



Invitation to Quote

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

Subject Contracting Authority Open Local Data Tool

Sourcing reference number CR19046

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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 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.

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BEIS) transition their procurement to UK SBS and Crown Commercial Service (CCS) 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.

Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority (CA) Name and address	The Department for Business, Energy and Industrial Strategy (BEIS) 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Karl Oakley
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£50,000.00 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 12 th July 2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Tuesday 23 rd July 2019 11:00 GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday 24 th July 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 29 th July 2019 14:00 GMT
3.10	Date Bidders should be available if clarifications are required	Monday 29 th July 2019
3.11	Anticipated selection and de selection of Bids notification date	Monday 05 th August 2019
3.12	Anticipated Award Date	Wednesday 7 th August 2019
3.13	Anticipated Contract Start Date	Monday 12 th August 2019
3.14	Anticipated Contract End Date	Wednesday 11 th August 2021 with the option to extend until 11 th August 2022
3.15	Bid Validity Period	60 Working Days

• Section 4 – Specification

Background

It is a priority of the Department for Business, Energy and Industrial Strategy (BEIS) to deliver the commitments of the Industrial Strategy White Paper of November 2017. The Industrial Strategy was launched with the objective of improving living standards and deliver economic growth to all parts of the country.

Through the **Industrial Strategy**, the UK aims to boost productivity and earning power across the country by focusing on the 5 foundations of productivity. These 5 foundations support the vision of a transformed economy:

- [Ideas](#): the world's most innovative economy
- [People](#): good jobs and greater earning power for all
- [Infrastructure](#): a major upgrade to the UK's infrastructure
- [Business Environment](#): the best place to start and grow a business
- [Places](#): prosperous communities across the UK.

Local Industrial Strategies are currently being written across England, and are long-term, **based on clear evidence** and aligned to the national Industrial Strategy.

Local Industrial Strategies will set out clearly defined priorities for how cities, towns and rural areas will maximise their contribution to UK productivity, and will allow places to make the most of their distinctive strengths. They will better coordinate economic policy at the local level and ensure greater collaboration across boundaries.

Subject to Local Industrial Strategies being agreed in places by Government, they will help to inform local choices, prioritise local action and, where appropriate, help to inform decisions at the national level. They will also provide strategic overview which will inform Local Enterprise Partnerships' approach to any future local growth funding deployed through them.

To design and evaluate strategies, we need to ensure the best possible data is available, as well as wider evidence. The foundations of productivity depend on a wide range of metrics for each local area and nationally and **this project aims to bring together metrics in a timely and easy way to aid this.**

Although the metrics in scope for this project span all foundation of productivity, it is being commissioned by the Science, Research Innovation directorate of BEIS and so has a specific interest in **Ideas and Place metrics**:

The Industrial Strategy makes clear the importance of Place and Ideas as two of the foundations of UK productivity. Through the Industrial Strategy, Government has committed to **reaching the target of 2.4% of GDP investment in R&D by 2027, and this will mean boosting R&D in every UK region.**

The 2014 Science and Innovation Strategy, published jointly by BEIS and HM Treasury, also highlighted the importance of places where people and organisations benefit from mutual proximity. **Exploiting this concentration of skills, knowledge and market** is important for directing Government investment, and is important for local areas to ensure their competitiveness and future growth.

These BEIS commitments require a concerted effort across Government and its partners to engage with local economic areas to relate the national targets to their regional activities and contribute towards their plans for increased productivity and economic growth.

In deciding where best to make investments in science, research and the wider innovation activity that brings economic growth, national and local decision makers need to draw on a robust evidence base, to ensure it identifies and funds the best opportunities - building capacity and capability where needed.

Aims and Objectives of the Project

Aims of the project:

1. To provide accessible data / metrics, which are easy to analyse and visualise at various geographies, to devise strategies for Science, Research and Innovation and Local Industrial Strategies (this will aid progress towards several vital BEIS policy areas, especially the national target of R&D intensity reaching 2.4% of GDP by 2027).
2. The project will bring data together in one place and include visual maps which will be easily produced by non-technical self-serve users, using at least two functional UK geographies: 1) Local Enterprise Partnership and 2) a regional geography that includes all of the UK such as NUTS1 (or a lower UK geography which can be aggregated up to various geographies (e.g. NUTS2).
3. These data and data visualisations at various functional geographies will be openly available and primarily aimed at local industrial strategy decision makers, as well as HMT analysts and policy makers. We would like the database and dashboards ready for use by some time in **October 2019** or sooner if possible.

This new data tool contract will initially run for a period of 2 years, at which point it would be reviewed.

What current problems will the tool address?

This open database and visual dashboards are needed because:

1. Stakeholders report that the current data landscape is fragmented and is inefficient for informing effective strategies, due to many different sources which are hard to find and access.
2. Most Local Enterprise Partnerships do not have sufficient analytical capability in house to devise, analyse and evaluate evidence-based strategies – therefore most are reliant on commissioning external contractors, even if just to provide the descriptive economic statistics at the LEP geography.
3. The tool proposed will be easy to use for analysts and non-analysts, and will mean that external contractors or in house analysts can get the essential statistics on

LEPs faster and easier, freeing up time and money for more tailored, in depth or specific analysis.

