



# Invitation to Quote

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

**Subject: Assessment of the Policy Options to Incentivise Greenhouse Gas Removal (GGR) Technologies.**

**Sourcing Reference Number: CR18107**



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

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**Version 3.3**

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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](#).

## 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 Department for Business, Energy & Industrial Strategy (“BEIS”).

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 and Industrial Strategy, 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£70,000.00 Excluding 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	27/07/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	24/08/2018 at 1400hrs BST
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	30/08/2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	17/09/2018 at 1400hrs BST
3.10	Date/time Bidders should be available if clarifications are required	Week Commencing 24/09/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	28/09/2018
3.12	Anticipated Award date	28/09/2018
3.13	Anticipated Contract Start date	01/10/2018
3.14	Anticipated Contract End date	31/03/2019
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Introduction and summary of requirements

Under the Paris Agreement the UK is committed to working with other countries to achieve global net zero emissions in the second half of the century, which the IPCC (Intergovernmental Panel on Climate Change) has indicated will be necessary to stay below 2°C. As we approach the middle of the century, there are likely to be remaining emissions in the sectors where it is the most difficult to cut them – in industry, agriculture, aviation and shipping. Greenhouse Gas Removal technologies (GGRs) are likely to have an important role to play in offsetting difficult-to-cut emissions.

The term “Greenhouse Gas Removal” (or GGR) encompasses any method which removes greenhouse gases from the atmosphere. There is a diverse range of technologies which may be counted as GGR, including:

- Afforestation, reforestation and forest management
- Wetland, peatland and coastal habitat restoration
- Soil carbon sequestration
- Biochar
- Bioenergy (for electricity, heat or other fuels) with carbon capture and storage (BECCS)
- Building with biomass
- Enhanced weathering on land
- Mineral carbonation
- Ocean alkalinity
- Direct air carbon capture and storage (DACCS)
- Low carbon concrete
- Other approaches to removing CO<sub>2</sub> or other GHGs

With few exceptions, GGR development and deployment are constrained by a lack of markets or other policy interventions to encourage deployment of these technologies at scale.

BEIS requires an assessment of potential policy options which might provide such incentives for GGR deployment, both within the UK and as part of international mechanisms under the Paris Agreement.

### 2. Background

The Climate Change Act, passed in 2008, committed the UK to a series of greenhouse gas emissions limits – or carbon budgets – on a path to a reduction by at least 80 per cent by 2050 when compared to 1990 levels. Under the Paris Agreement, as well as seeking to limit warming to well below 2 degrees, and to pursue 1.5 degrees, the UK is committed to working with other countries to achieve global net zero emissions in the second half of the century.

In 2017 the Government published its Clean Growth Strategy<sup>1</sup> for meeting the UK's carbon budgets, which sets out an approach to greenhouse gas removals. It states:

*“As highlighted by the Committee on Climate Change, greenhouse gas removal (GGR) technologies are likely to have an important role to play in offsetting difficult-to-cut emissions, by removing greenhouse gases from the air. As we learn more about how GGRs could be developed and deployed, we want the UK's entrepreneurs, universities and engineering industries to be well placed to exploit the advantages of global demand for these new technologies.*

*We are therefore taking active steps to strengthen our understanding of these technologies and, where appropriate, move forward with deployment. The Government's strategic approach to GGR has two main elements:*

- **A Government programme of research and development**, which aims to improve our understanding of GGR technologies, to help overcome the uncertainties around their costs, deployment potential, and impacts on the environment. We have been working with the Research Councils, who launched a new £8.6 million research programme looking at all GGR technologies in April 2017. We will also develop robust estimates of sustainable biomass resource available to the UK, reporting during 2018, and consider Royal Society scientific views on GGR.
- **The Government will consider the scope for removing barriers and strengthening incentives to support the deployment of GGR**, to position the UK at the leading edge of GGR development. This includes, for example, considering options for developing a carbon offset market and exploring how UK timber could be used in construction. We are also considering how best to take forward CCUS, as set out in 'Improving Business and Industry Efficiency and Supporting Clean Growth'. We will conduct a study on how GGR activity can be incentivised, in the UK and in other countries, which will help us develop policy and accounting frameworks fit for the future. And we will also consider how legal, financial and regulatory frameworks could support the rollout of GGR technologies at scale.”

