



Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation

Subject: UKRI BAS HR Solution

Sourcing Reference Number: DDaT20153

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

Registered in England and Wales as a limited company. Company Number 6330639.
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Version 3.0

UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

Section 2 – About the Contracting Authority

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

NERC currently runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, in Swindon.

<https://nerc.ukri.org/>

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

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	UK Research and Innovation, Polaris House, North Star Avenue, Swindon, SN2 1FL
3.2.	Buyer name	Nikolaos Filippis
3.3.	Buyer contact details	DDaTprocurement@uksbs.co.uk
3.4.	Maximum value of the Opportunity	The maximum estimated value for this opportunity shall not exceed £180,000 excluding VAT including any potential extensions. Bids that exceed the maximum value will not be considered for this procurement.
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Friday, 07 August 2020 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Monday, 17 August 2020 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Wednesday, 19 August 2020 14:00
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday, 24 August 2020 14:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Tuesday, 01 September 2020 14:00
3.11.	Anticipated Date of Demonstration	W/C 7 th September 2020
3.12.	Anticipated Contract Award date	Friday, 18 September 2020
3.13.	Anticipated Contract Start date	Monday, 21 September 2020
3.14.	Anticipated Contract End date	Wednesday, 20 September 2023
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

British Antarctic Survey (BAS) recruitment and appraisal processes are inefficient, and they are not as accessible to staff and candidates as they should be. It was also determined that the system should not be restricted to those two areas therefore, a wider HR System is sought.

After detailed research, market analysis and internal feedback we have been able to determine those features which are important in the new System. And those features which would best allow maximum time saving, best outside appearance, and assurance that we are moving along the best path possible.

Background to the Requirement

BAS uses a shared business centre for some HR functions. What you might term 'Core HR' e.g. contracts, personnel details (which would be imported from Oracle), absence, payroll...these will probably not be served by the new system, but if these options are there it gives us the possibility of use in the future.

We used to have an in-house recruiting system, but it fell foul of the GDPR regulations when they were introduced so we are left with a manual system i.e. Excel based tracking, CVs, applications & documents must be downloaded from a repository manually & re-named. All these documents are then sent out to recruiting teams by email, subsequent communication is by email. As you might imagine it is all very time consuming. Initially we sought a recruitment module but that then expanded to performance management because our current appraisal system is paper based, email communication again.

A brief outline of the BAS structure:

550 staff, mainly Cambridge based staff. Up to 150 people in Antarctica at peak summer season (Nov-March), with ~30 in the Antarctic winter.

140 recruits per year due to seasonal work. Of these 110 between Dec & June each year. Remaining 30 will be spread between many departments throughout the year. 6 HR staff to access recruitment, with up to 100 people needing access to recruit across all departments (most will be 'one-time' users).

Scope & Requirement

This tender is for the provision and supply of HR system solution to British Antarctic Survey (BAS) as per the below mandatory requirements:

1. HR system including the following functions (but not limited to):
Recruitment

On-boarding
Performance Management
Succession Planning
Learning & Development
Core HR

Technical:

2. Need an API that will allow two-way connectivity, Oracle is imperative.
3. Customer portal architecture based upon a mobile first approach to make available on smartphones, laptops & pc.

System:

4. All functions available in one system e.g. no separate log-in for recruitment & no 3rd party modules.
5. Ability to build ad-hoc workflows
6. Customisable forms.
7. The system must not require manual intervention to carry information from one module to another (i.e. Recruitment to Core HR or Recruitment to On-Boarding).

Reporting:

8. Ability to export to common data formats (e.g. csv & xls) and/or connectivity to BI tools.

Recruitment:

9. Option for qualifying questions within application.
10. Registration allows documents to be stored for candidates to apply for future roles.
11. Ability for roles to be advertised internally before external.
12. If the recruitment is based within your website branding can be added for BAS.
13. Ability to automatically post to job boards.
14. Blind screening.

On-boarding:

15. Pre-employment access to portal for completion of documents.

Performance Management:

16. Must be flexible enough to allow monthly review as well as yearly appraisals for each person if required. Also, the ability to easily change regularity of reviews.

All scored/desired functionality requirements for the system are listed within “DDaT20153 Mini Competition Questions” within quality question PROJ1.1, suppliers will be evaluated in alignment with the scoring methodology explained within the question.

