



# Mini Competition

**Mini Competition against an existing Framework Agreement (MC) on behalf of  
Department for Business, Energy and Industrial Strategy**

**Subject Contracting Authority Review of EU member states' temporary  
mobility systems for third country nationals**

**Sourcing reference number CR19006**

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

It is our vision to become the leading service provider for Contracting Authorities for 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.

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BEIS) transition their procurement to UK SBS and Crown Commercial Service (CCS) 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.

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

## **Privacy Statement**

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

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

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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

## **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 General Data Protection Regulation (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.

## **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](mailto: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](mailto: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 (CA) Name and address	Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Indicative value of the Opportunity	£90,000.00 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 Mini Competition to all Bidders	Wednesday, 30th January 2019
3.7	Latest date/time Mini Competition clarification questions shall be received through Emptoris messaging system	Wednesday, 6 <sup>th</sup> February 2019 11:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday, 8 <sup>th</sup> January 2019
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Thursday, 14 <sup>th</sup> February 2019 11:00
3.10	Clarifications (if required)	Wednesday, 21 <sup>st</sup> February 2019
3.11	Anticipated selection and de selection of Bids notification date	Friday, 1 <sup>st</sup> March 2019
3.12	Anticipated Award Date	Friday, 1 <sup>st</sup> March 2019
3.13	Anticipated Contract Start Date	Monday, 4 <sup>th</sup> March 2019
3.14	Anticipated Contract End Date	Friday, 24 <sup>th</sup> May 2019
3.15	Bid Validity Period	60 Working Days
3.16	Framework and or Lot the Mini competition will be based on	<b>CR150025 BEIS Research and Evaluation Framework – LOT 5</b>

## • Section 4 – Specification

### 1. Background

As part of its preparations for EU Exit, the UK Government is seeking to develop its understanding of the form and operation of EU member states' temporary mobility systems. Understanding the entry requirements and associated costs to UK business of the available temporary mobility routes for third country nationals into EU member states will be important to enable HMG to prioritise the potential barriers<sup>1</sup> that these visa requirements pose when formulating detailed positions for both negotiated and non-negotiated outcomes.

The aim of this project is to review EU member states' visa systems with regard to existing temporary mobility routes for third country nationals<sup>2</sup>. Expert knowledge is required to adequately analyse and compare these diverse systems.

The UK is highly connected with EU member states in both goods and services trade as well as investment, all of which are facilitated by temporary mobility<sup>3</sup>. When the UK leaves the EU, free movement will come to an end. An advanced understanding of the baseline position for third country nationals in Member States' temporary mobility systems will be a crucial starting point for negotiations about the future relationship with the EU, in all scenarios. The project will deliver a report that includes an overview of all available temporary mobility routes for third country nationals. This includes concerns about the permitted activities and durations, including cool-off periods, professional requirements, and visa costs. Expert knowledge will give information about the practical application of these rules for temporary mobility, the administrative burdens (process of obtaining a visa, e.g. can travelling individuals do it themselves or are experts needed?) and how businesses work approach the systems in practice. The project will also contain an estimation of annual administrative and visa costs to a typical business in selected UK sectors. The three parts will be analysed for 26 EU member states<sup>4</sup> and compared in a summarising report: i.e. a review of what temporary mobility routes exist in each member state for third-country nationals; how these routes are implemented in practice and used by business; and what sorts of costs are incurred by business using these routes.

The main outcome of this project will be a fine-grained understanding of EU member states' visa systems for third country nationals. Regardless of the form of our future relationship with the EU, this detailed knowledge of the third country baseline will inform HMG policy-making and enable it to maximise positive outcomes for businesses.

The project will have three sequential phases (see the methodology section for specification of steps in each phase):

1. A pilot analysis of two selected 'tier 1' (as defined in the scope section below) EU member states (Germany and Italy) will allow BEIS to review the quality of the delivered work and ensure that the results are in line with our expectations.
2. If BEIS is content that the pilot analysis has been successfully delivered, this will trigger the extension of the analysis to the remaining 'tier 1' countries as defined in the scope section. The contractor will present interim outputs to BEIS upon completion.

<sup>1</sup> Barriers are comprised of the cost of visa, opportunity cost of obtaining a visa (administrative burdens including delays), and professional qualification requirements.

<sup>2</sup> Third country nationals here are non-EEA citizens who don't have access to freedom of movement within the EU. UK nationals will be treated as third country nationals after EU Exit in the absence of any negotiated settlement covering mobility.

