

Request for Proposal



Request for Proposal (RFP) on behalf of UK Space Agency (UKSA)
Subject UK SBS PR17019 Monitoring and Evaluation Specialist
Support for the International Partnership Programme
Sourcing reference number PR17019

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2013

UKSBS
Shared Business Services

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 / about this procurement</u>
5	<u>Evaluation model</u>
6	<u>Selection and award questionnaires</u>
7	<u>General Information</u>
Appendix 'A'	Glossary of Terms

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 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 Customers.

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

Section 2 – About Our Customer

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28.900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

UK Space Agency achievements include:

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

www.BEIS.gov.uk/ukspaceagency

Section 3 – Working with UK Shared Business Services Ltd.

Section 3 – Contact details		
3.1	Customer Name and address	UK Space Agency, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1SZ.
3.2	Buyer	Alistair Staunton-Lambert
3.3	Buyer contact details	majorprojects@uksbs.co.uk
3.4	Estimated value of the Opportunity	£2,000,000.00 - £6,000,000.00 GBP ex 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 posting of Contract advert to OJEU.	10/04/2017
3.7	Date RFP available to Bidders	12/04/2017
3.8	Bidder conference (if relevant)	n/a
3.9	Latest date / time RFP clarifications should be sent be received through Emptoris	28/04/2017 14.00hrs GMT
3.10	Latest date / time RFP clarification answers should be sent to all potential Bidders through Emptoris	02/05/2017 14.00hrs GMT
3.11	Closing date and time for Bidder to request RFP documents	04/05/2017 14.00hrs GMT
3.12	Closing date and time for Bidder to submit their response ('the	05/05/2017

	deadline’).	14.00hrs GMT
3.13	Clarifications (if required)	10/05/2017
3.14	Notification of proposed Contract award to unsuccessful bidders	15/05/2017
3.15	Anticipated Contract Award Date	26/05/2017
3.16	Commencement of Contract	01/06/2017
3.17	Bid Validity Period	90Days

Section 4 – Specification and about this procurement

Introduction

The UK Space Agency is an executive agency of The Department of Business, Energy, Industrial and Strategy (BEIS) and has responsibility for all UK space policy and delivery of Space programmes. Through the BEIS Grand Challenges Research Fund (GCRF), UKSA has been awarded £152M for the new International Partnership Programme (IPP).

IPP will focus strongly on using the UK Space sector's research and innovation strengths to deliver practical and measurable effects to end-users in developing countries.

The programme is funded from the UK overseas aid budget and as such must meet stringent Official Development Assistance (ODA) guidelines.

There are mandatory requirements attached to the funding which are:

- all work funded from the programme must be ODA compliant, as laid out by the Organisation for Economic Co-operation and Development (OECD) Development Committee, and reported to OECD by the UK Government on an annual basis, otherwise UKSA is liable to repay Treasury using UKSA core funding.
- all work must be correctly monitored and evaluated in accordance to standards and guidelines with UK Official Development Aid Act and its underlying UK Aid strategy.

The UKSA is seeking to contract Monitoring and Evaluation specialist support so that UKSA can meet these aims and ensure that the projects within IPP remain ODA compliant and to ensure that the impact of the programme can be measured and evaluated.

Aims

Monitoring and Evaluation (M&E) is a key part of ensuring that programmes are ODA compliant and to ensure this is carried out to a high standard UKSA require expert third party resources to assist and guide the UKSA, and the IPP grant recipients.

The successful supplier will support current and future IPP grant recipients in developing and executing their M&E plans, offering training and guidance where necessary. They will also give support to the sector as a whole (through workshops and other delivery mechanisms), to upskill interested parties in the sector until it is deemed a sufficient knowledge base on ODA compliant M&E has been built.

The UKSA would look to the supplier for expertise to establish a programme level M&E process that ensures grant recipient plans are aligned to the IPP programme strategy, and compliant with UK Government guidance. This will enable UKSA to be able to report the impact of the overall IPP programme to BEIS, GCRF, DFID and others. This work has already begun with our current M&E supplier and we

would look for the successful supplier to build on this work.

The successful applicant will also need to ensure that IPP grant recipients implement their M&E plans, and continue to run them to the necessary standard throughout the life of their projects, and this will require support from the successful supplier to support grant recipients and act as an independent quality assurance function.

It should be noted that any applicants that are involved with M&E provision and support to current IPP projects will be excluded from the tender to prevent conflict of interest between multiple clients. Also, successful applicants for this tender will be excluded from participating in any current or future IPP projects.

Objectives

The objectives of M&E for the IPP programme in more detail are to:

- **Ensure ODA Compliance:** Provide independent verification and validation that all funds distributed are done so to Official Development Assistance (ODA) guidelines and standards and are aligned with Global Challenges Research Fund (GCRF) and OECD ODA requirements
- **Evaluation Reporting:** Develop where required and maintain a suitable programme level M&E strategy. Ensure results & impacts are reported via an M&E framework, aligned both to UK Treasury Magenta Book & UKSA Evaluation Strategy, and to GCRF, BEIS and DFID. Assessment of the economic and societal benefit that IPP has on both UK participants, the international partners and the target countries
- **Grant recipient M&E Quality Assurance & Alignment:** Ensure grant recipients are trained on M&E to increase their skills, and implement rigorous M&E plans to a consistent quality standard and in alignment to IPP level M&E strategy. Monitor, check, evaluate and provide correction where necessary of ongoing grant recipient M&E activity to ensure alignment and compliance with the programme M&E strategy
- **Replication through Knowledge Sharing:** Ensuring maximum space industry and development impact from IPP by sharing knowledge to the wider industry, upskilling the sector where necessary

Background to the Requirement

IPP Aims: The primary aim of the IPP is to use the UKSA's expertise and capability, delivered through industry and academia, to create solutions whose outputs lead to a measurable and sustainable economic or societal benefit in a chosen partner country or region.

