



Mini Competition

**Mini Competition against an existing Framework Agreement (MC) CCS
Research Marketplace (RM6018) on behalf of Department for Business, Energy
and Industrial Strategy**

Subject UK SBS Energy Innovation Needs Assessments (EINAs) - Phase 2

Sourcing reference number CR18136

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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 customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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 Innovation and Skills (BIS), now the Department for Business, Energy and Industrial Strategy, transition their procurement to UK SBS and Crown Commercial Service (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 Customers.

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

Section 2 – About Our Customer

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 UK Shared Business Services Ltd.

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	Customer 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	Maximum value of the Opportunity	£500,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	Thursday 13th September 2018
3.7	Latest date/time Mini Competition clarification questions should be received through Emptoris messaging system	Thursday, 20 th September 2018 11:00 (BST)
3.8	Latest date/time Mini Competition clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Tuesday, 25 th September 2018
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Friday, 28 th September 2018 11:00 (BST)
3.10	Anticipated rejection of unsuccessful Bids date	Wednesday, 10 th October 2018
3.11	Anticipated Award Date	Wednesday, 10 th October 2018

3.12	Anticipated Call Off Contract Start Date	Thursday, 11 th October 2018
3.13	Anticipated Call Off Contract End Date	Tuesday, 30 th April 2019
3.14	Bid Validity Period	60 Working Days
3.15	Framework and Lot the procurement should be based on	Research Marketplace DPS RM6018

Section 4 – Specification

1. Background

The aim of this project is to support evidence and analysis on the role of different technologies in the UK's future energy system – and therefore where innovation support and investment for those technologies could deliver the greatest benefits.

We expect the outputs of the project will inform thinking and decisions by a variety of organisations including BEIS and other public sector funders.

The outputs will be a suite of reports, data packs and models for the range of technology areas assessed, plus cross-technology sector analysis.

The project has two main phases, the purpose of EINAs Phase 1, now complete, was to develop a project methodology, building on the work previously done since 2010 on the Technology Innovation Needs Assessments (TINAs).

EINAs Phase 2 is the full delivery of the project including analysis across a range of technology sectors.

The project is expected to take 5-6 months to complete. We aim to start by early October 2018 and finish by March/April 2019.

Strategic Context

The Industrial Strategy and the Clean Growth Strategy both emphasise the need for focused investment on innovation in low carbon energy. Research, development and demonstration (RD&D) in low carbon technologies is key to the future affordability, security and sustainability of energy supply and use, and will help UK businesses of all sizes maximise the opportunities from the growing low carbon economy. The outputs of this research will be used as evidence for the upcoming Spending Review, this was announced by Government in January and is due to take place in 2019.

Who we are

Organisation Details

The Department of Business, Energy and Industrial Strategy (BEIS) is at the heart of the Government's agenda, with a vision of an economy that works for everyone. We are responsible for developing and delivering a comprehensive industrial strategy and leading the Government's relationship with business; we work to tackle climate change and ensure that the country has secure energy supplies that are reliable, affordable and clean.

The BEIS team responsible for the Energy Innovation Programme scopes, designs, and manages projects across the technology spectrum. In the current spending review period we expect to directly invest over £500m in new energy technologies, and steer wider Government investment of a further £2bn.

Useful links

Information on the BEIS Energy Innovation Programme:

<https://www.gov.uk/guidance/energy-innovation#beis-energy-innovation-programme>

Previous TINA reports

- TINA domestic buildings energy efficiency summary report which can be found: <https://www.carbontrust.com/media/218010/tina-domestic-buildings-energy-efficiency-summary-report.pdf>
- TINA heat summary report which can be found: <https://www.carbontrust.com/media/190042/tina-heat-summary-report.pdf>

The Energy Systems Catapult (ESC), details can be found: <https://es.catapult.org.uk/> will be running Stage 1, the whole systems modelling

- Their whole systems model is Energy Systems Modelling Environment (ESME) details can be found: <https://es.catapult.org.uk/projects/whole-energy-systems-analysis/>

EINAs Phase 1

The EINAs methodology was developed during Phase 1, 'the pilot' of the research. To develop the methodology, the supplier worked closely with an advisory group made up of policy, technical, analytical and delivery experts from BEIS and InnovateUK. The EINAs methodology was initially designed to be run over a 20 month period. In the course of EINAs Phase 1, it was announced that the next Government Spending Review would be brought forward to take place in 2019. Therefore, the supplier was asked to design a 'compressed' EINAs methodology that could be completed in 5-6 months.