### 3. Aims and Objectives

This aim of this project is to meet the commitment in the Clean Growth Strategy: “We will conduct a study on how GGR activity can be incentivised, in the UK and in other countries, which will help us develop policy and accounting frameworks fit for the future.”

The objective of this project is to provide options for policies and emissions accounting, contributing to the BEIS evidence base to inform the development of our strategic approach to GGR technologies.

### 4. Suggested Methodology

In this section we set out an approach which we envisage would meet our project aim.

**Task 1: Understand the range of GGRs and barriers to their deployment.**

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<sup>1</sup> [https://www.gov.uk/government/publications/clean-growth-strategy?utm\\_campaign=clean-growth&utm\\_source=internal&utm\\_medium=organic&utm\\_content=strategy-launch](https://www.gov.uk/government/publications/clean-growth-strategy?utm_campaign=clean-growth&utm_source=internal&utm_medium=organic&utm_content=strategy-launch)

By reviewing literature and other evidence, the contractors should identify GGRs (including the possibility of new GGR technologies), and the policy and accounting barriers to their deployment. There is a large and rapidly growing volume of literature addressing the need for, and characteristics, costs and potential scale of, deployment of GGRs. Much of this is being summarised in a Royal Society and Royal Academy of Engineering Review expected to be published in September 2018, and the IPCC Special Report on Global Warming of 1.5°C, due to be published 7 October 2018. We expect contractors to use these as starting points, with the review should concentrate on barriers to development and deployment, plus mechanisms to overcome these (see Task 2).

The contractors should seek grey literature as well as peer-reviewed literature, and they should review all evidence critically.

This review of evidence may need to be continued after engagement with policy teams (see Task 5).

### **Task 2: Identify potential policy options.**

Consultants should continue the review of literature and other evidence to identify policy options. They should then propose a typology of policy interventions and consider how these could be applied to the different GGRs and barriers identified. GGRs can be grouped together where they share common features, making them suitable for the same policy options. In applying this typology consultants should consider available literature on policy options (as per Task 1), policy theory and analogues. Also to be considered are existing policy mechanisms which either apply to GGRs already or could be modified to apply, such as:

- The UK Woodland Carbon Code
- The UK Peatland code
- Emissions pricing/taxing, through the EU Emissions Trading System (ETS) or any successor scheme in which the UK participates
- Development of international market mechanisms under the Paris Agreement (to incentivise GGRs in developing countries)
- Private sector emissions reporting and domestic offsetting
- Contracts for Difference in the UK electricity market
- Building regulations
- Innovation policy
- Biomass supply policies (for both energy and construction)
- Agricultural subsidies post-CAP
- Government procurement policy

Furthermore, existing policies outside the UK that apply to GGR should also be identified and considered, such as:

- The Australian Emissions Reduction Fund and Carbon Farming Initiative;
- US tax credit for CCS;
- Forestation projects/CDM schemes

Contractors should identify an initial long list of policy options, which may be a mix of existing and novel options. Some may be cross-cutting and applicable to most or all GGRs; some may be very specific to a particular GGR.

### **Task 3: Assess policy options.**



Contractors should set out an approach to assessing this long list of policy options that could enable the Government to enable GGR deployment, informed by the principles in the Treasury Green Book (e.g. in terms of potential scale of GHG removal; ability to monitor and evaluate the level of GHG removal; economic, social and other costs and benefits to government and others; strategic fit to wider policy objectives; potential value for money; distributional impacts).

Existing policies identified during Task 2 should be appraised in the same way, as well as how well they were or are implemented, their effectiveness, whether costs were as anticipated, and whether there were unintended consequences.

Given the range of potential policy options, and the limited resources available to this project, a full policy appraisal is not expected for all options. A strategic approach should be developed with the steering group, e.g. based on near-term priority areas (such as the EU ETS and private sector reporting & offsetting) and policies that incentivise the widest range of options.