The secondary aims of the programme are to:

- Develop valued and sustainable partnerships which lead to growth opportunities for the Space community
- Show the additionality that space based solutions and applications have over terrestrial systems or used with them to bring added benefit
- Use industry and academia's unique expertise to complement existing effort and lead in areas where we have the expertise

IPP Call Types: The programme is an official assistance programme and as such is designed to meet the aims and goals of the UK Governments Overseas Aid Strategy.

Over the course of IPP we will be launching several calls. These will either be open calls, tactical calls strategic calls, or study calls.

Open call: the call is open to any project which provides a sustainable, economic or societal benefit to an ODA country.

Tactical call: UKSA defines a specific country with a specific problem. Proposals should address the defined problem.

Strategic call: UKSA defines a region or theme to address. This could be a single or multiple countries.

Study call: All proposals should be for a scoping study to progress and scope international partners and further define requirements. These are small awards for time limited studies, not traditional Phase 0, phase A type space studies and will be sub £100k in value. Applications submitted which are designed only to recover the cost of bid writing for the main calls will not be accepted.

Previous IPP M&E Resource: The UKSA has previously contracted an M&E service whose contract is shortly concluding. We would be looking for the successful supplier to continue to build on this work, growing the UKSA IPP M&E strategy as the programme evolves.

IPP Call 1: The IPP programme was launched in June 2016 and the first call for proposals closed on the 21st September 2016. Out of 56 projects submitted to UKSA, 21 have been selected under call 1. The selected applicants have since been subjected to clarification meetings run by UKSA to ensure value for money and are now being placed on grant so work can begin. We will be looking to start call 2 of IPP in early 2017 and the successful applicant would be expected to help complete that call.

OECD: Organisation for Economic Co-operation and Development.

The mission of this organisation is to promote policies that will improve the economic and social well-being of people around the world. Their goals are to help governments around the world to:

- Restore confidence in markets and the institutions that make them function.
- Re-establish healthy public finances as a basis for future sustainable economic growth.
- Foster and support new sources of growth through innovation, environmentally friendly 'green growth' strategies and the development of emerging economies.
- Ensure that people of all ages can develop the skills to work productively and satisfyingly in the jobs of tomorrow.

ODA: Official Development Assistance.

Defined as:

"those flows to countries and territories on the DAC List of ODA recipients and to multilateral institutions which are:

- i. provided by official agencies, including state and local governments, or by their executive agencies; and
- ii. each transaction of which:
 - a) is administered with the promotion of the economic development and welfare of developing countries as its main objective; and
 - b) is concessional in character and conveys a grant element of at least 25 per cent (calculated at a rate of discount of 10 per cent)."

GCRF: Global Challenges Research Fund.

It is a £1.5 billion fund announced by the UK government to support cutting-edge research that addresses the challenges faced by developing countries. GCRF forms part of the UK's Official Development Assistance (ODA) commitment, which is monitored by the OECD. ODA-funded activity focuses on outcomes that promote the long-term sustainable growth of countries on the OECD Development Assistance Committee (DAC) list. GCRF funding is awarded in a manner that fits with Official ODA guidelines.

Scope

- **ODA Compliance and Bid Support:**
 - Support the IPP bid calls (approx. 1 major call per year) to ensure ODA and M&E requirements are communicated to bidders in preparation to bid. Where potential IPP applicants require upskilling in the area, conduct workshops and surgeries in support.
 - Evaluate all bids against set process and criteria.
 - Identify non-compliant bids to be excluded and provide a quality ranking of satisfactory bids and support UKSA bid selection boards. Attend these boards to advise UKSA on any aspects of M&E which need clarification.
 - Provide specific feedback on each successful bid to support UKSA grant agreement contract discussions.
 - Provide feedback on unsuccessful bids.
 - Provide input into future calls approach and strategy based on learning and results.
 - Provide advice to UKSA as needed in order to run, launch and evaluate calls.
- **Evaluation Reporting:**
 - Become familiar with the developed IPP level M&E strategy and process, suggesting improvements where required and with feedback from calls.
 - Carry out programme level IPP baseline, midline and end line evaluations incorporating both process and impact evaluation.
 - Liaise with the UKSA Economist, DFID and BEIS GCRF M&E owners to ensure the Agencies M&E strategy is in line with wider government economic evaluation work.
 - Provide necessary data, documentation, briefing material and briefs on IPP M&E to UKSA as required.
- **Grant recipient M&E Quality Assurance & Alignment:**
 - Support grant recipients to turn the high-level M&E plans from their bids into implementable, detailed plans and processes which support the overall IPP M&E process. Work with grant recipients on an ongoing basis to ensure they continue to implement rigorous, and continually improving M&E plans, to ensure ability to communicate progress, impact and ODA compliance.
 - Ensure alignment of grant recipient KPIs and Logframes (logical framework) to programme IPP level M&E framework to enable IPP level reporting in accordance with GCRF reporting requirements.
 - Provide an independent quality assurance function to ensure that the grant recipient M&E formal assessments, including baseline, midline and end line, are carried out to a consistently high standard.
- **Replication through Knowledge Sharing:**
 - Support production of knowledge sharing materials, e.g. individual project case studies and also research reports aggregating knowledge and lessons from across the IPP portfolio. Support knowledge sharing forums, e.g. webinars, workshops, conferences, industry stakeholder briefings etc.
 - Design and implement a programme of work which will upskill the UK Space sector as required on the subjects of ODA and M&E via training materials, workshops and meetings.

