

Invitation to Quote



Department for
Business, Energy
& Industrial Strategy

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

Subject: Analysis in Support of CfD Reform

Sourcing Reference Number: PS22453

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Privacy Statement

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

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

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

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

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

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

Your Rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

International Transfers

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact Details

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk

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	The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, Westminster, SW1H 0ET
3.2.	Buyer name	Nicola Turner
3.3.	Buyer contact details	ProfessionalServices@uksbs.co.uk
3.4.	Estimated value of the Opportunity	£70,000.00 Excluding VAT
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.25. 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, unless formally advised to do so by UKSBS.

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Monday, 30 January 2023
3.7.	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Monday, 06 February 2023 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Tuesday, 07 February 2023
3.9.	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal (the Deadline)	Monday, 13 February 2023 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Friday, 24 February 2023
3.11.	Anticipated Contract Award date	Friday, 24 February 2023
3.12.	Anticipated Contract Start date	Monday, 27 February 2023
3.13.	Anticipated Contract End date	Friday, 28 July 2023
3.14.	Bid Validity Period	90 Days

Section 4 – Specification

1. Introduction

The application, purpose, outcome, or function of the services:

- This project is about understanding the potential impacts of valuing Non-Price Factors (NPFs) in the Contracts for Difference (CfD) scheme (the government's main renewable energy support scheme).
- Emerging challenges this could help tackle include:
 - a) supply chain challenges (increased supply chains disruption from Covid then war in Ukraine; surging global demand for renewable energy but insufficient manufacturing capacity; UK and European supply chains facing pressure in global markets), as well as
 - b) the need to integrate an increasing proportion of variable renewables on the grid. This includes increasing system flexibility, retaining system operability and providing efficient locational signals to minimise system cost, mean that the CfD auction needs to evolve. Non-Price Factors is one of the CfD evolution options that is being considered as part of this evolution.
- Currently, both CfD allocation and the value of contracts awarded (reflected in strike prices) are the product of a competitive auction purely based on cost. Amending the scheme to value other factors in some way would require material amendments, including possibly to auction structure and design.
- Since this is a significant reform to a complex government policy, we need to understand a number of impacts associated to this policy namely: Value for Money (VfM) implications for electricity consumers; NPF impacts on auction outcomes (including any unintended consequences); impact on supply chains; and on wider system integration and flexibility.

The implications for the users of implementing the solution:

- This research will enable policy makers working on the Contracts for Difference auction to understand whether and how best to introduce Non-Price Factors into the CfD scheme, to ensure maximum benefit to the renewable energy supply chain, the efficient integration of renewable energy projects on to the system in a flexible way and that risks and costs to consumers are minimised.

An outline of the research, which has been undertaken in order to specify the requirement, including any premarket engagement

- We have conducted initial exploratory work on Non-Price Factors in CfD auctions. This has included:
 - o conducting a qualitative review of how other countries have implemented Non-Price Factors into renewable energy auctions and tenders;
 - o analysis of the type on potential Non-Price Factors that could be included in an auction;
 - o initial work looking at models/mechanisms for how Non-Price Factors could be brought into auctions
 - o options for enforcing the delivery of Non-Price Factors after a CfD has been awarded.
- This work has enabled us to narrow down the options for how to implement Non-Price Factors, allowing us to specify which options we are looking to obtain detailed analysis on.

- We have not conducted any formal premarket engagement on this work. However, the concept of introducing Non-Price Factors into CfD auctions is one that has been informally discussed with industry through working groups and has so far been welcomed.
- A Call for Evidence on Non-Price Factors is being published in April, this will contain initial ideas on the models for implementation (i.e. how Non-Price Factors as allocation criteria would work), as well as potential Non-Price Factors (i.e. the factors we would value and allocate on other than cost) and enforcement mechanisms to ensure delivery. Returns from this Call for Evidence will be crucial in understanding the wider impacts of potential reform.

How this requirement is related to other requirements (if applicable)

N/A

Associated risks with the procurement e.g. Continuity, Health and Safety etc.

No associated risks identified at this stage, though this is to be further considered at the project initiation and scoping session.

