



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Science and Technology
Facilities Council (STFC)**

Subject UK SBS CDS Zone software

Sourcing reference number UK SBS IT16222

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

Registered in England and Wales as a limited company. Company Number 6330639.
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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) 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

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.uk

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Science and Technology Facilities Council (STFC)
3.2	Buyer name	ICT Procurement
3.3	Buyer contact details	ICTProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	Total cost £96,000 Excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	06/12/2016 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	03/01/2017 at 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	05/01/2017 at 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	18/01/2017 at 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	Week Commencing 23/01/2017
3.11	Anticipated rejection of unsuccessful Bids date	27/01/2017
3.12	Anticipated Award date	27/01/2017
3.13	Anticipated Contract Start date	06/02/2017

3.14	Anticipated Contract End date	05/02/2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

The UK Climate Data from Space zone (CDS zone) is a dedicated computing area comprising 400TB storage and 200 processing cores on the JASMIN infrastructure (<http://www.jasmin.ac.uk>).

UK Essential Climate Variables (ECV) teams will use the CDS zone (storage and processing resources) to routinely produce ECV data products from the appropriate input datasets (satellite data and auxiliary data), for users such as Copernicus Climate Change Service (C3S).

To augment what can be produced by any one team individually, a suite of software tools will be developed that operate across ECV processing chains and allow users and data producers to view, show and interact with the system status, e.g. to answer questions such as how much data has been produced, how much data is available, and what do the output data look like?

The proposed solution should include one or both of the following components:

1. ECV Data Viewer (which could be based on OGC WMS for interactive mapping of data products)
2. ECV Processor Dashboard (allowing engineers, data producers and users to visually check on processor and data output status)

2. Aims

The aims of this tender are to procure software that can be deployed in the UK-CDS zone on JASMIN to enable functionality that is common across multiple ECV processing chains.

In particular, tools that support monitoring and visualisation would add value to the UK community users, and funders, of the CDS-zone.

3. Objectives

Processors developed and deployed on the CDS zone will routinely generate ECV data in CF-netCDF format files.

The operating environment is Redhat Enterprise Linux / CentOS. Where possible, third party applications should be maintainable via the yum packaging mechanism.

The software shall be open source, with a preference for implementation in the Python programming language for server-side components.

Further information on the JASMIN infrastructure is available here: <http://www.jasmin.ac.uk>.

Specific information for cloud tenants is available here: <http://help.ceda.ac.uk/category/65-for-cloud-tenants>

Specifically the following tools are required:

1. Orchestrator Dashboard:

O1 To allow engineers and data producers to visually check on processor and data output status

O2 To begin development of a UK data providers 'look' for reporting information to wider stakeholder community

2. Viewer

O3 To enable simplistic quality control of output datasets

O4 To demonstrate capability to stakeholders and future funders of UK CDS activities

4. Background to the Requirement

The CDS-zone is designed to underpin the UK's efforts to develop a 'seamless supply chain' of climate data from space.

The concept of a seamless supply chain has developed as part of a coordinated national response to the 2011 Innovation and Growth Strategy (IGS) paper "Leadership in Climate Technologies and Services", which recommends that:

"The UK should act quickly to develop operational climate related information services including satellite and other observations and measurement data. The UK should establish a seamless supply chain for these services"

The Climate Data from Space Stakeholder Group (CDSSG), which began in 2014, has been instrumental in developing a coordinated UK response to the IGS report. As a part of its work, the CDS zone, funded by UKSA and NCEO, will have a focus on the upstream, data providers part of the supply chain.

The CDS zone itself will provide substantive, targeted support for the coordinated provision of Climate Data Records (CDRs) in operational mode (i.e. a routine, sustained data production). In this, its first phase, the timing of the zone's launch is designed to coordinate with the first round of Copernicus Climate Change Service calls for CDR production.

Two attached documents provide

- 1 A discussion paper giving detailed background on the concept of the seamless supply chain
- 2 Background information specific to the CDS zone in "a Launchpad for a UK Climate Data from Space (UK-CDS) infrastructure

Note that these documents outline additional tools, namely a provenance generator and comment collection system. For this procurement exercise we focus on the dashboard and viewer in order to develop these tools in such a way as to be useful and operational for the community. Depending on future funding, the provenance generator and the comment collection system will be developed and deployed in, or alongside, the dashboard and viewer framework set up under this contract.

