

Invitation to Quote



Invitation to Quote (ITQ) on behalf of Innovate UK

Subject Qualitative research on Innovate UK Communications

Sourcing reference number BLOJEU - CR17167INN



Shared Business Services

UK Shared Business Services Ltd (UK SBS)

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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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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](#).

Section 2 – About the Contracting Authority

Innovate UK

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. It works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy

Innovate UK is an organisation of around 300 staff, drawn mainly from business. It works across the UK, with a head office in Swindon.

With a strong business focus, Innovate UK drives growth by working with companies to de-risk, enable and support innovation. To do this, they work to:

- Determine which science and technology developments will drive future economic growth
- Meet UK innovators with great ideas in the fields they're focused on
- Fund the strongest opportunities
- Connect innovators with the right partners they need to succeed
- Help its innovators launch, build and grown successful businesses

Since 2007 Innovate UK has committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. They have helped more than 7,600 organisations with projects estimated to add more than £11.5 billion to the UK economy and create 55,000 extra new jobs

Section 3 - Working with Innovate UK.

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	Innovate UK Polaris House, North Star Avenue, Swindon SN2 1FL
3.2	Buyer name	Kerry Hammond
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£60,000.00 excluding VAT 1Year + 1Year Package 1 up to £20,000 excluding VAT Packages 2 & 3 £40, 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	Friday 22 nd December 2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 12 th January 2018 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 15 th January 2018

3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 19 th January 2018 14.00
3.10	Date/time Bidders should be available for interviews.	Wednesday 31 st January 2018
3.11	Anticipated selection and the selections of Bids notification date	Friday 2 nd February 2018
3.12	Anticipated Award date	Friday 2 nd February 2018
3.13	Anticipated Contract Start date	Monday 5 th February 2018
3.14	Anticipated Contract End date	Thursday 31 st January 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Background

The communications mission of Innovate UK is to ensure that it is recognised and respected as the organisation uniquely positioned to accelerate UK economic growth by driving innovation.

This includes ensuring that it explains its role and activities clearly, accessibly and in an engaging and inspiring way.

Our job is to provide funding for exciting innovative ideas to businesses to develop them into ground-breaking products and services. We also support innovative companies by helping to connect them with the help they need to innovate and grow, such as potential partners, investors and state-of-the art facilities.

Innovate UK is seeking a communications agency to provide audience research to inform future campaigns, including proposition development, content strategy and promotion.

Content and its promotion at Innovate UK

Role of content

Strong content has been our primary tool for increasing visibility of Innovate UK amongst its key audiences.

By visibility we mean:

1. Search engine visibility/rankings
2. Channel visibility/rankings
3. Brand awareness (we work with a research agency to measure this)
4. Page views, video views, followers, shares, impressions, users/visits

We now want to address brand value and are seeking audience insight to inform our campaign work in the future. We will be looking to test some value propositions with our target audiences and refine these as a result so that we have a confirmed set of propositions that can be employed in our campaigns.

Content

Content creation and promotion is defined by our communications campaigns and their objectives – see our OASIS model for more information.

We create a package of content for each campaign that may include:

- Video
- Website copy
- blogs
- Publication – online/offline

- Infographics
- Graphics and gifs for social media
- Podcast

The content that we produce falls into 5 broad thematic areas:

1. Our funding competitions and how to apply

- Website copy describing the funding that is on offer to businesses.

2. Content intended to engage more generally in innovation – the digital content strategy

- Videos and blogs covering the future and tips for those with an interest in but not necessarily active in innovation.

3. Impact content

- Research and evaluation reports about the work that Innovate UK does and its impact
- Success stories about companies we have supported (copy and video)

4. Specialised content relating to innovation

This covers detailed content about sector and technologies we support and includes:

- Explainers – ISCF videos, What is? So what?
- Commissioned research covering sectors – such as future cities dialogue – report, video, graphics for social media

5. Corporate content

- Formal reports required by government such as Annual report and accounts and Delivery plan, website content about who we are and what we do

Content	Formats	Innovate UK channels	Other channels	Audience (priority order)	Examples
Competitions	Copy, Website news story plus image, Website press release*, guidance website copy, 1 guidance video, newsletter	Gov.uk, Twitter, LinkedIn, email	Media, KTN, Catapult	Operating entrepreneurs, aspiring entrepreneurs influencers	Recent competition Competition news story Apply for funding IFS Apply for funding animation
General innovation interest	Video – Essentials, Predictions,	Youtube, gov.uk blog,	3 rd party blogs	Aspiring entrepreneurs, operating	Essentials animation

(digital content strategy)	Innovate UK blog, 3 rd party blogs	Twitter, email		entrepreneurs, influencers	Predictions animation Innovate UK Blog
Impact	Research and evaluation reports, success stories in video, copy and image, graphics	Gov.uk, youtube, Twitter, email	media	Operating entrepreneurs, influencers, aspiring	Scale up report Demand Logic success story video Demand Logic text success story
Specialist	Reports, video, graphics, web copy, blog	Gov.uk, youtube, Twitter, LinkedIn, email	Specialist media KTN Catapult		Gov news story 10 Year Video
Corporate	Reports, graphics, web copy, blog, video	Gov.uk, Twitter, email, youtube	Media		Twitter feed Report and accounts Collection What is AI?

* not as standard

Our audiences

As part of our digital content strategy work we have identified 3 personas:

1. Primary - operating entrepreneur
2. Secondary - aspiring entrepreneur
3. Secondary – influencer

The persona profiles are included in the Appendix.

