



Mini Competition

**Mini Competition against an existing Framework Agreement (MC) on behalf of
Department for Business, Energy and Industrial Strategy (BEIS)**

Subject UK SBS University Enterprise Zones (UEZ) pilot interim evaluation

Sourcing reference number FWRECR17073BEIS Lot 3

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About our Customer</u>
3	<u>Working with UK Shared Business Services Ltd.</u>
4	<u>Specification</u>
5	<u>Evaluation of Bids</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	N/A

Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Customers.

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

Section 2 – About Our Customer

Department for Business, Energy and Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy brings together responsibilities for business, industrial strategy, science, innovation, energy, and climate change, merging the functions of the former BIS and DECC.

BEIS 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
- tackling climate change

BEIS is a ministerial department, supported by 47 agencies and public bodies.

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Department for Business, Energy and Industrial Strategy 1 Victoria Street , London, SW1H 0ET
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£45,000 excluding VAT
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	23/06/2017
3.7	Latest date/time Mini Competition clarification questions should be received through Emptoris messaging system	30/06/2017 14:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	04/07/2017
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	10/07/2017 14:00
3.10	Anticipated rejection of unsuccessful Bids date	24/07/2017
3.11	Anticipated Award Date	24/07/2017
3.12	Anticipated Call Off Contract Start	27/07/2017

	Date	
3.13	Anticipated Call Off Contract End Date	30/05/2018
3.14	Bid Validity Period	60 Working Days
3.15	Framework and Lot the procurement should be based on	BIS Research & Evaluation Framework CR150025 LOT 3

Section 4 – Specification

Background

The [University Enterprise Zones](https://www.gov.uk/government/publications/university-enterprise-zones/university-enterprise-zones) - <https://www.gov.uk/government/publications/university-enterprise-zones/university-enterprise-zones> (UEZ) pilot in England is supporting the commercialisation of high tech innovation, a driver of productivity growth. The 3 year pilot is testing how university-led local collaboration can support this ambition. Government has invested £15 million capital over three years (14/15-16/17) to enable the universities to establish four pilot UEZs in Bradford (Leeds City Region), Bristol, Liverpool and Nottingham. Led by universities, with private and public sector partners, they have more than doubled the government investment.

Government has also invested in the [Bradfield Centre](http://www.cambridgesciencepark.co.uk/company-directory/bradfield-centre/) - <http://www.cambridgesciencepark.co.uk/company-directory/bradfield-centre/> located at the heart of Cambridge Science Park. This project is similar to a UEZ, but technically it is not part of the UEZ pilot project. The Bradfield Centre will be evaluated with the UEZ pilot at the same time and using the same evaluation framework.*

A monitoring and evaluation framework for the UEZ pilot was designed as part of the initial policy design in 2014 (see [University Enterprise Zones evaluation framework](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415573/BIS-15-46-UEZ-pilot-evaluation.pdf)) - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415573/BIS-15-46-UEZ-pilot-evaluation.pdf. So far, baseline and annual monitoring data have been collected for all UEZ pilot projects. In addition, an interim process and impact evaluation of the UEZ pilot (including the Bradfield Centre in Cambridge) is scheduled for 2017 to inform the delivery of the pilot and to inform future policy making. A final evaluation is scheduled for 2023 and will be commissioned independently of the interim evaluation.

**Please note: In the following, references to the University Enterprise Zone pilot (projects) include the Bradfield Centre in Cambridge, although technically it is a separate project.*

Aims and Objectives of the Project

Aim:

The interim evaluation aims to inform policy makers whether the UEZ pilot (including the Bradfield Centre) has achieved the intended outcomes and to inform future policy making. UEZ projects that are already in place will learn from the evaluation on future delivery plans. This work will also inform the government's wider strategy on business support and local growth.

Objectives:

The objective of the interim process evaluation is to understand the process of how the UEZ pilot has been implemented and delivered, and identify factors that have helped or hindered its effectiveness and the objective of the interim impact evaluation is to understand what difference the intervention has made at this point in time* specifically in relation to three

measures:

In particular, the impact evaluation will answer the following questions:

- Has there been an increase in university-business engagement?
- Has there been an increase in cooperation between universities and LEPs?
- Has this led to better business performance?

*A final evaluation is scheduled in 2023 to assess the delivery of the UEZ pilot project and the longer term impact of the UEZ pilot project.

Suggested Methodology

Mixed methods approach using baseline, monitoring and baseline data, interviews and client survey.

