



Invitation to Quote

Invitation to Quote (ITQ) on behalf of The UK Space Agency (UKSA)

Subject: UK Space Conference 2021

Sourcing Reference Number: UKSAC20_0009

UK Shared Business Services Ltd (UK SBS)

www.ukpbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Version 1.0

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Privacy Statement

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

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

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

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.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

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

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

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

CONTACT DETAILS

The data controller for your personal data is:

UK Space Agency

You can contact the Data Protection Officer at:

UKSA Data Protection Officer, UK Space Agency, Polaris House, North Start Road, Swindon SN2 1SZ. Email: GDPR@ukspaceagency.gov.uk

Section 2 – About the Contracting Authority

The UK Space Agency wants the UK to lead the new space age, with the benefits of space reaching everyone. We are developing a comprehensive UK space strategy to set a bold vision for the UK in space and co-ordinate government investment in this growing industry.

The Covid-19 outbreak is an unprecedented challenge facing the UK and the rest of the world, and we recognise that there will be impacts on the space sector. The UK Space Agency is working closely with the space industry, universities and partners across the government to respond to the crisis and to ensure we emerge stronger than ever.

We have **five goals** which will drive our work over the course of the year (2020/21):

1. **Growth** – drive and sustain **UK space sector growth**
2. **Science** - deliver space-based infrastructure that enables **world-class science**
3. **Capabilities** – ensure the UK government has access to capabilities that are integral to our **national safety, security and Critical National Infrastructure**
4. **Global** - increase the **UK's global influence in science, security and trade** through space
5. **UKSA** - Ensure **an effective UK Space Agency** which is a great place to work, supported by strong governance

UK Space Agency key achievements include:

- **The UK space sector is an economic success story** – generating an income of £14.8 billion, employing 42,000 people and supporting a further £300 billion of economic activity through the use of satellite services.
- **The UK Space Agency is encouraging further growth** by seizing the opportunities presented by the new space age, such as the increasing global demand for Earth Observation data, space launch services and the falling cost of satellites and space technologies.
- **Space can help Government achieve its ambitions for the UK's prosperity and knowledge, security and defence, and global influence.** A new National Space Council has been created to provide leadership on space policy and investment across government and is overseeing development of a new space strategy.
- **Brexit does not affect our ongoing role in the European Space Agency.** The UK made ambitious investments in future ESA programmes in November 2019. This will cement our leading role in ESA, help us develop our national capabilities and contribute to exciting new science and exploration missions.
- **The Government's spaceflight programme** – LaunchUK - will kick-start small satellite launch and sub-orbital flight from UK spaceports. The UK Space Agency is supporting projects to deliver the first commercial launches, while Government is also legislating to provide a modern regulatory framework through the Space Industry Act 2018.
- **We are developing world-class facilities** including the National Space Propulsion Facility in Westcott and the National Satellite Test Facility in Harwell (supported by £99m funding), as well as business incubators in more than 20 locations to support British start-ups hoping to grow into successful space companies.
- **We are using the UK space sector's research and innovation strengths** to deliver sustainable economic or societal benefits to developing nations and economies through our International Partnership Programme (IPP) - a £30M per year programme funded by the BEIS Global Challenges Research Fund (GCRF).

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

| Section 3 – Contact details | | |
|-----------------------------|---|---|
| 3.1. | Contracting Authority Name and address | UK Space Agency (UKSA) Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1SZ |
| 3.2. | Buyer name | Joe Hobbins |
| 3.3. | Buyer contact details | Joe.Hobbins@UKSpaceagency.gov.uk 07827 821 725 |
| 3.4. | Estimated value of the Opportunity | £100,000 to 170,000 exc. VAT |
| 3.5. | Process for the submission of clarifications and Bids | All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder | 14/12/2020 |
| 3.7. | Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system | 21/12/2020 17.00PM |
| 3.8. | Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal | 22/12/2020 |
| 3.9. | Latest date and time ITQ Bid shall be submitted through Delta eSourcing | 15/01/2021 14.00 |
| 3.10. | Date/time Bidders should be available if face to face interviews are required | 26/01/2021 and 29/01/2021 depending on the number of applications |
| 3.11. | Anticipated notification date of successful and unsuccessful Bids | w/c 01/02/2021 |
| 3.12. | Anticipated Contract Award date | 08/02/2021 |
| 3.13. | Anticipated Contract Start date | 12/02/2021 |
| 3.14. | Anticipated Contract End date | The agreement will end when an Event Manager has been appointed for the 2023 Conference (expected to be during the second financial quarter of 2022) or 31/9/22, whichever is the earlier, and all outstanding monies owed have been paid by exhibitors/sponsors/attendees and all data and remaining funds are satisfactorily transferred. |

| | | |
|-------|---------------------|---------|
| 3.15. | Bid Validity Period | 90 Days |
|-------|---------------------|---------|