Further information on the wider work of the CDSSG is available at <http://www.the-iea.org/cdssg>

5 Scope

Dataset providers:

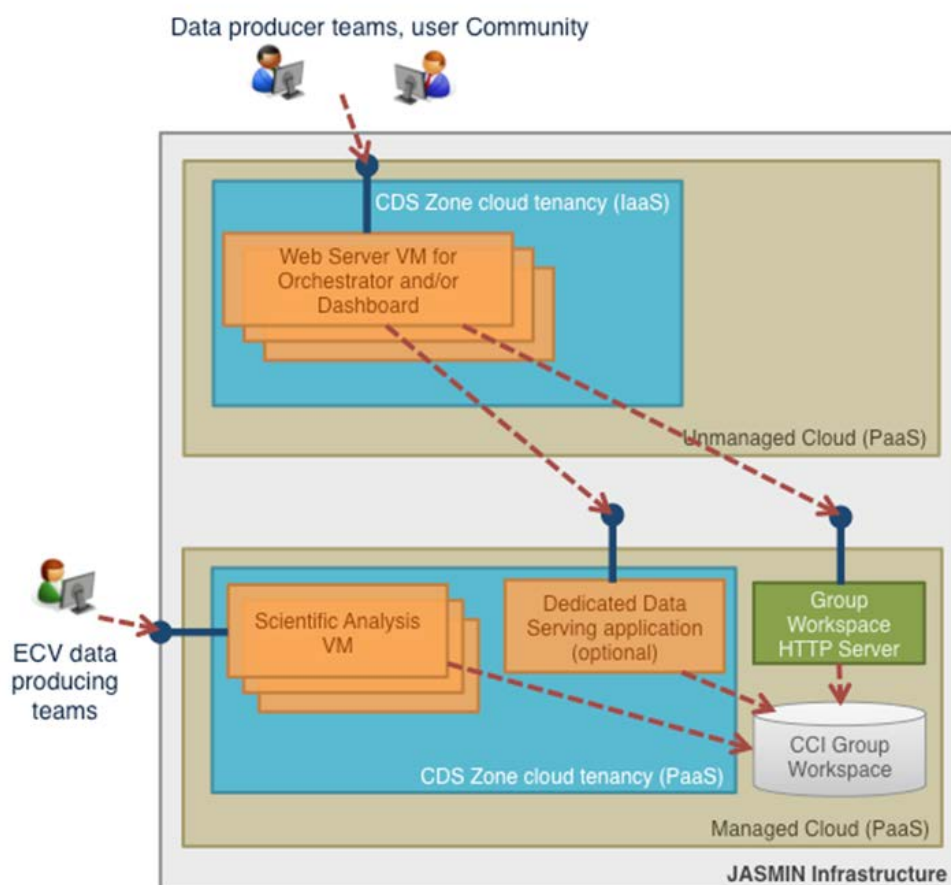
Initially, this software is intended to support the CDS-zone, and the specific data providers within the first phase. Currently these are:

- Ozone (RAL)
- Aerosol (RAL)
- Greenhouse gases (Leicester)
- Sea Surface Temperature (Reading)

This software development will run in parallel with an operationalisation of currently existing data production systems from each data provider.

The successful tenderer is required to discuss specific requirements for the tools with each data producer at the beginning of the project. In particular, requirements for the dashboard may require several consultative iterations with the data producing teams.

Availability and access:



The diagram above shows the proposed layout for the CDS zone hosted on JASMIN:

- access to data: ECV data and intermediate products will be stored on a dedicated group workspace in the JASMIN managed cloud (Platform-as-a-Service). These data can be made available to the outside world, and the UK-CDS zone unmanaged cloud tenancy via the standard http service provided for Group Workspace Access (in this case data producers control who can access the data). Alternatively, the data could be served via a dedicated server (e.g. TDS) between the JASMIN managed and unmanaged cloud tenancies in order to provide additional functionality over and above the standard Group Workspace HTTP service. In this case, the successful tenderer needs to set up and run the data server in the managed cloud tenancy, and configure access control accordingly.

- access to the unmanaged cloud: dashboard and viewer applications should be hosted in the UK-CDS unmanaged cloud tenancy. This tenancy shall be administered by the successful tenderer in accordance with IaaS interface provided and the terms of use for the JASMIN cloud. The successful tenderer has responsibility for the deployment of virtual machines, firewall configuration, operating system administration including regular patching, security and access control as required.

Assumptions and constraints:

- ECV data producing teams will develop and operate their own processing chains on the JASMIN infrastructure.
- Output data will be produced in a common format (CF compliant netCDF) with common metadata
- The output data and intermediate products to be used / accessed in any of the tools will be organised on the file system according to agreed and common standards, based on ESA CCI Data Standards requirements:
http://cci.esa.int/sites/default/files/CCI_Data_Requirements_Iss1.2_Mar2015.pdf (Note that this is likely to need extension as the current CCI data standards cater for published outputs whereas the new system may need to cater for intermediary steps in the production of data. This standardisation is critical in order to be able to develop the dashboard and viewer applications.)

Outstanding issues and exclusions:

Additional data streams: It is anticipated that additional data producers may be included in the CDS-zone in due course. While additional software for these data producers is out of scope of the current work, the system design should incorporate the ability to include additional data streams should the work be extended in future.

6 Requirement

0 General system requirements

0.1 The CDS tools will run in a dedicated tenancy in the JASMIN unmanaged (IaaS) cloud. Access to the ECV products will be via protocols such as FTP and OPeNDAP. If required, the successful tenderer will work with CEDA to setup and deploy a data server (TDS) in the managed (PaaS) cloud in order to access the required ECV datasets and intermediate products, depending on the proposed solution.

