

Invitation to Quote

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

Subject CERN Evaluation

Sourcing reference number CR18033



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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

Science and Technology Facilities Council (STFC)

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

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

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

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

Examples of funded research

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

www.stfc.ac.uk

Section 3 - Working with 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 Name and address	Science and Technology Facilities Council Polaris House, North Star Avenue, Swindon SN2 1SZ
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£150K 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	Tuesday 27 th February 2018 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Thursday 8 th March 2018 11.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Monday 12 th March 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 21 st March 2018 11.00
3.10	Interviews	w/c 9 th April 2018
3.10	Anticipated selection and the selections of Bids notification date	Thursday 19 th April 2018
3.11	Anticipated Award date	Friday 20 th April 2018
3.12	Anticipated Contract Start date	Monday 30 th April 2018
3.13	Anticipated Contract End date	Tuesday 30 th April 2019
3.14	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

In 2010, STFC set out a ten-year strategy¹ to maximise the impact of our knowledge, skills, facilities and resources for the benefit of the United Kingdom and its people through the three strategic goals of world-class research, world-class innovation and world-class skills. Capturing and reporting the impact of STFC's work to Government and other key stakeholders is a key part of its remit and charter. As part of this remit, STFC is required by Government to produce evidence of the impact from its investments, projects and facilities, as set out in the BEIS (Business Energy and Industrial Strategy) Evaluation Plan published in January 2016.

The UK is the second highest contributor to CERN, with such a large portion of STFC's budget being utilised by CERN related activities, STFC has been requested by BEIS to commission an evaluation study on the impact of STFC's investment in CERN, and CERN related activities, to the United Kingdom and its people. This evaluation study will allow STFC to demonstrate the UK benefits to key stakeholders including government and UKRI as well as the wider STFC community. The study will also assist in how future UK impacts can be captured especially during the forthcoming upgrade to the Large Hadron Collider and its associated experiments.

CERN is the UK's national laboratory for particle physics, it stands astride the Franco-Swiss border near Geneva. It has over 10,000 users annually from 105 participating countries. Approximately 70% of the world's particle physics community carries out research at CERN², using some of the world's biggest and most complex scientific instruments to study the basic building blocks of matter. CERN is unique in its size and complexity, and in its strong ethos to support collective creativity based on an international collaborative culture and open knowledge sharing. The Convention for the Establishment of CERN³ identifies the purpose of the organisation and how it should operate.

CERN is commonly known as the home to the Large Hadron Collider (LHC) where the Higgs Boson was discovered and where the world wide web was first conceived but there is a lot more to CERN that needs to be presented to STFC's stakeholders. Firstly there is more to CERN than the LHC, the LHC is just the last link in a series of particle accelerators that progressively increase the energy of particle beams. Around 25 experiments and facilities operate at CERN, of these experiments only seven are conducted at the LHC, the remaining experiments take place utilising the Super Proton Synchrotron (SPS), Proton Synchrotron (PS) and other experimental facilities (e.g. ISOLDE, nTOF). The instruments used at CERN are purpose-built particle accelerators and detectors. Accelerators boost beams of particles to high energies before the beams are made to collide with each other or with stationary targets. Detectors observe and

¹ <https://www.stfc.ac.uk/files/corporate-publications/corporate-strategy-2010-20/>

² <https://cds.cern.ch/record/2256277/files/CERN-Brochure-2016-005-Eng.pdf>

³ <https://council.web.cern.ch/en/content/convention-establishment-european-organization-nuclear-research#2>

record the results of these collisions. CERN also offers computing infrastructures to enable exploitation of the experimental programme.

Through its subscription to CERN, the UK not only benefits from supporting UK physicists and engineers by providing them access to world leading experiments and nurturing global collaboration with physicists, CERN also allows member states to bid for industrial contracts at CERN. It spends in the region of £350M annually on procurement. Whilst some of this budget is spent on the development of new technologies and new facilities, CERN's requirements are not all high tech. For example, CERN is a large site with around 14,000 people working there and so it will have civil engineering requirements to maintain and develop infrastructure. CERN has broad requirements ranging from computing equipment to managing vast amounts of data, to cabling, to stationary, to financial and consulting services etc.

CERN has a number of activities to promote knowledge transfer including spin-off companies accessing CERN's IPs and state of the art facilities through STFC-CERN Business Incubation Centre.

