Invitation to Quote

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

Subject Contracting Authority 2017-18 health life sciences companies database

Sourcing reference number IT17355

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

UKSBS
Shared Business Services

Table of Contents

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. 1 Victoria Street, London, SW1A 0ET
3.2	Buyer name	ICT Procurement
3.3	Buyer contact details	ICTProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	£100,000 excluding VAT
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	21/08/2017 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	29/08/2017 at 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	30/08/2017 at 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	04/09/2017 at 14.00
3.10	Anticipated selection and de selections of Bids notification date	11/09/2017
3.11	Anticipated Award date	11/09/2017
3.12	Anticipated Contract Start date	13/09/2017

3.13	Anticipated Contract End date	12/09/2018
3.14	Bid Validity Period	60 Days

Section 4 – Specification

1 Specification Content

1.1 Glossary

Commonly used acronyms, entities and definitions in this specification are defined below:

OLS	Office for Life Sciences – a joint unit within BEIS and DH
BEIS	Department for Business, Energy and Industrial Strategy
DH	Department of Health
LSO	Life Sciences Organisation – a team within UKTI until the formation of DIT in 2016
UKTI	UK Trade & Investment – formerly a separate entity which became a constituent part of DIT in 2016
DIT	Department for International Trade
MHRA	Medicines and Healthcare Products Regulatory Agency – an executive agency of DH, responsible for the regulation of medicines and medical devices in the UK
CBSL	Contractor for the most recent (2016) health life sciences database
D&B	Dun & Bradstreet – a data partner that holds information on employment, ownership and turnover
FAME	The database held by Bureau van Djke holding information on employment, ownership and turnover
SIC	Standard Industry Classification – coding system utilised across government statistics to classify industry into segments and sectors

1.2 Introduction

The Office for Life Sciences (OLS) is a joint unit of the Department for Business, Energy and Industrial Strategy (BEIS) and the Department of Health (DH), with the objective of maximising the UK's strengths in science and research to support the development and adoption of 21st century health and life sciences technology, delivering the best health outcomes and increasing wider growth and prosperity.

We work with business, other Government Departments and executive agencies, Innovate UK, the Research Councils, public health bodies and other partners to deliver the Government's Strategy for UK Life Sciences, and to create the conditions that allow businesses in our sectors to exploit the latest advances in science and technology. We influence and use our connections to maintain UK global leadership in health and life sciences. We work effectively with industries across these and closely related sectors, building and managing relationships with strategically important companies in our sector.

Our work supports increased inward investment, growth in exports, and resolution of problems that could lead to disinvestment.

OLS requires information on health life sciences companies in the UK to:

- develop and evaluate government strategies and policies, including the Life Sciences Industrial Strategy,
- identify sector strengths and address weaknesses/barriers to help create the conditions for UK business success in life sciences
- monitor and map changes in the sector
- support the Department of International Trade's Life Sciences Organisation (LSO) to target their resources on new investment and trade opportunities for the UK
- produce an annual report 'Strength and Opportunity' which provides commentary on data and trends www.gov.uk/government/collections/bioscience-and-health-technology-database-annual-reports
- feed into the UK Life Sciences website https://lifesciences.trade.gov.uk/map/ to support the company search functionality

In 2009, OLS decided to collect its own company information following a review which found that the Office for National Statistics (ONS) data, and other published data did not adequately reflect the changing UK life sciences sector, and in particular provide the granularity of information to support policy making.

OLS procured a contract to establish a life sciences company dataset that could address these data requirements. This was developed with input from stakeholders who helped identify companies and provided advice on the segmentation methodology. This dataset has since been maintained and updated annually (including in 2014 adding information on Government funding opportunities for health life sciences companies).

In November 2014, OLS and UKTI established the UK life sciences website. Information from the company dataset was made available through the company search functionality on the site. In 2016, government restructure led to the UKTI Life Science's Organisation (LSO) moving to the Department of International Trade (DIT). The UK life sciences website moved to https://lifesciences.trade.gov.uk/map/

OLS now wishes to procure a one-year contract to produce an annual update to the health life sciences company dataset, report and associated products for 2017.

1.3 Scope

The scope of the project is outlined below.

