Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research & Innovation

Subject UK SBS CR18149 Review of Equality, diversity and inclusion: challenges and interventions in the UK context

Sourcing reference number CR18149

UKSBS
Shared Business Services

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

Version 3.3

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

It is our vision to become the leading service provider for the Contracting Authorities 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

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

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	UK Research & Innovation, Polaris House, North Star Avenue, Swindon, SN2 1FL
3.2	Buyer name	Karl Oakley
3.3	Buyer contact details	Research@uksbs.co.uk 01793 867005
3.4	**Maximum** value of the Opportunity	£62,500.00 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 will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Tuesday 30th October 2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Wednesday 14th November 2018 14:00 GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Thursday 15th November 2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Monday 19th November 2018 11:00 GMT
3.10	Date/time Bidders should be available for interview if required	Tuesday 4th December 2018
3.11	Anticipated notification date of successful and unsuccessful Bids	Tuesday 11th December 2018
3.12	Anticipated Award date	Wednesday 12th December 2018
3.13	Anticipated Contract Start date	Friday 14th December 2018
3.14	Anticipated Contract End date	Monday 1st April 2019
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Background

***NB**: This research project is one of two related, but separate, projects being launched simultaneously – which explore equality, diversity and inclusion in UK and International contexts. Suppliers are invited to bid for one or both projects:*

- **CR18149:** Review of Equality, diversity and inclusion: challenges and interventions in the UK context ***This document***
- **CR18161:** Review of Equality, diversity and inclusion: challenges and interventions in the International context

UK Research and Innovation has equality, diversity and inclusion (EDI) at the heart of its vision and mission. As part of this commitment, UKRI is building on the work of its constituent parts and the Research Councils recently published their fourth annual update of diversity data.

Sir Mark Walport, Chief Executive of UK Research and Innovation:

"The publication of this data demonstrates differences across the sectors in the different protected characteristics, including age, gender and race. With the creation of UK Research and Innovation there is a real opportunity to build on this data collection, and we commit to include a similar data-set from Innovate UK by Spring 2019. We aspire to drive a culture that provides the best opportunities for individuals and teams of people from all backgrounds to thrive. I am delighted to announce that to lead this important agenda, UK Research and Innovation has appointed Professor Jennifer Rubin, Executive Chair of the Economic and Social Research Council, as the Executive Champion for Equality, Diversity and Inclusion."

Alongside the appointment of Professor Rubin, UK Research and Innovation is taking several steps to improve equality, diversity and inclusion in the research and innovation community. To support us we will draw on a range of expertise and perspectives in a new External Advisory Group. We also aim to draw on research and evidence where it exists, test and evaluate where interventions appear to be needed, and address gaps where they are identified.

We are therefore commissioning two separate, but related, evidence reviews to inform this portfolio of activity, which relate to a UK context and separately, an international context. Suppliers are invited to apply for one or both projects.

Each review project has a budget of £62,500 excluding VAT and the scope and aims are set out below.

We intend to draw conclusions across the two reports. Should different suppliers win each review project, UKRI would expect and help to coordinate early and regular engagement between suppliers, to support complementarity through alignment of methodology, language and presentation where appropriate.

In addition to this, we will also convene a "challenge workshop" with other stakeholders/funders to minimise duplication and/or identify gaps. We would request both suppliers to be in attendance as part of the project.

Aims and Objectives of the Project

This is a mini competition for a research organisation or company to carry out one of two separate, but related, reviews:

1. The EDI situation and interventions in the UK context, and
2. The EDI situation and interventions in the International context

This document is for:

Review of EDI interventions in the UK context

Aims

We are seeking a research organisation or company to carry out a review of current challenges with respect to equality, diversity and inclusion in the research and innovation landscape in the UK, as well as interventions (specific strategies, policies and programmes, for example, and data capture strategies and practices) to promote EDI in research and innovation.

The aims of the review are to establish a current picture of what is known about the key challenges for EDI in the UK research and innovation landscape, and to develop an understanding of what works and what has proven less effective nationally, in order to identify and learn from effective practice. We will share the findings widely with policy makers and other stakeholders.

