



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Biotechnology and Biological Sciences Research Council (BBSRC)

Subject: BBSRC Coordination of the Animal Health Research Club (ARC)

Sourcing reference number PS18050



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

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

Section 2 – About the Contracting Authority

Biotechnology and Biological Sciences Research Council (BBSRC)

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of seven Research Councils that work together as Research Councils UK (RCUK). BBSRC is funded by the Government's Department for Business, Energy & Industrial Strategy (BEIS) and has an annual budget of around 509M (for 2014-2015), investing in some of the most exciting and innovative bioscience research projects on behalf of the UK public, supporting around 1,600 scientists and 2,000 research students in universities and institutes across the UK.

BBSRC's guiding mission is to further scientific knowledge, promote economic growth, wealth and job creation, and improve quality of life in the UK and beyond. BBSRC funds research in:

- plants (we are the principal public funder of plant science in the UK)
- microbes
- animals (including humans)
- tools and technology underpinning biological research

Examples of funded research

- Spinout company Tissue Regenix¹⁶, founded by 2009 Innovator finalists Professors Eileen Ingham¹⁷ and John Fisher¹⁸ from the University of Leeds, uses a novel technique to remove living cells from tissues, leaving a scaffold that can be transplanted between different people without risk of rejection.

www.bbsrc.ac.uk

Section 3 - Working with the Biotechnology and Biological Sciences Research Council (BBSRC).

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	Biotechnology and Biological Sciences Research Council (BBSRC), Polaris House, North Star Avenue, Swindon SN2 1UH
3.2	Buyer name	David Church
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£40,000.00 (exluding VAT)
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	15/03/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	21/03/2018 11:00am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	23/03/2018 14:00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	29/03/2018 14:00pm
3.10	Date/time Bidders should be available if clarifications are required	WC/ 02/04/2018
3.11	Anticipated selection and the selections of Bids notification date	09/04/2018
3.12	Anticipated Award date	13/04/2018

3.13	Anticipated Contract Start date	20/04/2018
3.14	Anticipated Contract End date	19/04/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

The Biotechnology and Biological Sciences Research Council (BBSRC) is a public research funding body, and the largest funder of bioscience research in the UK.

2. Background to the Requirement

BBSRC established the Animal Health Research Club (ARC) in 2012, in partnership with eight companies and the Scottish Government. ARC has invested approximately £10M in research projects that improve our understanding of resistance and resilience of farmed animals to pests and disease.

The aims of ARC are to:

1. Support high quality, innovative, strategic research within UK universities and institutes to improve the resistance of farmed animals to pest and disease organisms
2. Strengthen the research community in the areas of disease and pest resistance of farmed animals through interdisciplinary research and the provision of training
3. Ensure the exchange of knowledge between the science base and industry through the support of effective networking between academic groups and companies involved in ARC.

The funding was split into two calls to fund research projects; the first in 2013, the second in 2014. Projects will run until late 2018. The research generated from ARC will underpin knowledge and improve skills in the research community to provide valuable pre-competitive outputs for the animal breeding, pharmaceutical and production industry sectors. Further information on ARC, its research challenges, funded proposals and activities are attached at Annex 1. Further information on the research and innovation club model is available in Annex 2.

As with other research and innovation clubs, co-ordination support was appointed to facilitate the development of research applications, keep industry members updated on progress of the club's activities, monitor funded projects and ensure that added value can be gained from the portfolio of funded projects by identifying synergies and looking for opportunities for collaboration. The aim of this tender is to continue the coordination of ARC.

BBSRC also manages the related UK Aquaculture Initiative, a joint investment by BBSRC and NERC. Coordinators will be required here also to assist in dissemination of relevant BBSRC information to the aquaculture community, including providing contacts to BBSRC if required.

This contract is for the duration of 12 months. The final nine-months of the clubs activity, plus three months afterwards to help organise the final dissemination event, and understand the lasting impacts of ARC.

3. Aims

To procure external expertise in animal health research and business sectors to coordinate activities for the Animal Health Research Club (ARC), and certain activities of the related UK Aquaculture initiative.

ARC has been coordinated via expert contractors throughout its existence, and this tender exercise will enable the continuation of the use of such contractors. As most ARC projects will end in December 2018, this is an important phase where the expertise of the coordinator will be essential in capturing and disseminating outcomes of ARC projects and identifying future opportunities for projects.