1) Collect data on health life sciences companies in the UK which may be newly formed, newly operating in the life sciences sectors, or newly identified. Validate, analyse, and segment these companies according to OLS established methodology and segmentation – see technical requirements and annexes.

2) Match companies with Dun & Bradstreet (D&B) and FAME datasets to collect additional information such as company status, employment, turnover etc. Previous methodology will be supplied to the successful bidder at the start of the contract.

3) Production and delivery of a final matched 2017 master dataset for life sciences companies in Excel updated with the annual data.

4) Production and delivery of a time series database in Excel, for years up to and including 2017, including 'back-filling' data in order to produce comparable analysis over time. Suggested methodology will be supplied.

5) Provide analysis on the 2017 dataset to the same breadth, standards and scope as currently available in the 2016 published data (https://www.gov.uk/government/publications/bioscience-and-health-technology-database-annual-report-2016) and the OLS Tableau dataset including (not exhaustive):
    a. Total number of UK health life sciences companies, employment and turnover and breakdown by sectors, segments and regions
    b. Comparison of sectors and segments
    c. Analysis of trend set to provide growth figures using CAGR (compound annual growth rate)
    d. Analysis of year-on-year changes in the dataset between new and current years to fully understand what is causing the growth
    e. Analysis of company ownership
    f. Analysis of top segments in medtech, biopharma and digital
    g. Analysis of service and supply chain for sectors and segments
    h. Analysis of company births and deaths
    i. Maps showing UK distribution of all key measures
    j. Analysis of the historic dataset, initially to present trends in regional employment over time, with the potential for this to be developed further.

    The Tableau database visualisations and analysis will be made available to bidding suppliers if requested by bidders to enable preparation of bid. They will be made available to the successful bidders at the start of the contract.

6) Provide a set of documents for publication, including:
    a. Strength and Opportunity 2017 Annual Report, including narrative and visualisations
    b. Strength and Opportunity charts and graphs spreadsheet
    c. Geographical data maps
    d. Strength and Opportunity annual dataset of all publically disclosable data in an Excel spreadsheet (the definition of 'publically disclosable' to be determined in conjunction with OLS)
    e. Infographics of the sector (minimum of four) representing an overview and each of biopharma, medtech and digital.

7) Data extract of the annual 2017 database uploaded to the UK Life Sciences website company search including banded turnover and employment.

8) Production of a Tableau workbook updated with the annual data including all the existing agreed visualisations. OLS may require new visualisations in discussion with the provider. Hosting Tableau, and any similar alternative if used, in order to use this deliverable is the responsibility of OLS.

The successful supplier is required to ensure appropriate security measures are in place for all data and products (see section 1.7 'Security'). All data and products derived remain the property of OLS and must be provided at contract closure in a usable and agreed format.

Required attributes of the successful supplier include:

1) A good understanding of the UK and global health life sciences sector including new and emerging sub-sectors and technologies.

2) The ability to apply OLS methodology to analyse, validate and segment companies and apply processes to allocate turnover and employment to sites where appropriate – see validation and segmentation annexes below.

3) The ability to work closely and collaboratively with OLS, data partners and other stakeholders as required; data partners are integral to the annual data update providing new data and analysis of companies in their segments and regions. In agreement with OLS, communicate with stakeholders including regular meetings and respond to queries.

The scope of companies to be included in the database is outlined as follows:

- The database covers the geographical area of England and the Devolved Administrations of Northern Ireland, Scotland and Wales.

- Only companies that are a legal entity, conducting economic activity and have employees in the UK are included. Companies that are wholly or partially owned by non-UK entities are included.

- Where companies also carry out economic activity in sectors or segments that lie outside of the definitions of the sectors (medical technology, biopharmaceutical and digital), only that activity that is estimated to be within scope is included.

1.4 Goods requirements

1.4.1. Creation of the annual 2017 dataset

This part of the project will involve collecting data on UK health life science companies, validating the data for accuracy, and analysing and segmenting the data according to agreed processes and categories, and updating the master spreadsheet / database.

In previous years, company and segmentation information has been gathered from the data partners as well as independent searches carried out by the current provider. These individual data sets were cleansed, sorted, validated and rationalised into a single list of companies. A list of changes to the existing set of companies and new companies found that should be added to the database was compiled and reviewed to create the final list of companies for which financial and employment information was sourced from the D&B and FAME databases.