All evidence should be critically appraised for robustness.

#### **Task 4: Refine assessment through engagement with policy teams.**

The policy assessment should be checked and refined by engagement with BEIS and other policy teams through facilitated meetings and/or workshops.

Individuals from several policy teams have been involved in scoping this project and are ready to engage with the contractors, including (but not necessarily limited to):

- BEIS EU ETS (Emissions Trading Scheme)
- BEIS Carbon Budgets and Clean Growth
- BEIS Carbon Capture Utilisation and Storage (CCUS)
- BEIS Heat and Business Energy
- BEIS Biomass Electricity
- BEIS Business Energy Use (working on streamlined Energy and Carbon Reporting)
- BEIS Global Carbon Markets team
- Defra Trees, Woodlands & Forestry Policy
- Defra Soils and Peatlands
- MHCLG
- HM Treasury Energy, Environment and Agriculture

BEIS will convene a Steering Group on which some of the above teams will be represented. Members of the Steering Group, and other government representatives, will be available to provide input.

#### **Task 5: Summarise and identify lead options.**

Contractors should summarise their findings and identify lead options, explaining their reasoning. Contractors should be prepared to revisit Tasks 1-3 in the light of information gained during engagement with policy teams during Task 4.

The contractors should suggest further work, e.g. the development of pilots of policy options, which cannot be accommodated within the resources available to this contract.

## **Stakeholder Engagement**

Engagement with government policy teams is a crucial aspect of this work. It should begin at the kick-off meeting and continue during the work, especially Task 4, via the facilitated meetings. Policy teams may have tacit knowledge, including of grey literature, and relevant contacts to provide important additional information on policy options and their appraisal. This engagement is important to enable the contractors to understand:

- the breadth and depth of existing knowledge within government;
- wider policy ambitions and constraints which would either limit the deployability of policy options or, conversely, result in co-benefits across policy areas other than tackling climate change;
- the risk of perverse incentives, compared to investments in mitigation measures such as energy efficiency;
- the type of information which policy teams would find most useful.

## **5. Outputs Required**

- An overall report setting out the project scope, method, results and a summary of key findings.
- Bespoke, shorter reports (e.g. 2-page) for each Government policy team relevant to GGR incentivisation.
- A PowerPoint presentation summarising the above, suitable for presenting the findings to Government colleagues including both those participating in the project and others not already familiar with the work.

## **6. Ownership and Publication**

The overall report will be published on the public government website, gov.uk, in line with standard practice for work commissioned by the BEIS Science Team. The draft report should be sent to BEIS and time allowed for review and agreement of the final version.

## **7. Quality Assurance**

The contractor must state how all of the work on the project will be quality assured by producing a Quality Assurance (QA) plan. A summary of this plan should be included within the proposal. The plan should:

- Ensure that QA is done by individuals who were not directly involved in the research, analysis or model development.
- Specify who will be responsible for QA before the work is delivered to BEIS.
- Explain how the successful bidder will take responsibility for any work supplied by sub-contractors.

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able to take responsibility for the work done. BEIS reserves the right to refuse to pay for outputs which do not meet the required standard specified in this invitation to tender.

Draft outputs of the interim and final reports and datasets must be submitted to BEIS by the deadlines given in Section 8 below, and then the contractor should attend a meeting with officials to present the draft interim and final results to the panel at BEIS

offices. Verbal and written comments will be collated by the BEIS project manager and submitted to the Contractor following these meetings. Invoices for deliverables will only be processed if the submitted officials' comments have been addressed to the standard deemed acceptable by the officials and BEIS project manager. The Contractor should make it clear in writing exactly where and how comments have been addressed.

BEIS officials will scrutinise not only the quality of the data and analysis, but also the quality of the reporting. Reports deemed by BEIS to be poorly written or poorly presented will be returned to the supplier to re-produce to the high standard required before invoices are paid. Invoices will be paid by deliverable and will not be processed unless deliverables are submitted on time and to the standard required. BEIS will withhold a percentage of the cost for each deliverable to dissuade sub-standard and /or late submissions. Further details are provided in clauses 19-21 of the BEIS Terms and Conditions.