Training is an important part of CERN's mission and another aspect of membership is the access that it gives the UK to CERN's wide range of excellent training programmes for technicians to postgraduates and students to teachers. CERN works with UK universities and has an active education programme. UK universities participating in CERN can send students undertaking research to CERN on long term attachments (LTAs) from 120 to 548 days. Students on LTAs at CERN will continue their PhD at CERN whilst receiving training. CERN also provides access for UK schools and teachers to visit.

CERN has around 2,500 staff and 10,500 users, a significant portion of which are leading scientists, engineers and technicians from hundreds of universities and research facilities around the world. There are a number of opportunities at CERN for people from CERN member states, some examples available to UK citizens are CERN apprenticeships, secondments and technical fellow's schemes. There are a number of departments at CERN with specialised interests that offer diverse work opportunities.

CERN is funded primarily through contributions from its Member States and Associate Member States.⁴ There are currently 22 member states, of which the UK is one. In 2017, the UK paid a subscription fee of approximately 169 MCHF to CERN (15.1% of the total contribution from Member States, 1,119.9 MCHF). In addition to the subscription fee, funding from STFC's Core Programme supports the UK's research community's participation in the international experimental programmes hosted by CERN.

The scope of this evaluation study being commissioned is focussed on the benefits to the UK. The collection of quantitative data is mainly focussed on the last 10 years of CERN.

Please see Annex 1 for further information on what CERN does.

2. Aims

The Science and Technology Facilities Council (STFC) wishes to commission an evaluation study on the UK benefits from the last 10 years of CERN, as well as any

⁴ The scale of contributions is calculated on the arithmetic average of Net National Income and average exchange rates over three years

significant scientific achievements beyond this period, and any significant returns from the construction of the Large Hadron Collider (LHC) and its detectors. The aim of the study is two-fold; it should measure and demonstrate the scientific, economic and societal impact from CERN, providing an evidence-based understanding of public investment. Secondly, the project should develop an Evaluation Framework to measure and capture the impact of CERN to the UK in future years.

3. Objectives

The study should;

- Identify, measure and demonstrate the scientific and technological impact that investing in CERN has on the UK research communities over the last 10 years. This should have a primary focus on particle physics but will also consider STFC's scientific community, engineering, the wider UK research community and any global achievements. Any significant scientific achievements beyond this period should also be included.

- Identify, measure and demonstrate the economic and societal impact that investing in CERN has on the UK and its people over the last 10 years. Looking at the economic and societal benefits already realised and those that are highly likely to be realised in the future. This would also include significant industrial benefits realised through the construction of the LHC and its detector experiments.

- Include recommendations as part of a Monitoring and Evaluation plan. This will include establishing a baseline for future monitoring and evaluation of UK outputs, outcomes and impacts, including any upgrades in this plan.

The report will focus on CERN over the last ten years and to consider past and future activities that have had, or will have, UK involvement or that have greatly influenced, or will influence, the UK. Although focus will be given to the last ten years of CERN, significant scientific achievements beyond this time period should be considered as part of the report as well as any significant returns from the construction of the Large Hadron Collider (LHC) and its detectors.

In order for the evaluation to measure and demonstrate the economic, societal and scientific benefits of CERN to the UK, the report should consider these areas:

- Science and Technology Impact
 - Accelerators, detectors and computing
 - Research and development, construction and operation
 - Papers and citations
 - Scientific achievements
 - New scientific methods and techniques developed
 - Scientific collaborations
- Business Improvements
 - Industrial return (contract values, spin-out companies)
 - Fostering collaborations with industry
 - Knowledge transfer (open access)
 - Skills transfer to industry

- Skills and Wider Engagement
 - Structure, committees and evaluations (UK personnel in influential positions)
 - Science as an international diplomat
 - Public and education outreach activities (promoting STEM education)
 - Skills development
 - Visits to CERN
 - Media outlets
 - Demand or supply of public services or policy (i.e. improved cancer detection, weather warnings)

The evaluation report should contain both quantitative and qualitative data, and evidence that will allow STFC to demonstrate the wide range of outputs and impacts that the UK's involvement in CERN has produced, and indications of key impacts that may be expected in the future.