Once this clean list of companies had been produced and the matching undertaken, the dataset was assessed and moderated to ensure consistency across the merged dataset.

Fields in the database should include, but not be limited to:

- Company name;
- Company website;
- Identifiers: unique database identifier, Company Registration Number (CRN) used in Companies House returns, D&B and FAME identifier;
- ‘New Old’: whether company new to annual database but previously in existence;
- Trading history: age of company, incorporation year, cessation information;
- Geographic information: Address, county, region, Local Enterprise Partnership (LEP) area;
- Segmentation information: codes and descriptors for database methodology; Standard Industry Classifications (SIC codes)
- Import and/or export flag;
- Ownership: country of ownership (from matched data)

- Employment: actual and banded (from matched data)
- Turnover: actual and banded (from matched data), proportion of activity within scope of project.

1.4.2 Company eligibility for inclusion in the data for Health Life Sciences 2017 Annual Update

(i) Companies must fall within the high level scope as defined in section 1.4 ‘Scope’.

(ii) Companies are *excluded* if the company is:

- not a legal entity i.e. registered at Companies House or otherwise verifiable; the company could be a sole trader or the name provided is a trading name and the company legal entity cannot be found;
- registered at Companies House but there is no website or it does not work and there is no address and so segmentation cannot be done;
- a charity;
- in veterinary or similar animal health;
- in industrial biotechnology;
- part of a university or the NHS – some appear to be companies but are actually departments;
- a manufacturer of common dentures or caps unless specialist that make reconstructive dental implants (post severe trauma or surgery);
- a science park, networking organisations or similar.

(iii) *Business activity* – companies must have at least 20% of their activity or turnover is in the bioharma or medtech sectors. This is a judgement that depends on a number of sources including financial accounts, where available, and website analysis.

Examples of companies that are excluded at this stage can include:

- Equipment, engineering or infrastructure companies which may have one or more projects in the life sciences but they are not mentioned on their website and cannot be independently verified.
- Professional service companies – legal firms often give a long list of sectors that they operate in of which one of many may be life sciences.

(iv) *Company status* – inactive companies are kept in the database and tagged but excluded from the headline figures. This data is sourced from D&B and FAME which registers the company "status" including dissolved, in liquidation and other indicators that suggest the company is not active.

These indicators show that a company that has an active website and a registered address can be classified as Inactive. These companies are often small and exclusion has limited impact on economic activity measures although obviously impact on the company numbers count.

Also included in the section are companies that have been acquired but the original legal entity is still in existence; in these instances employment and turnover should be assigned to the new parent.

1.4.3 Business segmentation

A comprehensive classification and segmentation methodology was designed in collaboration with data partners and industry experts.

At a high level, there are two sectors: biopharmaceuticals and medical technology, each of which is split into 'Core' and 'Service and supply'. In 2015 the classification system was updated to provide specific groupings for digital health and genomics.

At a more granular level, the segmentation scheme has three distinct elements:

(i) Segmentation of technology or service

This is a two level classification scheme with each level providing greater detail or definition. The top level (Level 0) analyses the technology or service into the two primary sectors, medical technology and biopharmaceutical. Previous versions have included medical biotechnology and industrial biotechnology. Subsequent levels (Levels 1 and 2) provide further analysis for each sector including digital health (see the segmentation tables in Annex A).

(ii) Segmentation of business activity

This classification identifies which elements of business activity a company primarily provides and includes: Research and Development (R&D, including Design, Manufacturing, Supply Chain and Services; and Sales/Distribution/Service/Repair.

(iii) Digital health, genomics and supply chain companies

In the 2015 update a new segmentation was introduced for digital health and a tagging system for companies working in genomics.

In the 2014 update a new segmentation scheme was introduced to enable a more detailed analysis of the life sciences service & supply chain (previously labelled as specialist suppliers or consultants).

The more granular segmentation is aggregated to form the higher level sectors.

In instances where a supply chain company supplies products and services to both the pharmaceutical and medical technology sector a judgement should be made on where they majority of the turnover is derived and the company classified under that sector. Recognising that this is an approximation the detailed analysis for the supply chain and services for these sectors should be carried out on the combined data.

See Annex A for detailed list of all segmentation codes currently in use.

Any amendments to the segmentation methodology, for instance to tag specific new or emerging sectors, would be agreed in discussion between OLS and the successful supplier.

