



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

**Subject: Policy Engagement Training for Researchers in the Arts and Humanities**

**Sourcing Reference Number: CS19260**



**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.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 3.6**

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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.

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

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

## Section 2 – About the Contracting Authority

### UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £7 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](http://www.ukri.org)

### Arts and Humanities Research Council (AHRC)

AHRC funds world-class, independent researchers in a wide range of subjects. Their research provides social and cultural benefits and contributes to the economic success of the UK but also to the culture and welfare of societies around the globe.

<https://ahrc.ukri.org/>

## 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 Research and Innovation, The Arts and Humanities Research Council (AHRC), Polaris House, North Star Avenue, Swindon, SN2 1FL
3.2	Buyer name	Sally Roshier
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£122,000 ex VAT over the lifetime of the contract  The initial term of this contract shall be for 3 years. There will be an option to extend the contract for a further 1 year dependant on review of the services provided.
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Tuesday 20th August 2019 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	<del>Thursday 29th August 2019</del> Thursday 12 <sup>th</sup> September 2019 11.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	<del>Wednesday 4<sup>th</sup> September 2019</del> Wednesday 18 <sup>th</sup> September 2019  11.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	<del>Monday 9<sup>th</sup> September 2019</del> <del>Monday 23rd September 2019</del> <b>Thursday 26th September 2019 at 11:00</b>
3.10	Anticipated notification date of successful and unsuccessful Bids	<del>Monday 23rd September 2019</del> Monday 9 <sup>th</sup> October 2019
3.11	Anticipated Award date	<del>Monday 23rd September 2019</del> Monday 9 <sup>th</sup> October 2019
3.12	Anticipated Contract Start date	<del>1<sup>st</sup> October 2019</del> 17 <sup>th</sup> October 2019
3.13	Anticipated Contract End date	<del>30<sup>th</sup> September 2023</del>

		16 <sup>th</sup> October 2023
3.14	Bid Validity Period	60 Days

## Section 4 – Specification

### **Introduction**

UK Research and Innovation (UKRI) - The Arts and Humanities Research Council (AHRC) seeks to support academic researchers within our remit who are based within UK universities and [Independent Research Organisations \(IROs\)](#) to develop the knowledge and skills that will enable them to engage effectively with public policy. By doing so, we aim to provide them with the tools and skills to make a demonstrable difference to public policy with their research, and to give policy-makers access to new knowledge and ways of working. To ensure that this skills development activity is up-to-date and relevant, we invite proposals from organisations that are close to policy-makers and influencers and have expertise in the application of research to policy, and specifically arts and humanities research across a broad range of disciplines.

### **Background to the Requirement**

The arts and humanities are routes to understanding what it means to be human, and recording and interpreting the human experience. The application of academic research in the arts and humanities to public policy-making is extensive and varied, including cultural and historical contextualisation of political and social issues, and critical and reflective insights into policies and their application.

To engage effectively with the policy-making process, researchers require a range of specialist knowledge, skills and contacts that they may not find opportunities to develop during the early stages of an academic research career.

Fostering good partnerships with policy makers requires an understanding of the pressures which policy makers are often under to find policy 'solutions', and also a willingness to understand and engage with the perspectives and expertise that policy makers bring. Policy makers themselves may be less familiar with the contribution that arts and humanities research can make, compared to the commissioning of social science or other scientific research to inform policy. Academic researchers in the arts and humanities need, therefore, to be able to clearly articulate the different contribution that their disciplines can make to informed and reflective policy making.

UK Research and Innovation - The Arts and Humanities Research Council (UKRI-AHRC) provides funding for academic research and researchers, along with guidance, support and advocacy, to ensure that the benefits of arts and humanities research are widely shared. We promote dialogue between academic researchers, policy makers and legislators, and the knowledge and skills that they need to do this effectively.

### **Aims**

- To generate improved capacity in the arts and humanities academic research population to engage effectively with public policy at a range of levels (national, including UK Government and the devolved administrations, regional, and local);
- To build a network of proficient arts and humanities researchers, across different UK-based universities and eligible Independent Research Organisations, with policy engagement skills and interests;
- To gather evidence for the impact of arts and humanities research in public policy.



