Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI)

Subject: EU SST 3SST2016-17 Enhanced Catalogues Study

Sourcing reference number UK SBS CR18115

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

Table of Contents

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, 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 Customers.

Our Customers who have access to our services and Contracts are detailed here.

Section 2 – About Our Customer

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

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	UK Research and Innovation (UKRI), Polaris House, North Star Avenue, Swindon, SN2 1SZ
3.2	Buyer name	Jenny Stratton
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£ 121,600.00 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 will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday 17th August 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	Tuesday 28th August 2018 11:00hrs
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Wednesday 29th August 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 31st August 2018 11:00hrs
3.10	Anticipated rejection of unsuccessful Bids date	Monday 10th September 2018
3.11	Anticipated Award date	Monday 10th September 2018
3.12	Anticipated Contract Start date	Wednesday 12th September 2018
3.13	Anticipated Contract End date	Wednesday 16th January 2019
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

Science and Technologies Facilities Council (STFC), Rutherford Appleton Laboratory (RAL), RAL Space

The Science and Technology Facilities Council (STFC) is one of seven research councils in the UK. The research councils form part of UK government and report to the Department for Business Energy and Industrial Strategy (BEIS). Compared to the other research councils, we are unique in that we run major science programmes using our own research capability and act in support of the major UK physical science facilities, as a result we are able to offer unique access to world-class science expertise and facilities to UK industry and other government agency customers. With headquarters in Swindon located alongside the other research councils, the major sites that STFC operates are:

- Rutherford Appleton Laboratory (RAL), Oxfordshire;
- Chilbolton Observatory, Hampshire;
- Daresbury Laboratory, Cheshire;
- UK Astronomy Technology Centre, Edinburgh.

RAL Space at the Rutherford Appleton Laboratory (RAL) carries out an exciting range of world-class space research and technology development. With significant involvement in over 210 space missions, we are at the very forefront of UK space research. Our expertise covers a wide range of disciplines including; astronomy, solar physics, planetary physics, fundamental physics, earth observation, atmospheric chemistry and radio propagation. Our engineering disciplines include space electronics, detector systems, thermal and mechanical engineering, optics design, software engineering and e-Science.

Our 240 staff are dedicated to supporting the programmes of the STFC and the Natural Environment Research Council (NERC), as well as undertaking a large number of space projects for UK and overseas agencies, universities and industrial companies. We work closely alongside the UK Space Agency (UKSA) who co-ordinate UK civil space activities.

We undertake world-leading space research and Earth observation research and technology development, provide space test and ground-based facilities, design and build instruments, analyse and process data and operate S- and X-band ground-station facilities, as well as lead conceptual studies for future missions. We work with space and ground-based groups around the world.

Background to the Requirement

Background

The EU SST Support Framework (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0541) is implemented by the EU SST Consortium in order to develop a European SST capability which consists of three functions: sensor function, processing function and service function. In order to establish, operate, and evolve the three functions, there are two incremental projects funded by the Galileo, Copernicus and H2020 programmes. These are 1SST2016-17 (C&G) and 2-3SST2016-17 (H2020).

The 2-3SST2016-17 project consists of two parts: Part I and Part II. Part I (WPs 1-6) covers 2SST2016-17 activities and Part II (WPs 7-9) covers 3SST2016-17 activities. Within STFC, the project 2-3SST201617 is split into 2SST2016-17 and 3SST2016-17 projects and it has been agreed with UKSA to have two separate contracts to cover those. This ITQ relates to the 3SST2016-17 contract.

The 3SST2016-17 is a strategically important project for STFC RAL Space and UK (via UK Space Agency and UK Ministry of Defence) with key milestones which must be met if UK is to achieve its objectives and deliver its commitments in this international programme. The UK Government (with the UK Space Agency [UKSA] leading) is coordinating UK's activities. STFC has a subcontract with UKSA to provide, along with other UKSA subcontractors, support to Work Packages 1, 8 and 9 within 3SST2016-17.

3SST201617 EU SST objectives and aims

The objective of the Part II of 2-3SST2016-17 is to continue to support the SST evolution needs in line with the objectives and challenges of Horizon 2020 related to protecting Europe´s investment made in space infrastructure. This will be performed by the improvement of the EUSST functions and capabilities as well as to continue the trade-off of future EUSST architecture and the upgrade or renewal of identified sensors (radars, telescopes and laser stations) controlled by the EUSST Consortium Member States.