1.4.4 Matching process for employment, ownership and turnover data

We anticipate that the successful supplier will follow CBSL's (the current provider) previously agreed and used processes for matching with datasets held by D&B and Bureau van Djke's FAME databases to add employment, ownership and turnover to the cleaned list of companies.

In 2015 we started using a new matching process identified by CBSL to deliver more accurate data which was continued into 2016, and CBSL will provide a narrative to describe the new process for future use.

D&B and FAME contracts are the responsibility of OLS.

1.4.5 Time series dataset

This part of the project will require production of a time series dataset, for years up to and including 2017. This will involve merging previous annual datasets and further adjustments to allow for comparable analysis over time.

Due to changes in scope of the annual datasets over time, such as the inclusion of pharmaceuticals in 2010, and some companies first appearing in the annual dataset several years after their incorporation date, a 'back-filling exercise' will be required to add these companies to the appropriate years.

Details of annual dataset changes over time and suggested methodology will be supplied to the successful supplier at the start of the contract.

1.4.6 Annual Strength & Opportunity Report

This part of the project will require production of the 2017 annual Strength and Opportunity report on the size and shape of the UK life sciences sector including preparing infographics, narrative, tables and charts.

This will also include analysis of the time series dataset, primarily on regional trends in employment over time, although there is potential for further analyses of a similar nature to be requested. It may be possible to split this work into a separate report to allow for timely publication of the 2017 annual data products.

A publicly disclosable cut of the underlying data in an Excel spreadsheet should also be produced, in discussion with OLS, for publication on the BEIS website www.gov.uk/government/publications/bioscience-and-health-technology-database-annual-report-2016.

1.4.7 UK Life Sciences website

This part of the project will require production of specific extract of the underlying annual data suitable for use in updating the UK life sciences web portal. This is the public facing portal allowing users to search for companies by sector, segment and region (https://lifesciences.trade.gov.uk/map/).

This aspect includes appropriate adjustments for data held under licence that cannot be disclosed, for example, turnover and employment, which must be banded for the website.

1.4.8 Tableau workbook

OLS currently uses Tableau to deliver a user-friendly tool to interrogate the company data and generate standard reports and visualisations. This will need to be updated with the annual data which maintains all the existing agreed visualisations. OLS may require new visualisations in discussion with the provider.

Hosting Tableau in order to use the final deliverables is the responsibility of OLS.

1.4.9 Quality assurance

The successful supplier is expected to provide a suitable quality assurance plan, to be agreed by OLS. It is anticipated that this will include validation checks:

- Of companies/sites with activity (employment and/or turnover) above a sector-appropriate threshold. The threshold will be determined in discussion with the provider in the initial launch meeting for each annual cycle, based on the previous year's dataset.
- Of companies/sites with significant year-on-year changes.
- At industry, sector (split into core and service & supply, also including digital health and genomics) and regional level.
- For internal consistency between the final database and the published products, e.g. infographics and report narrative.

The successful supplier will be expected to draw on their own knowledge of the life sciences industry, in conjunction with that of the data partners, to perform these validation checks. For large companies that have a wide range of activity across multiple sites, the contractor is expected to review individual company accounts to refine the allocation of economic data to sites and to source employment data.

Documentation should be provided to OLS detailing QA checks undertaken. Where data was flagged as unusual through QA checks and was determined to be accurate, this should also be documented to facilitiate OLS's onward use of the dataset.

1.5 Management of the Agreement

This one-year contract will cover the production of the 2017annual dataset, report and associated products, running from September 2017 to March 2018.

Thesuccessful supplier is expected to provide a project plan for the lifetime of the project, including liaison points with OLS. At minimum, this should include an initial launch meeting before data collection begins; progress updates throughout collection, analysis and drafting; and a review meeting following the publication of the Strength and Opportunity annual report. Milestones can be found in section 1.8 'Implementation'.

Given OLS's status as a joint unit between BEIS and DH and the nature of its close working relationship with DIT and the Medicines Healthcare Products Regulatory Agency (MHRA), an executive agency of DH, all deliverables resulting from this product will be available for use by BEIS, DH, DIT and MHRA colleagues. OLS will act as an intermediary liaision point should one be required. Any further data sharing during the lifetime of the contract would be agreed between OLS and thesuccessful supplier.