4. Objectives

The overall objective is to procure coordinators with a breadth of expertise of the animal health industry and academia within a research context, an awareness of other important stakeholders, and expertise in managing research and/ or knowledge exchange between academia and industry.

The coordinators will be required to add value to our research initiatives by:

ARC

- Monitoring funded projects: working with project-leads to ensure projects remain on track to, understand and record project outputs, and communicate these to BBSRC and ARC members
- Networking and dissemination: To support engagement between industry and academic club members and ensure that that industry members are kept informed of the outputs of ARC activities and so benefit from their membership
- Reporting: capture and report on outcomes of ARC activities to enable wider dissemination and to enable BBSRC to demonstrate the impact of its investment through ARC.

Aquaculture Initiative

- Networking and dissemination: To support BBSRC, the Aquaculture community and the aquaculture network, ARCH-UK, by encouraging engagement between BBSRC aquaculture grant holders and other academic/industry contacts and by disseminating relevant information to the aquaculture community. Around 5-10% of the coordinators time is expected to be spent on this objective.

Outputs:

- Projects deliver against agreed research objectives, outputs and outcomes identified and communicated to and understood by ARC members and projects have strategies in place to ensure impact from research outputs
- Effective routes to disseminate outputs of ARC research projects are developed and implemented, including dissemination events, case studies and other publications
- Information on the wider impacts of ARC activity collected and disseminated to BBSRC and wider stakeholders
- BBSRC aquaculture grant holders are supported and well connected with relevant members of the aquaculture community and BBSRC news and outputs are effectively disseminated to the wider aquaculture community.

5. Scope

- To support BBSRC in the delivery of its research initiatives, ARC and the Aquaculture Initiative, by coordinating various activities relating to these initiatives

and providing expert advice on the delivery process where appropriate as outlined in this document.

- Bidders are expected to be responsive to emerging need of the initiatives and BBSRC.
- Costs will be reimbursed on a day-rate basis.
- Large costs such as for the venue for the ARC dissemination event, and accommodation for guests at this event, will be reimbursed by BBSRC, and as such these costs will not be included in the price of the contract.

6. Requirement

As part of the coordination the winning bidder will be appointed to take the lead on the activities outlined in this document. This should be supported by administrative resource to ensure timely communication, reporting and invoicing. The key activities for the coordination of ARC are as described here, and key deliverables are also specified in section 7.

1. Monitoring of Funded Projects

- Monitor the progress of funded projects against agreed objectives, providing timely updates to BBSRC on the progress and outcomes of funded projects.
- Providing guidance to grant holders on continuation of their research projects by accessing further funding from BBSRC and other funders, and to advise BBSRC when grant holders are seeking such guidance.
- To act as a point of contact and advice for grant holders when they are considering changing aspects of their project, such as research objectives and delivery deadlines.
- To offer advice to BBSRC on the appropriateness of requests from grant holders to change aspects of their project, such as research objectives and delivery deadlines.
- Collect and record information of the outcomes and future directions of project consortia for the final report of ARC.

2. Networking and Dissemination

- To support academic/industry networking, development of collaborations and communication within the ARC (and aquaculture) communities.
- To co-ordinate the work of grant holders with each other and facilitate communication between individual grant holders and ARC Members where appropriate to add value to funded projects.
- To ensure that Industry Members are kept fully informed on developments within ARC through appropriate mechanisms, especially IP, and intentions to publish.
- To plan, organise and deliver final ARC dissemination meeting in partnership with BBSRC. These meetings will disseminate progress on funded research projects to Industry Members and co-funders and support academic/industry networking.
- To encourage industry participation at dissemination activities, ensuring representation from across the company members, and including within companies undertaking research at multiple sites.
- To disseminate information and outputs of ARC more widely to industry users and other stakeholders (whilst taking into account the constraints of the club's modus operandi - Annex 2).
- To advise where project outcomes may provide suitable material for press releases, case studies, presentation and other materials that can be used to demonstrate the achievements of ARC.

- Identify project outcomes and impacts which exemplify the achievement of ARC objectives, to produce case-studies or other media for communication to wider stakeholder groups, for example in the industry press, or to industry bodies.
- To disseminate information on the BBSRC/NERC Aquaculture Initiative, in particular to Industrial stakeholders. To support networking between BBSRC aquaculture grant holders and relevant academic and industry contacts in order to maximise the successes and outputs of these projects. This will include working with ARCH-UK and attending the annual ARCH-UK science event to support BBSRC and ARCH-UK.

