Invitation to Quote

Invitation to Quote (ITQ) on behalf of Economic and Social Research Council (ESRC)

Subject UK SBS ADRN Mid-term Review

Sourcing reference number BLOJEU-CR16037

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

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 Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above "best in class" in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function's ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to "lead the charge" in the government's initiative to reform procurement in the public sector.

UK SBS Procurement's unique selling points are:

- Focus on the full procurement cycle

- Leaders in category management in common and specialised areas

- Expertise in the delivery of major commercial projects

- That we are leaders in procurement to support research

- Use of cutting edge technologies which are superior to those used generally used across the public sector.

- Use of market leading analytical tools to provide comprehensive Business Intelligence

- Active customer and supplier management

'UK SBS' contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.'

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

Economic and Social Research Council

The UK's largest organisation for funding research on economic and social issues. ESRC support independent, high quality research which has an impact on business, the public sector and the third sector. At any one time we support over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.

Its role is to:

- promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the social sciences

- advance knowledge and provide trained social scientists who meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the UK, the effectiveness of public services and policy, and the quality of life

- provide advice on, disseminate knowledge of and promote public understanding of, the social sciences.

Examples of funded research

Dr Emla Fitzsimons and team, Institute for Fiscal Studies, designed a programme to improve development in early childhood in Colombia. As a result of this research the findings have transformed the Early Childhood Development policy of the Peruvian Government, set to reach 135,000 children across the poorest districts of Peru by 2016.

Professor Paula Jarzabkowski, City University; identified a potential systemic risk, arising from an industry trend for increased complexity and global connectivity in re-insurance products. This research has had a global impact on the re-insurance industry.

www.esrc.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	Economic and Social Research Council Research Councils UK Polaris House North Star Avenue Swindon Wiltshire SN2 1UJ
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£20,000
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	05/04/2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	13/04/2016 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	19/04/2016 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	26/04/2016 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	Week commencing : 09/05/2016
3.11	Anticipated rejection of	16/05/2016

	unsuccessful Bids date	
3.12	Anticipated Award date	16/05/2016
3.13	Anticipated Contract Start date	31/05/2016
3.14	Anticipated Contract End date	30/11/2016
3.15	Bid Validity Period	60 Days

Section 4 – Specification

ASSESSOR FOR THE ADMINISTRATIVE DATA RESEARCH NETWORK (ADRN) MID TERM REVIEW

Introduction

The UK Statistics Authority and the Economic and Social Research Council (ESRC) are seeking reviewers to conduct an independent mid-term review of the Administrative Data Research Network.

Purpose of the Review

The review will report to the ADRN Board and the ESRC Council. The ADRN Board will use the review to seek assurance for the robust performance and governance of the Network. This will help the UK Statistics Authority to fulfil its role as the reporting body to the UK Parliament for the ADRN.

The review will also inform the ESRC Council's decision, in February 2017, of whether and how the ESRC will seek to re-commission the ADRN beyond September 2018. To support this decision the review will evaluate the quality and impact of the ADRN over the first two and a half years, and consider its plans and priorities for the future.

The main aims of the review are to consider:

I. the current contribution of the ADRN in facilitating and safeguarding the linkage of administrative data for research purposes in the UK that serve the public good (e.g. the role of the ADRN in the wider data sharing landscape);
II. the current wider contribution of the ADRN beyond the accessing of data, such as developing capability, methodology and public engagement;
III. whether the ADRN is being developed, managed and maintained in a way that maximises its benefit to researchers, and policy makers, and provides value for money, taking account of the project scope and resources;
IV. how the ADRN should prioritise, organise and manage its future work to ensure that ADRN research is having maximum public or policy benefit;
V. the opportunities for sustainability and future development of the Network, including extensions to scope and resources within and beyond current funding commitments;
VI. how the governance arrangements can support the strategic aims of the Network;
VII. the progress of the Network against the original stated objectives of the Network and the critical success factors that have previously been agreed with the Board;
VIII. the wider contextual factors that have influenced the ADRN's progress, such as the legislative environment in which the ADRN is operating;
IX. the wider contribution of the ADRN to the international research community; and
X. the impacts of emerging issues on the ADRN.