Two of the main outputs from the pilot are a pilot report and a methodology report. These are currently in draft form and are available to bidders within the e-sourcing suite but they must not be shared more widely. The methodology report includes more detail of the 'compressed' and 'full' EINA methodology. Bidders should feel free to propose a methodology for a compressed EINA. It does not need to conform completely with the methodology proposed by the EINAs Phase 1 supplier. However, it must meet aims of EINAs described below.

2. Aims and Objectives of the Project

The aim of this project is to support evidence and analysis on the role of different technologies in the UK's future energy system – and therefore where innovation support and investment could deliver the greatest benefits.

We expect the outputs of the project will inform thinking and decisions by a variety of organisations including BEIS and other public sector funders.

The outputs will be a suite of reports, data packs and models for the range of technology areas assessed, plus cross-technology sector analysis.

The project has two main phases, the purpose of EINAs Phase 1, now complete, was to develop a project methodology, building on the work previously done since 2010 on the Technology Innovation Needs Assessments (TINAs).

EINAs Phase 2 is the full delivery of the project including analysis across a range of technology sectors.

The project is expected to take 5-6 months to complete. We aim to start by early October 2018 and finish by March/April 2019.

The EINAs methodology, developed in Phase 1, seeks to deliver the following objectives:

- Create a robust knowledge base to guide UK government RD&D investment decisions;
- Provide insights on the potential of technologies in future energy systems which could be improved through innovation.
- Provide an assessment of potential opportunities for maximising private sector leverage to meet innovation needs.
- Create a common understanding of innovation needs and the case for support to facilitate coordinated planning across UK government and other funders and investors.
- Allow cross-comparison and prioritisation of RD&D needs between and within technology areas.
- Provide UK government with the evidence needed to recommend priority areas to developers about UK priorities and approaches.

Additional objectives (optional);

- Increase our understanding of the links between innovation spend and future benefits of technologies;
- Provide a methodology and account for disruptive technologies such as blockchain which do not currently feature in ESME.

We expect the EINAs research to use the following aspects of the TINAs approach;

- Use existing modelling and evidence (in this case the Energy Catapult's ESME model) to identify a range of representative scenarios for the potential role of the technology in the UK's energy system;
- Assess and prioritise the scope for RD&D to positively affect identified technologies or applications;
- Estimate the value to the UK economy from cutting the costs of the technology through RD&D;
- Estimate the value to the UK economy of the economic growth opportunity (to date this has been based on exports only);
- Estimate the effect of RD&D on domestic Gross Value Added (GVA), an annual gross jobs estimate and a systems perspective on the value of innovation;
- Assess the case for UK public sector intervention in RD&D for technologies in future energy systems;
- Identify the potential RD&D priorities to deliver the greatest benefit to the UK.

Modelling approach:

- The EINA approach builds on the TINAs approach. The main difference is it does not start with a preferred list of technologies. Instead the energy system is considered first, to select technologies with the greatest potential, these are then reviewed at a technology or technology family level in detail.
- In the initial stage, we believe there is value in using a whole systems model to reflect the interactions between technologies and the whole energy system. This means using a whole energy systems model such as ESME or UKTM (in this case we are using ESME) rather than modelling using sector specific models. Following the first pass it may be that further modelling using sector specific models could add value to the research. We welcome bidders to consider this in their tender. More detail on the potential sector specific models can be found in the EINAs Phase 1 Methodology document (Table 7 – sector specific modelling required).

3. Suggested Methodology

The contract will ask bidders to run, in consultation with BEIS, Stages 2 and 3 of the EINA methodology which was developed in Phase 1. We welcome adjustments to our suggested approach where necessary but require that the outputs are as much as possible in line with the below. Stage 1 of the methodology, whole system modelling, is being run by the ESC. We expect that this will be ongoing when the appointed contractor for Stages 2 and 3 commences work.

The three stages of the EINAs methodology are as follows:

- **Stage 1 - For information (outside the scope of this Project Specification) – to be run by the Energy Systems Catapult modelling team:**

a) Scoping.

