

# Request for Proposal



**Request for Proposal (RFP) on behalf of The Engineering and  
Physical Sciences Research Council Subject**

**X-ray photoelectron spectroscopy  
Sourcing reference number PR16195**

## Section 6 – Selection and Award questionnaires

### Section 6 – Selection questionnaire

#### 6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at

<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**[INSERT PROCUREMENT NAME]**

**[INSERT SOURCING REFERENCE NUMBER]**

**[OPEN PROCEDURE]**

#### **Bidder Guidance notes for completion for Parts 1,2,3 and definitions for all sections**

1. The “authority” means UK SBS or the named contracting authority or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard **Selection Questionnaire** i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (**as amended**) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

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

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	<p>Bidders are required to complete the below table.</p> <p>Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).</p> <p>Scoring criteria - For information only;</p> <p>Full name of the potential supplier submitting the information</p> <p>Registered office address (if applicable)</p> <p>Registered website address (if applicable)</p> <p>Date of registration in country of origin</p> <p>Company registration number (if applicable)</p> <p>Charity registration number (if applicable)</p> <p>Head office DUNS number (if applicable)</p> <p>Registered VAT number</p> <p>Trading name(s) that will be used if successful in this procurement</p>	
SEL1.2	<p>Please select from the below options to indicate your trading status</p> <p>Bidder Guidance - the Bidder shall select from the following options;</p> <p>i) a public limited company</p> <p>ii) a limited company</p> <p>iii) a limited liability partnership</p> <p>iv) other partnership</p> <p>v) sole trader</p>	

	vi) Third Sector vii) Other (Please Specify your trading status)  Scoring Criteria - For information only)	
SEL1.3	SEL1.3 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?  Bidder guidance - The bidder shall answer Yes or No Yes - If you responded yes, please provide the relevant details, including the registration number(s). No - no further information required  Scoring Criteria - For Information Only	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
SEL1.4	SEL1.4 Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?  Bidder Guidance - The bidder shall answer Yes or No Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this. No - no further information required  Scoring Criteria - For Information Only	Yes <input type="checkbox"/> No <input type="checkbox"/>
SEL1.5	Please select from the below options to indicate whether any of the following classifications apply to you Bidder Guidance - The bidder shall select from the following options i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop  iv) Other (Please Specify in the comments) Bidder Guidance	i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop  iv) Other (Please Specify in the comments)

	<p>See EU definition of SME:  <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</a></p> <p>Scoring Criteria - For information only</p>	
SEL1.6	<p>SEL1.6 - Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information;</p> <p>i) - Name;  ii) - Date of birth;  iii)- Nationality;  iv)- Country, state or part of the UK where the PSC usually lives;  v)- Service address;  vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  vii)- Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  - N/A</p> <p>(Please enter N/A if none of the above are applicable)</p> <p>Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships">https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships</a></p> <p>Scoring criteria - For information only</p>	<p>i) - Name;  ii) - Date of birth;  iii)- Nationality;  iv)- Country, state or part of the UK where the PSC usually lives;  v)- Service address;  vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  vii)- Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  - N/A</p>
SEL1.7	<p>SEL1.7 Please provide details of your immediate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Immediate Parent Company</p> <p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT</p>

		Number
SEL1.8	<p>SEL1.8 Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Ultimate Parent Company</p> <p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Question number	Question	Response
SEL1.9	<p>SEL1.9 Are you bidding as the lead contact for a group of economic operators?</p> <p>Bidder Guidance - The Bidder Shall answer Yes or no</p> <p>Yes - If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p>

SEL1.10	<p>SEL1.10 Please provide the name and details of group of economic operators (if applicable)</p> <p>Bidder Guidance - the bidder shall include details of the following</p> <p>Name of group of economic operators and the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.</p> <p>Scoring Criteria - For Information Only</p>																																																																											
SEL1.11	<p>SEL1.11 Are you or, if applicable, the group of economic operators proposing to use sub-contractors?</p> <p>Bidder Guidance - The Bidder Shall answer yes or no</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																																																																										
SEL1.12	<p>SEL1.12 If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A</p> <table border="1" data-bbox="284 1055 1340 2022"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Name							Registered address							Trading status							Company registration number							Head Office DUNS number (if applicable)							Registered VAT number							Type of organisation							SME (Yes/No)							The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables							The approximate % of contractual obligations						
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SEL1.13	<p>Contact details and declaration</p> <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements.</p> <p>Scoring criteria Mandatory Pass / Fail</p>
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SEL1.13	Contact details and declaration
Question	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	





## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	
SEL2.2	<p><b>SEL2.2 - Participation in a criminal organisation</b></p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.3	<p><b>SEL2.3 - Corruption</b></p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at</p>

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.4	<p>SEL2.4 - Fraud</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.5	<p>SEL2.5 - Terrorist Offences or offences link to terrorist activities</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.6	<p>SEL2.6 - Money laundering or Terrorist financing</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL2.7	<p>SEL2.7 - Child Labour and other forms of trafficking in human beings</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No – Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.8	<p>If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL2.9	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Yes - Fail No - Pass</p> <p>In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its sole discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
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SEL3.1	<p>SEL3.1 - Grounds for discretionary rejection – UK SBS is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further.</p> <p>If you cannot provide a compliant answer – (No) to the above questions, it is possible that your application might not be accepted.</p> <p>In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a>          which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <p>Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance</p>	Yes <input type="checkbox"/>
SEL3.2	<p>SEL3.2 - Breach of environmental obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	Scoring Criteria - Pass/fail	
SEL3.3	<p>SEL3.3 - Breach of social obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.4	<p>SEL3.4 - Breach of labour law obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.5	<p>SEL3.5 - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.6	<p>SEL3.6 Guilty of grave professional misconduct?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.7	<p>SEL3.7 Entered into agreements with other economic operators aimed at distorting competition?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>