## **Objectives**

- To develop and deliver training and skills development activities in public policy engagement to academic researchers in the arts and humanities:
  - To develop learning materials appropriate for researchers at any postdoctoral career stage, focusing on imparting knowledge and developing skills that are important for policy engagement, but which researchers have not yet had the opportunity to develop.
  - To work with AHRC to develop the training content, so that it achieves our aim of building public policy engagement capacity of the arts and humanities research community.
  - In co-operation with AHRC, to select the training participants from a pool of applicants, to ensure that those given the opportunity to participate in the training will benefit from doing so, and are well positioned to apply their research to policy in the future.
  - To communicate with participants, to ensure that they have access to any information or resources required.
  - To deliver annual training, with support where appropriate from policy-makers and influencers, illustrated with case studies specific to arts and humanities research.
- To create and sustain a community of researchers in universities and IROs who have undergone this training, and who continue to seek out pathways to engage with policy:
  - To maintain regular communication with alumni of this training, providing opportunities for them to network with one another, and to disseminate their skills more widely within the research community, focusing on policy engagement.
  - To keep this community informed of developments, such as events and funding opportunities, that may be relevant to their interests.
- To collect alumni feedback and evidence for the impact of the training, and their subsequent engagement activities in the public policy space:
  - After the training has completed, to contact the alumni to assess their experience of the course, for continuous improvement.
  - At regular intervals, to contact the alumni to invite them to share their experiences of policy engagement, and the wider benefits of the training.
  - To share this information with AHRC, to inform our provision of support for public policy engagement and to produce case study examples of policy engagement/impact.
- To maintain an alumni network of ambassadors for public policy engagement within the research community, spread across different academic institutions, disciplines and geographic regions.

## **Scope**

UKRI - AHRC have previously funded annual, three-day training courses for early career researchers, from across our remit, and based in different UK universities. Each year, training was provided for up to 20 academic researchers, who were selected on a competitive basis by AHRC and the training provider in an annual peer review meeting.

We would like bidders to propose the most suitable methods for delivering this training, making the most of the resources and expertise held by the bidding organisation, but we would like to see some element of face-to-face delivery as an important part of engagement. The training should be suitable for academic researchers based in institutions across AHRC's remit (for further information, see the AHRC website here: <https://ahrc.ukri.org/funding/research/subjectcoverage/ahrc-disciplines/>), and we are open to expanding the provision of the training to postdoctoral researchers at any stage in their career.

### **The Requirement**

UKRI - AHRC invites proposals for the design, development and delivery of training that will enable postdoctoral academic researchers in the arts and humanities to engage effectively with policy-makers. The bidder will be required to state how many researchers they are able to train, within the stated budget, and subject to demand from the research community. The bidder should also outline how candidates for this training will be selected, working jointly with the AHRC against a set of assessment criteria, to ensure fairness and transparency.

The training will be received by academic researchers based at different UK universities and eligible Independent Research Organisations (IROs). A list of eligible IROs can be found on the UKRI website here: <https://www.ukri.org/files/funding/tcs/eligible-independent-research-organisations-pdf/>

By the end of training, recipients will be equipped with knowledge and understanding of government, policy-making and legislating, including the challenges and complexities involved in creating a successful policy, and the challenges for researchers in engaging with policy-makers, legislators and the policy-making process. They will be able to identify numerous possible routes to engagement, including through the Civil Service, Parliament and devolved administrations, local government, and a range of external influencers, and they will be able to plan how to use these routes most effectively to bring their research to bear on policy questions. The training will also help them to develop their communication and influencing skills, including how to build an influential social media presence in order to convey effectively the subject matter of their research and the key messages that it has for policy.

Another aim of these skills development activities is to build a network of highly-skilled arts and humanities researchers within universities and IROs with the capacity to engage with public policy, in order that they can share knowledge among themselves, act as ambassadors for research in policy contexts, and provide the AHRC with evidence for the impact of funding for research in the arts and humanities. The organisation that delivers this training will be ideally placed to continue to engage with the course alumni, providing a forum for communication that will support this network.

Organisations interested in delivering this training will be required to provide evidence for the following:

1. Knowledge of the nature of arts and humanities research, and the contribution that it can make to policy making. Ideally, this would involve an understanding of working with arts and humanities academic researchers in this context.