Background to the ADRN

In December 2012, in his Autumn Statement the Chancellor announced £186 million to support the developments in "Big Data" as part of one of the eight areas identified as "great technologies"; £64 million of these funds was earmarked for the ESRC. At the same time, the ESRC published the [Administrative Data Taskforce (ADT) Report](#) which published the outcomes of the Administrative Data Taskforce's work. The Taskforce consisted of a group

of independent experts in academia, government and industry, who identified the opportunities and challenges around the use of administrative data for research purposes in the UK and made recommendations to Ministers in the Department of Business, Innovation and Skills and the Cabinet Office. The recommendations included:

I.   an Administrative Data Research Centre (ADRC) in each country of the UK,
II.   a independent Governing Board to provide strategic guidance and assurance;
III.   UK wide researcher training and accreditation process
IV.   a strategy for engaging with the public
V.   generic legal gateways to access data; and
VI.   sufficient resources to provide for state-of-the art and safe facilities

Following up on these recommendations the ESRC launched a competitive call and, in October 2013, awarded five grants to set up each of the four ADRCs and the Administrative Data Service. These five-year grants run from October 2013 to September 2018. As per the recommendations of the ADT report, the UK Statistics Authority agreed to be the reporting body to the UK parliament on the ADRN. Subsequently, the Authority established the ADRN Board to provide assurance to both the Authority and the ESRC on the performance of the Network and provide advice on its development.

<u>The Administrative Data Research Network</u>

The Administrative Data Research Network (ADRN) is a UK wide partnership between universities, government departments and agencies, funders and the wider research community. The Network has been established to facilitate accredited researchers in accessing de-identified administrative data for the purposes of social and economic research. The Network consists of the following:

I.   Four ADRCs through which accredited and approved researchers will access de-identified linked administrative data:
- ADRC-England: led by the University of Southampton;
- ADRC-Northern Ireland: led by Queen's University Belfast;
- ADRC-Scotland: led by the University of Edinburgh; and
- ADRC-Wales led by Swansea University;.
II.   An overarching Administrative Data Service (ADS), which coordinates the Network and is the first point of contact for researchers who require access to administrative data. The ADS is led by the University of Essex;
III.   Data custodians (government departments and agencies, and national statistical institutions);
IV.   the Economic and Social Research Council (the funding body); and
V.   the UK Statistics Authority which is responsible for the governance of the Network through the ADRN Board.

More information on the ADRN can be found at www.adrn.ac.uk.

The Network is managed day-to-day by its *Directors Group*, which consists of:
I.   the principal investigators or directors of the four Centres;
II.   the director of the Administrative Data Service;
III.   the chair of the operations group;
IV.   the ADRN lead at the ESRC; and
V.   the ADRN Board secretariat from the UK Statistics Authority.

The Network's *Operations Group* is responsible for collective decision-making on how to implement the strategic direction decided by the directors group. The operations group consists of two representatives from each Centre and two from the Administrative Data

Service. The representatives are appointed by each unit's director, and one of them must be that unit's project manager. The ESRC is also represented in this group.

The operations group aims to:
  I.   develop the Network's annual operations plan;
  II.   recommend targets and measure progress;
  III.   collate and report performance measures to the directors group;
  IV.   implement new developments, innovations and policies initiated by the Directors Group; and
  V.   improve how evidence of the Network's impact is collected.

Economic and Social Research Council

The ADRN is funded by the Economic and Social Research Council (ESRC). The ESRC is an independent non-departmental public body established by Royal Charter in 1965. The Council is funded primarily through grant-in-aid from the Department of Business, Innovation and Skills with a mission to:

  I.   promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training in the social sciences;
  II.   advance knowledge and provide trained social scientists who meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life; and
  III.   to provide advice on, and disseminate knowledge and promote public understanding of, the social sciences.

Further information about the Council can be found at: www.esrc.ac.uk.

UK Statistics Authority and Governance of the ADRN

The UK Statistics Authority is the reporting body to UK Parliament on the ADRN. The UK Statistics Authority is an independent body operating at arm's length from government as a non-ministerial department, directly accountable to Parliament. It was established on 1 April 2008 by the Statistics and Registration Service Act 2007. The Authority's statutory objective is to promote and safeguard the production and publication of official statistics that serve the public good. It is also required to promote and safeguard the quality and comprehensiveness of official statistics, and ensure good practice in relation to official statistics. Further information on the UK Statistics Authority can be found at:
https://www.statisticsauthority.gov.uk/about-the-authority/

The UK Statistics Authority has established the ADRN Board to provide the governance of the ADRN. The primary functions of the Board are:

  • to provide assurance to the UK Statistics Authority Board about the progress of the Network; and
  • to provide strategic guidance to the ADRN.

The Board is chaired by Professor David Hand, OBE, a non-executive member of the UK Statistics Authority Board. The Deputy Chair is Ms Sharon Witherspoon MBE. In addition to the Chair and Deputy Chair, the Governing Board also includes four other non-executive members. The Board also consists of nine executive members from data custodians and the Devolved Administrations. Further information on the ADRN Board can be found at:
https://www.statisticsauthority.gov.uk/national-statistician/administrative-data-research-

Review Approach

The main of this mid-term review is two-fold: to feed into the ESRC's decision for funding the ADRN beyond this initial five-year grant period and to enable the UK Statistics Authority Board to provide assurances to Parliament about its progress.