	<p>further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.8	<p>SEL3.8 Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.9	<p>SEL3.9 Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended)</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.10	<p>Prior Performance issues</p> <p>Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.11	<p>SEL 3.11 The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
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SEL3.12	<p>SEL3.12 The organisation has withheld such information as described in SEL3.11</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL3.13	<p>SEL3.13 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended).</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL3.14	<p>SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
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## Part 3: Selection Questions<sup>1</sup>

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	<p>SEL4.1 - Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide <b>one</b> of the following;</p> <p>a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation</p> <p>b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

##<sup>1</sup> See Action Note 8/16 Updated Standard Selection Questionnaire##

	<p>Bidder Guidance - UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
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<b>SEL4.3</b>	<p>SEL4.3 Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you.</p> <p>If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage?</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (<u>e.g.</u> from a bank?)</p> <p>Bidder Guidance - If this question does not apply, please respond "N/A".</p> <p>Please provide your response in the text box below</p> <p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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	Any information submitted over and above the specified limit will be disregarded and not evaluated	
	Scoring Criteria – Mandatory Pass/fail	

<b>SEL5.1</b>	<p>Do you have previous experience of running a similar service / facility to the requirement?</p> <p>Please provide an overview of the activities you undertook while running the service / facility.</p> <p>The overviews should include the following:</p> <ol style="list-style-type: none"> <li>1. Evidence that the bidders have previously run a service / facility similar to this requirement.</li> <li>2. Evidence that a high quality service was provided to the user base.</li> </ol> <p>Both of these criteria must be met within the overview in order to achieve a pass.</p> <p>Bidders who are unable to provide appropriate evidence that meet the above criteria will fail.</p> <p>UK SBS make no commitment to contact the organisation; it does however reserve the right to contact the organisation at any time in the procurement to validate the content of the Bidders answer.</p>
Bidder guidance	<p>We are looking for :</p> <ul style="list-style-type: none"> <li>• Evidence of Skills and expertise to run a service/facility similar to this requirement.</li> <li>• Demonstrate your understanding of how these types of facilities successfully operate.</li> </ul> <p>Bidder to attach the case studies as pdf documents which should be no longer than 2 A4 sides per case study</p>
Scoring criteria	<b>Mandatory Pass/Fail</b>
Bidder response	<b>Single Selection</b>

SEL5.2	<p>SEL5.2 Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Bidder guidance – Free text</p> <p>Scoring Criteria - For Information Only</p>
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	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>SEL5.3</b>	<p>SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<b>SEL5.4</b>	<p>SEL5.4 If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an attachment</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>Please provide relevant the url ...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p>

## Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

	Insurance
SEL4.4	<p>SEL4.4 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £2 Public Liability Insurance = £2 Professional Indemnity Insurance = £2 Product Liability Insurance = £2</p> <p>Bidder Guidance - It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p>Yes= Pass No= Fail</p> <p>Scoring Criteria - Mandatory Pass/fail</p>



SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	The Bidder Shall answer yes or no Yes = *Fail No = Pass  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  UK SBS will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/Fail

<b>SEL5.7</b>	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	<p>The Bidder shall answer yes or no</p> <p>Yes – Fail*</p> <p>No – Pass</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.8</b>	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes = Pass</p> <p>No = Fail</p>
Scoring Criteria	Mandatory Pass/fail

<b>SEL5.9</b>	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail*</p> <p><b>No</b> – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation</p>

	<p>of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.10</b>	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has any of your subcontractors had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p><b>Yes – Fail*</b></p> <p><b>No – Pass</b></p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS's satisfaction that appropriate remedial action has been taken by your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass/fail

Bidder response	Drop down menu - Yes / No
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<b>SEL2.10</b>	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at:</p> <p><a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.</li> <li>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</li> </ul> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate is currently in place</p> <p><b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder	Drop down menu – Yes / No/Intend

response	
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<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</b></p> <p><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may</p>
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	apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (not applicable).	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if UK SBS believes that the suggested exemptions or exceptions have not been applied properly, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

## **Section 6 – Award questionnaire**

6.2 The Award questionnaires are located within the e-sourcing tool.

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

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

## COMMERCIAL QUESTIONNAIRE

### RFP Governance

<b>AW1.1</b>	<p><b>FORM OF BID</b></p> <p>I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the UK SBS may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the RFP, and any contract entered into by UK SBS or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP I agree and accept the justification for the UK SBS's evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this RFP I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
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Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW1.2</b>	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was</p>
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	<p>necessary to obtain insurance premium quotations for the preparation of the Bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information / documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

## Executive summary

AW2.1	<p><b>Please provide an executive summary of your bid.</b></p> <p>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder <b>(but excluding all pricing/financial information)</b></p> <p>The objective of the executive summary is to provide UK SBS with a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p> <p>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</p> <p>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</p> <p>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</p>
Bidder guidance	<p>The bidders should summarise the key features of their response, detailing what will enable the bidder to provide the required service to reach the science needs of the UK Engineering and Physical Sciences community.</p> <p>Any information submitted over and above the specified limit will be disregarded.</p> <p>Attachments are permitted but limited to 2 sides of A4</p>
Scoring criteria	For information only
Bidder response	Attachment

## Compliance to the Contract Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the attached Contract Terms.</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> –Pass. In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted to achieve a Pass. See question AW4.2 for the supplier to create a justification.</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

<b>AW4.2</b>	<b>Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause</b>
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) UK SBS considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>the changes submitted do not create significant risk for UK SBS and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail).</p>

	In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A'  'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

## PRICE QUESTIONNAIRE

<b>AW5.1</b>	<b>Please confirm your price shall remain firm and fixed for full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

<b>AW5.2</b>	<b>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b>  <b>All prices shall be shown exclusive of VAT and VAT should be shown separately (please see AW5.8 and AW5.10).</b>  <b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b>
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule.  The scoring methodology for this question shall use the prices of VAT and

	<p>be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
£120,000	20%	80																							
£140,000	40%	60																							
£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks 20.00%																								
Bidder response	Drop down menu – Yes																								

