Invitation to Quote

Invitation to Quote (ITQ) on behalf of Department for Business, Energy & Industrial Strategy (BEIS)

Subject: Future Sectors programme: Prioritisation Framework

Sourcing Reference Number: CR18031BEIS

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

UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

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

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

•   developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;

•   ensuring that the country has secure energy supplies that are reliable, affordable and clean;

•   ensuring the UK remains at the leading edge of science, research and innovation; and

•   tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

http://www.beis.gov.uk

Section 3 - Working with the Contracting Authority

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy & Industrial Strategy (BEIS) 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£50,000 ex VAT in year one, with option to extend by another £50,000 ex VAT in year two
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Tuesday 13th February 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Monday 19th February 2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 21st February 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 28th February 2018 14:00
3.10	Anticipated selection and de selections of Bids notification date	w/c 5th March 2018
3.12	Anticipated Award date	w/c 5th March 2018
3.13	Anticipated Contract Start date	9th March 2018
3.14	Anticipated Contract End date	w/c 30th April – 14th May 2018 (8-10 weeks)
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Background

The Industrial Strategy white paper highlighted that the UK Government would establish a new Future Sectors team that will lead work to grow the sectors that are developing and using the technologies and business models of the future, such as robotics and AI. This team will lead 4 reviews a year, with an evidence based pipeline of work subject to consultation with the PM's Council on Science and Technology.

We are seeking to undertake new research to provide evidence that will, alongside other factors, inform the generation of this pipeline of work. We want to ensure the Future Sectors programme is focussed and targeted on the emerging strengths of the UK economy that have the potential to drive future growth and improvements to productivity – for instance, amongst other criteria we will look for evidence that the sector is business-led in an area of existing UK strength, taking advantage of our research depth and expertise, with evidence of clear barriers to growth than the government can help solve.

BEIS, working with other departments such as DCMS, UKRI and Go Science, also has an interest in monitoring the tech landscape, and identifying technology opportunities that could have a potential substantive impact on and for UK economy. This includes individual technologies (or associated tech clusters) such as robotics, drones, or block chain, or application sectors such as Fin-tech, Ed-tech or Agri-tech where firms are developing technology based innovations for existing sectors.

Equally, we have a strong interest in better understanding how different emerging technologies may affect different sectors or industries, including what disruptive potential greater adoption of emerging technologies may imply in existing sectors, and what are the drivers and barriers to this. Moreover we are interested to look at global trends and context, and UK specific areas of strength of research or business base, market potential or disruptive impact.

Aims and Objectives of the Project

We seek to improve our intelligence on application sectors and technology trends and the way these trends may impact upon the UK economy, in particular we want to be able assess the relative potential of a broad range of application sectors and emerging technologies and ensure Government efforts to nurture development or adoption of high impact technologies are targeted on the areas of highest potential or where there is evidence of barriers Government action can usefully play a role in bringing down.

The analysis will be used to help us identify and prioritise the future economic strengths of the UK economy. This will inform the pipeline of work for the new Future Sectors team - previous reviews by the Challenger Business Programme have brought together innovators in education, law and insurance to understand their challenges and work with the government to resolve them - and has the potential to influence the delivery of the industrial strategy and the prioritisation of themes

for the Industrial Strategy challenge fund (ISCF), and also help us identify emerging sectors we should nurture post EU exit.

We intend to use the outputs from this research to help us assess the potential of each application sector or technology on the following broad criteria:

- Be business-led in an area of existing UK strength
- Take advantage of our research depth and expertise
- Be a clear opportunity for growth with a sustainable global market
- The application sector, technology or adoption of the technology in specific wider UK sectors has the potential to catalyse productivity growth (aligning to the key missions in the Industrial Strategy)
- Have validated evidence that Government intervention is necessary and of strategic importance to the UK

This work is intended as a way of sifting through the 100s of potential opportunities to identify the most promising emerging sectors for more detailed analysis, to deliver this we desire a data driven scorecard approach.