Skills and Expertise of Contractor

The suppliers would have to meet the following requirements:

1. Be available from 1st June 2017 to support UKSA IPP Call two process, including bid assessment and advice.
2. Have a respected and experienced monitoring and evaluation capability with demonstrable experience in assessing and measuring the impact of technology solutions on international development in order to understand the challenges faced and to enable reliable delivery of critical M&E information to the required OECD and DFID standards.
 - a. Experience of developing and delivering M&E processes on space related projects is essential.
 - b. Experience of working with varied grant based technology projects in developing countries is also essential, in order to provide ongoing advice and guidance to grant recipients of the challenges of deploying innovative technologies within such countries.
3. Have an in depth and expert knowledge of the UK space industry's capabilities and technology in order to understand and advise if complex and cutting edge space technology can be used in, and meets, ODA requirements to deliver actual benefit on the ground (as defined by OECD guidelines).
 - a. Understand the complexity of the UK space community and be able to work with them to provide advice, and to introduce a standardised approach to M&E across the programme.
4. Have a full and complete knowledge of OECD guidelines and working practices, an in depth understanding of DFID working practices and of UK aid strategy and the wider international aid efforts, in order to act as the trusted expert in the provision of ODA criteria advice to UK space industry, to enable IPP to meet the requirements and critical ODA guidelines.
 - a. Have the capability and understanding of DFID processes and procedures to enable information provision to the right people in the right format at the correct review points.
5. Have extensive complex programme and grant fund management experience (>£10m fund scale) to be able to pull together the multi-faceted individual project M&E plans and impacts into the IPP programme level M&E framework.
6. Be able to give strategic guidance to the UKSA IPP steering board and management team on IPP strategy and its alignment with the wider ODA landscape identifying potential synergies.
 - a. Extensive strategy experience and knowledge in the development sector is key, including in-depth awareness and understanding of UK Aid and other key donor and

country development strategies.

7. Have extensive experience in developing knowledge sharing strategies and materials, to share lessons from ODA funded technology projects with the wider industry, particularly in developing countries.
8. In the response, identify named individuals with the relevant in-depth knowledge and experience who will provide the core team support to UKSA (we note that other individuals may need to be brought in from time to time to cope with peak demands).

Travel and meeting requirements:

9. The successful supplier will be required to travel in the UK and internationally as part of the M&E process and to attend meetings and conferences. This should be budgeted as part of their bid.
10. They will need to be able to attend regular meetings in our headquarters in Swindon as well as with the applicants themselves who will be spread out across the UK.

Requirements

Supplier requirements with associated deliverables.

To note that approximately 56 bids were received for the recent call 1 with 21 being deemed successful. IPP expects to run at least two further calls which may be of this size, with a potential third to be determined.

Travel and meeting requirements:

1. The successful supplier will be required to travel in the UK and internationally as part of the M&E process and to attend meetings and conferences. This should be budgeted as part of their bid.
2. They will need to be able to attend regular meetings in our headquarters in Swindon as well as with the applicants themselves who will be spread out across the UK.

Timing Requirements

Be available from 1st June 2017 to support UKSA IPP Call two process, including bid assessment and advice

A, ODA Compliance and Bid Support:

- *Support the IPP bid calls (approx. 1 major call per year) to ensure ODA and M&E requirements are communicated to bidders in preparation to bid. Where potential IPP applicants require upskilling in the area, conduct workshops and surgeries in support.*

Deliverables:

- For call 2 & 3: Carry out two ODA/M&E group workshops per call, and 15-20 individual bid ODA/M&E surgery meetings per call.
- For call 3: Attend and present at call 3 launch day. With UKSA co-develop the bid application and guidance documents.

- *Evaluate all bids against set process and criteria.*

Deliverables for Calls 2 & 3:

- Provide at least 4 experienced consultants to conduct individual reviews of each bid document and produce individual scoring analysis sheets against M&E/ODA criteria.
- Provide the same 4 experienced consultants to conduct group scoring normalisation and produce combined scoring analysis sheet per project against M&E/ODA criteria.

- *Identify unsatisfactory bids to be excluded and provide a quality ranking of satisfactory bids and support UKSA bid selection boards. Attend these boards to advise UKSA on any aspects of ODA/M&E, which need clarification.*

- Deliverables for calls 2 & 3:

- Provide UKSA with a report with bid rankings and recommendations in terms of satisfactory vs. unsatisfactory bids from an ODA/M&E perspective.
- Complete an MS Excel based analysis of bids providing UKSA with a summary of the IPP portfolio characteristics.
- Support and attend UKSA selection Board meetings.
- Provide written summary information as required for UKSA steering committee.

- *Provide specific feedback on each successful bid to support UKSA Grant Agreement contract discussions. Provide feedback on unsuccessful bids.*

- Deliverables for Calls 2 & 3:

- Produce 1 feedback document per successful bid to UKSA, identifying bid feedback on ODA/M&E components for contracting negotiations, discussed through a follow on teleconference/meeting with each selected bidder.
- Identify and document common feedback/negotiation points across all bids and document.
- Provide UKSA with recommendations for amendments to the overall legal Grant Agreement.
- Provide UKSA with feedback statements for each unsatisfactory bid, to be communicated to unsuccessful bidders.

- *Provide input into future calls approach and strategy based on learning and results.*

Deliverables for calls 2 & 3:

- After each call, refine IPP programme strategy, including IPP programme level theory of change and Logframe based on revised portfolio of projects.

- *Provide advice to UKSA as needed in order to run, launch and evaluate calls.*

- Deliverables for call 2 & 3:

- Survey successful grant recipients to source feedback on call execution process.
- Provide lessons learnt report and walkthrough in a lessons learnt workshop with UKSA to improve execution process of calls.

- Provide updated advice report to UKSA on ODA and M&E requirements to include in revised bid documents.

