support are:

The **Department of International Trade (DIT)** is working closely with the British Consulate in Boston to fully engage the Boston innovation ecosystem.

The **GREAT Britain Campaign** is the Government's most ambitious international marketing campaign ever and showcases the very best of what our whole nation has to offer in order to encourage the world to visit, study and do business with the UK. The work of participating mission companies will be promoted via the campaign's extensive international network.

The Delivery Partner will work with Innovate UK directly to support the UK programme and engage as appropriate with all organisations on the mission as a whole.

### 3. Objectives

Innovate UK has organised several entrepreneur missions – Clean and Cool, Future Health, Web, Robotics and Autonomous Systems, Space and Future Cities. Alumni tell us that our missions have helped them to grow their businesses faster, increase their ambitions and provide the links to key partners, customers and investors. Mission companies have gone on to secure significant deals as a result of the connections made and the support they received.

This is the first mission associated with the infocus agenda and the first mission that Innovate UK has organised that is targeting female founders.

The mission programme has been designed to provide the resources, coaching, and training that will significantly enhance the prospects of the female founders taking part to successfully grow their business and enter the US marketplace.

As a result of taking part in EMERGE participants should gain:

- Understanding into the challenges and opportunities of exporting to the US.
- Quality contacts with potential customers, investors and partners.
- First-hand insight into new markets for human machine interaction.
- Fresh ideas and insight from international thought-leaders.
- A major boost for both their individual and their company's profile in both the UK and overseas - Participating businesses will be promoted as part of the powerful

GREAT Britain campaign.

- Experience and feedback to help them hone their company and product pitches for international customers and investors.
- Know-how to develop a market-entry strategy.
- Kudos associated with being selected to take part.

Participating companies will also benefit from the ongoing support of a trusted network established as a direct result of the mission, involving fellow mission companies and mentors and partners from Boston.

This support and experience is hard for young companies to gain. Missions also open doors that would be closed to an SME alone. The attraction of a competitive group backed by government allows missions to engage critical partners in overseas markets.

Alumni of other Innovate UK Entrepreneur Missions tell us that they help them to grow their businesses faster, increase their ambition and provide the links to key partners, customers and investors. Mission companies have gone on to secure significant deals as a result of the connections made and the support received.

For example the four Clean and Cool Missions run between 2010 and 2014 saw the 64 alumni of these raise between them over £600m post-Mission by the end of 2014. Of this total only ~7% is public funding (but half the number of deals) demonstrating excellent 'crowding in' of private investment. Although all of this growth can't be directly attributed to Missions a large collection of testimonials and success stories account for a large proportion of the value.

This tender is for a Delivery Partner to support Innovate UK on delivery of specific elements of the mission that will be led from the UK.

#### **4. Background to the Requirement**

We are looking for a delivery partner to manage the following activities:

- Support for participating companies prior to the mission to ensure that they are fully prepared – to include providing with appropriate information and training, organising the pre-mission launch event meeting on 28 September and developing promotional collateral
- Organisation of follow up activities in the UK – including collation of feedback, establishing an appropriate online network, organising at least one face to face meeting to ensure participants are getting the longer term benefits, capturing the impacts/success stories
- Engaging and communicating with stakeholders and networks to help participating companies achieve their aims – e.g. as supporters of the mission, mentors for the participating companies and to provide in-kind support
- The logistics and administration involved – e.g. invoicing participating companies for the £1500 contribution, booking flights, accommodation and travel in Boston, meeting venues in the UK and working with any other suppliers brought in to support pitch training etc (The contribution for successfully selected delegates will go

towards the cost of flights and accommodation)

The above is not an exhaustive list and bidding organisations are invited to suggest additional ways that they could add value to the mission.

Note that the pre mission launch event is 28 September 2017. The venue is Durbar Court, Foreign Commonwealth Office. This full day event will incorporate prep work and training with participants followed by a media launch from approx. 4.30pm. The delivery partner will not be required to manage the media launch.

The Delivery Partner will report direct to the lead contact from Innovate UK and will work to a fixed budget.

The Delivery Partner will also be required to work closely and seek input and guidance from a management team comprising a lead contact from Innovate UK, the Digital Catapult and the British Consulate in Boston. This team is responsible for the overall programme and Missions goals and positioning.

## **5. Scope**

Within scope is any activity which can reasonably add value to the UK-led element of the mission and the wider mission programme, with the overall goal to help participating companies get the greatest value from taking part.

## **6. Requirement**

To achieve the objectives, we believe the following will be required at a minimum:

1. Organisation of pre mission launch event to include:
  - A preparatory 'International Readiness' workshop to provide pitch training and market insights.
  - Sourcing of UK entrepreneurs who have successfully entered overseas markets and who can share their experience.
  - Sourcing of an expert panel who are able to provide strong critical feedback on pitches.
2. Organisation of post-mission event(s)
3. Additional 1:1 support and guidance with participating companies as appropriate before and after the mission
4. Booking of all of flights and accommodation for participating companies in Boston.
5. Feedback on the successes/impacts of the mission to Innovate UK.
6. Establishing an appropriate online network for mission companies, mentors and other partners from the UK and Boston

Respondents are invited to suggest additional ideas for embedding the achievement of the

## required objectives

Note that the flights, accommodation, travel in Boston and other costs associated with mission companies attending UK events travel need to be covered within the tender price.

Travel and subsistence will be reimbursed at Innovate UK's internal rate [details available on request] and must be allowed for within the proposal.

The Delivery Partner would be expected to demonstrate the following:

- Entrepreneurial approach – ability to relate to the female founders (speak their language) and create an atmosphere and culture of innovation around the mission
- Understanding of Innovate UK's infocus agenda - specifically the challenges and opportunities associated with gender diversity in entrepreneurial activity, innovation and investment and a track record working on this agenda
- Marketing and outreach - access to relevant stakeholders and networks to promote the mission and secure support for mission companies, promotional material for the mission companies
- Event management – delivery of high quality bespoke events including coordinated travel and logistics
- Project management – delivering a programme on time and to budget and managing the relationship with Innovate UK, Digital Catapult and British Consulate-General in Boston

## 7. Timetable

Key dates for the mission:

Deadline for applications – 4 September 2017

Decisions on applications – 15 September 2017

Pre-Mission Launch Event – 28 September 2017

Mission week – 10-15 October 2017

## 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. 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	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
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act

### Scoring criteria

#### Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PRJ2.1	Delivery times and budgets	20%
Quality	PROJ2.2	Pitch profile and ambition	20%
Quality	PROJ2.3	Infocus Agenda	20%
Quality	PROJ2.4	Entrepreneurial approach	20%

## Evaluation criteria

### Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

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

All questions will be scored based on the above mechanism. Please be aware that 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: Score/Total Points multiplied by 50 ( $80/100 \times 50 = 40$ )

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

## **Section 6 – Evaluation questionnaire**

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

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

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

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

## USEFUL INFORMATION LINKS

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