<sup>3</sup> We define 'temporary mobility' as outward visits to other countries (in this case UK to EU member states) for business activities, intra-corporate transfers, contractual service provision or investment purposes allow both services and manufacturing firms to provide services in host territories, attend conferences and meetings, facilitate the exchange of personnel between international subsidiaries, and explore new business opportunities.

<sup>4</sup> This is all EU27 except Ireland, as the common travel area (CTA) will allow unrestricted temporary mobility to Ireland for UK and Irish nationals.

3. After completion of phase 2, BEIS can extend the analysis and the contractor will repeat the analysis for the 'tier 2' (as defined in the scope section below) countries and present the final report to BEIS.

BEIS expects all bidders to treat any of the information included in this invitation to tender as commercially sensitive and not share it any further.

BEIS expects all bidders to abide by the General Data Protection Regulation when handling personal data. This includes ensuring data protection is built into the project by design and by default. BEIS expects all bidders to outline how they will ensure compliance with the GDPR for the duration of the project, as well as for any time beyond the duration of the project when personal information will be retained.

## 2. Aims and Objectives of the Project

Temporary mobility is an important part of and facilitator of services trade (usually referred to as Mode 4 of trade in services). In the Political Declaration agreed by HMG and the EU, the two parties committed to agreeing reciprocal mobility arrangements including covering temporary entry for business persons. The expert knowledge acquired through this project will inform HMG's plans post-Brexit in every scenario.

### *Research questions*

The precise research questions that the contractor should answer are:

1. Based on national legislations, guidance and any other appropriate sources what are the available routes and connected requirements, costs, application processes, processing times, lead-in times, permitted activities and durations (incl. cool-off phases) for third country nationals to enter the selected EU member states for temporary mobility activities including, but not limited to, business visitors, intra-company transferees, service suppliers (both from a company to a client in a host state in which it has no operations and from a self-employed person), researchers/scientists, students and investors<sup>5</sup>?
  - a. Are there any preferential agreements or arrangements for specific non-EU nationals? What are the differences to the non-preferential temporary mobility systems for third country nationals?
  - b. What are the differences and similarities between the national systems? Are the similarities based on EU regulation? Can EU member states be clustered into similar systems or level of burden?
  - c. How does the Schengen system interact with member states' immigration systems<sup>6</sup>? How do other EU regulations, such as the blue card directive interact with member states' systems?
2. How are the identified routes and the connected requirements, costs, and permitted activities enforced in practice within each country's system?
  - a. Is there any scope and/or demonstration of flexibility in the application of the temporary mobility rules?
  - b. Which agency is responsible for the enforcement (e.g. border force) and how do they operate with reference to 2a?
  - c. What are common ways in which businesses tackle the applied barriers?
3. Based on the (i) theoretical and (ii) applied immigration rules, what are the economic costs (cost of visa, administrative cost of obtaining visa,) and indirect costs (including

<sup>5</sup> In a typical Free Trade Agreement, Mode 4 provisions for most of these categories will cover short-term business visitors, intra-corporate transferees, contractual service suppliers, independent professionals and investors. These categories may be covered through Member State immigration systems by a variety of different routes and categories.

<sup>6</sup> For example, what does a Member State permit a business visitor to do on a Schengen Visa? Is a work permit required as well as a Schengen visa? For which activities?

added time at immigration control and delays in obtaining a visa) for (different) third country businesses?

#### Scope

The temporary business mobility routes that will be covered should cover temporary mobility activities including, but not limited to, business visitors, intra-company transferees, service suppliers (both from a company to a client in a host state in which it has no operations and from a self-employed person), researchers/scientists, students and investors<sup>7</sup>. To ensure the timely delivery of the results for key EU member states, we intend to split the geographical scope into two tiers. The selected 'tier 1' EU member states will be Germany, France, the Netherlands, Belgium, Italy, Spain, Denmark, Sweden and Poland. 'Tier 2' of the EU member states will be the remaining EU member states, excluding Ireland.<sup>8</sup>

The analysis of each country, summarised into a detailed report, will include three elements:

1. A desk review of the national legislative texts, government websites, trusted third party sources and information on stock will form the *review of the source material*. This will form a theoretical legal understanding of the available temporary mobility routes including associated costs, requirements and permitted activities. Legal advice should be obtained if uncertainty persists.
2. An *expert judgement* about the practical application of the national visa facilitation systems including any known workarounds for third country nationals.
3. An *economic appraisal* of the costs for an average UK business of changing from free movement of people to third country status.