2. Aims & Objectives

Policy objectives

- A key focus of this project will be ensuring any implementation of Non-Price Factors effectively delivers on government's objectives for the policy, broadly:
 - **Strengthening the renewable energy supply chain**, to support low carbon electricity generation and deliver wider economic and environmental benefits;
 - **Avoiding a significant additional cost burden to the electricity consumer** (who fund the CfD scheme through a levy on electricity suppliers);
 - **Mitigating gaming opportunities and risks of wider unintended consequences**, including for the deployment of low carbon electricity generation and to the wider electricity system;
 - **Limiting additional CfD scheme complexity**, and;
 - **Contributing to whole system integration** including the valuing of flexibility.

Project aims

- BEIS is seeking to procure external services with expertise in the energy system, project finance and economic analysis to explore and analyse the impacts that bringing Non-Price Factors into the CfD scheme would have, with a focus on how different approaches could impact structure and deliverability, VfM, consumer costs, renewable energy developers and the wider supply chain and system integration.
- The overall aim is to gather a comprehensive evidence base to both inform the development of a planned public consultation in Summer 2023, and design a viable approach for introducing Non-Price Factors in the near future, should evidence show it to be a viable reform that best meets government's policy objectives.
- This project will be crucial in determining whether the options identified by the government, or other options on Non-Price Factors, are worth introducing into the CfD.

3. Objectives

- Robust advice on the impact of different Non-Price Factors implementation approaches (and a subset of the factors that may be valued) on the policy objectives including but not limited to renewable energy supply chains, deployment and costs, including learnings from abroad.
- Clear recommendations on which options should be taken forward for further consideration and public consultation in Summer 2023.

For the final project outputs, BEIS expects the following:

- **A comprehensive final report** covering the aims and objectives as set out in previous sections.
- The report may need to be delivered in a modular way, i.e. in several tranches, in a priority order to be determined at the first meeting with BEIS.
- Quantitative data, analysis and modelling provided to BEIS (Microsoft Excel), with an expectation that it both follows robust and established Quality Assurance practices, and is in a format that can be further developed by BEIS in-house following consultation.
- A summary slide pack presenting key findings in an accessible way (i.e. not specialist audiences).

4. Background to the Requirement

The Government has committed to fully decarbonise the electricity system by 2035, subject to security of supply.

The Government published the British Energy Security Strategy on 7 April 2022 following rising global energy prices and volatility in international markets. This includes bold new commitments to supercharge clean energy and accelerate deployment, which includes:

- Offshore wind: A new ambition of up to 50GW by 2030 of which we would like to see up to 5GW from floating offshore wind in deeper seas.
- Onshore wind: will have an important role to play in meeting this target
- Solar: Increase the UK's current 14GW of solar capacity which could grow up to 5 times by 2035.

Acceleration of renewable deployment will be supported by the UK's main mechanism for supporting large scale low-carbon generation, the Contracts for Difference Scheme (CfD). Contracts are awarded in a series of competitive auctions, based entirely on bidding the lowest possible price.

Applicants with projects that have a capacity of 300MW or more and all Floating Offshore Wind projects, wishing to enter a CfD Allocation Round require a Supply Chain Plan approved by the Secretary of State for Business, Energy, and Industrial Strategy (BEIS). Copies of the Standard Supply Chain Plan Questionnaire and the shorter bespoke version for Floating Offshore Wind projects CfD which Applicants are required to complete are available on the GOV.UK website together with the Supply Chain Plan Guidance¹¹. The questionnaire forms the basis of the initial assessment before a CfD allocation round. Through their answers to the questionnaire, applicants set out a number of commitments they will undertake to support the development of the supply chain. Projects successful in the auction undergo regular monitoring and review of their Supply Chain Plan commitments, before a final assessment to ensure implementation of commitments.

The aim of the Supply Chain Plan process is to encourage the effective development of supply chains to support the development, construction and operation phases of low carbon electricity generation projects and accelerate investments in a broad range of established and less established low carbon technologies.

In order update our approach to supply chains, CfD and SCP policy now need to evolve further in the context of three emerging challenges: (1) increased supply chains disruption (from Covid then war in Ukraine); (2) surging global demand for renewable energy but insufficient manufacturing capacity; (3) UK and European supply chains facing pressure in global markets. In this context, a price only CfD, and current Supply Chain Plan policy, may be insufficient instruments to meet our deployment needs.