Innovate UK channels

GOV.UK

[Our lead website.](#)

Monthly stats:

- 72k unique visitors

- 203k page views
- 76% returning/24% new

Blog

[Our blog](#)

Monthly stats:

- 8k users
- 15k page views

Email

We have a significant customer database we use to promote competitions and events.

YouTube

[Our YouTube channel](#)

Total stats:

- 590k views
- 971,000 minutes

Twitter

Our [Twitter channel](#) is our most important social channel and our audience has doubled in the last 12 months to 95k followers.

We also use LinkedIn and Facebook to a lesser extent.

In addition we frequently use active promotion tactics through a specialist agency, including creating links to, or placements of, our material with other online partners.

Aims and Objectives of the Project

The primary work package in this tender covers the scope below. There is capacity in the contract for additional work packages to enable us to test specific campaign propositions with our audiences.

In this contract we are looking for a supplier that can:

- help us to define the scope, objectives and methodology to gain the audience insight
- recruit participants in the research and run it
- analyse the results and report on them
- make recommendations for our communications strategy, propositions, content and promotion based on the results.

Draft scope

In this tender we want to better understand our operating entrepreneur audience (see persona in appendix A). By operating entrepreneur we mean an individual who is actively involved in innovation activity and aiming to develop a new product or service to launch in the marketplace.

This individual might be working as a sole trader, within a small or medium-sized business (2-250 staff) or a large multinational.

We want to gain insight from individuals across this spectrum by business type and want to be able to analyse at various awareness levels. These are:

- They have no awareness of Innovate UK
- They have knowledge of Innovate UK but have not applied for funding
- They have applied for funding but have not been successful
- They have applied for funding and have been successful at least once

We expect the winning bidder to help recruit participants for the research. We will be able to provide access to this audience through our email marketing database of @ 80,000 records. Our Knowledge Transfer Network will also be able to provide some support for this process.

What do we want to know?

1. We want to understand what type of communication and specifically content is most effective at engaging and influencing this audience
2. We want to test a broad selection of current Innovate UK content to see how effective it is in delivering against our communications objectives for this audience
3. We want to test a set of issues with this audience to determine level of interest and appetite for content around each issue
4. We then want to use this feedback to redevelop and refine our range of concepts/propositions and test them with this audience to assess the potential impact

We expect to run the research in 2 stages

Stage 1 - covers the first three objectives

Stage 2 – covers the fourth objective, having adapted to the results of stage

Suggested Methodology

We want to see qualitative data as evidence.

Interviewees will be innovative, ambitious businesses of differing sizes and differing levels of awareness of Innovate UK.

We have a data set of willing participants who have contributed to other communications research in the past (for a different programme). We will also be able to access data from our customer database and get help from our Knowledge Transfer Network.

The above sets will have differing levels of awareness. We will need the agency's support in recruiting unaware participants.

We would like the agency to advise the most effective methodology given our budget. We expect this to at least include 2 focus groups if possible.

Deliverables

1. Scope and carry out focus groups for stage 1
2. Provide short report from stage 1 with recommendations for stage 2
3. Presentation of stage 1 results to Innovate UK
4. Carry out stage 2 and report on stage 2 results with any remaining recommendations

Subsequent work packages

Once the focus groups are recruited we would like to be able to test further campaign propositions with them as we develop them over the coming year. We would need the agency to ensure that the focus group participants are willing and able and are reimbursed for their time and expenses (such as travel and providing an Amazon voucher for example).

The potential value of these 2 additional work packages is £40,000 excluding VAT. The packages will be scoped in the same staged process as the first package to suit the specifics required by the individual campaign objectives.

Working approach

We expect the winning bidder to work collaboratively with the in-house Innovate UK content and digital teams. Our Knowledge Transfer Network will also be involved in this work. There may be collaborative work with our content/digital suppliers after stage 1 to implement the changes needed for the stage 2 group testing.

We expect to have a planning meeting before each stage to agree approach. There will be ongoing liaison with our brand and content coordinator.

We expect there to be a time lag between stage 1 and 2 to allow for the preparation of new content.

Supporting administration

The project will be managed using our project management system – Flowzone. This will involve uploading:

- quotes
- drafts
- updating the job with work in progress and status updates
- managing schedule updates
- uploading correctly named final assets for publishing to our asset library
- uploading final costs for approval before invoice
- submitting final invoices for approval

- using our naming conventions and version control system

We anticipate an average of 2.5 hours of Flowzone work per stage. This should be included in your pricing. Any meetings should be included in your general admin overhead within the project budget.

Service levels and KPIs

Innovate UK has standard processes for project management and workflow and the winning bidder will need to work to these. On appointment you should plan to attend an 'on boarding session' where the production team and Innovate UK content team discuss these processes.

Budgets

The budget for the first work package within this contract is up to £20,000 excluding VAT. The total contract value (including the additional 2 work packages) is £60,000 excluding VAT.

The budget is indicative and not a commitment to spend. As a public sector body we welcome any proposals to get better value for money without compromising on quality and timeframes.

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	AW4.1	Contract Terms – Part 1
Commercial	AW4.2	Contract Terms – Part 2
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	25%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Understanding the Environment	20%
Quality	PROJ1.5	Risk Management	5%
Interview	PROJ1.6	Interview	10%

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

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 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.
- 7.35 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 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.

- 7.39 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, 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.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC . The link below to the Gov.uk website provides information on the new GSC:

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)