<b>AW5.3</b>	<b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc).</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes - we will provide open book costing – Pass</b></p> <p><b>No - we will not provide open book costing – Fail</b></p>

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, , No

<b>AW5.8</b>	<p><b>Bidders are required to complete the Excel Payment Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b></p> <p><b>All prices shall be provided showing a breakdown exclusive of VAT (or equivalent TAX) and showing VAT separately where applicable on the spreadsheet.</b></p> <p><b>Bidders are required to justify if VAT is not applicable on their costs – see question AW5.10 for further information.</b></p>
<b>Bidder guidance</b>	Bidders are to attach a document providing evidence of their payment schedule for the proposed facility.
<b>Scoring criteria</b>	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.
<b>Bidder response</b>	Attachment

<b>AW5.9</b>	<p><b>Invoices will be paid quarterly in arrears against deliverables. The successful supplier will be required to complete a deliverables report to accompany the invoice each quarter setting out the deliverables for payment in that quarter.</b></p>
<b>Bidder guidance</b>	<p>Bidders are required to indicate their agreement to provide the deliverables report for each invoice. The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
<b>Scoring criteria</b>	Mandatory Pass / Fail.
<b>Bidder response</b>	Drop down menu - Yes, No

<b>AW5.10</b>	<p><b>VAT may be applicable to all or some of the bidders costs for this requirement. It is essential to EPSRC that all costs of the proposed facility across the 3+2 years contract term clearly identify if VAT is applicable or not. <u>Any</u> areas that are shown in AW 5.8 where VAT has</b></p>
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	<b>not been applied must be accompanied by written confirmation from HMRC ( dated within the last three months) which should be provided as an attachment.</b>
<b>Bidder guidance</b>	<p>Bidders are required to confirm that any VAT exemptions identified are accompanied by confirmation from HMRC.</p> <p><b>Yes</b> – VAT is applicable to <u>all</u> costs shown in AW5.8 or yes VAT exceptions apply and there is supporting HMRC confirmation attached - Pass</p> <p><b>No</b> – VAT has <u>not</u> been applied to all areas and has not been confirmed by HMRC - Fail</p>
<b>Scoring criteria</b>	Mandatory Pass / Fail.
<b>Bidder response</b>	Drop down menu - Yes, No Attachments are permitted

## TECHNICAL QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification and your ability to provide the minimum Mandatory requirements</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail.
Bidder response	Drop down menu - Yes / No

<b>AW6.2</b>	<p><b>Facilities Provided</b></p> <p>Please describe your proposed facility site and infrastructure capabilities for delivering the service, to include:</p> <p>(a) transport routes and available accommodation for users</p> <p>(b) equipment location</p>
Bidder guidance	<p>The Bidder must be able to demonstrate the following:</p> <ul style="list-style-type: none"> <li>▪ A level of capability which can deliver the service at a national level</li> </ul>

	<p>and meet the requirements specified in the Request for Proposal.  <u>NB: The service requirements can be met by concurrent use of multiple XPS systems.</u></p> <p><b>Transport routes and available accommodation for users</b></p> <ul style="list-style-type: none"> <li>▪ Explanation of why the travel arrangements represent best value for EPSRC &amp; UK researchers.</li> <li>▪ Details of available transport links and accessibility of the site(s) for facility users.</li> <li>▪ What provision will be made for visiting users in relation to the working environment.</li> </ul> <p><b>Equipment location</b></p> <p>Details of the facility site(s), including:</p> <ul style="list-style-type: none"> <li>▪ Where the facility will be located.</li> <li>▪ Explaining the suitability of the facility site and the equipment accommodation.</li> <li>▪ Confirmation that the equipment accommodation will be available for the duration of the contract.</li> <li>▪ Details on how the site and equipment accommodation will be maintained and any plans or proposals for changes to or upgrades of the existing accommodation.</li> <li>▪ Details of the Facility-specific security of the site and confirmation of appropriate systems and procedures on site to maintain safety and welfare of personnel and facility users.</li> <li>▪ Details of a common accessibility strategy whether it is a single or multiple site bid.</li> </ul> <p>The evaluators will consider and score both elements separately</p> <p>An attachment is permitted but limited to 7 sides of A4</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>4.00% for Transport routes and 4.00% for Equipment location.</p> <p>Maximum marks 8.00%</p>
Bidder response	Attachment

<b>AW6.3</b>	<p><b>X-ray source and electron analyser</b></p> <p>(a) Describe the x-ray sources together with details of the electron energy analyser expected for the facility equipment.</p> <p>(b) What desired capabilities would the bidder be able to offer to improve</p>
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	the x-ray source and electron analyser service?
Bidder guidance	<p>(a) The Bidder must include details about the following:</p> <ul style="list-style-type: none"> <li>▪ The types of x-ray sources that will be provided, in terms of monochromatic source – with particular attention to the spot size and the length in scale ranging from <math>\mu\text{m}</math> to mm and non-monochromatic source</li> <li>▪ Additional x-ray sources with a minimum 3 keV photon energy</li> <li>▪ The spatial resolution in imaging mode must be below <math>15\mu\text{m}</math></li> <li>▪ The kinetic energy range of the electron analyser matching that of the photon sources</li> <li>▪ What the angle-resolving capabilities of the instrumentation will be</li> <li>▪ How charging effects will be handled</li> <li>▪ The combined energy resolution of the instrumentation (minimum 0.5 eV)</li> </ul> <p>Attachments are permitted but limited to up to 3 sides of A4.</p> <p>(b) The Bidder answer may include but is not limited the following examples: overall energy resolution better than 0.3eV, hard X-ray source and accompanying analyser for photon energy of minimum 5 keV and UV photoelectron spectroscopy characterisation</p> <p>Attachments are permitted but limited to up to 3 sides of A4.</p> <p>The evaluators will consider and score both elements separately</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>12.00% for mandatory capability of the X-ray source and electron analyser, 2.00% for the desirable capabilities.</p> <p>Maximum marks 14.00%</p>
Bidder response	Attachment