The Contractor will be expected to produce high quality reports that meet the following criteria:

**General:**

- Clearly set out findings and supporting evidence, in plain correct English.

**Diagrams:**

- Clear and appropriate use of diagrams (large enough size, data can be read clearly).
- All diagrams should be clearly explained and discussed.

**Data quality:**

- Limitations in the research approach must be clearly stated and justified.
- Where the findings are stronger and more robust and where they are not needs to be stated clearly.

## 8. Timetable

A proposed timetable is set out below. This will be reviewed and agreed at the kick-off meeting.

<b>Contract Timeline</b>	<b>Date</b>
Contract start date	Monday 1 October
Kick-off meeting	Week beginning 1 October
Deliver draft review of evidence and policy options	Week beginning 8 November
Steering Group meeting to discuss initial evidence-gathering	Mid November
Facilitated Meetings with policy teams	November/December
Deliver interim report	January 2019
Workshop / further meetings	Feb 2019
Deliver draft final report	15 March 2019
Presentation of draft final report	Week beginning 18 March 2019
Deliver final report	31 March 2019

## 9. Ethics

Applicants should consider ethical issues and, where necessary, identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the 'addressing challenges and risks' criterion.

We expect contractors to adhere to the following GSR (Government Social Research) Principles:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

Further guidance is available in "Ethical Assurance Guidance for Social research in Government": <https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government>

## 10. Working Arrangements

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact.

## 11. Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

## 12. Payment

Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments is as follows:

Deliverable	Date	Proportion of contract cost
Interim report	January 2019	50%
Final report	March 2019	50%

This can be adjusted and agreed with the contractor based on the tender response/details. Please advise in your tender response how this breakdown reflects your usual payment processes, however in line with HM Treasury guidance all payment will be made in arrears

The Department aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

**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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.3	Code of Practice for Research
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<b>Evaluation Justification Statement</b>  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	5%
Quality	PROJ1.1	Understanding of requirements	20%
Quality	PROJ1.2	Methodology	40%

Quality	PROJ1.3	Identification and mitigation of risks and challenges	15%
Quality	PROJ1.4	Skills and Expertise of project staff	20%

## 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. 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 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 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 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 Emptoris.
- 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 Emptoris e-sourcing tool.
- 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 Emptoris.
- 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 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](#)

## **Annex A:**

### **CODE OF PRACTICE FOR RESEARCH**

#### ***Issued by the Department for Business, Energy & Industrial Strategy***

The Department has developed this Code of Practice from the Joint Code of Practice issued by BBSRC; the Department for Environment, Food and Rural Affairs (Defra); the Food Standards Agency; and the Natural Environment Research Council (NERC) which lays out a framework for the proper conduct of research. It sets out the key aspects of the research process and the importance of making judgements on the appropriate precautions needed in every research activity.

The Code applies to all research funded by BEIS. It is intended to apply to all types of research, but the overriding principle is fitness of purpose and that all research must be conducted diligently by competent researchers and therefore the individual provisions must be interpreted with that in mind.

#### ***PRINCIPLES BEHIND THE CODE OF PRACTICE***

Contractors and consortia funded by BEIS are expected to be committed to the quality of the research process in addition to quality of the evidence outputs. The Code of Practice has been created in order to assist contractors to conduct research of the highest quality and to encourage good conduct in research and help prevent misconduct.

Set out over 8 responsibilities the code of practice provides general principles and standards for good practice in research.

Most contractors will already have in place many of the measures set out in the Code and its adoption should not require great effort.

#### ***COMPLIANCE WITH THE CODE OF PRACTICE***

All organisations contracting to the Department (including those sub-contracting as part of a consortium) will be expected to commit to upholding these responsibilities and will be expected to indicate acceptance of the Code when submitting proposals to the Department.