It is intended as a strategic review of the ADRN that meets the 10 core aims outlined above and will lead to the production of a final report to inform the UK Statistics Authority and the ESRC. Whilst reviewers are asked to propose a methodology that will best suit the purpose of the review, it is expected that this will take into account the following:

I.   desktop analysis of key ADRN documentation such as the Gateway Review of the ADRN, ADRN annual reports and Governing Board papers (provided by the ESRC and UKSA);
II. The ADRN submission to the review team;
III. Interviews with the following key stakeholders:
   o the four Administrative Data Research Centres;
   o the Administrative Data Service;
   o data custodians and other external stakeholders (government departments and agencies, and national statistical authorities);
   o ADRN users;
   o the ADRN Board;
   o the ESRC; and
   o the UK Statistics Authority.

If deemed appropriate, reviewers could also draw on other external reports and information gathered from experts in administrative data, data linkage and data services.

During the course of the review it is expected that the reviewer(s) will liaise with UK Statistics Authority and ESRC to facilitate engagement with key stakeholders, access to documentation and to provide updates on the progress with the review.

Timetable

Action	Date
Independent reviewer appointed	May 2016
Collection of evidence of performance	June and July 2016
Draft report to the ADRN Board and ESRC	September 2016
Reviewer delivers final report for publication with recommendations	November 2016
ESRC Council decision on whether and how to re-commission the ADRN	February 2017

Review Report
The reviewers will provide a draft report by the end of September 2016. A final report will be due at the end of November 2016. The report should be presented in the following format:

• Executive Summary (maximum 2 pages); and
• Main Report to include:
   o introduction;
   o methodology;
   o analysis and discussion of findings;
   o conclusions; and

- recommendations.

Whilst the precise methodology and content of the final report is open for the reviewers to decide, it should include a clear options analysis of whether and how investment in the ADRN should continue.

It is expected that the final report will be shared with key stakeholders and will be published once the UK Statistics Authority Board and ESRC Council have had a chance to consider it. The reviewers may consider it appropriate to include an additional annex to their report that will remain confidential to the UK Statistics Authority and the ESRC.

Fee
The ESRC is able to offer £15,000 to £20,000 for the assessment. This sum is exclusive of VAT and is payable upon acceptance of the Assessor's final report. Applicants should include any appropriate costs for administrative support in their tender bid.

Tender Format
Tenders should be between 4 and 6 sides of A4. Tenders should be presented under the following headings:

I. Overview: an overview of the bid and how you will meet the project objectives.
II. Expertise: highlighting your relevant experience and expertise.
III. Methods and evidence: A clear description of the following must be included:
- the approach you will take;
- the evidence you will use;
- the questions you will ask;
- the research methodologies you will use;
- the data that this will generate; and
- how the data will be analysed.
IV. Project Management: describing how the work will be managed, including quality assurance procedures and delivery against the project timetable.
V. Risk Assessment: identifying key risks to the project and how they will be managed.
VI. Costs: the ESRC is able to offer a fee of £15,000 to £20,000 inclusive of VAT. All costs should be detailed and justified, including consultancy fee, daily rates for all staff, all office/administrative costs (if any), and travel etc. A complete breakdown under every heading should be provided. Subject to the agreed cash limit, virement between all cost headings will be acceptable during the course of the work.

Tenders will be evaluated against the following criteria:

I. understanding of the project objectives;
II. relevant expertise and experience;
III. quality of the proposed project plan and evidence of ability to deliver outputs to the required timetable; and
IV. value for money.

A Panel comprised of representatives from the ESRC and UK Statistics Authority will assess applications against these criteria.

Eligibility
Reviewers should not be affiliated or involved with any of the parties involved in the ADRN and should have:

- experience of accessing and using administrative data for research and statistical purposes; and

- knowledge of the UK data sharing landscape.

Tender Submission
The bid should be submitted via Emptoris sourcing portal.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	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
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	40%
Quality	PROJ1.1	Understanding the Requirement	30%
Quality	PROJ1.2	Project Plan & Risk Management	10%
Quality	PROJ1.3	Methodology	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: Score/Total Points available multiplied by 20 (60/100 x 20 = 12)

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.

40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will (60+60+40+40) ÷ 4 = 50

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.
All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

DO:

7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.

7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.

7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

7.12   Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.13   Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.14   Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.15   Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.

7.16   Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.

7.17   Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.18   Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.

7.19   Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.20   Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.21   Do not exceed word counts, the additional words will not be considered.

7.22   Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

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](#)