<b>AW6.4</b>	<p><b>Sample handling</b></p> <p>Describe the sample handling abilities that will be offered by the facility.</p>
Bidder guidance	<p>The Bidder must address the following points in their answer:</p> <ul style="list-style-type: none"> <li>▪ Details of the sample chamber and the provision given for sample storage</li> <li>▪ Specifics of the optical microscopy capabilities to allow for sample</li> </ul>

	<p>alignment/inspection (minimum spatial resolution 5µm)</p> <ul style="list-style-type: none"> <li>▪ Specifics of the system for allowing automatic multiple sample analysis under Ultra-high vacuum (UHV).</li> <li>▪ Ability for rapid sample loading</li> <li>▪ Proficiency to analyse large single sample specimen samples and polycrystalline fine powders, with reference to the Mandatory requirements section 1.5.1.1 Instrumentation and Technical Capabilities.</li> </ul> <p>Attachments are permitted but limited to 3 sides of A4.</p> <p>This question addresses a mandatory capability of the proposed facility.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 5.40%</p>
Bidder response	Attachment

<b>AW6.5</b>	<p><b>Sample preparation</b></p> <p>How will the facility ensure they provide suitable preparation of samples?</p>
Bidder guidance	<p>With reference to section 1.5.1.3 of the specification regarding sample preparation, transportation and storage.</p> <p>Bidders should explain in their response how samples from across the physical and life sciences interfaces will be handled, stored and transferred to users and partners taking into account hazardous, degradable, radioactive and biological samples.</p> <p>The bidder should address the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Base pressure range (<math>5 \times 10^{-9}</math> mbar or below)</li> <li>▪ Operational pressure range (up to <math>10^{-6}</math> mbar or higher)</li> <li>▪ A noble gas cluster ion source for depth profiling and sample preparation</li> <li>▪ Gas cluster source</li> <li>▪ Sample heating with minimum upper temperature of 1000°C</li> </ul> <p>In your response include details of what sample and preparation arrangements are available to visiting users.</p> <p>Attachments are permitted but limited to 5 sides of A4.</p>

Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP document.  Maximum marks 5.40%
Bidder response	Attachment

<b>AW6.6</b>	<p><b>Sample environment</b></p> <p>(a) How will the facility ensure they provide a suitable environment for samples during analysis?</p> <p>(b) What desirable capability is the bidder able to provide to improve the sample environment?</p>
Bidder guidance	<p>(a) The bidder must address the following points and explain how you would achieve this:</p> <ul style="list-style-type: none"> <li>• Being able to analyse samples of a 6 cm diameter / 1 cm height size or greater</li> <li>• Having a minimum 10 µm reproducibility in translational sample positioning along x, y, z axis +/- 1cm in each dimension</li> <li>• Residual gas analyser in analysis chamber with detection range up to at least <math>m/Z = 200</math> amu</li> <li>• Possibility to apply sample bias during measurements</li> <li>• Sample temperature range during measurement: from 100 K to 900 K</li> <li>• Temperature measurement at sample (not sample stage temperature)</li> <li>• Cryocooling of wet / biological samples (to 200 K)</li> <li>• Gas manifold allowing use minimum 4 gases of non-toxic, non-explosive, inert gases</li> </ul> <p>Attachments are permitted but limited to 4 sides of A4.</p> <p>(b) The Bidder answer may include but is not limited the following examples: ability to study UHV-compatible liquids (e.g., ionic liquids), additional ports for mounting ancillary (e.g. user-supplied) instruments on the analysis and preparation chambers</p> <p>Attachments are permitted but limited to 2 sides of A4.</p> <p>The evaluators will consider and score both elements separately</p>

Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>5.40% for the mandatory sample environment requirements and 1.80% for desirable capabilities for the sample environment</p> <p>Maximum marks 7.20%</p>
Bidder response	Attachment

## SERVICE DELIVERY QUESTIONNAIRE

<b>PROJ1.0</b>	<p><b>Service Capacity</b></p> <p>Throughout the duration of the contract EPSRC expects the facility will utilise the equipment to the maximum extent.</p> <p>How does the facility plan to utilise the equipment to the maximum extent, including weekend and overnight access?</p>
Bidder guidance	<p>Please include details on the processing capacity (allowing for planned downtime, maintenance, calibration etc. which should be identified in your response) on a weekly, monthly and annual basis for 24 hour usage 7 days a week.</p> <p>These figures should take into account whether multiple devices will form part of the facility and if so, their individual performance and how this relates to the overall figure for the facility.</p> <p>The target service delivery level is a minimum of 70% service up time (equivalent to 6150 h.p.a). 80% up time (equivalent to 7000 h.p.a) is desirable. Ideally 24 hr operation with 90% annual up time.</p> <p>Bidders are expected to demonstrate how they would plan to deliver a facility that would comply with the specified Service Level. Refer to the Service Level Agreement Bidders are also expected to detail their plans for their ability to respond flexibly to periods of high and low demand. Any proportion of time being offered as part of the facility and the time the equipment will be used internally by the institution should be included.</p> <p>Attachments are permitted but limited to 4 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 3.75%</p>

Bidder response	Attachment
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<b>PROJ1.1</b>	<p><b>Service Access</b></p> <p>It is essential to EPSRC that the proposed facility can be accessed for the full period of the contract by students, post-doctoral researchers and academic researchers in the UK.</p> <p>What will be the process for allocating and managing service access for different types of users?</p>
Bidder guidance	<p>EPSRC expects the bidder should provide a clear explanation of a simple, transparent process for allocation of service access for different users with primary considerations of quality and ensuring that researchers of different experience and backgrounds are not put at any disadvantage. A comprehensive response will include:</p> <ul style="list-style-type: none"> <li>• Details of the process that will be used to prioritise applications and samples, including but not limited to quality assessments applications.</li> <li>• Detail of how allocation to users with different experience levels will be managed.</li> <li>• Policies you have for detecting and dealing with inappropriate usage of the facility.</li> <li>• Envisaged access times available for use of the facility by EPSRC users.</li> <li>• Any options for a percentage of the facility to be open to researchers beyond EPSRC's remit e.g. interdisciplinary researchers and business customers.</li> <li>• Your approach to allocating time set aside for facility team use.</li> <li>• Your approach to assisting less experienced users (including early intervention) who may not understand whether their proposed experiment will be possible at the facility.</li> </ul> <p>An attachment is permitted but limited to 6 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 3.00%</p>
Bidder response	Attachment