Contractors are encouraged to discuss with BEIS any clauses in the Code that they consider inappropriate or unnecessary in the context of the proposed research project. The Code, and records of the discussions if held, will become part of the Terms and Conditions under which the research is funded.

Additionally, BEIS may conduct (or request from the Contractor as appropriate) a formal risk assessment on the project to identify where additional controls may be needed.

#### ***MONITORING OF COMPLIANCE WITH THE CODE OF PRACTICE***

Monitoring of compliance with the Code is necessary to ensure:

- Policies and managed processes exist to support compliance with the Code
- That these are being applied in practice.

In the short term, BEIS can require contractors to conduct planned internal audits although BEIS reserve the right to obtain evidence that a funded project is carried out to the required standard. BEIS may also conduct an audit of a Contractor's research system if deemed necessary.

In the longer term it is expected that most research organisations will assure the quality of their research processes by means of a formal system that is audited by an impartial and competent third party against an appropriate internationally recognised standard that is fit for purpose.

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at <http://www.ukrio.org/what-we-do/code-of-practice-for-research>

## ***SPECIFIC REQUIREMENTS IN THE CODE OF PRACTICE***

### ***1. Responsibilities***

All organisations contracting to the Department (including those sub-contracting as part of a consortium) will be responsible for the overall quality of research they conducted. Managers, group leaders and supervisors have a responsibility to ensure a climate of good practice in the research teams, including a commitment to the development of scientific and technical skills.

The Principal Investigator or Project Leader is responsible for all the work conducted in the project including that of any subcontractors. All staff and students must have defined responsibilities in relation to the project and be aware of these responsibilities.

### ***2. Competence***

All personnel associated with the project must be competent to perform the technical, scientific and support tasks required of them. Personnel undergoing training must be supervised at a level such that the quality of the results is not compromised by the inexperience of the researcher.

### ***3. Project planning***

An appropriate level of risk assessment must be conducted to demonstrate awareness of the key factors that will influence the success of the project and the ability to meet its objectives. There must be a written project plan showing that these factors (including research design, statistical methods and others) have been addressed. Projects must be ethical and project plans must be agreed in collaboration with BEIS, taking account of the requirements of ethical committees<sup>2</sup> or the terms of project licences, if relevant.

Significant amendments to the plan or milestones must be recorded and approved by BEIS if applicable.

### ***4. Quality Control***

The organisation must have planned processes in place to assure the quality of the

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<sup>2</sup> Please note ethical approval does not remove the responsibility of the individual for ethical behaviour.



research undertaken by its staff Projects must be subjected to formal reviews of an appropriate frequency. Final and interim outputs must always be accompanied by a statement of what quality control has been undertaken.

The authorisation of outputs and publications shall be as agreed by BEIS, and subject to senior approval in BEIS, where appropriate. Errors identified after publication must be notified to BEIS and agreed corrective action initiated.

### ***5. Handling of samples and materials***

All samples and other experimental materials must be labelled (clearly, accurately, uniquely and durably), and retained for a period to be agreed by BEIS. The storage and handling of the samples, materials and data must be as specified in the project plan (or proposal), and must be appropriate to their nature. If the storage conditions are critical, they must be monitored and recorded.

### ***6. Documentation of procedures and methods***

All the procedures and methods used in a research project must be documented, at least in the personal records of the researcher. This includes analytical and statistical procedures and the generation of a clear audit trail linking secondary processed information to primary data.

There must be a procedure for validation of research methods as fit for purpose, and modifications must be trackable through each stage of development of the method.

### ***7. Research/work records***

All records must be of sufficient quality to present a complete picture of the work performed, enabling it to be repeated if necessary.

The project leader is accountable for the validity of the work and responsible for ensuring that regular reviews of the records of each researcher are conducted<sup>3</sup>

The location of all project records, including critical data, must be recorded. They must be retained in a form that ensures their integrity and security, and prevents unauthorised modification, for a period to be agreed by BEIS

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at <http://www.ukrio.org/what-we-do/code-of-practice-for-research>

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<sup>3</sup> Please note that this also applies to projects being undertaken by consortia.