B, Evaluation Reporting:

- *Become familiar with the developed IPP level M&E strategy and plan, suggesting improvements where required and with feedback from calls.*
- Deliverables:
 - Based on both space and ODA/development experience, review existing IPP M&E strategy, referencing UK Government and development sector/ODA requirements, and produce an updated IPP M&E strategy recommendations document.
 - Produce an annual update of the IPP M&E plan. Include future revisions to IPP theory of change and IPP Logframe.
- *Carry out programme level IPP baseline, midline and end line evaluations incorporating process, economic and impact evaluation.*
Deliverables:
 - Refresh IPP programme level baseline evaluation and summary presentation after execution of call 2 & 3.
 - Complete IPP programme level midline evaluation and summary presentation (2018/19).
 - Complete IPP programme level end line evaluation and summary presentation (2021).
 - Complete IPP programme level legacy evaluation and summary presentation (2022).
 - Aggregate data and results from all grant recipients evaluations and Logframes to define overall IPP programme level impact.
- *Liaise with the UKSA Economist, DFID and BEIS GCRF M&E owners to ensure the Agencies M&E strategy is in line with wider government economic evaluation work.*
Deliverables:
 - Conduct an economic evaluation, using economic modeling at both midline and endline points, of the benefit of IPP in terms of impact on developing economies and the space sector.
- *Provide necessary data, documentation, briefing material and briefs on IPP M&E to UKSA as required.*
Deliverables:
 - Produce an IPP annual status report.
 - Produce other updates/material on request, e.g. ad hoc information requests from UKSA Steering Committee, GCRF, BEIS, DFID & OECD.
 - Support requests for information on IPP M&E from UK Independent Commission for Aid Impact, in the case of an audit of IPP.

C, Grant recipient M&E Quality Assurance & Alignment:

- *Support grant recipients to turn the high-level M&E plans from their bids into implementable, detailed plans and processes which support the overall IPP M&E process. Work with grant recipients on an ongoing basis to ensure they continue to implement rigorous, and continually improving M&E plans, to ensure ability to communicate progress, impact and ODA compliance.*
- Deliverables:
 - Produce detailed Logframe feedback reports for each grant recipient post award notification, with at least one follow on telecon/meeting and multiple subsequent iteration reviews (estimated at 25 additional grant recipients for call 2 & 3).
 - Prepare and execute one M&E workshop (of 1 day duration) per grant recipient at project kick-off (estimated at 25 additional grant recipient for call 2 & 3).
 - Prepare and execute one follow up M&E workshop per year with each grant recipient (estimated at 100 workshops for call 1, 2 & 3).
 - Provide multiple iteration reviews of each grant recipient's M&E plans, and review future iterations on behalf of UKSA (estimated at 25 additional grant recipients for call 2 & 3).
- *Ensure alignment of grant recipient KPIs and Logframes (logical framework) to programme IPP level M&E framework to enable IPP level reporting in accordance with GCRF reporting requirements.*
Deliverables:
 - Update the overall IPP Logframe following call 2 & 3.
 - Communicate IPP level Logframe requirements to individual grant recipients to ensure inclusion of IPP level indicators in their Logframes (estimated for call 2 & 3: 25 grant recipients).
 - Ensure alignment of grant recipients Logframes to each other where they are focused on the same impacts, e.g. disaster resilience, agriculture etc. (estimated for Call 2 & 3: 25 grant recipients).
 - Review and feedback on Logframe updates provided by IPP grant recipients, every quarter (estimated for Call 1, 2 & 3: 46 grant recipients).
- *Provide an independent Quality Assurance function to ensure that the grant recipient M&E formal assessments, including baseline, midline and end line, are carried out to a consistently high standard.*
Deliverables - Provide continuous Quality Assurance function by:
 - Regular engagement with grant recipients via a teleconference once per month for Call 1, 2 & 3 (estimated at 46 grant recipients).
 - Review of each midline, and end line evaluation Terms of Reference documents for Call 1 (2 documents x 21 projects).
 - Review of each midline, and end line evaluation reports for Call 1 (2 documents x 21 projects).
 - Review of each baseline, midline, and end line evaluation Terms of Reference documents for Call 2 & 3 (estimated at 3 documents x 25 projects).
 - Review of each baseline, midline and end line evaluation reports for Call 2 & 3 (estimated at 3 documents x 25 projects).
 - Review of legacy evaluation (post implementation) Terms of Reference and evaluation reports for Calls 1, 2 & 3 (estimated at 1 document for a maximum 15 projects).
 - Attend in-country baseline, midline, end line and legacy (post implementation) evaluations for Quality Assurance purposes for Call 1, 2 & 3 (estimated at

- 46 projects x 1 per project).
- Ensure each grant recipient carries out an economic evaluation at the midline and end line evaluation points for each of their projects, and conduct a review and approval of the Quality Assurance of each of the economic evaluations for Call 1, 2 & 3 (estimated at 2 documents x 46 projects).
- Provide recommendations to grant recipients on budget and resourcing for M&E activities for Call 2 & 3 (estimated at 25 grant recipients).
- Provide review and guidance of grant recipient's sustainability focused plans, work packages and deliverables for Call 1, 2 & 3 (estimated at 46 grant recipients).
- Attend grant recipient quarterly reviews with UKSA and provide advice on ODA/M&E aspects for Call 1, 2 & 3 (estimated at 46 grant recipients).
- Provide additional ad hoc Quality Assurance to grant recipients as required.
- Prepare M&E guidance notes as required for all grant recipients when common areas of difficulty are identified.