Section 4 – Specification

UK Space Conference 2021: Specification

Summary

The UK Space Agency wishes to hold the sixth UK Space Conference as a purely virtual event in 2021. It will act as the Contracting Authority for the conference and wishes to appoint the Event Manager /Supplier. Prospective suppliers are hereby invited participate in this tender and submit a bid according to the specification set out in this document.

Background

The UK Space Conference is a high-profile national event, featuring senior speakers from the UK and abroad. It is held biennially and is led by the UK Space Agency on behalf of the whole UK space community.

| Previous UK Space Conferences | 2011 Warwick University | 2013 Glasgow SECC | 2015 Liverpool ACC | 2017 Manchester Central | 2019 Wales ICC-W |
|-------------------------------|-------------------------|-------------------|--------------------|-------------------------|------------------|
| Delegates | 500 | 650 | 950 | 1200 | 2000 |
| Gala Dinner | 400 | 500 | 550 | 550 | 600 |

The UK Space Conference brings together the space community for an in-depth discussion on the position of the space sector around the UK. It presents a platform for government, industry and academia to engage with each other and with the wider public, as well as with delegates from across the world, exploring the connections between the space sector and other sectors. In 2019 there were over 115 exhibitors, 369 speakers and 29 sponsors.

Previous UK Space Conferences had a varied programme that included policy announcements, industry priorities and perspectives, as well as key innovations and research outcomes that will help shape the sector.

Some of the key successes of past UK Space Conferences include:

- linking industry, academia, and the public sector by acting as a networking hub to increase collaborative working
- increasing knowledge at all levels on national space policy and the UK space programme
- helping demonstrate the UK's global leadership in the space sector and providing opportunities for international collaboration and investment
- providing an opportunity for students to learn about space career prospects, hence enabling industry to recruit motivated and skilled people
- showcasing UK excellence in the space sector to the wider public

Overview: Planning for the 2021 Event

The level of uncertainty wrought by the COVID-19 pandemic has resulted in the UK Space Conference Organising Committee electing to run a purely virtual conference in 2021 to mitigate the financial risks of cancellation. Consequently, whilst the aims of the Conference remain the same, how they are achieved will require new and creative solutions. For instance, previous conferences have been run over 2 to 3 days, but this time we would like to explore designing a timetable that exploits the full potential of a virtual conference and maximises the opportunity to attract a global audience. Ultimately, the 2021 event will act as a useful testing ground for a virtual component of any future UK Space Conferences, as

the Organising Committee is likely to consider employing a hybrid model in the years to come.

1.1 Date of Event

July or Sept 2021 (date to be confirmed)

1.2 Objectives of the Conference:

- To bring together representatives of the whole UK space community to build links, share opportunities and address mutual concerns
- To provide a high-profile platform for policy announcements, industry priorities and perspectives and key innovations and research outcomes
- To increase knowledge at all levels on national space policy and the UK space programme
- To demonstrate global leadership and create opportunities for international collaboration and investment, attracting a global audience

1.3 Organisation

An Organising Committee, chaired by the UK Space Agency and composed of representatives of the key stakeholder groups within the UK space community, will be responsible for overseeing all aspects of the conference.

It will appoint:

- Supplier(s) (to be selected via this Invitation to Tender) to carry out the work detailed in this document on its behalf
- A Programme Committee, which will be responsible for the content of the conference including choice of topics and speakers
- Other working groups as necessary

1.4 Funding

All costs should be covered entirely by the income from delegates, sponsors, and exhibitors. A modest surplus of approximately £50K will be available from the previous conference (exact figure to be detailed at contract award stage depending on outgoings of the previous Event Manager), and a similar sum should be made available to carry over at the end of the 2021 conference.