Groups Involved

Many stakeholders are involved in CERN and some or all would need to be involved in the study or need to be considered as a stakeholder group. Some groups are highlighted below:

Particle physics groups in UK universities as well as STFC National laboratories.
 Other science communities involved in CERN e.g. Nuclear Physics
 UK engineering and computing groups
 UK industry involved in CERN, either through collaborations with universities or CERN (e.g. CERN BIC) or through winning contracts at CERN.
 UK nationals with jobs and research positions at CERN
 UK schools and teachers that visit CERN
 CERN has various training opportunities, public engagement activities and outreach activities UK university students

4. Methodology

The use of both quantitative and qualitative data will provide a fuller picture of the outputs and impacts, reinforce the impacts of investing in CERN and help strengthen and guide STFC's science strategy.

Tenders should outline appropriate methodologies for undertaking this study. These methodologies should be credible and externally recognised by BEIS, HM Treasury and other key stakeholders.

The proposed methodology should address the counterfactual case and potential evaluation issues such as time lags, attribution, quantification etc. Where possible, STFC will require any impacts uncovered to be quantified. However, STFC recognises this can be challenging for research projects and would require this to be addressed in any proposal.

Submitted tenders should include a brief discussion of any difficulties likely to be faced in different evaluation methodologies and how these would be addressed. The Successful

bidder should take a flexible approach to the development of methodologies and subsequent evaluation.

We require full access to all methodologies, data and analysis carried out in the project, including access to the data sets and raw interview transcripts that are produced as part of the work.

Stage 1: Scoping and Methodology

The study should focus on the last 10 years of CERN, as well as any significant achievements beyond this period.

STFC has researched and obtained a large volume of public information on the UK's participation with, and investment in, CERN. This information is contained in a sourcing document and dashboard, and will be provided to the successful bidder. A summary of the information gathered by STFC can be found in annex 2; any additional information should be gathered by the bidder.

The successful bidder should review the initial data provided by STFC and develop and produce an Evaluation Framework and logic model which describes the societal, economic and scientific impacts (outputs, outcomes and impacts) arising from the UK's investment in CERN. This work should be used to finalise the exact methodology for the evaluation.

The proposed approach and project management stages and timescales will be presented to the Advisory Board, including any additional data required. Any planned surveys/interviews/questionnaire need to be identified and draft questions specified at this stage. The successful bidder will need to gain the Advisory Board's agreement before commencing to stage 2.

The scope and timescales will be finalised with the successful bidder after stage 1.

Stage 2: Evaluation

A variety of methods and measures will be used to capture the range of benefits, including qualitative and quantitative evidence to measure the outcomes and impacts of the UK's investment in CERN already achieved. Consideration should be given to predict future impacts. It is expected that case studies will be produced as well as quantitative and qualitative data, identifying baselines and monitoring and evaluation.

Economic estimates should be provided wherever possible, going beyond conventional approaches if those methods won't enable objectives to be met.

Below are a few methodological points to be taken into consideration;

- Estimating the value attributable to a facility, experiment or researcher, who played a role in a series of activities/actions over a long time period is very challenging. However, it will be part of this study to attempt to do so in a series of representative examples – teasing out cause and effect, consequences, chains of causality, and areas of impact/benefit.
- There has been wide public engagement activities to engage young people in the UK with particle physics, there has been references to CERN in film, tv shows and national news. Although very challenging, it would be useful to estimate a value on

the reach of CERN and its awareness and influence on the UK public and influence in STEM subject uptake.

- Capturing of CERN technology developments and its influence on society and industry was not been captured in the past and is an area that requires examination. The known developments required for particle physics have found wider applications e.g. World Wide Web, touch screens. Providing an attributable value to this and on the UK economy would be required.
- The work will likely involve a mix of desk research, surveys and direct interviews.
- Some benefits (and costs) are not easily captured or quantifiable but we need to measure as much as possible. The UK Treasury's Green, Magenta and Aqua Books, the highly quantitative government manual on economic appraisal, recommends the inclusion of unquantifiable benefits for which monetary values cannot be established¹.
- Impact timelines may be useful to present how the significant achievements in science and technology through UK involvement at CERN has informed and shaped our world today.

Stage 3: Recommendations as part of a future Monitoring and Evaluation Plan

The study should establish a baseline against which future benefits can be understood and provide a series of recommendations linked to the new BEIS Appraisal and Evaluation framework where necessary. This will include any additional annual or regular data or tracking methods that would be of significant benefit to socio-economic studies in the future. The metrics measured should be matched to each stage of the logic model.