D, Replication through Knowledge Sharing:

- *Support production of knowledge sharing materials, e.g. individual project case studies and also research reports aggregating knowledge and lessons from across the IPP portfolio. Support knowledge sharing forums, e.g. webinars, workshops, conferences, industry stakeholder briefings etc.*

Deliverables:

- Focused on supporting grant recipient's knowledge sharing activities:
 - Review, support and monitor each grant recipient's knowledge sharing workstream to ensure grant recipients deliver as planned for Call 1, 2 & 3 (estimated at 46 grant recipients).
 - Review and feedback on each grant recipient knowledge sharing outputs, such as case studies, for Call 1, 2 & 3 (estimated at 46 grant recipients' x 2 knowledge sharing output documents).
 - Attend/speak at/lead at least 20 workshops, meetings, conferences in support of grant recipient knowledge sharing in international locations.
- Focused on supporting IPP programme level knowledge sharing activities:
 - Produce an IPP level knowledge sharing/communications strategy, working with UKSA Communications team and update annually.
 - Produce an IPP level knowledge sharing/communications plan, working with UKSA Communications team and update annually.
 - Attend/speak at/lead at least 10 workshops, meetings, conferences in support of IPP level knowledge sharing in either UK or international locations.
 - Produce a catalogue of the IPP grant recipient profiles & products to address development challenges and update after each call.
 - Based on both space and ODA/development experience, produce a series of market opportunity reports based on results & learnings from the IPP projects – set at 5 priority development sectors, e.g. forestry, disaster resilience, the challenge, the opportunity, and the strategic approach for the space sector.
 - Based on both space and ODA/development experience, produce a public domain detailed case study of the IPP programme, detailing what has been achieved, with learnings for the wider development and space sectors. A series of three reports after the midline (2018/19), after the midline (2021) and after the legacy evaluations (2022).

- *Design and implement a programme of work which will upskill the UK Space sector as required on the subjects of ODA and M&E via training materials, workshops and meetings.*

Deliverables:

- Publish a training guide document and run two complementary 1 day training workshops, for the UK space industry on utilising ODA funding for the space sector (outside of IPP funding) and the M&E requirements & methodologies that would be required.

E, Overall IPP Strategy:

- *Provide support to UKSA on development of the IPP Strategy*

Deliverables:

- After each Call, refine IPP programme strategy, including IPP programme level Theory of Change and Logframe based on revised portfolio of projects.
- After Call 3, produce a landscape report with the activities of complementary organisations and initiatives to IPP including the wider space industry, the development sector and the UK scientific organisations, e.g. UK Research Councils.
- Support UKSA to engage, share knowledge and information, and collaborate with these identified organisations.
- Provide an annual IPP strategy refresh based upon the existing IPP strategy to provide support to the overall programme direction and focus of future calls.

The Contract duration shall be for a period of 3 years with an optional singular extension of 18 months.

Section 5 – Evaluation model

5.1 Introduction

- 5.1.1 The evaluation process will be conducted to ensure that Bids are evaluated fairly to ascertain the bidders who can demonstrate the required skills qualities, technical ability and capacity, commercial stability and experience to ensure successful performance of the Contract.
- 5.1.2 The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required

5.2 Evaluation of Bids

- 5.2.1 Evaluation of Bids shall be based on a Selection questionnaire defined in the e-sourcing tool.

5.3. SELECTION questionnaire

5.3.1 The selection questionnaire will be solely marked against Mandatory pass/ fail criteria
No scoring criteria will be used at the Selection phase.

In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS reserves the right to disqualify the Bidder

5.3.2 The selection questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria.

Selection Pass/fail criteria		
Questionnaire	Q No.	Question subject
Selection Part A	SEL1.13	Contact details and declaration
Selection Part B	SEL2.2	Participation in a criminal organisation
Selection Part B	SEL2.3	Corruption
Selection Part B	SEL2.4	Fraud
Selection Part B	SEL2.5	Terrorist Offences or offences link to terrorist activities
Selection Part B	SEL2.6	Money laundering or Terrorist financing
Selection Part B	SEL2.7	Child Labour and other forms of trafficking in human beings
Selection Part B	SEL 2.8	Payment of tax or social security
Selection Part B	SEL 2.9	Self cleaning
Selection Part B	SEL 2.10	Cyber essentials
Selection Part C	SEL3.2	Breach of environmental obligations
Selection Part C	SEL3.3	Breach of social obligations
Selection Part C	SEL3.4	Breach of labour law obligations
Selection Part C	SEL3.5	Bankruptcy
Selection Part C	SEL3.6	Guilty of grave professional misconduct
Selection Part C	SEL3.7	Distorting competition
Selection Part C	SEL3.8	Conflict of Interest
Selection Part C	SEL3.9	Prior involvement in procurement process
Selection Part C	SEL3.10	Prior performance of contract
Selection Part C	SEL3.11	Serious Misrepresentation
Selection Part C	SEL3.12	Withholding information
Selection Part C	SEL3.13	Unable to provide supporting documentation for ESPD
Selection Part C	SEL3.14	Influenced the decision making process
Selection Part D	SEL4.1	Audited accounts
Selection Part D	SEL4.2	Minimum financial threshold
Selection Part D	SEL4.3	Wider group / guarantee
Selection Part D	SEL4.4	Insurance
Selection Part E	SEL5.1	References
Selection Part E	SEL5.4	Compliance under Modern Slavery Act 2015

Selection Part E	SEL5.5	Health and Safety Policy
Selection Part E	SEL5.6	Enforcement/remedial orders in relation to the Health and Safety Executive
Selection Part E	SEL5.7	Breaching environmental legislation
Selection Part E	SEL5.8	Checking sub-contractors for infringement of environmental legislation
Selection Part E	SEL5.9	Unlawful discrimination
Selection Part E	SEL5.10	Checking sub-contractors for unlawful discrimination
Selection Part E	FOI1.1	Freedom of information
Selection Part E	SEL6.1	Demonstrate experience in working in the ODA environment
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.	

5.3.3 Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

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

5.3.5 Questions marked 'for information only' do not contribute to the scoring model.

5.3.5 During the evaluation stage, the intention is that only Bidders who pass all the Mandatory and Discretionary requirements of the RFP will be considered for award stage evaluation.

