

# Invitation to Quote



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

**Subject: Innovate UK PS17281 Organisation, Facilitation and  
Delivery of Collaboration Nation & UK / Canada Agri-Food  
workshops**

**Sourcing reference number: PS17281**



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

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

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

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

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

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

## Section 2 – About the Contracting Authority

### Innovate UK

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

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

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

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

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

## Section 3 - Working with the Contracting Authority .

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Innovate UK Polaris House, Swindon, SN2 1FL
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	The maximum budget for this opportunity	£51,000.00 (exluding VAT)
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	04/12/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	11/12/2017 11:00 GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	12/12/2017 14:00 GMT
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	18/12/2017 14:00 GMT
3.10	Date Bidders should be available if clarifications are required	03/01/2018 – 04/01/2018
3.11	Anticipated selection and the selections of Bids notification date	06/01/2018
3.12	Anticipated Award date	06/01/2018
3.13	Anticipated Contract Start date	11/01/2018
3.14	Anticipated Contract End date	31/07/2018

3.15	Bid Validity Period	60 Days
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## Section 4 – Specification

### Introduction

Innovate UK is the UK's innovation agency, that works with companies and partner organisations to drive forward science and technologies to stimulate economic growth to benefit society.

Innovate UK has supported 18 projects through a competition launched in July 2013 that focussed on 'Engineering solutions to enhance agri-food production'. These projects (which were typically 3 years in duration) are now completing and have developed technologies and approaches that have complementarity – Innovate UK believe there is an opportunity to identify synergies across the different projects that could have mutual benefit for UK partners. By sharing information across the 18 projects, there is an opportunity to identify complementarity and potential synergies, and where this shared knowledge and capability could be used to deliver wider impact (bigger, better, faster) across the UK agri-food sector.

Innovate UK has also led several activities in 2017 to promote UK / Canada Agri-Food sector bilateral partnerships. This included a UK expert scoping mission to Canada in March 2017; an online workshop in June 2017 to identify priority theme areas for collaboration; and a Roadmap workshop in September 2017 that has provided a Roadmap report detailing priority themes and recommendations for future work and activities.

Importantly, two of the highlighted priority theme areas identified in the UK / Canada Roadmap (Precision Farming Systems and Diagnostics & Sensors) are common themes in the 18 projects that are being targeted through the 'Collaboration Nation' workshop.

There is an opportunity to raise awareness about the emerging UK / Canada bilateral work through the 'Collaboration Nation' workshop, with the 18 projects supported through the 'Engineering solutions to enhance agri-food production' competition being candidates for UK participation in the online workshop.

Funding is available to support a 'Collaboration Nation' workshop in London, planned for early March 2018. This workshop will bring together project partners from an Innovate UK funded thematic competition focussing on the 'Engineering solutions to enhance agri-food production' which was launched in July 2013 as mentioned above.

### Aims

The 'Collaboration Nation' workshop will be undertaken to:

- Bring these projects together to learn about outcomes and to identify synergies and collaborative opportunities between the 18 research programmes
- Identify candidate Success Stories from the cohort of 18 projects that can be developed into case-studies to promote benefit to 'UK Plc' and the wider Agri-Food sector and UK society
- Raise awareness about recent international engagement activities with Canada, and to identify opportunities to translate UK-led innovations in an international

context through potential partnership opportunities with Canada that are being developed

It is anticipated that there will be a total of 35-45 delegates participating in the workshop.

Funding is also available to support an online UK / Canada workshop (planned for early May 2018) that builds on previous activities led by Innovate UK to establish bilateral partnerships within the Agri-Food sector which were undertaken during 2017. The online workshop will be promoted to delegates at the the 'Collaboration Nation' workshop in London, with their participation in this online international workshop being encouraged.

The online workshop will be the first follow-on recommendation arising from a recent UK / Canada Agri-Food Roadmap published by Innovate UK in 2017. The online workshop will be undertaken to:

- Provide a 'deeper-dive' on the priority theme areas that have been identified in the recent UK / Canada Agri-Food Roadmap and develop more detailed recommendations for future work by developing an Implementation Action Plan framework
- Identify and catalyse UK / Canadian commercial collaborations in the 'Precision Farming Systems' and 'Diagnostics and Sensors' priority theme areas, building on outputs from the 'Collaboration Nation' workshop described above
- Establish new collaboration opportunities and help identify common areas for commercial partnerships between UK and Canadian Agri-Food supply chain stakeholders
- Identify candidate UK companies and other stakeholders that are well placed to take part in and benefit from a UK mission to Canada

## **Objectives**

Collaboration Nation workshop (early March 2018):

- Catalyst new intra-project collaborations or partnerships, where synergies have been identified in complementary technology areas or market sectors – ensure follow-up post workshop to capture these
- Develop up to 6 Success Stories from the workshop which can be published as case-studies
- Identify candidate companies / research-base partners that would benefit from a commercial UK mission to Canada; important to focus on technology readiness levels

Online workshop (early May 2018):

- Report of the main findings and outcomes from the online workshop
- Deep-dive on the 'Precision Farming Systems' and 'Diagnostics and Sensors' thematic areas to initiate the translation of activities detailed in the UK / Canada Agri-Food Roadmap into an Implementation Action Plan framework
- Identify UK companies for a mission to Canada (anticipated for June 2018) and target Canadian partners that would represent good potential bilateral partners

Strengthening of links between the UK and Canada in the Precision Farming Systems and Diagnostics and Sensors thematic areas; across research-base, industry, funders and policy makers



## Scope

Collaboration Nation workshop (early March 2018):

- Full organisation of the event and admin associated with delivery, including liaison with workshop delegates (contact information will be provided by Innovate UK on who to target for the event)
- Preparatory work to identify capabilities and needs across different projects / consortia to structure facilitated break-out sessions
- Facilitation on the day to manage sessions and engage participants in activities to identify synergies and opportunities for cross-consortia collaborations
- Report from the event to showcase success stories and promote benefits resulting from Innovate UK funding
- Awareness raising of commercial opportunities beyond the UK: a focus on emerging UK / Canada bilateral partnerships in the Agri-Food sector, and identifying candidate UK companies for an industry-focussed mission to Canada later in the year (June 2018)
- Summary of key UK technology areas / products to share with Canadian partners at the Canadian Industrial Research Assistance Programme to help design UK mission to Canada in June 2018.