The Monitoring and Evaluation Plan will be linked to the Evaluation Framework produced in stage 1. This will include establishing a baseline against which the future benefits can be understood.

Recommendations should be given on how the plan should be implemented to support and guide the UK's investment in CERN, working towards realising future benefits.

There will be a series of case studies, interviews, surveys, potentially a focus group, the estimated numbers will need to be determined by the consultants.

5. Deliverables

The primary audience for the report will be BEIS, UKRI and STFC. The secondary audience for the report is the relevant research councils and scientific communities.

The main deliverable of the project will be an Impact Evaluation report which includes the areas detailed above. A summary report of a few pages long for a more general audience should also be delivered.

We would also expect a presentation of the reports to be given to key stakeholders.

The key impacts and high level messages from the reports must be upfront and clear. These should be pulled out in the executive summary and summary report of the project.

We expect the study to provide a rich source of information that could be used for PR purposes through case studies and press releases. Furthermore, the Monitoring and Evaluation plan should allow STFC to monitor future outcomes and impacts from our participation and investment in CERN.

Project Deliverables:

- Literature review of previous CERN reviews & CERN related impacts
- Develop Evaluation framework and logic model
- Proposed methodology, project management plan
- Specify questionnaire, interview or survey information
- Regular updates on emerging findings and project progress
- Interim report of findings
- Presentation
- Quality assured final report
- PowerPoint slides summarising the key findings

Tenders should;

- Outline proposed methodologies for undertaking this study, which are credible to BEIS, Cabinet Office and other key stakeholders
- Seek to provide an estimated project plan and cost linked to key deliverables or stages.
- Rough estimation of time or particular resource likely required from STFC staff and contractors.
- Interviews will be conducted as part of this procurement process.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms – Part 1
Commercial	AW4.2	Contract Terms – Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL313	General Data Protection Regulations (GDPR)
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<p>Evaluation Justification Statement In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.</p>			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding the project objectives	20%

Quality	PROJ1.2	Project Plan and Risk Management	15%
Quality	PROJ1.3	Methodology	30%
Interview	PROJ1.4	Interview	15%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

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

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

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

USEFUL INFORMATION LINKS

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

ⁱ HM Treasury, The Green Book: appraisal and evaluation in central government, updated November 2014.

Annex 1

Background

Science and Technology Return

- 1.1. UK particle physicists have been involved in all major experiments, projects and discoveries at CERNⁱ. The most significant of these, due to cost and scientific relevance, include ALICE, ATLAS, CMS, LHCb, ISOLDE and WLCG.
- 1.2. The Large Hadron Collider (LHC) is the world's largest and most powerful particle accelerator built at CERN in 2008. The LHC uses four detectors – ALICE (A Large Ion Collider Experiment), ATLAS (A Toroidal LHC Apparatus), CMS (Compact Muon Solenoid) and LHCb (Large Hadron Collider beauty). ATLAS, CMS, ALICE and LHCb are the four biggest experiments at CERN. The UK has strategically invested in each detector through development, construction, implementation and commissioning of a variety of technologies. Investing in these experiments has allowed the UK to establish leadership in key scientific areas.
- 1.3. ISOLDE (Isotope mass Separator On-Line Device/facility) is one of the experimental infrastructures within the CERN complex of nuclear and particle physics experiments. STFC pays an annual subscription fee to CERN for access to the ISOLDE facility of 60K CHF per year. This allows UK scientists to access the facility and perform world leading experiments. Participation in ISOLDE provides skills training in sensor technology, relevant for applications in security, nuclear non-proliferation, and medical imaging. Furthermore, understanding the building blocks of the universe and the synthesis of nuclei in stellar processes will impact on the public imagination and encourage the public to become involved with science.
- 1.4. The Worldwide LHC Computing Grid (WLCG) is a Global collaboration of more than 170 computing centres in 42 countriesⁱ linking up national and international grid infrastructures set up to store, distribute and analyse the 50pb data produced by the LHC at CERN. The UK contributes its share of the computing resources and infrastructure to the WLCG through Grid for Particle Physics (GridPP). GridPP is an important component of the WLCG but is also embedded into science carried out within the UK, for example GridPP provides resources for non-LHC experiments including T2K, MICE, the ILC and vestigial activity for the Tevatron and Hera experiments.