We would envisage the three parts of the project to be intrinsically linked and would favour a contractor who can deliver them together. However, we would also be interested in hearing from bidders who could provide the review of the source material and the expert interviews, but don't have the necessary expertise to perform specific parts of the project, such as an economic appraisal. Generally, we invite contractors in such cases to sub-contract the part of the analysis where they lack specialisation, with any sub-contracting to be clearly declared in their bid. We would still be willing to consider bids that are not able to include the economic appraisal, but this needs to be clearly cleared in the bid and will impact the scoring.

### 3. Methodology

The detailed methodology will be defined by the contractor in the bid and scrutinised by BEIS before the start of the contract. However, we suggest the following broad steps:

Step 1: The contractor will start with the desk review of relevant source material of an EU member states' temporary mobility systems to answer the first research question listed above (see 2. Aims and Objectives of the Project). This will include finding the appropriate sources and mapping the available information regarding research question 1. We expect the contractor to follow a transparent and replicable methodology. This will include elements such as a framework for analysis, established search terms, proposed search terms, websites and databases to be searched, and criteria for judging quality of material. This step will build the basic theoretical understanding and lexicon of the temporary mobility routes. If uncertainty due to a lack of (robust) information persists, we advise the contractor to make use of (internal or sub-contracted) legal advice for a due diligence.<sup>9</sup>

Step 2: The contractor will use the findings of the desk review, i.e. visa application process, theoretical requirements, costs and permitted activities as a basis for qualitative interviews to be conducted with experts, such as visa facilitation agencies, immigration lawyers or similar. We would encourage the contractor to make use of seasoned experts in this field.

<sup>7</sup> In a typical Free Trade Agreement, Mode 4 provisions for most of these categories will cover short-term business visitors, intra-corporate transferees, contractual service suppliers, independent professionals and investors. These categories may be covered through Member State immigration systems by a variety of different routes and categories.

<sup>8</sup> We exclude Ireland from this analysis, as the common travel area (CTA) will allow unrestricted temporary mobility to Ireland.

<sup>9</sup> Nonetheless, information that is poor or impossible to find are also useful findings to record and communicate, but evidence should be provided to justify the poor quality or lack of information provided when relevant.

The contractor is expected to build the sample. We expect the contractor to apply standard qualitative techniques – purposive sampling, development of a topic guide, transcription of responses, thematic/content analysis – and would engage BEIS social researchers to provide oversight and quality control of this aspect of the contract. In the course of the interviews, the contractor will investigate the practical application of the systems, answering research question 2 from above. We assume that the contractor will be able to obtain the required information on average in 0.5 days' worth of interviewing per country. Step 3: The contractor will use the information obtained from step 1 and 2 to estimate the cost of obtaining a visa for an average business from a selected UK sector, as specified in research question number 3. We suggest an economic appraisal using a standard cost model. This would include setting out the assumptions, itemised costs, evidence used both to identify the category of cost (e.g. direct vs. indirect) and the financial impact. The steps required to obtain the necessary visa and the according cost factors could be presented in a stylised journey. Although we are open for methodological suggestions from bidders, e.g. use of in-house model, we expect the contractor to adhere to Government Economic Service standards which are outlined in the Green Book.

#### *Phases of the analysis*

The analytical timescales will be defined by the contractor in the bid and scrutinised by BEIS before the start of the contract. However, we expect the supplier to stick to the following phases:

Phase 1 (anticipated 04/03 – 15/03/2019): In the first phase, the contractor will conduct steps 1 to 3 of the analysis looking at Germany and Italy. Upon completion of this pilot phase, the contractor will present the interim output in form of a report and presentation for the two analysed countries (without including policy advice) to relevant officials in BEIS. The report and presentation should include a summary of the findings from the review of the source material, expert interviews and economic appraisal. BEIS will then review the output and decide if the project will be extended. BEIS reserves the right to terminate the full contract or specific elements of the project, e.g. the economic appraisal, if they prove unsatisfactory.

Phase 2 (anticipated 25/03 – 12/04/2019): If BEIS decides to proceed with the project, the contractor will repeat steps 1-3 for the remaining 'tier 1' EU member states (as defined in the scope; see section of 2. Aims and Objectives). As in phase 1, upon completion of the analysis, the contractor will produce a report and presentation, summarising the outputs from the three parts of the analysis for all 'tier 1' countries (including the two pilot countries), without including policy advice. The contractor will share this interim output with BEIS by the date specified in the contract (likely early April).