Training requirements:

- The supplier shall allocate dedicated implementation Co-ordinator to BAS.
- Access to online tutorials shall be provided to BAS users.
- Training will include super-users, managers and employees.
- The supplier shall provide BAS with remote training sessions.
- Support guides shall be provided.
- Adhoc training for new team members if required.
- The supplier shall provide access to online help files/FAQs.

Implementation Requirements:

- The supplier shall allocate dedicated implementation Co-ordinator to BAS.
- The supplier must complete sufficient implementation and training work to run initial recruitment campaign within 5 weeks from the award of the contract. The ideal completion timescale for this milestone would be within 3 weeks from the award of the contract.
- Testing with genuine roles will take place for seven weeks from approval of the role with latest starting date of 26th October 2020.
- Fully implemented & Tested system must be ready for major recruitment campaign by 15th December 2020.
- Performance Management & Succession Planning implementation services shall be undertaken by the supplier and completed before the end of March 2021.
- Any other functionality and implementation requirement milestones to be agreed between the winning supplier and UKRI-BAS.
- The supplier shall provide BAS with a detailed project programme detailing the implementation plan from award to completion, outlining stages, key start dates, durations and completion dates as well as the key activities.

Support:

- The Supplier shall provide ongoing support services to BAS throughout the duration of the contract including the implementation stage with an ideal Service Level Agreement as per below:

P = Priority

P1 = Catastrophic, cannot use system at all. Response 4 hours Fix 8 hours.

P2 = Huge issue causing major faults, system can be used. Response 8 hours Fix 24 hours.

P3 = Bug found or major issue in one particular section, not causing issues for all users. Response 24 hours Fix 36 hours.

P4 = Minor issue affecting few users, aggravation. Response 36 hours Fix 72 hours.

- The support services must cover business hours 08:00 to 17:00 Monday to Friday.
- Key Performance Indicators (KPI) to be agreed and the supplier shall propose appropriate and relevant KPI criteria and proposed service credit for failure against the KPIs.

System Interface Requirements:

- The system shall be easy to navigate with an intuitive interface. Users shall be able to complete various functions within fewest clicks.
- The system will automatically take the user to the next step of the workflow. For example, once the user selects potential candidates for a job, the system will automatically take the user to the Interview Scheduling process.
- When the user accesses their home-screen they will easily identify actions needed for them to complete.
- The system will be configurable by BAS across many areas, rather than being required by the supplier to make changes.
- The system should allow any user to complete a task within the system without the consistent need to refer to guides/training.
- BAS should be able to configure their own reports within the system easily. e.g. drag & drop.

As part of the post tender award due diligence process, the winning supplier will be required to provide BAS with demonstration of the solution following the outcome of the tender in order to confirm that the solution offers functionalities as described in the winning bidder's tender response. Should the demonstration fail to validate the tender response, BAS shall have the right to not award the contract if the demonstration does not satisfy BAS' requirements or to request demonstration from the supplier with the second highest overall score.

The demonstration shall take place remotely over Video Conference on W/C 7th September 2020.

Timetable

The contract shall cover an initial period of three (3) years with the option from UKRI to extend for up to 12 months by providing written notice to the supplier.

The expected timescales and milestones are as follows:

Implementation & UAT completed within **October 2020**.

Test with genuine roles **October & November 2020**.

Fully functioning recruitment system for **December 2020** which is the start of the AEP recruitment (this is fundamental to the time saving efforts for the recruitment team.)

Performance Management & Succession Planning to be ready for the next appraisal year starting **01 April 2021**.

Any further functionality will be addressed later.

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.

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

Pass / Fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and Fixed Price
Price	AW5.4	E Invoicing
Price	AW5.5	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.6	System Demonstration
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

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	25%
Quality	PROJ1.1	System Functionality	40%
Quality	PROJ1.2	Implementation	10%
Quality	PROJ1.3	Training & Support	10%
Quality	PROJ1.4	Interface	15%

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:

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

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

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

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the 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 there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 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 Delta eSourcing 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 ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 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.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 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.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 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.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 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
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 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.
- 7.37 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.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 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.

- 7.41 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 the Delta eSourcing Portal.
- 7.42 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.

- 7.43 The Government introduced 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

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

Appendix

PROJ1.1 System Functionality List of Requirements



Appendix%20A%20-%20PROJ1.1%20Syst