3. Reporting

- To regularly provide BBSRC with updates on the actions undertaken to achieve the key activities in order to ensure the continuing effectiveness of the Coordinator(s) and to enable the identification of further activities.
- To capture and report key metrics associated with ARC activities:
 - industry-academic interactions to monitor knowledge exchange and in-kind contributions.
 - key impacts arising from collaborations and research as the research projects develop.
 - development of any Intellectual Property resulting from the research projects.
 - additional funding secured by research projects to continue their research activities.
 - attempts to continue research projects by seeking additional funding and collaboration.
- Produce a final report and summary on outcomes, impacts and future directions of project consortia to be communicated to all ARC members by the end of March 2019.

The coordinator will report to the Senior Business Interaction Manager within BBSRC responsible for ARC.

A Steering Group composed of 7 industrialists (elected by industry members) and 7 academic members and Chair nominated by BBSRC will advise on the management of ARC. The steering group should be consulted during production of the final report.

4. Skills and expertise to be demonstrated by the supplier

- Technical and Specialist Knowledge and expertise
The Coordinator(s) will need to advise academics on the delivery of their research projects, and communication of generated outputs and impacts to ARC industry members. Therefore, the bidder must demonstrate:
 - detailed knowledge of the animal health, breeding, pharmaceutical and production industry sectors
 - detailed understanding of the relevant scientific research base within the UK
 - technical knowledge relevant to the research challenges of ARC and the UK Aquaculture Initiative
 - the coordinator(s) must also have an awareness of the wider landscape of support for research and innovation which will be relevant to ARC project consortia and other members

- **Project and Strategic Management**
The supplier will be expected to demonstrate:
 - aptitude for managing industry/academic research collaborations
 - ability to manage confidential issues professionally, bearing in mind their representation of BBSRC
 - ability to think strategically to add value to the investment in ARC, such as by contributing to the process of understanding and communicating the impacts of the ARC investment
- **Project Team Skills**
The project team proposed will be expected to demonstrate:
 - exceptional communication, networking and interpersonal skills
 - effective facilitator in both commercial and academic arenas
 - ability to analyse and present complex information to a range of different audiences.
 - capacity to gain the respect of the academic community and the capability to engage effectively with Industry Members of ARC, and beyond.
 - team player attitude to engender collaborative ethos across these initiatives.

7. Timetable

ACTIVITY	Estimated Time Required
1. PROJECT MONITORING: <ul style="list-style-type: none"> • Up to 2 days per project (in April 2018, 9 projects will be ongoing) • Monitor on-going projects, and record outcomes of finished projects as detailed above • Feedback to BBSRC and ARC members on project activity and developments, in particular intentions to publish and IP 	18 days Throughout duration of the year
2. NETWORKING AND DISSEMINATION: Networking and dissemination plan <ul style="list-style-type: none"> • Prepare a plan to add value to the investment in ARC through networking and dissemination activities by July 2018 • Deliver according to the plan before the end of March 2019 	15 days
Dissemination event coordination – December 2018 <ul style="list-style-type: none"> • Assist in planning, and with organising the logistical activities surrounding the delivery of the final ARC dissemination event 	15 days Event in December 2018

<ul style="list-style-type: none"> • Participate and contribute to the planning process with BBSRC, beginning 3-4 months prior to the event • Successfully execute and deliver the dissemination event 	
<p>General support for BBSRC activities and dissemination</p> <ul style="list-style-type: none"> • Be responsive to emerging needs of the ARC and Aquaculture research initiatives which require additional resource and expertise • This will include representing BBSRC interests at conferences • This will include support of the BBSRC Aquaculture Initiative 	10 days
<p>3. REPORTING:</p> <p>Coordination and preparation of the final report of ARC</p> <ul style="list-style-type: none"> • Work with the steering group and BBSRC to produce final report of the ARC investment as a whole, which will summarise the club outcomes, impacts, and future directions of project consortia where relevant • Facilitate data gathering and assessment of relevant outcomes, impacts and other information in order to produce the report • Ensure the report is produced by the end of March 2019 	<p>15 days</p> <p>Completion between January and March 2019</p>
TOTAL	73 days
<p><u>Terms and Conditions</u></p> <p>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.</p>	

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, and the Contracting Authority ----- and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16 \div 3 = 5.33$))

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	AW6.2	Delivery	35%
Quality	AW6.3	Resources	35%
Quality	AW6.4	Quality	10%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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