Five EU Member States have formed a Consortium in order to bid for, and carry out, the tasks required to fulfil the EU SST Framework. These member States are the UK, Germany, France, Italy and Spain with the EU Satellite Centre (SatCen) providing additional capabilities.

The UK participation in the EU SST Framework is led by UKSA which is the UK Beneficiary to the Grant Agreement. The other UK participants are the MoD (as a Linked Third Party); together with STFC, Dstl and other entities who are all Third Party Subcontractors within the Grant Agreements and who are also subcontractors to UKSA.

There are three technical Work Packages in the 3SST201617 Project (7, 8 and 9).
STFC co-ordinates a number of R&D activities in WPs 8 and 9 to ensure that these are carried out as specified with respect to task scope, timeline and budget. STFC will also be undertaking several technical R&D activities. Some of these technical activities will be facilitated by external subcontractors (competitive tenders). This tender is concerned with support to an R&D study which will be carried out in WP8 "Enhanced Catalogues Study ".

Enhanced Catalogues Study

During 3SST2015 a detailed document was developed and delivered "3SST2015 - D5.2 - Report of R&D Plan and Studies (including D5.4 Yearly Funding Plan)" with the final version at v1.9, dated 30th November 2017 and approved by Steering Committee (STC). This defined a research programme for EU SST within which the Grant Agreement made some modest changes. For contractual purposes, the Grant Agreement has precedent, but 3SST2015 D5.2 contains the technical details and some programmatic information. For this task the key points to note from 3SST2015 D5.2 are:-

Short Description	Study on the potential for enhanced catalogues with increased object information
Technical Description	Study on enhanced catalogues that not only include state vectors and uncertainties but the potential for greater information for catalogued objects (such as physical properties, observability, light curves) and how to parallelise and/or optimise, what type of propagation, scaling etc.
Expected Outcomes & Benefits	The needs and requirements of potential new catalogues which provide EU users with greater useable information
External Dependencies	None
Key Milestones	Final Report
Duration	6 months
Assumptions	Continuous cataloguing of space objects requires collection of different data in addition to ID, epoch, position and velocity. Indeed also info like mass, dimensions, manoeuvrability etc. are of paramount importance and should be collected not only from the US Space-Track web site.
Additional Notes	Study on the potential for enhanced catalogues with increased object information

This is modified by:-
- Consultation with the WP5 Working group on catalogue interoperability.

Enhanced Catalogues Study Work Packages

There are four clearly defined work packages (Please see Annex I for details) to be undertaken by a single dedicated UK contractor (WPs 1000, 2000, 3000, 5000) and to facilitate coordination of the work with Italy (WP4000) and with other EU-SST work packages and Member States (MS) to ensure alignment of thinking and shared experiences and deliver best value. The work will be coordinated by the UK team at STFC. WP4000 is not part of this ITQ. WP4000 is undertaken by Italy (IT) and the contractor will be required to liaise with them to achieve the complete study. In the event that Italian information is of poor quality or unacceptably late, the Authority will agree with the contractor substitute "best estimate" information as a substitution.

Aims and Objectives

The aim of this tender is to contribute to the EU SST WP 8 by delivering the "Enhanced Catalogues Study".

The key aims of the study are:

1) *Determine the scope of additional information that could be collected and stored. This can include a wide variety of information from cooperative and non-cooperative targets all geared towards improved prediction of position and understanding of object capability, intent and possible threat*

   a) Initial ideas include: improved estimates of state-vector, mass, volumetric information, materials, design information, light curves, space weather information and off-line assessments;

   b) Additional data should be linked to possible end-products[1], even if these have not been fully defined;

   c) Data sources should be reasonably identified, this could range from new sensors to launching states providing supporting information (as part of a licence).

2) *Analyse the expected accuracy of data storage (with implicit data volumes and indexing), update rates, latencies and other factors in its possible use*

   a) This will imply some assumptions on collection, but these can be informed by initial assessments (e.g. sampling rates for light curves) and how that might develop over the next 10-15 years;

   b) Data collection and use need to be within a common timeframe such that the latencies don't invalidate the products.