Sponsorship and Exhibitor contributions of the 2019 conference amounted to circa £500K in total. For the 2021 conference, the UK Space Agency intends to offer lead sponsorship of around £50k. For the purposes of estimating the total value of this opportunity, the Authority has included this £50K contribution within the £100 and £170K total detailed in section 3.4.

1.5 Delivery

We are open to imaginative ideas for virtual delivery of the conference that take the needs of speakers, delegates, exhibitors, and sponsors in to account. Considerations will include locations for speakers, virtual platforms, timing for sessions.

1.6 Delegates

Our planning target is 2000 delegates per day.

2. Event Manager Responsibilities

The roles and responsibilities of the Event Manager are listed below. These may be subject to change as plans evolve (all such changes shall not be material in scope and nature and will be agreed in writing with the Event Manager).

The Event Manager will report to the Chair of the Organising Committee appointed by the UK Space Agency and they will attend all Organising Committee meetings to be held monthly. Progress reports will be provided to the Organising Committee as required, including regular finance statements. The Event Manager will work closely with the Conference Project Manager, who is a member of both the Organising and Programme Committees and will be the first point of contact for day-to-day decisions.

Pre-Event Organisation

2.1 Project management

- Prepare and continually update project management documentation, including a comprehensive project plan, lessons learned log and report, risk and issues register and end of project report. Communicate any variances or concerns you have identified for the project event plan to the Organising Committee as soon as they arise.
- Provide a secretariat for Organising and Programme Committee (both to run monthly), minute meetings, liaise with the Project Manager regarding the content of the minutes and the progress of actions. Minutes to be produced within 5 working days of the meetings.

2.2 Scoping

- Work with Organising and Programme Committee to facilitate design and agree a new agenda and format for the event. This should both draw upon your subject matter expertise of available software and media capability for running virtual events and use innovative methods to source ideas for interesting topics or agenda items from event delegates to ensure all objectives of the conference are achieved.
- The event experience should be dynamic and varied with a mixture of participation, informative content and facilitated networking opportunities.

2.3 Promotion

- Design a promotion campaign to create interest and engagement in advance of the conference.
- Co-ordinate mailings (electronically) to all members/contacts of partners involved in the event as determined by the Organising and Programme Committees. Liaise with the relevant marketing teams of the partners in-order to advertise the event on all websites with a link to relevant websites with joint usage of logos.
- Develop and implement a social media campaign throughout the lead-up to the conference, onsite and post event.

2.4 Press management

- Liaise with press and journalists (in conjunction with the UK Space Agency Comms team) to ensure coverage of event, before, during and after conference. Prepare press packs and briefings. Organise interviews during the event as required.

2.5 Production

- Plan, organise and manage all activity related to streaming of content - including any studio, remote filming and AV equipment to capture speakers and any other relevant agenda items for broadcast before, during and after the event.

2.6 Conference animation

- Develop a video sting for the conference to be played to open plenary sessions.

2.7 Outreach Programme

- Coordinate the UK Space Conference Outreach Programme working with the Organising Committee to agree targets and success criteria. Deliver a programme of interactive and educational activities working with the UK Space Conference Organising Committee. Ensuring adherence to safeguarding principles.

2.8 Exhibition

- Develop offer to exhibitors and recruit around 120 exhibitors. Manage all communication with exhibitors leading up to the event. Exhibition rates to be discussed with the Project Manager and agreed by the Organising Committee.

2.9 Financial

- Use a separate ledger or budget code to ring-fence the funds for the Space Conference project from any other business; maintain accurate accounts of the income and expenditure in connection with the event; and ensure all accounts are properly audited throughout the duration of the event.
- Receive all income for the conference and make all payments as required.
- Manage budget as agreed with Project Manager and Chair of Organising Committee.
- Provide regular finance statements to the Project Manager and Organising Committee when required, including all actual, budgeted and expected income and outgoings.
- Prepare a financial model based on expected income from Delegates, Exhibitors and Sponsors, the proposed rates, and packages for which should be discussed with the Project Manager and agreed by the Organising Committee. This income must cover **all** outgoings associated with the preparation and delivery of the event including the Event Manager's fees and delivery costs, with an amount similar to the existing surplus, carried over to the 2023 Conference.

2.10 Secure sponsors for the event (along with the Organising Committee)

- Create a sponsorship package proposal in conjunction with the Project Manager for approval by the Organising Committee. Approach and secure sponsors using the Event Manager's contacts, plus previous UKSC sponsors, exhibitors and attendees.