2. Knowledge of work in arts and humanities research which has current policy impact, in order to identify appropriate contributors and case studies.
3. Awareness of the challenges faced by policy makers in engaging with academic researchers, especially any issues that are distinctive to arts and humanities research.
4. Relationships with senior policy makers and influencers, in order to identify and draw on contributors to the training proposed.
5. Details of how the pre work activities and training courses will be conducted, ie: online resources or face to face and the frequency of the courses, to achieve the stated objectives.
6. Capabilities to review, research and update training content annually, to keep it up to date with changes in the policy landscape, and developments in Higher Education research policy, which may affect knowledge exchange and research impact.
7. Ability and resources to develop and deliver the materials and training over a four year period, and to coordinate a network of alumni, with only minimal guidance and input from AHRC.

#### **Schedule of Processing, Personal Data and Data Subjects**

This Schedule shall be completed by the Contracting Authority, who may take account of the view of the Supplier, however the final decision as to the content of this Schedule shall be with the Contracting Authority at its absolute discretion

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be the subject of a formal amendment to this Contract.

1. The contact details of Contracting Authority Data Protection Officer are: UKRI Head of Information Governance, UK Research and Innovation, Polaris House, Swindon SN2 1FL
2. The contact details of the Suppliers Data Protection Officer are: **[to be completed once Supplier identified]**
3. The Supplier shall comply with any further written instructions with respect to processing by Contracting Authority. Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	The processing is needed to store contact details, and information submitted by the training participants, regarding the course. Also, to store contact details after the course has completed, in order to maintain an alumni network.
Duration of the processing	The duration of the processing is equal to the duration of the Memorandum of Understanding. That is, from 17th October 2019 – 16 <sup>th</sup> October 2023 or the end of the contract whichever is the earliest
Nature and purposes of the processing	<p>The supplier will receive and store the names and email addresses of applicants to the training, alongside their application content. The supplier will store these data, for all applicants, until a decision is made about which applicants shall participate in the training, at which point the supplier shall delete the data for unsuccessful applicants.</p> <p>The supplier shall retain the data for successful applicants throughout the training period, and subsequently. The data will be used to contact training participants regarding the training, and to contact alumni of the training about their impressions of the training, and their subsequent public policy engagement activities. Alumni may also be contacted to invite them to participate in future training and alumni engagement activities. They may opt out of these communications at any time.</p> <p>The data shall be stored securely, and they shall only be accessed by the data processor responsible for these activities.</p>
Type of Personal Data	Name Institutional Affiliation Email address
Categories of Data Subject	Applicants to the training Training participants

	Training alumni
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	The data shall be stored digitally, and deleted at the end of the period of the Memorandum of Understanding, or at any time by request of the data subject.

### GDPR Questionnaire

The Supplier agrees that during any term or extension it shall complete and return the attached questionnaire as advised below.

Note: the Contracting Authority also reserves the right to amend or increase these frequencies, as it deems necessary to secure assurance with regards to compliance.

The Contracting Authority requires such interim assurances to ensure that the Supplier is still compliant with the needs of the GDPR Act due to the implications of a breach.

The Supplier shall complete and return the questionnaire to the contact named in the Contract on the anniversary of the commencement of the Contract.

The Supplier agrees that any financial burden associated with the completion and submission of this questionnaire at any time, shall be at the Suppliers cost to do so and will not be reimbursable.



GDPR Assurance  
Questionnaire May1

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW5.1	Maximum Budget
Quality	PROJ1.5	Capacity

## 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 to total 100%
Price	AW5.2	Price	10%
Quality	PROJ1.1	Approach to Public Policy Engagement training delivery	40%
Quality	PROJ1.2	Alumni Engagement, Evidence and Impact	20%
Quality	PROJ1.3	Contract Management and Continuous Improvement	10%
Quality	PROJ1.4	Project Team and Capability to Deliver	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 the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

**Price elements** will be judged on the following criteria.

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

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



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

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

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

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

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

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

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

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

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

## **Section 6 – Evaluation questionnaire**

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

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

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

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

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. 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 Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 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 Emptoris.
- 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 60 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 Emptoris e-sourcing tool.
- 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 Emptoris.
- 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 2<sup>nd</sup> April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this 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](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)