Based on the [evaluation framework produced by SQW in 2014](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415573/BIS-15-46-UEZ-pilot-evaluation.pdf):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415573/BIS-15-46-UEZ-pilot-evaluation.pdf

we suggest the supplier proceeds as follows:

- **Understanding the context in depth:** gain a deeper understanding of the UEZ pilot project; e.g. the supplier will be expected to attend and present their approach to the interim evaluation during one of the regular meetings of the UEZ project managers;
- **Interim evaluation framework:** update the evaluation framework as designed by SQW and thereby consider the feedback received from the UEZ project managers;
- **Secondary data data collection:** collect and analyse secondary data, including the baseline and monitoring data (The project leader at BEIS will supply this data.) and from other data sources such as HE-BCI data (Please note: HE-BCI data have not been collected at departmental level as suggested in SQW's evaluation framework. The data are therefore only available at university level. BEIS will provide the HE-BCI data to the contractor.);
- **Primary data collection tools:** design data collection tools for the interviews and the client survey in line with the BEIS Research Ethics Guidelines, then test the tools with the UEZ project managers and pilot them with a small sample;
- **Interviews:** conduct interviews with different stakeholders (universities, LEP and others) of the UEZs;
- **Client survey:** administer the client survey to service users of the UEZs (businesses) according to data protection rules;
- **Process data:** clean and format the data (including a list of clients surveyed);
- **Analysis and final report:** analyse the data and write up a report in plain English, including 2-3 graphics suitable for social media to publicise findings. The final report will be published on gov.uk. In addition, prepare a separate, short report covering policy and delivery lessons learnt as well as lessons learnt for future evaluations (around 4 pages);
- **Presentation:** Prepare and present a slide-pack of the findings of the report including lessons learnt for policy makers, managers of the UEZ pilot projects and other interested stakeholders.

Please note:

- The supplier is expected to present at least at one meeting of the University Enterprise Zone project managers.
- There will also be at least 5 meetings with the evaluation steering group at BEIS during the duration of the project. The supplier is expected to attend these meetings and to present progress or intermediate deliverables (see timescales and milestones).

In the evaluation framework, the possibility to conduct a quantitative impact assessment was assessed. This seems however challenging from a methodological perspective due to the limited number of observations (businesses supported by UEZs) and the difficulty to select the counterfactual group of untreated businesses (for more information see Annex A of SQW's evaluation report:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415573/BIS-15-46-UEZ-pilot-evaluation.pdf).

Therefore, the methodological approach of the evaluation outlined by SQW is a mixed methods approach and uses self-reported data to establish the counterfactual (what would have happened if the UEZs did not exist). This methodology is in line with the BIS paper “[Survey Questions for Impact Evaluations which rely on beneficiaries’ self-assessment: evidence and guidance \(2011\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/32112/11-979-survey-questions-for-impact-evaluations-beneficiaries-self-assessment.pdf)”. – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/32112/11-979-survey-questions-for-impact-evaluations-beneficiaries-self-assessment.pdf

This is a suggested methodology and we would welcome bidders’ alternative suggestions providing that they also meet the project aims and objectives. Bidders should also justify why they have suggested an alternative approach. In particular, methodological approaches that overcome the hurdles for a quantitative impact assessment including a comparison group are welcome.

A potential comparison group for a quantitative impact assessment could be the three universities that applied to be part of the University Enterprise Zone pilot project, that were not selected into the project. Alternatively, a control group might be possible to derive by matching the supported businesses with the Inter-Departmental Business register (IDBR) (BEIS could provide access to the IDBR register).

Please note: The data collected as part of this research project will be owned by BEIS.

Deliverables

The deliverables for this project are the following:

- Outline of updated evaluation framework,
- Piloted interview and survey instruments,
- Cleaned and formatted data obtained from data collection in an easy-to-access and well-presented format, detailing management information for the data and the methodology used to compile the data,
- Final report in plain English* including the analysis and key findings from the process and impact evaluation, in addition the following areas should be covered by the final report:
 - overview / case studies of each pilot project,
 - methodology, caveats and limitations of the evaluation,
 - Analysis of the data (process and impact evaluation in the same report, but process evaluation as a separate chapter),
- Short report of lessons learnt from the interim evaluation about policy and delivery implications and for future evaluations (e.g. covering data quality issues). This report should be written in plain English* and be around 4 pages long.