3) *Assess options for holding & accessing the data across multiple or single catalogues and the issues associated with distributed storage and use*

   a) Given the mixed sensitivities of data, some Member States may wish to hold this locally, while other data could be gathered at a "centre of excellence" or similar logical construct;

   b) Cross-catalogue indexing and data provision is required to ensure trusted users can seamlessly access the data they need at the time they need it.

4) *Assess the commercial and other security implications of holding such data and how access/use could be controlled*

   a) Data will cover a range of sensitivities, with mixed user authorities to access. Robust separation and accreditation for real-time access needs to be considered.

5) *Provide initial ideas on access and delivery protocols that will be resistant to cyber-attack and/or exploitation*

   a) The creation of permanent real-time links between database systems increases the attack surface for cyber risks.

Suggested Methodology

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[1] These are assumed information products of the various NOCs and could range from data specific message (eg. conjunction warning) to interpreted assessments of an object.

Study Plan

A Study Plan is summarised below to illustrate how the tasks *might* be combined. However, the contractor is free to propose alternate arrangements. The contractor is encouraged to submit a Study Plan building on and developing on the study plan below. It is understood that the task definition is wide; this is deliberate so as not to constrain solution ideas and proposals. However, some ideas are presented below to help guide the study. These are *illustrative* and their further expansion, editing and interpretation are encouraged by the bidder.
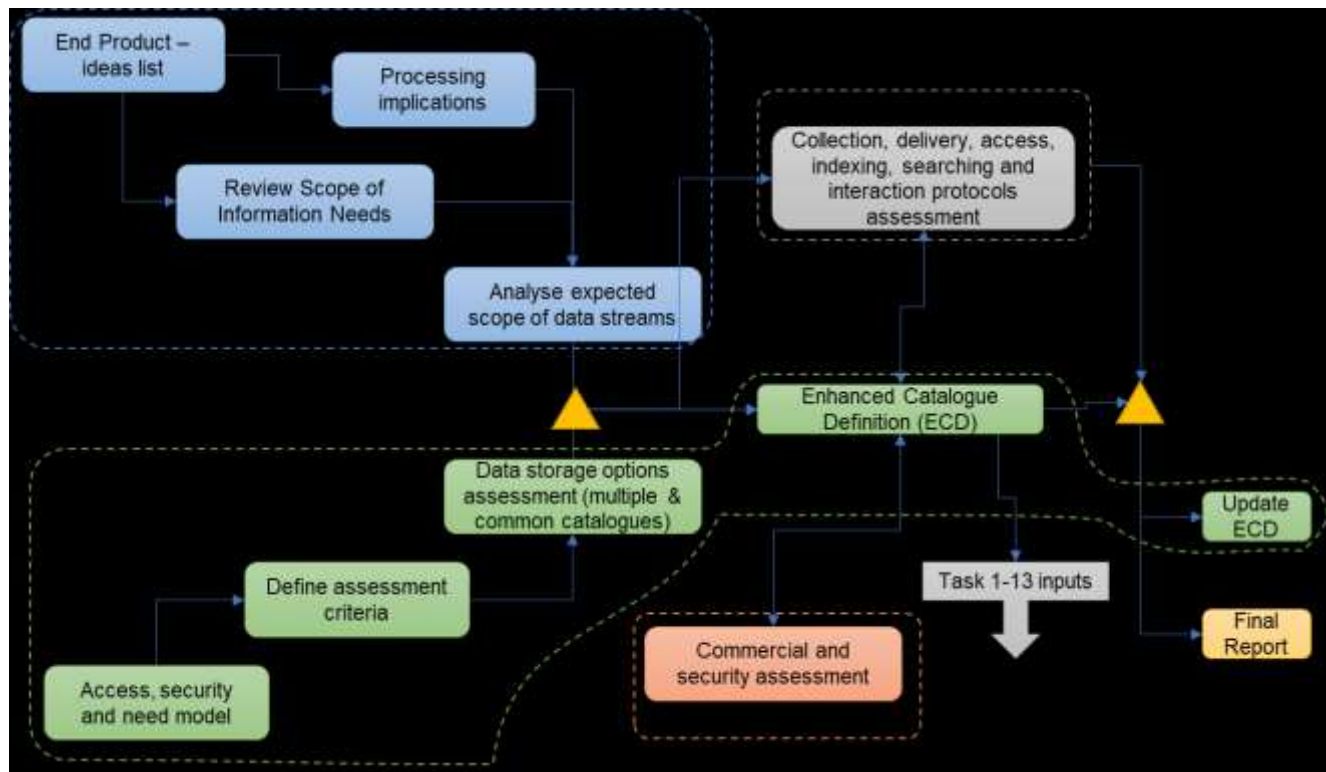