We are also considering how CfD policy can ensure overall system costs are minimised, through valuing flexibility, operability, and location in addition to price. As discussed in the Review of Electricity Market Arrangements (REMA) case for change, a system dominated by variable renewables requires an increase in system flexibility to manage new and growing constraints in the network, efficient locational signals to minimise system cost, as well as alternatives to high carbon technologies to maintain system operability. There may be an opportunity to internalise some of these impacts through specific non-price factors.

The Offshore Wind Acceleration Taskforce (OWAT) is looking at ways to accelerate deployment of offshore wind. One option that is being actively considered is the inclusion of Non-Price Factors in the CfD auction, so that auction outcomes are no longer solely determined on the basis of the lowest possible bid, but on a set of other criteria that reflect the challenges facing renewable energy deployment in the UK. This would represent a highly complex change to a well-functioning support model, for which BEIS needs external expertise.

BEIS will review the outputs of this work and feed the results into its consideration on developing future CfD and SCP policy, before going out to consultation on proposals to address the challenges identified above.

5. Scope

BEIS is seeking a better understanding of what the risks and opportunities are if it were to introduce Non-Price Factors into the CfD, specifically in terms of terms of VfM to consumers, auction outcomes (including unintended); impact on the auction design and deliverability; whether and how the proposal can be gamed, potential benefits to the low carbon supply chains, wider electricity system integration and flexibility of the electricity system. These considerations will inform our decision on whether to proceed with implementing any of the Non-Price Factor proposals.

Bidders must demonstrate an understanding of CfD auction dynamics and an ability to model (quantitatively and qualitatively) various scenarios to identify likely impact the changes to the CfD will have on factors relevant to the policy objectives, including the impact on renewable energy supply chains, costs, the CfD auction, and system integration and flexibility.

Bidders should review and analyse what is happening internationally regarding renewable energy CfDs, tenders or leasing rounds that include non-price factors or equivalents, specifically in the EU and the US and how they are impacting on the renewable energy supply chain. Bidders should also draw lessons to be learnt from schemes internationally and make recommendations on how best the proposed Non-Price Factors can be implemented into CfD policy.

BEIS will share the responses to the Call for Evidence, in an anonymised fashion, once it has closed, to help provide an understanding of the sectors views on Non-Price Factors and what the sector sees as the likely impact of each proposal. BEIS will also share its current options for Non-Price Factor implementation as the starting point for this research.

Assessment of the likely impact of CfD NPF's on system integration and flexibility would likely require due consideration of interactions with reform options outline in the Review of Electricity Market Arrangements (REMA), particularly with regards to the future of GB wholesale markets, signals for flexibility, and the overall framework for support for Mass Low Carbon power. We welcome bidders' suggestions in what is likely to be feasible on this aspect within the timelines and budget, recognizing that a detailed quantitative analysis may not be possible.

Responses to the Call for Evidence may contain commercially sensitive information, and this information should be held securely.

6. Requirement

BEIS expects the successful supplier to manage a detailed project initiation and scoping session at the beginning of the project. During this, specific tasks and delivery dates will be agreed. At this stage we envisage tasks to include:

Implementation options

- Developing an assessment framework to appraise different options for how Non-Price Factors could be implemented in the CfD scheme against the policy objectives set out above.
- Collecting additional evidence from the UK and internationally to support the assessment of implementation options. This may involve direct engagement with industry including interviews where appropriate.
- Working closely with BEIS analysts to identify and qualitatively and quantitatively assess the potential impact of different options on auction dynamics, bidder behaviour, competition and consumer costs.
- Based on the above, Call for Evidence responses, and analysis on specific factors set out below, produce a holistic assessment of options against the policy objectives. This will include clear recommendations on options that should be taken forward for further consideration and public consultation, and those that should be ruled out. BEIS has already identified a range of options (3 models) which we would expect the successful supplier to consider, but this may also include additional options identified by the supplier.