4. Consistency of metrics across the UK. BEIS is currently undertaking a project to identify and publish one agreed set of measures for designing and evaluating Local Industrial Strategies, mapping against each of the 5 foundations of productivity (called the LEP outlook which is due to be published in July 2019). This dynamic and open tool will use the agreed measures from the LEP outlook that are openly available, which will mean that all parts of the country and national decision makers such as BEIS can use the same metrics for analysis.
5. This proposed database and dashboard builds and expands the first iteration which was created as part of the Science and Innovation Audits (SIAs, which helped identify substantial strengths and areas where the potential for future R&D excellence exists). SIAs played an important role as part of open and transparent processes supporting investment decisions. The audits are being used to support evidence-based decisions on investment in science and innovation that will increase productivity and growth. However, some of the local partners providing evidence for SIAs generally found it hard to access and interpret the data and this new database will be designed to improve both the coverage and usage of data. This is especially the case amongst local partners such as LEPs as this will be the first comprehensive tool for 'Ideas' data at LEP level.

Suggested Methodology

Project requirements:

The methodology would look to build on similar local data tools/databases, but will require:

- a) advising on the openly available metrics to include in this new product;
- b) writing new queries (based on the steering group's knowledge of user needs);
- c) building a new database, bringing in up to date data from various sources;
- d) designing visual dashboards with various levels of functional geography; and
- e) updating data at least annually (ie once in this contract) making use of APIs wherever possible to allow automatic updating whenever new data is published. The database will also need to be hosted on a cloud platform
- f) The dashboard outputs must follow best practice for data visualisation, and must show both a) several metrics at one time for 1 geography (e.g. LEP area) plus b) a map or chart of the whole country/UK broken down by each geography (i.e. a map of England showing all LEPs against each other) on one or more metrics
- g) The visualisations included in this product/tool should be easy to take outside of the tool, for example it would be helpful if dynamic maps can be easily made static to copy and paste into slide decks, with colour schemes that will work across software packages and print well. Software which easily integrates with Microsoft Office would also be desirable – for example (but not restricted to) Microsoft Power BI.

Options to be costed:

The maximum budget available for this work is £50,000 across the 2 years. In your proposal, please discuss and cost the options below, and state your proposed solutions for the given budget – including an initial assessment of which metrics (against each foundation of productivity) would be only produced for a subset of the geographic breakdowns (either due to lack of availability or lack of priority at the given geography). (The project steering group will discuss further and decide this, but for the purposes of costing this work please state your current assumptions),

Please suggest the number of metrics to include and specify as much as possible your initial assessment of possible metrics. We would like costings for 50, 75 and 100 metrics but we will score the costs for 100 metrics as this seems more likely.

BEIS will share relevant work on local metrics, such as data sources and our preferred ways to measure key local indicators for research, innovation and the foundations of productivity. A summary of suggested metrics from previous BEIS work (especially the LEP outlook) are below:

- **Ideas:** R&D Expenditure; R&D tax credit; Intellectual Property protection (e.g. patents by patentee); Knowledge exchange/ collaboration (e.g. consultancy income)
- **People:** Participation in Higher Education (e.g. undergraduate qualifiers in STEM and non-STEM); Migration patterns (e.g. % of working age population)
- **Infrastructure:** Broadband infrastructure (e.g. average download speeds); transport connectivity links (e.g. journey time between key hubs- within and outside LEP area); housing affordability (supply and value)
- **Business Environment:** rate of start-ups and start-up survival rates; enterprise per 1,000 residents; Industrial structure & cluster development; Uptake of business finance; Management practices; % of exporting businesses

Please cost for at least two geographies, and propose a suggested balance of number of metrics and number of geographies (for example the below, in order of usefulness to the policy aims described in this brief):

1. Local Enterprise Partnership (not optional for this project, but also not sufficient, especially as these are England only).
2. A UK wide geography no larger than NUTS1 and ideally a more local level than NUTS1 (such as NUTS2 or NUTS3 level) which would enable aggregation to NUTS1 as well as bespoke geographies to be created.

We would welcome proposals on the possibility further bespoke geographies being possible

There are no current plans for BEIS or UKRI to run further Science and Innovation Audits. This means it is not essential to be able to use this tool to create bespoke sub national geographies, but this would still be desirable if possible as it would enable local providers to access data/evidence on Science, Research and Innovation outside of LEP boundaries.

Lastly, we require cost breakdowns for number of staff days on the project at each staff level in the attached Excel template.

Deliverables

1. An interim note of available metrics, and their suitability to add to the tool (BEIS will provide further briefing on previous BEIS work in this area, such as SIA audits and the LEP Outlook, at the set up meeting).
2. A database and visual dashboards of 100 metrics, at between 2 or more geographies.
3. Queries which join up these metrics and geographies, where possible creating automatic links with open data sources.
4. Hosting and open access to all the above, and at least an annual update of all data unless it is available less frequently.
5. The final code used for the project should also be sent to BEIS (in case BEIS need to use this code in the future).

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 of Bids

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

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

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation 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	SEL3.11	Modern Slavery
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
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable bids
-	-	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 Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach / Methodology	40%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Project Plan & Timescales	10%
Quality	PROJ1.4	Risk Management	10%

Evaluation of criteria

Non-Price elements

Non-Price (Quality) 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 specific: questions will be marked based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged to determine your final score as follows: :

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will be calculated as follows $(60+40+80+60) \div 4 = 60$

Price elements will be judged on the following criteria.

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 Mini Competition. 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 and concise and ideally generic contact details; telephone numbers, e-mail details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English
- 7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 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 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, unless the Framework explicitly permits this.
- 7.23 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity

Some additional guidance notes

- 7.23 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 (CCS – 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 Mini Competition 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, 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 Call Off 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 Mini Competition 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 Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition 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](#)