<b>PROJ1.2</b>	<p><b>Maintenance and Servicing</b></p> <p>What routine service and maintenance agreements will be in place for the</p>
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	duration of the contract?
Bidder guidance	<p>EPSRC needs to understand what routine service and preventative agreements will be in place and the external maintenance and service response times for the duration of the contract with the appropriate equipment manufacturer for upgrading and developing the equipment and facility. This includes any additional, complementary techniques, such as, e.g., Raman, AFM, STM or specialist facilities for characterisation of 2D materials.</p> <p>Bidders should provide details of maintenance contracts that will be in place for the duration of the contract term, including call out times for core business hours and outside business hours to cover 24hr, 7 day a week operations (you may evidence this with details of any existing agreements).</p> <p>Attachments are permitted but limited to 4 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 3.75%</p>
Bidder response	Attachment

<b>PROJ1.3</b>	<p><b>Disaster Recovery</b></p> <p>What are the proposed disaster recovery plans for the facility? This should include but not be limited to what contingency plans will be in place for all the facility sites in event of material or equipment breakdown.</p>
Bidder guidance	<p>Bidders must explain how the facility will be able to run with minimum disruption in the case of disaster and the plans in place for what would be done in such circumstances and include a timeline for how this process would work.</p> <p>For each piece of equipment please provide a contingency plan. This could include maintenance periods, unscheduled downtime due to equipment breakdown.</p> <p>Attachments are permitted but limited to 2 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p>



	Maximum marks 0.75%
Bidder response	Attachment

<b>PROJ1.4</b>	<p><b>Upgrades</b></p> <p>(a) What, if any, development or upgrades of hardware, software, technology and techniques are expected during the contract periods?</p> <p>(b) How would the proposed facility anticipate and adapt to future UK research community needs? Give details and timescales.</p>
<b>Bidder guidance</b>	<p>Bidders should give details any of anticipated capital requirements including the timescales of when this might occur during a potential 3+2 year contract. An additional area is available for showing costs for this on the financial sheet.</p> <p>The Bidder must show:</p> <p>(a)</p> <ul style="list-style-type: none"> <li>• how equipment will be phased in to the facility,</li> <li>• the reasoning behind the timing/upgrade,</li> <li>• the benefit to the users and how this will not affect day to day running as the equipment is installed.</li> <li>• This includes any additional, complementary techniques, such as, e.g., Raman, AFM, STM or specialist facilities for characterisation of 2D materials.</li> </ul> <p>An attachment is permitted but limited to 3 sides of A4.</p> <p>(b)</p> <ul style="list-style-type: none"> <li>• Details of how the proposed facility will anticipate and adapt to the future of UK research community needs.</li> </ul> <p>The evaluators will consider and score both elements separately An attachment is permitted but limited to 3 sides of A4.</p>
<b>Scoring criteria</b>	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>a) Development or upgrades of hardware, software, technology and rechniques 0.75%</p> <p>b) Anticipation and adaptation to future UK research community needs</p>

	0.75%  Maximum marks 1.50%
<b>Bidder response</b>	<b>Attachment</b>

<b>PROJ1.5</b>	<b>Data storage, transfer and data analysis</b>  What facilities will be provided to allow users to have remote access to information and data?
Bidder guidance	Bidders will be able to show how the web interface will work and outline the nature of the expected web access and capabilities, including arrangements for secure network access for data and processing/visualisation facilities. by addressing the following: <ul style="list-style-type: none"> <li>• Procedures in place for backing up of experimental data safely</li> <li>• Plans for remote access/web-interface</li> <li>• Plans for ensuring confidentiality of data and IP protection</li> </ul> EPSRC expects the facility proposed by the bidding organisation to have a website which provides information on the facility and remote access to data, software for data processing and analysis and expert advice. Attachments are permitted but limited to 5 sides of A4.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP document.  Maximum marks 3.00%
Bidder response	<b>Attachment</b>

<b>PROJ1.6</b>	<b>Technical Support</b>  What access will users have to expert advice and technical support?
Bidder guidance	It is expected by EPSRC that all users will have access to expert advice in all aspects of XPS, Please provide details of the technical advice and support that will be available to users at all levels of experience, including but not limited to: <ul style="list-style-type: none"> <li>• Advice on the capabilities of the facility and their suitability to address the needs of the user</li> </ul>

	<ul style="list-style-type: none"> <li>• Sample preparation and storage</li> <li>• Advice on measurement strategies that can be employed by the facility staff to achieve the desired results on behalf of the users of the service.</li> <li>• Advice on data manipulation (from staff to users)</li> </ul> <p>Bidders are required to attach a document which gives details of their approach to customer service and technical help. This should include how the users and facility can best be served with help and advice, including the time expected and benefits to users. Bidders are expected to utilise user feedback in order to implement service improvements to monitor and ensure quality standards of growth systems.</p> <p>Bidders are expected to provide fair and helpful processes to advise users and successful bids will be able to clearly show how the website will work and outline the nature of the expected web access and capabilities.</p> <p>Attachments are permitted but limited to 4 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 3.00%</p>
Bidder response	Attachment