Online workshop (early May 2018):

- Provision of appropriate online technology that can facilitate an interactive and 'real-time' sharing of information and analysis of outputs from UK and Canadian delegates
- Full organisation of the event and administration associated with engaging with relevant UK and Canadian stakeholders (with support from Innovate UK to help identify key contacts)
- Knowledge of relevant Canadian stakeholders that can help to identify candidate delegates from Canada
- Trial-run of the technology / online approach to delegates, helping ensure maximum impact is derived from the online event i.e. ensuring new users are familiar with the technology before participating in the online workshop
- Report from the event to summarise key areas of synergy and commercial opportunities between the UK and Canada
- Recommendations / shortlist of UK partners to participate in a mission to Canada: focus will be on UK SMEs that have the greatest potential to establish new partnerships with stakeholders across the Canadian Agri-Food sector for mutual benefit

Identification of target Canadian commercial partners (and technology providers e.g. from the research-base) that could partner with the UK if future funding becomes available for bilateral programmes, for example through the Industrial Strategy Challenge Fund.

## The Requirement

### 1. Collaboration Nation Workshop

Organisation, facilitation and delivery of a 'Collaboration Nation' workshop, that focusses on 18 projects supported by Innovate UK through the 'Engineering solutions to enhance agri-food production' competition launched in July 2013.

The workshop will be designed to ensure that all projects give a short overview of their main aims and objectives, the challenge or approach they took forward and the main outcomes and outputs of the project.

There should also be facilitated 'break out' sessions where delegates have the opportunity to identify synergies between projects and where collaborations across projects could be taken forward for mutual benefit to increase impact across the Agri-Food sector.

A short summary report to highlight success stories (up to 6) will be expected as an output from the workshop, describing what the innovation and impact of the projects were, how the technology / approach or product is benefitting or has the opportunity to benefit the Agri-Food sector, and how Innovate UK have helped the project.

Key tasks will include:

- Workshop delivery including: developing programme format for workshop including structure of programme, presentations and facilitation of break-out sessions (see scope section for further details)
- Running and facilitating workshop (will be a one-day event in London)
- Working with Innovate UK to shortlist candidate Success Stories
  - capturing key information at the workshop event to draft Success Stories
  - follow-up with project lead partner to clarify any details post-workshop
  - summary in format of 1 A4 paper or 1 slide power point to detail Success Stories
- Short workshop report / overview of main findings and outputs
- Working with Innovate UK to shortlist candidate delegates for a future UK mission to Canada in June 2018 based

## 2. Online UK / Canada Agri-Food workshop

Organisation, facilitation and delivery of UK / Canada international online workshop. This will further develop two thematic areas (Precision Farming Systems and Diagnostics & Sensors) identified in an earlier Roadmap published by Innovate UK.

The activity will involve identifying and liaising with relevant Canadian agencies that can help to identify suitable companies in Canada that would benefit from UK technology / innovation in this thematic area, or end-users that may benefit from the approaches that UK participants are likely to provide.

The online workshop should involve up to 60 delegates, and these should be identified and prioritised in consultation with innovate UK.

Key tasks will include:

- Identification and selection of key Canadian and UK delegates to participate in the event (in consultation with Innovate UK and IRAP / Canadian High Commission)
- Developing the programme format for the online workshop, including presentations, interactive tasks, output analysis and feedback of outcomes
- Running test / trial of the workshop technology with delegates to maximise impact and outcome of the event
- Running and facilitating online workshop (likely to run for 2-3 hours late afternoon UK time)

- Publication of key workshop outputs that build on earlier UK / Canada Agri-Food Partnerships Roadmap
- Publication of a framework for an Implementation Action Plan to take forward next steps, with recommendations for actions to establish bilateral programme(s)
- Identification of candidate UK delegates (with a focus on SMEs) that would benefit from a UK mission to Canada in June 2018; and target Canadian partners to visit

**Out of Scope**

The success bidder will not be expected to pay for the venue in London or the catering which will be arranged by Innovate.

**Timetable**

- Collaboration Nation event early March 2018
- Publication of Success Stories from online event in April 2018
- Online workshop early May 2018
- Publication of online workshop outputs late May / early June
- Publication of a framework for UK / Canada Agri-Food Implementation Action Plan late June / early July

**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 ( $5+5+6=16 \div 3 = 5.33$ ))

### Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	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	Delivery of a 'Collaboration Nation' workshop to bring together projects funded through the Innovate UK 'Engineering solutions to enhance agri-food production' competition	25%
Quality	PROJ1.2	Delivery of a UK / Canada Agri-Food online workshop focussing on 'Precision Farming Systems' and	30%

		'Diagnostics & Sensors' thematic areas, and publication of report detailing workshop outcomes and recommendations.	
Quality	PROJ1.3	Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project.	15%
Quality	PROJ1.4	Project Plan, associated timescales and resource	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:

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

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

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

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

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

### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Section 6 – Evaluation questionnaire**

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

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

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



## Section 7 – General Information

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

#### DO:

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

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

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

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

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

## USEFUL INFORMATION LINKS

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