1.6 Security

The successful supplier will need to ensure that appropriate security measures are in place covering Data, Physical and Personnel security appropriate to GSC OFFICIAL (the handling and processing of material where compromise would have a Business Impact of what was previously known as Impact Level 2).

The successful supplier will be responsible for ensuring any and all personal information captured as part of the project is treated appropriately in terms of confidentiality under the Data Protection Act.

All data and products derived remain the property of OLS and must be provided at contract closure in a usable and agreed format.

1.7 Implementation

Delivery milestones for the 2017 dataset and report are detailed below.

Depending on the scale of the 'back-filling exercise' required for the production of the time series dataset, it may be possible to split the publication of trend analyses (using the time series dataset) from the 2017 annual report and publish at a later point. This will be determined in discussion with the successful supplier.

Deliverable	**Indicative timescale**
Telecon with data partners	September 2017
Initiation of data collection process	September 2017
Annual update of company dataset concludes	End December 2017
'Back-filling' exercise and production of time series dataset	End January 2018
Draft annual report completed	End January 2018
Delivery of final report including infographics, spreadsheets and all other documents ready for publication	End February 2018
Upload of annual data update to UK life sciences website	End February 2018
Delivery of Tableau workbook and Excel master dataset	End February 2018

1.8 Required Interface with other Agencies or Services

Data partners are integral to the creation of a complete life sciences companies database, bringing knowledge from their respective regions and specialties. The successful supplier will be expected to work collaboratively with these data partners both as a group (e.g. an initial teleconference) and bilaterally.

The current list of data partners can be found in Annex 2 of the 2016 Strength and Opportunity report at https://www.gov.uk/government/publications/bioscience-and-health-technology-database-annual-report-2016

In particular, the successful supplier is required to undertake matching with the D&B and FAME databases to determine employment and turnover. The successful supplier is expected to engage with these data partners to understand the definitions underpinning this data to achieve successful matching.

Annex A – Segmentation for life sciences industry

Biopharmaceutical	
Code	**Description**
PBA	Antibodies
PBB	Therapeutic Proteins
PBC	Advanced Therapy Medicinal Products (ATMPs)
PBD	Vaccines
PBE	Small Molecules
PBF	Blood and Tissue Products
PBX	Supply Chain

Medical Technology	
Code	**Description**
MTA	Wound care and Management
MTB	In vitro diagnostic technology
MTC	Radiotherapy equipment
MTD	Medical Imaging/Ultrasound/and Materials
MTE	Anaesthetic and respiratory technology
MTF	Orthopaedic Devices
MTG	Cardiovascular and vascular devices
MTH	Neurology
MTI	Ophthalmic Devices/Equipment
MTJ	Dental and maxillofacial technology
MTK	Drug Delivery
MTL	Infection Control

MTM	Surgical Instruments (reusable)
MTN	Single use technology nec
MTO	Re-usable diagnostic or analytic equipment
MTP	Implantable devices nec
MTQ	Assistive Technology
MTR	Mobility Access
MTS	Hospital hardware including ambulatory
MTT	Digital Health
MTV	Education and Training
MTX	Supply Chain

Service & Supply Chain	
Code	**Description**
X1	Clinical Research Organisation
X2	Contract Manufacturing/Research Organisation
X3	Contract Formulation Manufacturing
X4	Assay developer
X5	Analytical Services
X6	Formulation/Drug delivery specialist
X7	Reagent, Equipment and consumables supplier
X8	Regulatory Expertise
X9	Patent and Legal specialist
X10	Logistics and Packaging
X11	Information systems specialists
X12	Tissue and Biomass
X13	Specialist consultants
X14	Contract design
X15	Training
X16	Recruitment
X17	Investment Companies
X18	Healthcare services