The process starts with a *scoping stage* to establish the degree to which costs can be reduced, based on existing evidence. The core of this stage is a rapid evidence review, which will determine the technologies and technology families to be modelled in the EINAs, and feed into Stage Two.

b) Energy System Modelling.

This stage will generate an estimate of the value to the energy system that is the reduction in whole system cost, of innovation in different technology families. This will be used to prioritise areas for focus in the more detailed assessments of innovation.

This stage involves the use of both scenarios and sensitivities: Scenarios represent substantially different outcomes for the energy system (e.g. high electric versus high hydrogen), whereas sensitivities represent different levels of innovation within a scenario.

- **Stage 2: Sub-theme EINAs.**

Sub-theme EINAs will be led by the contractors and informed by experts with relevant technological expertise, and conduct more focussed evidence gathering on innovation potential for the technology families that are most important in terms of system value.

The contractor will act as a hub for collecting information from a broader range of experts as well as providing their own relevant skills to synthesise the information. Where relevant and necessary they may also support energy system modelling undertaken by an additional organisation. Additional modelling may be required in many of the sub-theme EINAs to take account of detailed characteristics if they are not well specified in the overall model - for example, spatial detail or detailed temporal disaggregation. If models are not available, more detailed modelling using the energy systems model, with an innovation specific set of modifications may be required. Quantitative results on system values are combined with the results of energy systems model using a standard methodology and reported at the technology family level. In some rare cases, such as unexpected breakthroughs, the benefits of innovations may be outside the scope of scenarios provided and here additional analysis should be considered on a case-by-case basis. An indicative short form EINA process is described in the EINAs Phase 1 Methodology document in Box 4.

- **Stage 3:**

- a) Business opportunities.**

Stage 3a will translate modelled deployment outputs from Stage 2, together with estimated export opportunities, into potential UK business opportunities, including GVA and jobs supported by innovation. The analysis is based on a stepwise process to translate deployment into turnover and subsequently into GVA. Results are at the technology family level. This stage is again led by the contractor, to ensure that all the evidence available is consistently assessed, although experts will feed in detailed evidence. For this stage we are interested in better understanding the UK's position and following on from this the potential for international trade.

- b) Public support opportunities. (supplementary and if necessary may be carried over beyond April 2019 to be complete by the end of June 2019 and included in advertised budget)**

Stage 3b will assesses market barriers, and prioritises needs for government support to unlock benefits to the system. This stage is led by the appointed contractor to ensure consistency of the assessment, but again informed by the specialist knowledge of the innovation experts.

Research Technique & Approach

The successful contractor will use a combination of research techniques including but not necessarily exclusively:

- Literature review of relevant material;
- Stakeholder engagement as a means of data collection, validation and to gain buy-in from the sector. This engagement should comprise of a number of workshops, and may also include interviews or surveys or any other reasonable means as agreed with BEIS. Stakeholders should include, but not be restricted to, representatives from government, industry, SME, corporates, academia and finance. The outputs of these

workshops will be key to producing the required deliverables detailed in the next section.

- Bidders must include costings for the following in their bids;
 - Running 15 half day workshops with 20 participants in each, and the cost per each additional workshop above that in the event that more than 15 are required.
 - We realise that more workshops may be required. The indicative figure of 15 is intended to help us compare bids and should not be seen as an upper limit on the number of workshops to be run.
- We recognise that disruptive innovations, including new business models, may not be captured with this EINAs approach due to the necessary limitations of the technologies included in ESME. Given the potential impact of these innovations, we welcome suggestions on how best to incorporate them in the research. They could for example be included in a workshop dedicated to these sorts of disruptive innovations that do not fit elsewhere.
- The successful contractor will be expected to work closely with the ESC who are delivering the energy system modelling aspects of the project.

Contractors must supply quality assurance evidence for any analysis they wish to submit to BEIS. This must be to a standard that is at least the equivalent of BEIS's internal standard, available at <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>

Consortium Bids

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

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

The Department recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Department so that it can make a further assessment by applying the selection criteria to the new information provided.

4. Deliverables

We expect the contractor to:

- Produce a suite of reports, data packs and models for the range of technology areas assessed, plus cross-technology sector analysis.
- Provide technical annexes explaining methods, results, data sources and any assumptions used.