Figure 1. Suggested Study Plan (logic)

Work Breakdown Structure

Five work packages have been used to define the work in this ITQ. The Contactor may use these or propose an alternative breakdown covering the same issues.

There are no specific external dependencies identified at this time. However, there is a clear link between the UK and IT (Italian) work packages that will need to be carefully managed. Bidders should include their costs for this work in the price schedule.

The project should link to WP5 to draw in the best understanding of the current EU SST work on catalogues. The Contactor may use these or propose an alternative breakdown covering the same issues.
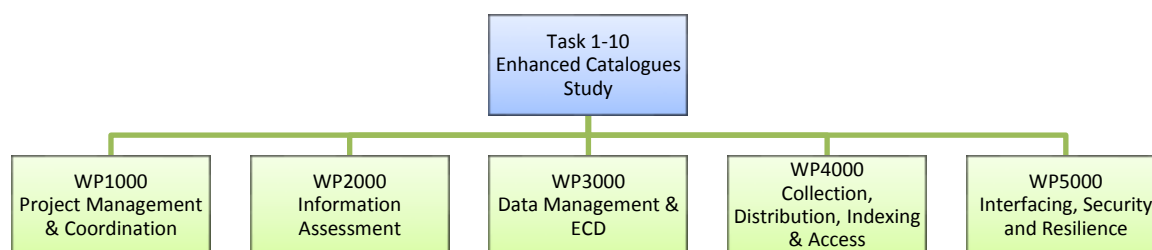
Figure 2. Work breakdown structure

Please see Annex I for the detailed breakdown of the above Work Packages (internal to the study).

Technical Requirements

SOW_T1-11_001   The study shall develop a list of possible "End Product" ideas covering expected information needs.

The EU SST requirement and system architecture is still being developed. Where possible existing document should be used to create the list, but the contractor is encouraged to suggest "common sense" options for data products along with indicative performance metrics.

SOW_T1-11_002   The list of product ideas shall be reviewed to assess the implications for processing.

SOW_T1-11_003   The list of product ideas shall be reviewed to determine the information needs.

SOW_T1-11_004   The processing and information needs shall be assessed to determine the scope of data required and the implied cataloguing that it implies.

SOW_T1-11_005   An access, security and data needs model shall be developed based on a range of likely user types.

SOW_T1-11_006   A set of assessment criteria shall be agreed to review the practical storage options and support the assessment of the various options.

SOW_T1-11_007   The practical (hardware/software) and architecture options for data collection, delivery, access, indexing, searching and interaction protocols shall be assessed.

SOW_T1-11_008   A trade-off shall be conducted to define the most appropriate (initial) catalogue structure.

SOW_T1-11_009   The security and commercial implications of the initial catalogue structure shall be assessed and used to refine and improve the catalogue.

SOW_T1-11_010   The contractor shall propose an initial selection of catalogue enhancement ideas for investigation in their proposal.

SOW_T1-11_011   The Contractor shall hold an Interim Coordination Meeting to present a detailed assessment of data needs for a range of products and data storage options, along with their recommendations for more detail catalogue definition to be agreed with STFC.

SOW_T1-11_012   The Contractor shall hold a Final Coordination Meeting to present the final results and recommendations.

SOW_T1-11_013   Comments on key deliverables shall be managed by RIDs presented in spreadsheet (matrix) format.

SOW_T1-11_014   Catalogue definitions shall be updated based on the agreed RIDs.

SOW_T1-11_015   A final report shall be produced to summarise the process and outcomes.