Phase 3 (anticipated 12/04 – 24/05/2019): After completion of phase 2, BEIS reserves the right to terminate the contract if the outputs prove unsatisfactory or due to a change of external circumstances. If BEIS decides to continue the commission, the contractor will repeat steps 1-3 and summarise the results for the 'tier 2' EU member states in a report. The contractor will combine all findings of the project in the final report and present this (including slide pack) to relevant officials from BEIS and other government departments.

#### **4. Deliverables**

BEIS expects the bidders to provide a comprehensive overview of their bids. This should allow suppliers to showcase their understanding of the environment and objectives as well as innovative and methodologically robust approaches to tackle the analytical tasks. In particular, we would expect bidders to provide full information about:

- A staff list including CV outlining relevant expertise, number of days each person will spend on the project and which tasks, their day rate and total project costs
- Their methodological approaches for each of the steps 1-3, e.g. how the bidder plans to identify organisations/individuals to approach for the expert interviews

- Their presentational approaches for each of the steps 1-3 (e.g. summarising tables for review of source material, highlights from interviews, stylised “journeys” for economic appraisal)
- The sub-contracted parts (if any) and the name and methodological approaches of the sub-contractors
- Their preliminary project plan, including proposed timelines for the phases of analysis

BEIS reserves the right to reduce the scale of the project in light of the bids received, though the core objectives will remain. We will discuss the overall scale of the project with the contractors before the start of the project.

BEIS expects the contractor to provide a variety of (interim) outputs during and after completion of the project. We would like to comment on at least one draft version for each of the required outputs and discuss the structure with the contractor beforehand. The expected outputs will include:

- A methodology paper that clearly outlines the proposed research strategies for the three steps of the analysis. We expect a draft to comment on and a final version. Specific sections of the paper should address:
  - Methodology of the review of the source material including, but not limited to, proposed search terms, databases to be searched, quality judgement
  - Methodology for the qualitative interviews including, but not limited to, sampling strategy, topic guide, etc.
  - Methodology of the economic appraisal including, but not limited to, assumptions, itemised cost, evidence to identify cost categories (e.g. direct vs indirect) and financial impact
- Fortnightly written updates (2-page summary sent via email) on emerging findings and project progress
- Interim output for analysis of Germany and Italy including
  - Dataset of the review of the source material
  - Anonymised transcripts of expert interviews
  - Draft report to comment on and final report including results from review of source material, expert interviews and economic appraisal
- Interim output for analysis of tier 1 EU member states (if the project is extended to this phase)
  - Dataset of the review of the source material
  - Anonymised transcripts of expert interviews
  - Draft report to comment on (including structure) and final report including results from review of source material, expert interviews and economic appraisal
- Final quality assured output for all countries in tier 1 and 2 of EU member states (if the project is extended to this phase)
  - Dataset of the review of the source material
  - Anonymised transcripts of expert interviews
  - Draft report<sup>10</sup> to comment on (including structure) and final report including results from reviews of source material, expert interviews, and economic appraisal
- Presentation of the analysis using PowerPoint slides summarising the key findings, including draft slides to comment on and final version.

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<sup>10</sup> BEIS will provide an example of an appropriate published BEIS report to the successful contractor as a quality guideline.

## Section 5 – Evaluation of Bids

The evaluation model below shall be used for this Mini Competition, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

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

After moderation 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	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW4.1	Special Terms
Commercial	AW4.2	Special Terms – Part 2
Commercial	AW6.2	Non-Disclosure Agreement
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	SEL1.2	Capability of Staff
-	-	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 Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	40%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Understanding the Environment	10%
Quality	PROJ1.4	Project Plan and Timescales	10%

## Evaluation of criteria

### Non-Price elements

#### Non-Price (Quality) 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 specific: questions will be marked based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged to determine your final score as follows:

#### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will be calculated as follows  $(60+40+80+60) \div 4 = 60$

**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.ukpbs.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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 Mini Competition. 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 and concise and ideally generic contact details; telephone numbers, e-mail 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

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact, you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority without the Buyers written permission, or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected, unless the Framework explicitly permits this.
- 7.23 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

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

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

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

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

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

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition 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](#)