Final deliverables:

The contractor will provide:

- a) Summary reports, in BEIS templates, for sector, theme and whole system reporting levels, plus cross-sector and cross-theme reports. Tables 1-43 in the EINAs Phase 1 Pilot Report provide indicative details of the expected contents of the reports. See additional detail on the outputs required below.
- b) PowerPoint presentation and speaking notes, in BEIS templates, summarising the project, which could be used by a third party.
- c) Quality assurance processes for validating the evidence and modelling, including senior sign off
- d) Each written report should be submitted as a word document. It should, where necessary (to be agreed with BEIS) include; an executive summary of up to two pages and a table of contents. All reports should be written in line with the BEIS style guide (available at <https://www.gov.uk/guidance/style-guide/a-to-z-of-gov-uk-style>) so that they are suitable to be published. See additional detail below.

Additional Detail on Outputs Required

The following outputs will be required from the project at agreed milestones, in a format suitable for publication and future use.

Management Outputs

1. Agreed plan for the project.
2. Quality assurance plan, including details of who will sign off outputs, and their role within the contractor's organisation.
3. Weekly email updates.

Methodology Outputs

In preparation for the research, the contractor will develop:

1. **Methodological approach report:** A report setting out the methodology, this should include:
 - a. Annexes, including data collection instruments, referencing any sources used in its development (e.g. peer review publications, interviews etc. Please Note - this is not an exhaustive list but indicative of the type of sources which might be considered).
2. **Technical model guidance/user manuals** (for each model type and in BEIS templates): This should include:
 - a. Clean dataset in Excel format, with a description of how the data has been edited and coded, and derived variables produced, plus any instructions necessary to use that dataset.

- b. Where matching between datasets will be required, contractors will be expected to provide a system of unique identification between these.
 - c. Any model inputs should be clearly referenced. Data should only be hard coded if it is an input.
 - d. All assumptions should be clearly referenced.
- 3. **Summary report templates:** (for each model type and in BEIS templates): report and supporting documentation template for sector, theme and whole system reporting levels. Summary Reports should be targeted at an informed reader, **not** at either a technical or an analytical expert reader. Supporting analytical documentation should be targeted at technical and analytical experts. This should also include:
 - a. Data collection instruments; response rates (if appropriate); assessment of bias in sample, (for quantitative data) assessment of uncertainty in results.
 - b. All sources should be clearly referenced. Where assumptions have been used, they should be clearly described.
- 4. **Sector Breakdown,** A list of sectors to be assessed by the methodology under each theme. This will be agreed by BEIS and include:
 - a. A description of scope;
 - b. An explanation of why they were selected;
 - c. A list of sectors considered but excluded and an explanation as to why.
- 5. **PowerPoint presentation.** (In BEIS templates) presentation pack about the methodology, to be used by the cross-Government Energy Innovation Board sub-committee, in their capacity as an advisory body for this work.

Finalised Outputs

- 1. **Finalised methodological report:** A report (in BEIS template) setting out the methodology used, this should include:
 - a. Annexes, including data collection instruments, referencing any sources used in its development (e.g. peer review publications, interviews etc. *Please Note - this is not an exhaustive list but indicative of what might be considered.*
- 2. **Finalised model reports (where relevant):** Finalised sector, theme and whole system, model reports in Excel,¹ and cross-sector and cross-theme comparison model reports in Excel.²
- 3. **Finalised summary reports** (in BEIS templates): Final summary reports per sector, theme and whole system reporting levels. This should include:
 - a. Data collection instruments; response rates (if appropriate); assessment of bias in sample, (for quantitative data) assessment of uncertainty in results.
 - b. Supporting documentation template setting out the underlying analysis used in the summary report should be targeted at technical or analytical experts. This should also include:
 - i. Data collection instruments; response rates (if appropriate); assessment of bias in sample, (for quantitative data) assessment of uncertainty in results

¹ The models should be compliant with BEIS standards <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>.

- ii. All sources should be clearly referenced. Where assumptions have been used, they should be clearly described.

4. **PowerPoint Presentation summarising overall findings for each sector and theme**, in BEIS template, to be used by the cross-Government Energy Innovation Board sub-committee, in their capacity as an advisory body for this work.
5. **PowerPoint presentation and speaking notes** in BEIS templates, summarising the project, which could be used by a third party.