Business Improvements

- 1.5. CERN directly and indirectly brings about business improvements such as enhanced skills, economic gains and knowledge transfer. Such improvements are brought about through procurement activities, fostering collaborations, studentships and fellowships, and providing knowledge transfer opportunities such as Business Incubation Centres. The economic impact of CERN on UK industry and the UK as a whole should be sought.
- 1.6. Procurement of supplies and services at CERN is achieved in compliance with the principles of transparency and impartiality. To manage procurement activities, CERN has created the Procurement and Industrial Services (PI) group. The mission of the

group is to procure all supplies and services for CERN, meeting the specified and contractual technical, delivery and performance requirements at the lowest possible overall cost, while achieving balanced industrial return for the CERN Member States and respecting the CERN Procurement Rules.

- 1.7. The UK has seen a steady improvement in its industrial return with firms in the UK winning contracts worth more than 140MCHF from CERN in the last 5 years (2012-2016). The range of successful companies is diverse, varying from civil engineering to more specialist contracts. Out of the funds spent by CERN on tender opportunities annually since 2011, UK businesses on average win approximately 6% or 28MCHF.
- 1.8. In order to continually improve as a research organisation, CERN understands that it is vitally important to attract and train the next generation of scientists as well as junior and senior scientists. CERN values its interactions with students and offers a variety of programmes aimed at students of varying levels. UK personnel who are successful in applying for a scheme receive excellent training and thus acquire skills that can then be transferred and used in the UK working environment. In 2015, 39 students from the UK on Long Term Attachmentsⁱ submitted their theses. Following their submissions, 28% (11) of these students went into the private sector within the UK. These sectors include software production, IT services, Banking and Financial Services and Data Analytics. These are sectors that contribute greatly to the UK economy, for example the finance sector alone accounts for nearly 12% GDP and £72bnⁱⁱ to the UK's balance of trade, and big data analytics is expected to contribute an average of £40bn per year to the UK economy from 2015 to 2020.ⁱ

Better Public Services and Policy

- 1.9. Beyond the realms of conducting scientific experiments to gain valuable, boundary pushing, scientific data, CERN endeavours to increase the awareness of and foster support for CERN and its activities. CERN aims to generate public engagement in science, to produce and distribute informal content and to foster community building and to build support for CERN and its mission. In order to achieve these aims, CERN carries out a range of communication activities targeted to key audiences, such as governments, policy-makers, the general public, the scientific community, local communities, teachers and students.
- 1.10. Since 2007, 279 UK personnel have been on VIP visits to CERN which are organised by the Protocol Office at CERN. These include Sajid Javid MP, Boris Johnson MP, Jo Johnson MP and Professor Sir Mark Walport. VIP visits to CERN provide an opportunity for the science community to promote its work and to highlight its importance to personnel with great influencing power. It provides a platform for building collaborations, allow visitors to understand its benefits beyond that of science and how the work conducted at CERN can be used to improve public services and policy.
- 1.11. CERN utilises media outlets to disseminate information via an authoritative source, to gain public interest, to enhance learning and to influence the global scientific agenda. It is important that members of the public understand basic science when making every day personal consumer and health decisions to participating in decisions on socio-scientific topics and appreciating science as a part of human culture. Social media is one tool that CERN utilises to great effect. CERN is active on Twitter, Facebook, YouTube, Instagram and LinkedIn. CERN began using the social media channel Twitter in 2008 and by March 2017 had more than two million followers. In 2013, a study cited CERN as the most effective international organisation on Twitter.ⁱ

A recent research paper identified how CERN's social media activities increased public engagement with particle physics. In particular, awe-inspiring imagery frequently attracts high engagement across all platforms.ⁱ

Annex 2

Summary of Information Held by STFC

Sourcing Document (qualitative and quantitative information)

Contents

Scientific Excellence

- CERN as an organisation
- Scientific Achievements

Science and Technology Return

- Computing, Accelerators and Detectors
- Outputs and Impacts

Business Improvements

- Industrial Return
- Obstacles and Opportunities for UK Companies
- Skills Return
- Knowledge Transfer

Better Public Services and Policy

- Public Engagement and Outreach

Dashboard (quantitative information)

Contents

Staff numbers

Fellows, Students and Summer Students at CERN

CERN Users

Teacher and School visits

Industrial Return for Supply and Service Contracts

Contract values for LHC and other experiments

Member State Contributions to CERN (Subscription Fee)

VIP visits to CERN

First Destination Data of Students on Long Term Attachments