<b>PROJ1.7</b>	<p><b>Training</b></p> <p>Please give details of training provision for XPS users, including the use of equipment.</p>
Bidder guidance	<p>Bidders are required to attach a document which gives details of their approach to training, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ The type, mechanism, level and quality of training that can be offered.</li> <li>▪ The training provision available for new and experienced users as well as any other identified stakeholders to maximise benefit to the UK research community.</li> <li>▪ The expertise and experience of those involved in training for the different levels of users.</li> <li>▪ The timescales for delivering training from time of request to completion of training.</li> <li>▪ Staff training for working with users.</li> </ul>

	<p>This will take into account the needs of different user groups and include how the facility will engage with future generations of researchers, including Centres for Doctoral Training:  <a href="https://www.epsrc.ac.uk/skills/students/centres/">https://www.epsrc.ac.uk/skills/students/centres/</a>.</p> <p>Included will be details of online resources that will be readily available and any regular workshops, expected audiences, benefit to the UK research community, expected training timeline throughout the lifetime of the contract, frequency of opportunities, and plans for improvement based on user feedback.</p> <p>Attachments are permitted but limited to 3 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document</p> <p>Maximum marks 2.25%</p>
Bidder response	Attachment

<b>PROJ1.8</b>	<p><b>People and Management: Facility Director</b></p> <p>Please provide a description of the proposed director of the facility.</p>
Bidder guidance	<p>Bidders are to provide details that the facility proposed by the bidding organisation shall be led, managed and directed by a Nominated Individual (Facility Director) who has an international reputation in XPS and who will be ultimately responsible for the execution of any contract that shall arise as a result of this tender. Bidders should include the following details:</p> <ul style="list-style-type: none"> <li>▪ Clearly identify this individual and provide evidence of their status within the XPS community</li> <li>▪ Describe how this person will be an advocate for the facility.</li> <li>▪ Provide evidence that the individual has experience of managing other large activities/facilities, or equivalent.</li> </ul> <p>Attachments are permitted but limited to 3 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document</p> <p>Maximum marks 2.25%</p>
Bidder response	Attachment

<b>PROJ1.9</b>	<b>People and Management: Staffing Plan</b> How will the facility be organised, staffed and managed?
<b>Bidder guidance</b>	<p>Bidders should provide an organogram of the proposed organisational and management structure for the facility, showing:</p> <ul style="list-style-type: none"> <li>▪ Lines and authority</li> <li>▪ Roles and responsibilities of key posts including the proportion of time they are contributing to the contract.</li> <li>▪ Subcontractors with proportion of time on contract</li> <li>▪ Details of any identified deputies</li> <li>▪ The site at which they will be located, if applicable</li> <li>▪ Confirmation of continuity of service during the life of the contract.</li> </ul> <p>Attachments are permitted but limited to 4 sides of A4</p>
<b>Scoring criteria</b>	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 0.75%</p>
<b>Bidder response</b>	<b>Attachment</b>

<b>PROJ1.10</b>	<b>People and Management: Staff Management and Development</b> <p>(a) How will changes in key facility staff be handled?</p> <p>(b) What plans are in place for staff development, training and career progression?</p>
<b>Bidder guidance</b>	<p>(a) The bidders should provide a contingency plan that identifies the steps to be taken should the proposed director and/or other key staff leave. This will include a description of how changes in key facility staff will be handled and approved including but not limited to succession plans, short-term cover, contingency plans for unexpected loss of key staff and what would happen in the event of core staff leaving (especially the Facility Director).</p> <p>Bidders should confirm that any changes, or intentions, to change the team will be expressed to EPSRC as soon as the bidder becomes aware of the situation.</p> <p>(b) Please provide a copy of the people management policy that will be used by the facility, including training and career development. This should include detailed arrangements of career progression for staff</p>

	<p>operators at the facility, focusing on long term career development for staff on fixed term contracts in order to maintain the UK skills base. (for information only )</p> <p>The evaluators will consider both elements separately</p> <p>Attachments are permitted but limited to a) 3 sides of A4 in addition to b) unlimited</p>
<b>Scoring criteria</b>	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks for a) 1.5%, b) for information only.</p>
<b>Bidder response</b>	<b>Attachment</b>

<b>PROJ1.11</b>	<b>People and Management: Recruitment Policy</b>
	Bidders are asked to provide an overview of the facility-specific recruitment policies and procedures.
Bidder guidance	<p>Bidders are to provide an overview of the recruitment policies and procedures which will be in place at the facility.</p> <p>There must be a fair and transparent recruitment and decision making process.</p> <p>Attachments are permitted but limited to 1 side of A4</p>
Scoring criteria	For Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid
Bidder response	<b>Attachment</b>

<b>PROJ1.12</b>	<b>Non-Disclosure Agreement</b>
	Bidders are to sign and agree to the Non-Disclosure Agreement which is attached. In order to receive information concerning details about staff that potentially may qualify for TUPE (Transfer of Undertakings (protection of Employment)).
Bidder guidance	<p>The Bidder shall answer Yes or No and attach the signed Non-Disclosure Agreement</p> <p>Yes, the Non-Disclosure Agreement is signed and attached – Pass</p>

	<p>No, with Justification (if not required)</p> <p>No, Non-Disclosure Agreement is not signed or attached – Fail</p>
Scoring criteria	Pass/fail
Bidder response	Yes/No
<b>PROJ1.13</b>	<p><b>Charging Models</b></p> <p>What is the proposed charging model for the facility for the duration of the contract term and how will it be implemented?</p>
Bidder guidance	<p><i>It is absolutely essential that Bidders fully address this question and seriously consider the long term future and sustainability of this facility.</i></p> <p><i>It is essential that the bidder provides convincing evidence that the proposed model will provide maximal value to the UK engineering and physical sciences research community, while ensuring the long term sustainability of the facility and not to undercut local provision.</i></p> <p>Bidders need to demonstrate how a charging model for the facility will be phased in during the course of the contract and how this will contribute to the facilities long-term sustainability. Bidders should provide convincing arguments and justification for their proposed charging model.</p> <p>Bidders should explain how costs will be recouped through charging, including details of:</p> <ul style="list-style-type: none"> <li>• The different user groups who will be requesting access to the facility and their projected usage;</li> <li>• The requirements, access route and associated charges for each user group.</li> <li>• Details of as any other contributions by third parties towards the facility.</li> <li>• A detailed plan on how the charging model will be implemented from the start of the contract should also be included.</li> </ul> <p>Bidders will also need to show which costs will be recouped and how they will be allocated against the ongoing finances of the facility.</p> <p>The charging model does <b>not</b> need to take into account capital depreciation of equipment but should take into account the staff time and running costs of the facility.</p> <p>Attachments are permitted but limited to 4 pages of A4.</p>
Scoring	Scoring will be based on 0-100 scoring methodology as stated in the RFP