5.4. AWARD questionnaire

5.4.1 The award questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

Award Pass/fail criteria		
Questionnaire	Q No.	Question subject
Commercial	AW1.1	Form of Bid
Commercial	AW1.2	Bid validity period
Commercial	AW1.3	Certificate of bona fide Bid

Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and fixed price
Price	AW5.3	Open book policy
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.6	Reporting
-	-	Request for Quotation response – received on time within the e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, UK SBS reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.		

5.4.2 The Award questionnaire shall be marked against the following Award scoring criteria.

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

5.4.4 Questions marked 'for information only' do not contribute to the scoring model.

Award 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 RFP. 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 & Methodology	16%
Quality	PROJ1.2	Project Plan	16%
Quality	PROJ1.3	Skills, Expertise and Capacity to Deliver	24%
Quality	PROJ1.4	Risk Management	8%
Quality	PROJ1.5	ODA Compliance	16%

Award 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 there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will $(60+40+80+60) \div 4 = 60$

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

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

5.5. Evaluation process

5.5.1 The evaluation process will feature some, if not all, the following phases

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none">RFP logged upon opening in alignment with UK SBS's procurement procedures.Any RFP Bid received after the closing date will be rejected unless circumstances attributed to UK SBS or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none">Check all Mandatory requirements are acceptable to UK SBS.Unacceptable Bids maybe subject to clarification by UK SBS or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none">Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the Selection criteria.
Clarifications	<ul style="list-style-type: none">The Evaluation team may require written clarification to Bids
Re - scoring of	<ul style="list-style-type: none">Following Clarification responses, the Evaluation team reserve the

the Bid and Clarifications	right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Selection criteria.
Moderation meeting	<ul style="list-style-type: none"> • There shall be moderation meeting(s) between the evaluators to agree final scoring for each Bid and relative rankings of the Bids.
Shortlisting of Bidders	<ul style="list-style-type: none"> • UK SBS will shortlist the Bidders based on the Responses received and the Evaluation Model detailed in Section 5 of the RFP.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> • To confirm contents of the letters to provide details of scoring and relative feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Selection and award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions 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

7.1. Introduction

- 7.1.1 UK SBS wishes to establish a Contract for the provision of UK SBS PR17019 Monitoring and Evaluation Specialist Support for the International Partnership Programme. UK SBS is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as may be amended from time to time) (the “Regulations”). This is a services Contract being procured under the OJEU Open Procedure
- 7.1.2 UK SBS is procuring the Contract for UK Space Agency (UKSA) for its exclusive use.
- 7.1.3 UK SBS logo, trademarks and other identifying marks are proprietary and may not be incorporated in the Companies response without UK SBS’s written permission.
- 7.1.4 The Bidder shall indemnify and keep indemnified UK SBS against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Bidder of this document.
- 7.1.5 If there is any doubt with regard to the ambiguity of any question or content contained in this questionnaire then PLEASE ASK a clarification question, but please ensure that your question is via the formal clarification process in writing to the UK SBS representative nominated. No approach of any kind in connection with this opportunity should be made to any other person within, or associated with UK SBS. All information secured outside of this named contact shall have no legal standing or worth and should not be relied upon.
- 7.1.6 It remains the responsibility of the Bidder to keep UK SBS informed of any matter that may affect continued qualification
- 7.1.7 Prior to commencing formal evaluation, Submitted Responses will be checked to ensure they are fully compliant with the Pass / Fail criteria within the Evaluation model. Non-compliant Submitted Responses may be rejected by UK SBS. Submitted Responses which are deemed by UK SBS to be fully compliant will proceed to evaluation. These will be evaluated using the criteria and scores detailed in the matrix set out in [Section 5](#).
- 7.1.8 Following evaluation of the submitted Responses and approval of the outcome UK SBS intends to select a short list of Bidders to proceed to Award stage of this Procurement.
- 7.1.9 Whilst it is UK SBS’s [and any relevant Other Public Bodies] intention to purchase the majority of its services under this Contract Arrangement from the Supplier(s) appointed this does not confer any exclusivity on the appointed Suppliers. UK SBS and any relevant Other Public Bodies reserve the right to purchase any services and services (including those similar to the services covered by this procurement) from any Supplier outside of this Contract..

- 7.1.10 UK SBS reserves the right not to conclude a Contract as a result of the current procurement process. Bidders should review the contents of Section 7 paragraph 7.8.1 when considering submitting their Response.
- 7.1.11 The services covered by this procurement exercise have NOT been sub-divided into Lots.
- 7.1.12 UK SBS shall utilise the Crown Commercial Service (CCS – previously Government Procurement Service) Emptoris e-sourcing tool url <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> to conduct this procurement. There will be no electronic auction following the conclusion of the evaluation of the Request for Proposal (RFP) responses. Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. 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, Telephone 0345 010 3503.
- 7.1.13 Please utilise the messaging system within the e-sourcing tool located at <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> within the timescales detailed in Section 3. if you have any doubt as to what is required or will have difficulty in providing the information requested. Bidders should note that any requests for clarifications may not be considered by UK SBS if they are not articulated by the Bidder within the discussion forum within the e-sourcing tool.
- 7.1.14 Bidders should read this document, RFx attachments, messages and the evaluation questionnaires carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection of the Response. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the goods/services/goods and services and contractual obligations. These instructions constitute the Conditions of Response. Participation in the RFP process automatically signals that the Bidder accepts these Conditions.
- 7.1.15 All material issued in connection with this RFP shall remain the property of UK SBS and/or as applicable relevant OPB and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to UK SBS or securely destroyed by the Bidder (at UK SBS's option) at the conclusion of the procurement
- 7.1.16 The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Response.
- 7.1.17 The Bidder shall not make contact with any other employee, agent or consultant of UK SBS or any relevant OPB or Customer who are in any way connected with this procurement during the period of this procurement, unless instructed otherwise by UK SBS.
- 7.1.18 UK SBS shall not be committed to any course of action as a result of:
- 7.1.18.1 issuing this RFP or any invitation to participate in this procurement;
 - 7.1.18.2 an invitation to submit any Response in respect of this procurement;
 - 7.1.18.3 communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement; or