2.11 Co-ordinate all arrangements prior to and for the duration of the event (incl. accommodation if required)

- This will include all filming logistics, AV equipment and content development. For any speakers, both pre-recorded or live, after the initial engagement has been made by a member of the Programme Committee and a speaker acceptance has been received, the Event Manager will be responsible for further dialogue in connection with all practical arrangements. This will include the speaker presentation materials, logistics, travel (if needed) and ensuring they are briefed on how to use software or equipment.

2.12 Design and maintenance of the virtual platform

- Develop a virtual platform to enable the event to be promoted, for networking and to deliver the event.

2.13 Manage the delegate experience

- Manage delegate bookings, joining instructions, participation, charging (if any), customising, technical requirements and all other elements needed by delegates in order to participate fully.
- Maintain delegate lists and keep the Organising Committee up to date with number of delegate bookings.

Please provide your price for the services requested within this section under section 'Pre Event Costs' within the Pricing Schedule at AW 5.2 and provide any further cost breakdown within your proposal documentation.

During the Event

2.14 Co-ordination and virtual platform management during the event

- This will involve all activities to ensure the event runs effectively and provides a great user experience for all involved.
- This includes (but is not limited to) ongoing platform maintenance, resolving any issues, bugs, user queries as they arise and providing user guidance where requested. Careful management of parallel sessions, broadcasts and site navigation will also be required. The result should be a seamless transition across different aspects of the virtual platform for all involved.

2.15 Provide on-site management (if and where required)

- Any onsite filming or studio activities should be managed by the Event Manager in accordance with the latest and relevant government guidelines for health and safety and COVID-19. This will involve meeting and greeting and general co-ordination and stewarding of the studio activity.

Please provide your price for the services requested within this section under section 'During Event Costs' within the Pricing Schedule at AW 5.2 and provide any further cost breakdown within your proposal documentation.

Post Event

2.16 Run an exit questionnaire to measure success and learn lessons (such as suitability of the virtual platform, organisation, topics, etc.)

- Supervise proper closure of the event. The Organising Committee will work with the Event Manager to determine the most effective window to keep the 'virtual hub' open for in-order to maximise achievement of event objectives.
- The Event Manger should also use the virtual platform to extrapolate data for analysing the event and for planning approaches for future events. This could include user experience feedback, average user attendance times, most viewed or visited pages / events, issue resolution requests, networking statistics etc.

2.17 Management and coordination of post event activities

- Thank Speakers, Sponsors, Exhibitors as required
- Ensure speakers presentations and any other relevant recordings such as Q&A are available on the virtual hub
- Pay all third-party costs out of the income received from sponsorship, delegate, and exhibition fees
- Prepare end of conference report/evaluation and arrange a de-brief meeting with the Organising Committee
- Provide detailed accounts with final income and expenditure

Please provide your price for the services requested within this section under section 'Post Event Costs' within the Pricing Schedule at AW 5.2 and provide any further cost breakdown within your proposal documentation.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

The evaluation team will comprise staff from the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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 | SEL1.3 | Compliance to Section 54 of the Modern Slavery Act |
| Commercial | SEL2.10 | Cyber Essentials |
| Commercial | SEL2.12 | General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018 |
| Commercial | FOI1.1 | Freedom of Information |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Compliance to the Contract Terms |
| Commercial | AW4.2 | Changes to the Contract Terms |
| Price | AW5.1 | Firm and Fixed Price |
| Quality | AW6.1 | Compliance to the Specification |
| - | - | Invitation to Quote – received on time within e-sourcing tool |
| In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria. | | |

Scoring criteria

Evaluation Justification Statement

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

| Questionnaire | Q No. | Question subject | Maximum Marks |
|---------------|-------|-------------------------------|---------------|
| Price | AW5.2 | Price | 20% |
| Quality | AW6.2 | Understanding and Methodology | 20% |
| Quality | AW6.3 | Adaptability | 20% |
| Quality | AW6.4 | Project Team | 10% |
| Quality | AW6.6 | Risk Management | 10% |
| Quality | AW6.7 | Interview | 20% |

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

| | |
|--|--|
| | in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |
|--|--|

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

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: $\text{Score/Total Points} \times 50$ ($80/100 \times 50 = 40$)

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 how to register and use the e-sourcing portal is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

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

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

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

- 7.43 The Government introduced 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

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