0.2 Successful tenderers will be expected to engage with the ECV teams and the JASMIN team regarding interfaces, set-up etc

0.3 The software will be open source and available to the community

0.4 Output (e.g. graphical representations of data) from the software must be distributable without restriction, except those pre-existing as part of the input data licence.

0.5 Successful tenderers will work with CEDA and the ECV data producers to ensure that data to be included, scanned, analysed or processed by the viewing tools and dashboard systems conform to agreed standards and conventions, and are arranged in a common directory structure (based on existing CCI Data Standards)

0.6 The software developed in this contract shall be operated by the tenderer during the course of the funded project. The software shall be able to be packaged, reinstalled and operated by a third party following the end of the contract, with appropriate instructions for the (tbd) new operator.

1 Viewer

1.1 The viewer will connect to ECV datasets produced in the UK-CDS zone and allow interactive visualisation where possible. See e.g. <https://jasmin.eofrom.space/>

1.2 The viewer may be stand alone or form a part of the dashboard as indicated by the user consultation exercise

2 Dashboard

The purpose is to see, at a glance, the status of the retrieval and, to allow quick look investigation of any issues.

2.1 The successful tenderer will be expected to engage with the ECV data producers to agree interfaces and priorities.

2.2 The following list gives some possible information that might be displayed on the dashboard. It is not, at this stage, intended to be a comprehensive list, and should be updated by the tenderer in consultation with the initial user group (initial user group are ECV data producers using UK CDS Zone).

2.2.1 Latest product map, for each output variable

2.2.2 Data quality flag indicator – either map or a reporting index

2.2.3 Breakdown of success/failure by task (eg was all input data ingested correctly)

2.2.4 % successful processing summary over e.g. last 24 hours

2.3 The back-end design must be modular – meaning, that it should be easy to add additional data streams from new data providing groups, who may join the project at a later date (e.g. Ocean colour).

- 2.4 The front-end design must be designed with flexibility of output in mind – meaning that it must be possible for specific ECV data producers to some extent to customise their dashboard with their preferred tools/displays
- 2.5 As far as possible, the design should be future proofed in that it should be possible to add tools that may be developed at a later date (more specific here – e.g. using the same spec document but if additional functionality is required), or to select specific tool
- 2.6 The Dashboard must allow download of displayed output by the users, and, ideally, of the underlying statistics summary data as displayed by the dashboard. (Note that these statistics data will need to be explicitly defined, and will not include the actual ECV data.)
- 2.7 The dashboard should also include a simple summary of the provenance of the output (i.e. details of input data, processing algorithm version, date etc., which should also be downloadable as in point 2.6
- 2.8 The dashboard should be developed with the potential to included a comment collection function in future. It is proposed that this is based on the CHARMe model, allowing users and data producers to comment on data products. Project description: <http://charme.org.uk/>
- 2.9 The software developed in this contract shall be operated by the tenderer during the course of the funded project. The software shall be able to be packaged, reinstalled and operated by a third party following the end of the contract, with appropriate instructions for the new operator.

7 Timetable

The following timetable is proposed, though the schedule will need to take into account application of CCI Data Standards to data in GWSs as the dashboard and data viewer are dependent on standard locations in order to be able to access datasets.

0 User requirements

D0.1

(Month 6) User consultation document, detailing (but not limited to) for each data provider

- Requirements for data to be displayed by dashboard
- Integrated or stand alone viewer
- Provenance information requirements and methods of acquiring the necessary data
- Comment collection implementation plan

The document should include agreements on how the data need to be organised in the GWS in order to be included the dashboard

KO+6

1 Viewer

D1.1

(Month 6) Prototype of new viewer, or demonstration of functionality (informed by D2.1) using an existing viewer

D1.2

(Month 12) Prototype of new viewer, or demonstration of functionality (informed by D2.1, 2.2) using an existing viewer KO+12

D1.3

(Month 18) Prototype of new viewer, or demonstration of functionality (informed by D2.1, - 2.3) using an existing viewer

D1.4

(Month 24) Complete delivery of viewer, either within dashboard context or separate viewer, as requested by users. KO+24

2 Dashboard

D2.1

(Month 4) Prototype / mock up of 'look' KO+12

D2.2

(Month 6) Prototype running version with limited functionality KO+18

D2.3 (Month 12) Presentation and demo of current release

D2.4 (Month 18) Presentation and demo of current release

D2.3 (Month 24) Complete delivery including documentation, comprising a user guide, lessons learned document and guide to including new data streams into the dashboard. KO+24

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 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification

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	50%
Quality	AW6.2	Existing Technology to be built on	7%
Quality	AW6.3	Use of The JASMIN CEMS environment	8%
Quality	AW6.4	ECV Datasets	7%
Quality	AW6.5	Adding ECV processing chains	7%
Quality	AW6.6	Access Control	7%
Quality	AW6.7	Integrate with or complement existing activities	7%
Quality	AW6.8	Project plan	7%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
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.

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the Price criterion Question shall be considered the successful supplier and shall be awarded the opportunity.

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our 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.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)