Options for factors that may be valued

- Providing advice on a subset of the most important Non-Price Factors BEIS is considering valuing in the scheme, including:
 - Whether these factors are likely to be effective at incentivising the desired behaviours including strengthening renewable supply chains.
 - An initial assessment of the weight / value that would need to be applied to each factor to incentivise the desired behaviours, and if this is consistent with the policy objectives outlined above.
 - This should be developed in a way that allows a straightforward assessment of the likely cost burden on consumers, and will therefore likely require

estimating the cost (or saving) from delivering on the relevant Non-Price Factors.

- Recommendations on how these factors could be assessed objectively at contract allocation stage, to maximise benefits and minimise risks, and/or if they should be discounted from further consideration.

Interim updates

- Milestone 1: Assessment framework;
- Milestone 2: Interim report outlining initial theoretical research including theory, and research on examples from abroad;
- Milestone 3: Interim report containing modelling, other quantitative analysis and early recommendations;
- Milestone 4: Interim final report for BEIS to feed in/ provide feedback on.
- At least **x2 monthly meetings** with BEIS to outline progress and key findings.

7. Timescales

We envisage the work will need to be carried out in the following way:

- Kick-off: end of February / early March 2023.
- Initial research and regular check-ins with BEIS: February 2023 to April 2023
- Interim report and/or delivery of some chapters by April 2023
- Access to responses to relevant Call for Evidence: April 2023
- Further research following Call for Evidence: April-May 2023
- Final report June-July 2023 ahead of likely public consultation in the summer of 2023.

8. 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 of Bids

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.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Commercial	AW5.3	Firm and Fixed Price
Technical	AW6.1	Compliance to the Specification
Technical	AW6.2	Variable Bids
-	-	Invitation to Quote response received on time within the Jaggaer eSourcing Portal
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria				
Evaluation Justification Statement In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings / scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.				
Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	20.00%	20.00%

Technical	PROJ1.1	Understanding, Methodology and Approach	80.00%	40.00%
Technical	PROJ1.3	Ability to deliver		30.00%
Technical	PROJ1.4	Social Value		10.00%

Evaluation of criteria

Non-Commercial Elements

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

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

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

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

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

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

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

All questions will be scored based on the above mechanism. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

The convened meeting came to a consensus that the final recorded score to given to your submission against this question should be 60, with the justification and reasons for this score recorded.

Once the consensus process has been finalised, all justifications recorded and all non-priced scores are agreed, this will then be subject to an independent commercial moderation review.

Commercial Elements will be evaluated 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 Commercial 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.

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.

Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	- ITQ logged upon opening in alignment with UK SBS's procurement procedures. - Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UK SBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.
Compliance check	- Check all Mandatory requirements are acceptable to the Contracting Authority. - Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.
Clarifications	The Evaluation team may require written clarification to Bids

Re - scoring of the Bid and Clarifications	Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.
Moderation meeting (if required to reach an award decision)	- To review the outcomes of the Commercial review - To agree final scoring for each Bid, relative rankings of the Bids - To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response in comparison with the successful Bidders response
Due diligence of the Bid	- the Contracting Authority may request the following requirements at any stage of the Procurement: - Submission of insurance documents from the Bidder - Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder - Taking up of Bidder references from the Bidders Customers. - Financial Credit check for the Bidder
Validation of unsuccessful Bidders	To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Evaluation Response Questionnaire

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

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 Section 3 of 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 the eSourcing portal 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 Jaggaer eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails.
- 7.10 Do complete all questions in the evaluation response 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 the Jaggaer eSourcing portal. 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 eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk

Phone 08000 698 632

Email customersupport@jaggaer.com

Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. 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 Response 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 / UK SBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Jaggaer eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 90 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 Jaggaer eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliance checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliance checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.
- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the Jaggaer eSourcing Portal.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

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

8.0 Freedom of information

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

9.0. Timescales

- 9.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

10.0. The Contracting Authority's Contact Details

- 10.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this procurement must be directed through the eSourcing tool to the designated UK SBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the Response.

Appendix A – Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
“Conditions of Bid”	means the terms and conditions set out in this ITQ relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
“Contracting Authority”	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Supplier(s)”	means the organisation(s) awarded the Contract
“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within <u>Section 4 Specification</u>