- 7.1.18.4 any other communication between UK SBS and/or any relevant OPB (whether directly or by its agents or representatives) and any other party.
- 7.1.19 Bidders shall accept and acknowledge that by issuing this RFP UK SBS shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all of the services for which Responses are invited.
- 7.1.20 UK SBS reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement.
- 7.1.21 Bidders should not include in the Response any extraneous information which has not been specifically requested in the RFP including, for example, any sales literature, standard terms of trading etc. Any such information not requested but provided by the Bidder shall not be considered by UK SBS.
- 7.1.22 If the Bidder is a consortium, the following information must be provided: full details of the consortium; and the information sought in this RFP in respect of each of the consortium's constituent members as part of a single composite response. Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as indicated in the relevant section of the selection questionnaire SEL1.9 specifically refers. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the RFP. However, please note UK SBS reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 19(6) of the Regulations. UK SBS recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to UK SBS so that it can make a further assessment by applying the selection criteria to the new information provided and consider rejection of the Response if UK SBS reasonably consider the change to have a material impact of the delivery of the viability of the Response.

7.2. Bidder conference

- 7.2.1 A Bidders' Conference – N/A

7.3. Confidentiality

- 7.3.1 Subject to the exceptions referred to in paragraph 7.3.2, the contents of this RFP are being made available by UK SBS on condition that:
- 7.3.1.1 Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
- 7.3.1.2 Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
- 7.3.1.3 Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and

- 7.3.1.4 Bidders shall not undertake any publicity activity within any section of the media in relation to this procurement
- 7.3.2 Bidders may disclose, distribute or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that either:
 - 7.3.2.1 This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
 - 7.3.2.2 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or
 - 7.3.2.3 The Bidder is legally required to make such a disclosure
- 7.3.3 In paragraphs 7.3.1 and 7.3.2 above the term 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.
- 7.3.4 UK SBS may disclose detailed information relating to Responses to its employees, agents or advisers and UK SBS may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. UK SBS also reserves the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure as explained in paragraphs 7.4.1 to 7.4.3 below).
- 7.3.5 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. Subject to section 7.4 below, the information will not be disclosed outside Government. Bidders taking part in this RFP consent to these terms as part of the competition process.
- 7.3.6 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>

- 7.3.7 UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this RFP to reflect any changes introduced by the GSC. In particular where this RFP 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.

7.4 Freedom of information

- 7.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS may be required to disclose information submitted by the Bidder to the to UK SBS.
- 7.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 7.4.3 Where a Bidder identifies information as commercially sensitive, UK SBS will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, UK SBS may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, UK SBS is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, UK SBS cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 7.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS and the Bidder should not attempt to answer the request without first consulting with UK SBS.
- 7.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, and any contract entered into by UK SBS with its preferred supplier once the procurement is complete. By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public.

7.5. Response Validity

- 7.5.1 Your Response should remain open for consideration for a period of 90. A Response valid for a shorter period may be rejected.

7.6. Timescales

- 7.6.1 [Section 3](#) of the RFP sets out the proposed procurement timetable. UK SBS reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

7.7. UK SBS's Contact Details

- 7.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.
- 7.7.2 All enquiries with respect to access to the e-sourcing tool may be submitted to Crown Commercial Service, Telephone 0345 010 3503.
- 7.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.

7.8. Preparation of a Response

- 7.8.1 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Bidders are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will UK SBS, or any of their advisers, be liable for any such costs, expenses or liabilities borne by Bidders or their sub-contractors, suppliers or advisers in this process.
- 7.8.2 Bidders are required to complete and provide all information required by UK SBS in accordance with the Conditions of Response and the Request for Proposal. Failure to comply with the Conditions and the Request for Proposal may lead UK SBS to reject a Response.
- 7.8.3 UK SBS relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.
- 7.8.4 Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by UK SBS or their advisers and representatives. Bidders should notify UK SBS promptly of any perceived ambiguity, inconsistency or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement.
- 7.8.5 Bidders must ensure that each response to a question is within any specified word count. Any responses with words in excess of the word count will only be considered up to the point where they meet the word count, any additional words beyond the volume defined in the word count will not be considered by the evaluation panel.
- 7.8.6 Bidders must ensure that each response to a question is not cross referenced to a response to another question. In the event of a Bidder adding a cross reference it will not be considered in evaluation.

7.9. Submission of Responses

- 7.9.1 The Response must be submitted as instructed in this document through the e-sourcing tool. Failure to follow the instruction within each Section of this document, to omit responses to any of the questions or to present your response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.

- 7.9.2 UK SBS may at its own absolute discretion extend the closing date and the time for receipt of Responses specified [Section 3](#).
- 7.9.3 Any extension to the RFP response period will apply to all Bidders.
- 7.9.4 Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response not being considered.
- 7.9.5 UK SBS does not accept responsibility for the premature opening or mishandling of Responses that are not submitted in accordance with the instructions of this document.
- 7.9.6 The Response and any documents accompanying it must be in the English language
- 7.9.7 Bidders must submit their response through the e-sourcing tool:
- 7.9.8 Responses will be submitted any time up to the date indicated in [Section 3](#). Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.
- 7.9.9 Responses received after the date indicated in [Section 3](#) shall not be considered by UK SBS unless the Bidder can justify the reason for the delay.
- 7.9.9.1 The Bidder must demonstrate irrefutable evidence in writing they have made best endeavours to ensure the Response was received on time and that the issue was beyond their control.
- 7.9.9.2 Any request for a late Response to be considered must be emailed to bids@uksbs.co.uk in advance of 'the deadline' if a bidder believes their Response will be received late.
- 7.9.9.3 UK SBS reserves the right to accept or reject any late Response without justification to the affected Bidder and make no guarantee it will consider any request for a late Response to be considered.