criteria	document.  Maximum marks 3.75%
Bidder response	Attachment

<b>PROJ1.14</b>	<p><b>Communications and External Interfaces</b></p> <p>What communications plan will the bidders put in place for the facility and how will the bidders aim to maximise the marketing of the facility and its capabilities to a wide audience, attracting different types of users for the facility?</p> <p>Explain how the facility and staff will play a scientific leadership role in the scientific community both nationally and internally. Specifically how will the Director act as an advocate for the facility as part of the facility outreach?</p> <p>How will the bidders ensure and measure the impact of the facility?</p>
Bidder guidance	<p>In line with the Social Value Act (2013) Bidders should provide information about the planned wider social, economic and environmental benefits of the proposed facility. Environmental and economic benefits are considered in questions PROJ 2.10 and PROJ 2.11; Bidders should consider the wider social benefits (such as education, outreach and the promotion of science for example) within their response to this question.</p> <p>The communications plan will include, but not be limited to; user meetings, outreach, marketing (information about the available capabilities and access to the facility), dissemination of research outputs and/or technical achievements from funded access and any other methods.</p> <p>It should also include (but is not limited to) planned website information, scientific and academic links and targeted publicity.</p> <p>Impact activities may include but are not limited to; dissemination activities, for example annual user workshops and conferences, presence at external conferences etc.</p> <p>It is essential to EPSRC that the proposed facility plays a key leadership role in sustaining excellent quality research in the field. EPSRC is looking for information and evidence that the bidder has the capability to play a key leadership role in the field of XPS, as well as proactively engaging with EPSRC and the UK research community, and in providing advocacy for EPSRC investment.</p> <p>An attachment is permitted up to 6 sides of A4.</p>



Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP document.  Maximum marks 0.75%
Bidder response	Attachment

<b>PROJ1.15</b>	<b>Contract start date</b> Please confirm that if you are successful you will be able to start the contract on 1 July 2017.
Bidder guidance	The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No with justification</b> – In this situation the Bidder must explain why it is not possible to start the contract on 1 <sup>st</sup> July 2017 and give a date when it would be possible to start the contract with reference to PROJ 2.2  <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail.
Bidder response	Drop down menu - Yes, No with justification, No

## PERFORMANCE AND REPORTING QUESTIONNAIRE

<b>PROJ2.1</b>	<b>Policy for Data Protection for Information and Storage</b>  EPSRC expects the facility proposed by the bidding organisation to have in place appropriate and robust systems and procedures to store and manage research data in order to ensure there is sufficient Data Protection during collection, storage & processing. Provide documentary policy evidence specific to the facility of the Data Protection Systems to be used, including all sites and subcontractors if appropriate.  EPSRC expects the facility to have a common IP approach for users of the facility across the site(s), or subcontractors if appropriate. Provide details of the foreground and background IPR procedures specific to the facility (including each site) and how this will be managed with a single point of contact.
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Bidder guidance	<p>Bidders are to attach a document which gives evidence of the Data Protection Systems for the proposed facility.</p> <p>Successful bids will show that research data can be stored and accessed by users and will outline the mechanisms to achieve this</p> <p>IPR procedures will be described and the management of the IPR explained.</p> <p>An attachment is permitted but limited to 4 sides of A4.</p>
Scoring criteria	This is for information only and will not be scored.
Bidder response	Attachment

<b>PROJ2.2</b>	<p><b>Transition Plan</b></p> <p>Please submit a completed transition plan and Gantt chart for the start of the contract period.</p>
<b>Bidder guidance</b>	<p>Bidders are required to submit a completed transition plan and Gantt chart for the start of the contract period. The chart must be easy to interpret and satisfy EPSRC that the facility will start the contract without issues.</p> <p>An attachment is permitted but limited to 2 sides of A4 plus a Gantt chart.</p>
<b>Scoring criteria</b>	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 2.00%</p>
<b>Bidder response</b>	Attachment

<b>PROJ2.3</b>	<p><b>Governance</b></p> <p>What governance structure will the facility have in place during the contract term?</p> <p>Provide information on the proposed governance structure such as the remits of boards and committees, and any proposed membership.</p>
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Bidder guidance	<p>EPSRC needs to be satisfied that there is appropriate internal governance and external advice stream. EPSRC requires the bidder to have an Independent Steering Committee in place to monitor and advise on scientific matters, management etc. that relates to the operation of the proposed facility.</p> <p>Please provide information on the proposed governance structure such as the remits of boards and committees, and any proposed membership.</p> <p>Terms of reference of all governance bodies must be presented to and signed off by EPSRC within 6 months of the start of the contract. Bidders should confirm that they will comply with this in the submitted documentation.</p> <p>Attachments are permitted but limited to 2 sides of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document</p> <p>Maximum marks 1.50%</p>
Bidder response	Attachment

<b>PROJ2.4</b>	<p><b>Risk Management</b></p> <p>What will be the facility's risk management strategy during the contract term?</p>
Bidder guidance	<p>Information on the risk management strategy that the facility will have in place for the duration of the contract should be included. Particular emphasis should be placed on perceived risks of various breakdowns of equipment and material failure.</p> <p>As part of your answer please complete the risk table – this is for information only. See Annex 4.</p> <p>Attachments are permitted but limited to 2 sides of A4 for management strategy. Plus completion of risk table.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Maximum marks 2.50%</p>
Bidder response	Attachment

