



Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of Department for Business,
Energy & Industrial Strategy (BEIS)**

**Subject UK SBS PS16286 UKRI Exec Search for NEDs, CFO &
Executive Chair**

Sourcing reference number PS16286

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

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UKSBS

Shared Business Services

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

COMMERCIAL QUESTIONNAIRE

| SEL1.1 | Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted). | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|--|-------|--|-------------------------|--|----------------|--|----------------|--|----------------|--|----------------|--|-------------|--|---------|--|---------------------------|--|----------------|--|---------------|--|-------|--|
| Bidder guidance | The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scoring criteria | For information only | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidder response | <table border="1" style="width: 100%; background-color: yellow;"> <thead> <tr> <th colspan="2" data-bbox="408 676 1404 712">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="408 721 906 775">Bidders full legal name</td> <td data-bbox="912 721 1404 775"></td> </tr> <tr> <td data-bbox="408 779 906 833">Address line 1</td> <td data-bbox="912 779 1404 833"></td> </tr> <tr> <td data-bbox="408 837 906 891">Address line 2</td> <td data-bbox="912 837 1404 891"></td> </tr> <tr> <td data-bbox="408 896 906 949">Address line 3</td> <td data-bbox="912 896 1404 949"></td> </tr> <tr> <td data-bbox="408 954 906 1008">Address line 4</td> <td data-bbox="912 954 1404 1008"></td> </tr> <tr> <td data-bbox="408 1012 906 1066">Town / City</td> <td data-bbox="912 1012 1404 1066"></td> </tr> <tr> <td data-bbox="408 1070 906 1124">Country</td> <td data-bbox="912 1070 1404 1124"></td> </tr> <tr> <td data-bbox="408 1128 906 1182">Post code (or equivalent)</td> <td data-bbox="912 1128 1404 1182"></td> </tr> <tr> <td data-bbox="408 1187 906 1240">Bidder contact</td> <td data-bbox="912 1187 1404 1240"></td> </tr> <tr> <td data-bbox="408 1245 906 1299">Telephone No.</td> <td data-bbox="912 1245 1404 1299"></td> </tr> <tr> <td data-bbox="408 1303 906 1357">Email</td> <td data-bbox="912 1303 1404 1357"></td> </tr> </tbody> </table> | | Table | | Bidders full legal name | | Address line 1 | | Address line 2 | | Address line 3 | | Address line 4 | | Town / City | | Country | | Post code (or equivalent) | | Bidder contact | | Telephone No. | | Email | |
| Table | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidders full legal name | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 3 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address line 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town / City | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post code (or equivalent) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidder contact | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone No. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>SEL1.2</p> | <p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> |
| <p>Bidder guidance</p> | <p>The Bidder shall answer Yes or No</p> <p>Yes – Fail</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p> |
| <p>Scoring Criteria</p> | <p>Mandatory Pass / Fail</p> |
| <p>Bidder response</p> | <p>Yes / No</p> |

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| FOI1.1 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p> |
| Bidder guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |


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| FOI1.2 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p> | |
| Bidder guidance | <p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p> | |
| Scoring criteria | For information only | |
| Bidder response | Confidential Information | Justification for exemption/exception under FOI Act |
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| Bidder response | Commercially sensitive information | Justification for exemption/exception under FOI Act |
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| AW1.1 | <p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p> |
| Bidder guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> |

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| | No – Fail |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |

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| AW1.3 | <p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p> |
| Bidder guidance | The Bidder shall answer Yes or No Yes – Pass |


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| | No – Fail |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |

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| AW3.1 | <p>In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the attached questions as a validation check prior to the award of any Contract.</p> <p>If the Bidder fails to meet UK SBS’ expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p> <p>The validation check document is located in RFX Attachments and attached to this question.</p> <div style="text-align: center;">  <p>AW3.1 ITQ Validation check.pdf</p> </div> |
| Bidder guidance | <p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>Yes – Pass</p> <p>No – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against a procurement requirement. |

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| AW4.1 | <p>Please confirm your acceptance of the attached Contract Terms.</p>  <p>PS16286-S1-Services purchasing contract.ç</p> |
| Bidder guidance | <p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification –Pass. See question AW4.2 for details of what amounts to a valid justification.</p> <p>No – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Drop down menu - Yes, No with justification, No |

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| AW4.2 | Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause. |
| Bidder guidance | <p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) UK SBS considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for UK SBS and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ it must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail).</p> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p> |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | <p>Drop down menu</p> <p>‘N/A’</p> <p>‘I have answered AW4.1 ‘No with justification’ and attach modifications / requested / justification’.</p> |

PRICE QUESTIONNAIRE

| AW5.2 | <p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>  <p>PS16286 AW5.2 Price Schedule.xlsx</p> | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|-----------|--|-------|----------|---|-----|----------|-----|----|----------|-----|----|----------|-----|----|----------|-----|----|----------|------|---|----------|------|---|
| Bidder guidance | <p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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 ($80/100 \times 50 = 40$)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>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 lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="408 1554 1398 1935"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table> | Bid Price | Differential to the lowest price which meets the mandatory pass criteria | Score | £100,000 | 0 | 100 | £120,000 | 20% | 80 | £140,000 | 40% | 60 | £150,000 | 50% | 50 | £175,000 | 75% | 25 | £200,000 | 100% | 0 | £300,000 | 200% | 0 |
| Bid Price | Differential to the lowest price which meets the mandatory pass criteria | Score | | | | | | | | | | | | | | | | | | | | | | | |
| £100,000 | 0 | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| £120,000 | 20% | 80 | | | | | | | | | | | | | | | | | | | | | | | |
| £140,000 | 40% | 60 | | | | | | | | | | | | | | | | | | | | | | | |
| £150,000 | 50% | 50 | | | | | | | | | | | | | | | | | | | | | | | |
| £175,000 | 75% | 25 | | | | | | | | | | | | | | | | | | | | | | | |
| £200,000 | 100% | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| £300,000 | 200% | 0 | | | | | | | | | | | | | | | | | | | | | | | |

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| Scoring criteria | Maximum Marks 20% |
| Bidder response | Yes |

QUALITY QUESTIONNAIRE

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| AW6.1 | Please confirm your compliance to the requirements of Section 4 Specification |
| Bidder guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring criteria | Mandatory Pass / Fail |
| Bidder response | Yes / No |

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| AW6.2 | Demonstrating expertise and resources to deliver the requirement. Bidders are to detail how they will utilise their available resources and associated expertise including acumen and creativity to achieve the aims and deliverables of the specification. |
| Bidder guidance | Scoring will be based on the 0-100 methodology. Please attach your response as a pdf document |
| Scoring criteria | Maximum Marks 30% |
| Bidder response | Yes I have attached a response to this question |

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| AW6.3 | Methodology and Approach Bidders are to provide a proposed methodology and approach for achieving the aims and deliverables of this contract in accordance with the specification. This must include but is not limited to: <ul style="list-style-type: none"> • Awareness of challenges; • Research of the breadth of markets; • Approach to bring this vacancy to market; • How suitable candidates will be identified; • How this specific role will be approached; • How diverse candidates will be identified. |
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| Bidder guidance | Scoring will be based on the 0-100 methodology. Please attach your response as a pdf document. |
| Scoring criteria | Maximum Marks 50% |
| Bidder response | Yes I have attached a response to this question |