Please note:

1. Referencing of the data sources and assumptions must abide by the following points:

The chosen method of referencing should be consistent, and agreed in writing with BEIS beforehand.

The referencing must allow all data to be traced back to the original source. Examples may be found in BS ISO 690:2010.

Follow logical best-practice in variable naming, with documented and consistent conventions.

All reports must be written to a sufficiently high standard for publication. Our experience shows that this may require several drafts and this should be taken into account when considering timelines and costs.

Outputs for Models (if applicable)

An **Assumptions log** completed within BEIS standard template (available at <https://www.gov.uk/government/publications/assumptions-log-template>) or an agreed equivalent, which describes what assumptions have been used within the model. This should include all assumptions, including those which are implicit. All sources that provide the basis for these assumptions should also be clearly referenced.

As well as assumptions, the assumptions log should also give complete information about all inputs, containing details of all data used within the models. Frequently, data used will be a mixture of primary and constructed variables. Please ensure any links or inter-dependencies between these variables are clearly highlighted.

Contractors are expected to note that an assumption can take a number of forms (the following list is not exhaustive):

- Quantitative input data may be assumed;
- Quantitative assumptions may be made during manipulation of the data;
- Qualitative assumptions may have informed the calculation methodology;
- Qualitative assumptions may have informed the structure of the model;
- Complete **description of the transformation**, including (not exhaustive):
 - The transformation of each input datum into each model parameter.
 - An example calculation (explaining how the model transforms input to outputs), provided as text with formulae.

- Details of how constructed variables are created, e.g. to enable the analysis to be replicated if necessary
- (Where spreadsheets are used): identifying the cells containing the formulae and transformed data that correspond with the equations in the written text.

Full details of **methodology, where any model parameters are derived from a collection of raw input data** (this derivation may be statistical). These details must include graphical plots of the input data. Any outliers included or excluded from the input data must be documented explicitly, with reasons why they were included or excluded. Where appropriate, a description of any back-casting or linearizing historical data should also be included (excluding that inherent in the UK TIMES model).

Sensitivity tests of model runs; alongside cases where the decision to include or exclude outliers is arguable, where assumptions are more novel or where the quality of fit indicates this.

Arguments and evidence supporting the choice of any statistical fit. All ultimate input data from other sources must be identical, both numerically and in units, to that published in the original reference.

A **'map' of the workings of the model**, in particular identifying discrete sections of the model. This should include:

- Presenting a high-level model map (e.g. summarising the process flow of data, from input through to methodological stages, then output);
- Identifying sections of the code as they relate to sections of the map;
- Identifying which variables are used across multiple sections of the model;
- Indicating what variables and procedures would be affected if any section of the model were replaced or updated, and how they would be affected (e.g. highlighting the resulting significant effects on the model and analysis).

Any interdependencies with other models should also be considered in the model supporting documentation where appropriate. This includes outputs from other models which feed in as inputs, or where outputs from this model feed into others as inputs.

Referencing of the data sources and assumptions must abide by the following points:

- The chosen method of referencing should be consistent, and agreed in writing with BEIS beforehand.
- The referencing must allow all data to be traced back to the original source. Examples may be found in BS ISO 690:2010.
- Follow logical best-practice in variable naming, with documented and consistent convention.

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	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW5.1	Maximum Budget
Commercial	AW5.5	E-Invoicing
Commercial	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	AW6.2	Non-Disclosure Agreement
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this Mini Competition. UK SBS 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	PROJ1.1	Approach	30%
Quality	PROJ1.2	Staff to Deliver	30%
Quality	PROJ1.4	Project Management/ Risk Management	20%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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.
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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 will be multiple evaluators and their individual scores after a moderation process 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 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

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.
- 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 Mini Competition. You should note that typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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 UK SBS.
- 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 Special terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS 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 UK SBS reserves the right to ask additional compliancy checks prior to the award of any Call Off Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS 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, UK SBS 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 UK SBS 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 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

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

UK SBS 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](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)

- [Freedom of information Act](#)



Annex A DRAFT -
BEIS EINA - Pilot Rep



Annex B - DRAFT -
BEIS EINAs - Methoc