Digital Health			
Sub-segment code	**Short Description**	**Long description**	**Deloitte segment or example**
MTT1	Hospital information systems	Secondary health system-held medical record systems are electronic versions of traditional paper records – often abbreviated to EHR. Includes provider-provider communication systems, e-prescribing	Digitised Health systems – provider held digital records
MTT2	GP information systems	Primary health system-held medical record systems are electronic versions of traditional paper records – often abbreviated to EHR. Includes provider-provider communication systems, e-prescribing	Digitised Health systems – provider held digital records
MTT3	Social Alarms/Communications devices//bed-nurse call	Telecare - support and assistance provided at a distance using ICT, such as fall alarms and medicine management delivered over hardline or mobile platforms	Telehealthcare - Telecare
MTT4	Personal medical records	Systems for patients to hold their own medical information	Digitised Health systems – patient held digital records
MTT5	Telemed (medical monitoring) and telediag	Telehealth - the remote exchange of clinical data between a patient and their clinician delivered over hardline or mobile platforms. Includes video consultation and remote monitoring of health parameters such as blood pressure.	Telehealthcare - Telehealth
MTT6	E-health – data analytics	Software and infrastructure to enable analysis of health and medical Big data. Applications included: To support clinical decision-making: enabling clinicians to make evidence-based clinical decisions about patient care. Pathway design: using population level analysis to help redesign clinical pathways. Commissioning: developing standard frameworks and models for innovative commissioning/funding using patient outcomes and resource utilisation data for new and existing treatments. Drug assessment: the long term use of real world evidence to support drug development and approval.	Heath Analytics – data analytics

		Performance management: prioritising resource allocation and measuring key performance metrics to better manage finances within the healthcare system. Evidence based learning: using analytics to more effectively share best practice.	
MTT7	Digital Medical Electronics	Devices that conduct monitoring of body activity internal or externally, are wireless and incorporate sophisticated software that involves enables a high degree of operation independent of human intervention	e.g. Proteus digital pill, imaging pills, predictive intensive care monitoring stations (algorithms predict impending crisis).
MTT8	Professional Mobile health devices	Mobile devices that are applied in a clinically setting (can include embedded software or interface with independent software)	mHealth – applications – medical apps e.g. wearable electrocardiogram worn by patient at home for periods of days to detect heart arrhythmias
MTT9	Professional Mobile health services/apps	Clinically-led apps that manage medium to high confidentiality data (health data and personal medical records); these are used by clinicians, patients or hospital system reporting to aid prevention, diagnosis, and/or monitoring of disease	mHealth – applications – medical apps
MTT10	Consumer Mobile health devices	Consumer-led fitness and wellbeing devices that monitor basic body functions such as activity levels, heart rate and blood pressure	mHealth – wearables , applications -wellness/fitness
MTT11	Consumer Mobile health services/apps	Consumer-led fitness and wellbeing apps that handle low-confidentiality data (personal wellness and activity data) and are usually a consumer-driven purchase, includes services to store consumer data in the cloud and provide health advice based on the data	mHealth – wearables , applications -wellness/fitness

Genomics Segmentation (Tags)				
Main Tagging code	**Main Value chain activity**	**Description**	**Sub-tag code**	**Sub-tag chain activity**
GenA	Sampling	The process of collecting and packaging samples (e.g. saliva, blood). The kits used to collect DNA samples are fairly simple.	GenA1	Consumables
			GenA2	Patient acquisition
			GenA3	Samples storage
GenB	Sequencing	Decoding the order of the nucleotides in a genome. DNA sequencing on a large scale is done by high-tech machines	GenB1	Consumables
			GenB2	Instruments
			GenB3	Services
GenC	Analysis	The process to identify disease-causing variants, often run by bioinformatics software.	GenC1	Data cleansing
			GenC2	Variant Analysis
			GenC3	Database services
GenD	Interpretation	Taking analysed information and providing clinically useful interpretations and results	GenD1	Reporting
			GenD2	Link with EHRs
			GenD3	Tailoring results
GenE	Application	The process of directly using genomic information to improve targeting of clinical services	GenE1	Drug development
			GenE2	Clinical Services
			GenE3	Diagnostics
GenX	Activities not elsewhere classified	A segment where companies that are not clearly assigned to GenA-E should be placed. When this group becomes large it will be examined to see if new codes are required.	NA	NA

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 Authiority ------ 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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
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	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification

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	30%
Quality	Proj 1.1	Global Health Life Sciences	5%
Quality	Proj 1.2	Project Plan	30%
Quality	Proj 1.3	Risks	5%
Quality	Proj 1.4	Project team	For information only
Quality	Proj 1.5	Methodology	30%
Quality	Proj 1.6	External support	For information only

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

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 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 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