Objectives

This review will establish:

1. What organisations have conducted reviews of the relative levels of equality, diversity and inclusion in the UK research base, and their findings
2. Who is leading nationally in terms of equality, diversity and inclusion in research and innovation
3. In national organisations comparable in size, composition and/or function to UKRI, which interventions (to boost diversity in terms of age, sex, gender, sexual orientation, race and ethnicity, disability, mental health, neurodiversity, socio-economic background, for example) have been successful and which have not, and to what extent
4. How the efficacy of interventions has been measured
5. What good EDI data capture strategies operate and how organisations can boost disclosure

Scope

This piece of work will provide us with a review of reviews on the relative levels of equality, diversity and inclusion in the UK research and innovation base, and where the challenges are. In addition, the review will tell us what interventions to promote greater equality, diversity and inclusion have been employed by comparable organisations from which we may draw transferable lessons (some interventions will be more context specific than others and some will have been trialled in multiple contexts, for example).

We are interested in interventions which have proven effective and those which have proven less effective, to what extent this is the case, with what level of confidence this is known, and the ways in which their efficacy has been measured. For this part of the work, the review will consult both academic papers and reports and publications of UK organisations and institutions such as (but not limited to) universities, the Wellcome Trust, the Royal Society, and other large research funding organisations, as well as government departments and agencies, civil society or non-governmental organisations, private companies and consultants.

While we are flexible on the sources, we are interested in studies which report robust findings rigorously identified: the review will therefore provide a clear explanation of its methodology for assessing evidence. While discipline or sector specific interventions may be of interest, those which have sought to increase the diversity of the research and innovation base or an area/department/sector as a whole are of particular interest.

This review will also report on good strategic practice nationally among comparable organisations for EDI data capture and on good practice for boosting disclosure.

NB: the winning supplier is expected to have early and frequent engagement with UKRI and the winner of the other related UKRI project ('Review of EDI interventions in the international context') in order to support the complementarity of the reports, through alignment of methodology, language and presentation (etc.), where appropriate.

Deliverables

Requirements

The winning bidder will be expected to fully project manage the review and organise frequent progress meetings with UKRI Strategy and the Executive Champion for EDI. The winning bidder will be responsible for identifying sources and setting out an agreed rigorous methodology within the timescale of the contract.

Key deliverables include:

- Attendance and presentation at a 'challenge workshop' at the early stages of the research project, to gain the feedback from UKRI and external contacts, intended to refine the methodology and approach. Anticipated for **Friday 14 December 2018.**
- A pre-submission presentation and draft/interim report will be due **w/c 4 March 2019**

- A PowerPoint slide deck with infographics, and a final written report with an executive summary will due by **1 April 2019**.

The PowerPoint slide deck with infographics, and final written report with an executive summary will:

- Identify reviews of the relative levels of equality, diversity and inclusion in the UK research base, and their findings
- Highlight the national leaders are in terms of equality, diversity and inclusion in research and innovation
- Establish which interventions (to boost diversity in terms of age, sex, gender, sexual orientation, race and ethnicity, disability, mental health, neurodiversity, socio-economic background, for example) have been successful and which have not in UK organisations comparable in size, composition and/or function to UKRI
- Explain how the efficacy of interventions has been measured
- Identify good EDI data capture strategies and measures to boost disclosure

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÷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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Bid
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.5	Capacity
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	10%
Quality	PROJ1.1	Approach	35%
Quality	PROJ1.2	Staff to Deliver	10%

Quality	PROJ1.3	Understanding the Environment	20%
Quality	PROJ1.4	Project Plan and Timescales	10%
Interview	PROJ1.6	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:
Score = {weighting percentage} x {bidder's score} = 20% x 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) ÷ 4 = 50

Price elements will be judged on the following criteria.

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

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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.

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 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

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

7.14 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.

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

7.16 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.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

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

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

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

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

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

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

7.24 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

7.25 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.

7.26 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.

7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.29 We do not guarantee to award any Contract as a result of this procurement

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.

7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.32 If you are a Consortium you must provide details of the Consortiums structure.

7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.34 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

7.35 Your bid will be valid for 60 days or your Bid will be rejected.

7.36 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.

7.37 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.

7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.40 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.

7.41 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.

7.42 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.

7.43 The Government introduced 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