<b>PROJ2.5</b>	<b>Dispute resolution and escalation plan</b>  Complete the dispute resolution and escalation plan in Annex 1, detailing plans for resolving disputes between the facility and EPSRC.
Bidder guidance	Please provide a detailed dispute resolution and escalation plan using the template in Annex 1, explaining how disputes will be resolved professionally.
Scoring criteria	This is for information only and will not be scored.
Bidder response	Yes/No

<b>PROJ2.6</b>	<b>Service Levels</b>  Please populate and indicate your agreement to comply with the XPS service levels and the XPS reporting and information requirements specified in Annex 2.  How will user queries be dealt with and what response time will be aimed for? What user dispute/complaints procedures will be put in place?
Bidder guidance	<i>The service levels specified in Annex 2 are not optional; the response should address all of them.</i>  Service levels should be measurable and will allow the service to be monitored by both the Bidder and EPSRC.  Bidders also have the opportunity to outline any additional service levels they would like to add in Annex 2 and the submitted documentation. As with the compulsory service levels, any additional service levels should be measurable and capable of monitoring by the Bidder and EPSRC.  Bidders should provide information on how user queries will be dealt with and how the facility staff will be made aware of this policy. Information on the response time that will be aimed for, e.g. percentage of queries and time should also be provided.  EPSRC needs to understand what complaints procedure will be implemented, including timescale and percentages of numbers dealt with.  An attachment is permitted but limited to 4 sides of A4.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP document.

	Maximum marks 2.50%
Bidder response	Attachment

<b>PROJ2.7</b>	<p><b>Reporting</b></p> <p>Bidders are to confirm that they will be able to meet the reporting requirements as laid out by EPSRC in the Request for Proposal. This includes quarterly deliverables reports, six-monthly service reports and an annual report.</p> <p>Bidders are expected to provide reasonable information to EPSRC at any time during the terms of the contract and work with EPSRC to achieve its strategic priorities. Including reasonable access to any financial accounts which are used for this requirement.</p>
Bidder guidance	<p>EPSRC expects any bidder to complete a quarterly deliverables report to accompany the invoice each quarter.</p> <p>A more detailed 6 monthly service report and a separate annual report to EPSRC is also required, including, for example, performance metrics against KPIs/SLAs, number of facility users and evidence for engagement with new user communities, supported projects, service improvements and a vision for future.</p> <p>Bidders shall answer Yes or No:</p> <p>Yes – Can confirm that the requirements laid out by EPSRC can be met and appropriate supporting documentation has been provided.</p> <p>No – Cannot confirm that the requirements laid out by EPSRC can be met and no appropriate documentation has been provided.</p> <p>Attachments for supporting documentation are permitted but limited to 2 sides of A4.</p>
Scoring criteria	This is for information only and will not be scored.
Bidder response	Attachment

<b>PROJ2.8</b>	<p><b>Exit Plan</b></p> <p>Complete an Exit Plan, providing details of plans and procedures that</p>
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	would be put in place in the event of early contract termination or non-renewal facility at the end of term. The Exit plan template can be found in Annex 3.
Bidder guidance	Please provide a fully detailed Exit Plan using the template in Annex 3.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP document.  Maximum marks 1.50%
Bidder response	<b>Attachment</b>

<b>PROJ2.9</b>	<p><b>Health and Safety</b></p> <p>What are the approved Health and Safety policies and procedures that the proposed facility will have in place?</p> <ul style="list-style-type: none"> <li>▪ These policies and procedures should cover all aspects of the equipment, buildings, materials, and Access etc.</li> <li>▪ These policies and procedures should be specific to the operation of the proposed facility and any facility sites, not general organisational ones.</li> </ul> <p>EPSRC expects that the facility will be safe for any personnel or user needing to work on its site(s). EPSRC also expects that all IT or office Equipment used by the bidder at the named Facility will be safe for any personnel or user needing to work on that site. This should be confirmed in the submitted documentation.</p>
Bidder guidance	<p>Please provide documentary evidence of the facility's Health and Safety policies and procedures covering all aspects of the equipment, buildings, materials, access etc. The policies and procedures should be specific to the operation of the proposed facility and any facility sites (not general organisational ones).</p> <p>Detail any existing and required licenses needed to run the facility, for example, chemical handling licenses.</p> <p>Please also confirm in the response that the facility will be safe for any personnel or user needing to work on its site(s) and that all IT or office Equipment used by the bidder at the named Facility will be safe for any personnel or user needing to work on that site.</p> <p>Attachments are permitted.</p>

Scoring criteria	This is for information only and will not be scored.
Bidder response	Attachment

<b>PROJ2.10</b>	<b>Environmental Issues</b>  What plans do the bidders have to improve the environmental impact of the Facility during the life of the contract?
Bidder guidance	EPSRC expects that the proposed facility will operate in the most environmentally friendly way that is consistent with optimal function of the system. <ul style="list-style-type: none"> <li>• Bidders should outline their plans to minimise energy consumption without compromising performance</li> <li>• Bidders should provide information of their policy for end-of-life use of any equipment that is expected to be upgraded during the course of the contract.</li> <li>• Bidders should also describe any positive environmental impacts of the proposed facility, both in terms of the facility itself and its location.</li> </ul> Attachments are permitted
Scoring criteria	This is for information only and will not be scored.
Bidder response	

<b>PROJ2.11</b>	<b>Economic Issues</b>  What are the anticipated wider economic benefits of siting the facility in the proposed location?
Bidder guidance	Bidders should describe how locating the facility in the planned site could bring about wider economic benefit. This may include, but is not limited to, provision of high value employment, contribution to supporting industries, provision of infrastructure and the subsequent attraction of other, similar facilities.

	Attachments are permitted
Scoring criteria	This is for information only and will not be scored.
Bidder response	