Other Requirements
- ✓ Provide inputs on technical progress to the WP8 telecons, as required;
- ✓ Weekly telecons to review progress and discuss issues;
- ✓ progress meetings at RAL;
- ✓ Review meetings to check progress and ensure alignment of understanding across the wider project. Other 2-3SST2016-17 Member States will be invited as "observers" (maximum 2 per MS) and shall be admitted to such meetings (subject to reasonable notice and local security requirements). If contractors have issues with this, these shall be defined in the proposal and practical mitigation measures defined;
- ✓ Monthly reporting (work completed, planned work for the following month, progress schedule, spending, new issues and risks, how the work completed benefits the EU SST system), templates will be provided by STFC;
- ✓ Generate inputs for the EU SST Technical Progress Reports with the study undertaken.
- ✓ Provide one representative to present at EU_WP5_MS1 (WP5 meeting in September, EU)

In-Scope

This document defines the work required to deliver Task 1-10 (Enhanced Catalogues Study). The study is to investigate possible enhancement to the cataloguing facilities to support more advanced product generation, from data input to information outputs.

The study will use a range of possible enhanced data products, based on defined user expectations and informed conjecture based on outline overall system architectures (covering multiple and common catalogue ideas). These storage assessment needs will be compared with the needs a possible catalogue management approaches considered. The practical implementation will be considered to define the most appropriate solutions. The security and commercial impacts of the outline solutions will also be assessed to inform and improve the proposed solutions.

The schedule is necessarily compressed to meet wider EU SST expectations. With a start at the beginning of August, completion is expected in January 2019.

A study plan has been proposed along with 5 work packages to guide the Contractor, based on a collaborative approach that agrees the variables before each phase and works with the Contractor to adjust the direction of the study based on the results obtained. Close coordination is maintained through a series of Coordination Meetings and regular telecons. However, alternative approaches are welcome if they can deliver similar outcomes (within the schedule, cost and risk).

The study is a collaborative piece work between UK and IT. WP4000 is pre-assigned to the Italian EU SST team. They will select, task and pay their preferred delivery team for the conduct of the WP4000 work, coordinating and synchronising with the other WPs through the STFC coordinator. WP1000, 2000, 3000 & 5000 will be contracted via STFC (Shared Business Services).

Out of Scope

Any political or strategic negotiations with the EU Member States (France, Germany, Spain and Italy) or with DG Growth (http://ec.europa.eu/growth/index_en) are excluded from this contract.

Coordination of activities between UK and Italy.

Timetable

Deliverables and Key Milestones

Deliverable ID	Deliverable/Milestone	Deliverable submission deadline	Payment Milestone
MS1_KO	Kick-Off Meeting	13/09/2018	
STFC_D1	TN from each sub-task to ensure a clear understanding of the results of that work, include section on how the work benefits the EU system	21/09/2018	10%
STFC_D2	Interim Coordination Meeting Slides	01/10/4//2018	
MS2_ICM	Interim Coordination Meeting (ICM)	08/10/2018	30%
EU_WP5_MS1	WP5 meeting in September, EU	September 2018	
EUSST_1	Initial Report (based on Interim Review, but with section and sub-section headings to set out the scope and content of the Final Report, include section how the work benefits the EU SST system)	15/11/2018	30%
EUSST_2	Draft Enhanced Catalogue Definition	15/11/2018	
STFC_D3	Final Coordination Meeting Slides	07/12/2018	
STFC_D4	Draft Final Report	22/11/2018	
MS4_FCM	Final Coordination Meeting (FCM)	14/12/2018	20%
EUSST_3	Final Report (based on the TNs generated above, with updates and finessing to match the overall final conclusions with Final Review slides and comments from that review)	16/01/2019	10%

Shorter and earlier schedules would be welcomed.

Payments: Payments will be made on reaching the highlighted milestones/acceptance of the highlighted deliverables. Invoices to be accompanied by short reports. The deliverables will be reviewed by the STFC technical team and deemed acceptable or a defined list of improvements and updates with an agreed timescale will be provided to bring the deliverables to the required standards.

CR18115 - Annex
I.pdf

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, the Customer and any specific external stakeholders UK SBS deem 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÷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	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	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 ITQ. 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	AW6.3	Methodology and Technical Challenges	40%
Quality	AW6.4	Project Plan and Resource	40%

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 x 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 x 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.
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) ÷ 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 x 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

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 ITQ. 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.

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 (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 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 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 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 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 ITQ 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 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