7.10. Canvassing

- 7.10.1 Any Bidder who directly or indirectly canvasses any employee, or agent of UK SBS or its members or any relevant OPB or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Response or proposed Response will be disqualified.

7.11. Disclaimers

- 7.11.1 Whilst the information in this RFP, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.
- 7.11.2 Neither UK SBS, nor any relevant OPB's nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:
- 7.11.2.1 makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFP; or

7.11.2.2 accepts any responsibility for the information contained in the RFP or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

7.11.3 Any persons considering making a decision to enter into contractual relationships with UK SBS and/or, as applicable, relevant OPB following receipt of the RFP should make their own investigations and their own independent assessment of UK SBS and/or, as applicable, relevant OPB and its requirements for the goods/services/goods and services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with Paragraph 7.15 of this RFP.

7.12. Collusive behaviour

7.12.1 Any Bidder who:

7.12.1.1 fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or

7.12.1.2 communicates to any party other than UK SBS or, as applicable, relevant OPB the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or

7.12.1.3 enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or

7.12.1.4 enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or

7.12.1.5 offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act or omission,

shall (without prejudice to any other civil remedies available to UK SBS and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

7.13. No inducement or incentive

7.13.1 The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a Response or enter into the Contract or any other contractual agreement.

7.14. Acceptance of the Contract

7.14.1 The Bidder in submitting the Response undertakes that in the event of the Response being accepted by UK SBS and UK SBS confirming in writing such acceptance to the

Bidder, the Bidder will within 3 days of being called upon to do so by UK SBS execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.

7.14.2 UK SBS shall be under no obligation to accept the lowest priced or any Response.

7.15. Queries relating to the Response

7.15.1 All requests for clarification about the requirements or the process of this procurement shall be made in through the e-sourcing tool unless where the e-sourcing tool is unavailable due to Emptoris or Crown Commercial Service system maintenance or failure when a clarification by email to the contact defined in [Section 3](#).

7.15.2 UK SBS will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.

7.15.3 In the event of a Bidder requiring assistance uploading a clarification to the e-sourcing portal they should use the contact details defined in [Section 3](#).

7.15.4 No further requests for clarifications will be accepted after 5 days prior to the date for submission of Responses.

7.15.5 In order to ensure equality of treatment of Bidders, UK SBS intends to publish the questions and clarifications raised by Bidders together with UK SBS's responses (but not the source of the questions) to all participants on a regular basis.

7.15.6 Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if UK SBS at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and UK SBS's response, UK SBS will:

7.15.6.1 invite the Bidder submitting the query to either declassify the query and allow the query along with UK SBS's response to be circulated to all Bidders; or

7.15.6.2 request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Bidder clarifications.

7.15.7 UK SBS reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

7.16. Amendments to Response Documents

7.16.1 At any time prior to the deadline for the receipt of Responses, UK SBS may modify the RFP by amendment. Any such amendment will be numbered and dated and issued by UK SBS to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Responses, UK SBS may, at its discretion, extend the time and/or date for receipt of Responses.

7.17. Modification and withdrawal

7.17.1 Bidders may modify their Response where allowable within the e-sourcing tool. No Response may be modified after the deadline for submission of Responses.

7.17.2 Bidders may withdraw their Response at any time prior the deadline for submission of Responses [or any other time prior to accepting the offer of a Contract]. The notice to withdraw the Response must be in writing and sent to UK SBS by recorded delivery or equivalent service and delivered to UK SBS at UK Shared Business Services Ltd, Procurement Policy Manager, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1ET

7.18. Right to disqualify or reject

7.18.1 UK SBS reserves the right to reject or disqualify a Bidder where

- 7.18.1.1 the Bidder fails to comply fully with the requirements of this Request for Proposal or presents the response in a format contrary to the requirements of this document; and/or
- 7.18.1.2 the Bidder is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or
- 7.18.1.3 there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

7.19. Right to cancel, clarify or vary the process

7.19.1 UK SBS reserves the right to:

- 7.19.1.1 cancel the evaluation process at any stage; and/or
- 7.19.1.2 require the Bidder to clarify its Response in writing and/or provide additional information. (Failure to respond adequately may result in the Bidder not being selected),

7.20.. Notification of award

7.20.1 UK SBS will notify the successful Bidder of the Contract award in writing and will publish an Award Notice in the Official Journal of the European Union in accordance with the Regulations within 30 days of the award of the contract.

7.20.2 As required by the Regulations all unsuccessful Bidders will be provided with an email advising the outcome of the submission of their RFP response.

Appendix ‘A’ Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “RFP Response”	means the Bidders formal offer in response to this Request for Proposal
“Bidders”	means the organisations being invited to respond to this Request for Proposal
“Central Purchasing Body”	means a duly constituted public sector organisation which procures goods/services for and on behalf of contracting authorities
“Conditions of Bid”	means the terms and conditions set out in this RFP relating to the submission of a Bid
“Contract”	means the agreement to be entered by UK SBS and the Supplier following any award under the procurement
“Contracting Bodies”	means UK SBS and any other contracting authorities described in the OJEU Contract Notice
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by UK SBS for the purpose of better informing the Bidders responses to this Request for Proposal
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
FoIA	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Lot”	means a discrete sub-division of the requirements
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“OJEU Contract Notice”	means the advertisement issued in the Official Journal of the European Union
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies”	means all Contracting Bodies except UK SBS
“Request for Proposal” or “RFP”	means this Request for Proposal documentation and all related documents published by UK SBS and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Supplier”	means the organisation awarded the Contract
“Standard Goods /Services”	means any goods/services set out at within Section 4 Specification