**Please note: To ensure the final report and the report on lessons learnt are in line with the [government’s commitment to plain English](https://www.gov.uk/guidance/content-design/writing-for-gov-uk) - <https://www.gov.uk/guidance/content-design/writing-for-gov-uk> (judgement is at the discretion of the BEIS’ project manager), the supplier might be asked to use the editing service of the [Plain English Campaign](http://www.plainenglish.co.uk/services/editing-services.html) - <http://www.plainenglish.co.uk/services/editing-services.html> for the final report and the lessons learnt report at the cost of the supplier.*

In order to increase awareness of research and evaluation reports, all contractors are to ensure the following are included in the costings for this project:

- 2-3 graphics suitable for social media to publicise findings,
- Slide pack (covering key findings of the report and lessons learnt) to be presented by the supplier during a publication event in May 2018.

The costing will also need to include all travel and expenses needed for the project.

Publication

The final report for this research / evaluation project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:

Checklist for Word accessibility

Word documents supplied to BEIS will be assessed for accessibility upon receipt.

Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost.

- document reads logically when reflowed or rendered by text-to-speech software
- language is set to English (in File > Properties > Advanced)
- structural elements of document are properly tagged (headings, titles, lists etc)
- all images/figures have either alternative text or an appropriate caption
- tables are correctly tagged to represent the table structure
- text is left aligned, not justified
- document avoids excessive use of capitalised, underlined or italicised text
- hyperlinks are spelt out (e.g. in a footnote or endnote)
- Datasets to support those to be published in the final report must be provided in an accessible format (CVS, Excel) on submission of the report.

Peer review

The work will also be subject to a peer review system which applies to all BEIS publications that make claims about the impact or value-for-money of policy or programme. This review will be undertaken by the BEIS expert peer review group on evaluation. In addition, these evaluations will be published with a summary sheet which summarises the key findings, methodology, and the peer reviewers' comments.

The successful contractor will be expected to consider the peer review group's comments. In cases where the contractor disagrees with the expert peer review group's recommendations, the contractors will be given an opportunity to respond formally. The expert peer review group will have a final opportunity to reply to the contractor's formal response. Both sets of responses will be published with the summary sheet and evaluation.

There is also scope for the BEIS expert peer review panel to provide advice at other stages, for example after scoping phases.

Contractors should plan for their work to be subject to this peer review process, and allow enough time for the expert peer review group to review a final draft of the report, along with

full and comprehensive technical annexes. Further details on the peer review process can be provided by the Central Evaluation Team in BEIS.

Timescales

The timeline outlined in the following is indicative, however, delivery within the specified timeline will be valued highly when evaluating a bid.

Milestones:

- **Weekly progress updates** (progress on deliverables)
- **Inception meeting** (End of July 2017): The contractor is required to present a detailed project plan. The contractor will produce a project plan on the basis of the inception meeting. On acceptance of the project plan, the first tranche of funding (30%) will be released.
- **Interim delivery 1** (End of September 2017): Updated evaluation framework + piloted interview and survey tools + analysis of secondary data. The successful delivery of interim delivery 1 will release the second tranche of funding (30%).
- **Interim delivery 2** (October 2017-February 2018): Regular progress updates on conducting interviews and the survey. Ideally, the survey should be administered during January 2018.
- **Interim delivery 3:** (February 2018-April 2018): Delivery of data + regular progress updates on analysis of data.
- **Delivery of reports:** 16/04/2018
- **Review of reports:** 16/04/2018-14/05/2018
- **Delivery of final reports (including integrated feedback):** 21/05/2018
- **Presentation:** within the two following weeks (subject to key stakeholder's availability). After BEIS has received all of the deliverables to the required standard that have incorporated the comments from BEIS after each review, the final tranche of funding (40%) will release.

For the purposes of price evaluation we suggest the contractor to provide costings for the maximum anticipated number of 20 interviews and 600 survey responses, although this could be subject to change. On inception, we expect discussion around the number of interviews/survey responses required and anticipate there could be some fluctuation following the initial bid estimate.

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	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

The Response Question and Answer Document must be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will evaluate; any other method used by bidders to answer questions will not be evaluated. Scoring shall be based on 0-100 scoring methodology (as outlined below). Each question has a page limit and this should be adhered to. Any additional content provided beyond this will not be considered or scored during the evaluation process

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach	30%
Quality	PROJ1.2	Staff to Deliver	15%
Quality	PROJ1.3	Understanding the Environment	20%
Quality	PROJ1.4	Project Plan and Timescales	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/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

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

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

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

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

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

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

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there will be multiple evaluators and their individual scores after a moderation process 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 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

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.ukpbs.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.
- 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 Mini Competition. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (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.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this 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 Special terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Call Off Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the 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, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this Mini Competition consent to these terms as part of the competition process.

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

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

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this 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](#)
- [Tenders Electronic Daily](#)

- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)