Methodology

In terms of methodology, the main element of the research should take the form of analysis of a range of data sources. These might include the contractor's own data, data from new primary research, and interviews with industry insiders, analysis from organisations such as the OECD or World Bank, or Derwent Innovation.

Our desired comparative metrics would include things like:

- UK business base (i.e. estimates on the number of active UK firms)
- Market potential
- Disruptive potential
- Amount of R+D funding
- Investment
- Number of patents filed
- Drivers to growth
- Challenges and restraints to growth
- Traditional Sectors / Industries affected
- Likely megatrend impact
- Expected year of impact

We would expect the winning contractor to have a long track record in gathering and analysing comparative data on various technologies, and providing market analysis (SWOT etc.) based on their own established data gathering apparatus and expertise. This could include established connections across UK industry and the ability to draw in a range of insights on how various technologies are perceived by business.

We anticipate a 3 stage process

1. Technology tracking – high level monitoring on the 00's of application sectors or emerging technologies against a suitable bundle of metrics that will allow us to identify the 50 or so that are demonstrating the highest near term potential against our criteria.

2. <u>Shortlisting</u> – more detailed data analysis on the 50 or so application sectors or technologies selected at stage 1, perhaps including more metrics or more UK level data. The aim would be to identify (along with other criteria presented by BEIS) the top 15-20 application sectors or technologies that are most appropriate for a review by the Future Sectors team
3. <u>Sector profile</u> – we require an assessment, presented in a report or slide pack, on each of the 15-20 application sectors or technologies selected at stage 2 against each of the metrics described above. This analysis would be more granular that at stages 1 or 2 – for instance where stage 2 might identify h/m/l restraints on growth (as a very illustrative example), the stage 3 analysis would present a (short) written assessment on what these are, what their impact is and what has caused us to reach this conclusion

As mentioned above we are developing this evidence based pipeline of work subject to consultation with the PM's Council on Science and Technology (CST). We are due to meet with the CST in early March to discuss the emerging approach to prioritising Future Sectors reviews – it is possible there may be some small changes to the parameters or methodology of this work following the CST meeting.

Deliverables

The key deliverables will be summary data and qualitative outputs presented in tables, and a research report summarizing the findings from the data analysis and the more detailed sector reports on the 15-20 most promising application sectors, technologies, or application of technologies in specific wider UK sectors.

We expect the outputs to include spreadsheets with tables summarizing the comparative metrics and data collected. Where possible this should also include visual representations of the data, potentially including grids (e.g. on how different emerging technologies may affect different sectors or industries), or heat maps. Other important outputs would include a report explaining the methodology, a description of the data created with tables and charts, the results and findings, any problems encountered, conclusions and suggestions for further research/future evaluation.

In addition to the above, BEIS would also like to receive:
- A summary note of the approach to be taken, ready in time for our first discussion with the Prime Minister's Council on Science and Technology (expected in mid March)
- A high level analysis on how traditional sectors (e.g. energy, finance, healthcare) may be disrupted by new technology, and which are the key emerging technologies in each traditional sector
- regular updates and meetings on the project's progress, analysis and emerging findings, as appropriate,
- an interim review comprising analysis of the data and key points at each stage
- an interactive workshop with BEIS presenting the data and allowing discussion on the key implications
- a draft report, and
- a final report.

Please note the contract is for a 12 month period with the option to extend for 12 months.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GCPR)
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding	30%
Quality	PROJ1.2	Methodology	20%
Quality	PROJ1.3	Project Team and Capability to Deliver	20%
Quality	PROJ1.5	Risk Management	10%

Evaluation of criteria

Non-Price elements

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

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

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

Score = {weighting percentage} x {bidder's score} = 20% x 60 = 12

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

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

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

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

Example
Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 4 = 50

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

DO:

7.1   Do comply with Procurement document instructions. Failure to do so may lead to disqualification.

7.2   Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure

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

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

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

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

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

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

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

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

7.11   Do check and recheck your Bid before dispatch.

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

DO NOT

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

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

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

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

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

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

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

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

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

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

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

Some additional guidance notes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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