

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department for Business,  
Energy and Industrial Strategy**  
**Subject: Technology Skills Analysis**  
**Sourcing Reference Number: CS18054**



**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
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VAT registration GB618 3673 25  
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Version 3.6

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

## **Privacy Statement**

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

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

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

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

## **Privacy Notice**

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

### **YOUR DATA**

The Contracting Authority will process the following personal data:

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

Names and contacts of potential interviewees (tbc) contributing to the Analysis

#### *Purpose*

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

#### *Legal basis of processing*

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

#### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may

share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

### *Retention*

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

## **YOUR RIGHTS**

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

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

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

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

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

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

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

## **INTERNATIONAL TRANSFERS**

Your personal data will not be processed outside the European Union

## **COMPLAINTS**

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

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

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

## **CONTACT DETAILS**

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

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

## **Section 2 – About the Contracting Authority**

### **Department for Business, Energy & Industrial Strategy (BEIS)**

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

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

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

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

## Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Laura Goodhall
3.3	Buyer contact details	<a href="mailto:professionalservices@uksbs.co.uk">professionalservices@uksbs.co.uk</a>
3.4	Maximum value of the Opportunity	£80,000 (ex VAT, including expenses)
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	10/12/2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	18/12/2018 11 00 GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	21/12/2018 14 00 GMT
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	04/01/2019 14 00 GMT
3.10	Date/time Bidders should be available if face to face interviews are required	w/c 14/01/2019 14 00 GMT
3.11	Anticipated notification date of successful and unsuccessful Bids	18/01/2019 14 00 GMT
3.12	Anticipated Award date	18/01/2019
3.13	Anticipated Contract Start date	24/01/2019
3.14	Anticipated Contract End date	31/03/2019
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### Background to BEIS

[Department for Business, Energy and Industrial Strategy \(BEIS\)](#) was created in July 2016 to bring together responsibilities for business, industrial strategy, science, innovation, energy, and climate change. It is responsible for:

- delivering the government’s Industrial Strategy and leading its relationship with business
- working to deliver the best environment for businesses and investors following EU Exit
- 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 has 39 Directorates across 7 business groups, some of which are already involved in high-technology projects. It also works with public and private sector partners in the high-technology space. Mapping the Department’s ‘tech capability’ to highlight the gaps, alongside areas of expertise, will allow BEIS to bring consistency across the Department to this capability.

Business Growth is the commissioning Directorate in BEIS. It works with businesses and entrepreneurs in established and emerging sectors across the UK and puts the right conditions in place for businesses to start, grow, be successful and invest for the long term – building an economy for all.

### The Policy Context

BEIS’s vision is an economy that works for everyone – so that there are great places in every part of the UK for people to work and for businesses to invest, innovate and grow. It is playing a lead role in harnessing the power of technology-driven emerging and future sectors - such as Artificial Intelligence and Machine Learning, Robotics, Distributed Ledger Technology, Quantum Technology, Augmented and Virtual Reality, and others. These technologies play an ever-increasing role in business, government and society and their impact is, and will continue to be, profound. Their impact on civil service knowledge and skills will have an equally disruptive effect. In order to deliver its Industrial Strategy and provide the leadership required to fully exploit future technology opportunities it is crucial that BEIS has the requisite knowledge, understanding and skills consistently in place across the department, and in the right policy areas.

See the [Industrial Strategy](https://www.gov.uk/government/publications/industrial-strategy-building-a-britain-fit-for-the-future) - <https://www.gov.uk/government/publications/industrial-strategy-building-a-britain-fit-for-the-future> and its [Grand Challenges](https://www.gov.uk/government/publications/industrial-strategy-the-grand-challenges) - <https://www.gov.uk/government/publications/industrial-strategy-the-grand-challenges> (areas where Britain can lead the global technological revolution) for examples of how new and emerging technology is transforming policy making and government service delivery - from driverless cars to new care technologies and smart energy systems. Being at the forefront of the fast- moving global

technology revolution is vital to BEIS's ability to plan for a rapidly changing future, shape new markets and industries, and build the UK's competitive advantage.

### **Aims**

The aim of the **Technology Skills Analysis** is to identify BEIS's 'tech skills' needs and any gaps among policy makers in relation to key new and emerging technologies, so that a targeted Technology Training Strategy can be put in place. The long-term ambition is to keep staff skills and knowledge current; to

- support better policy making and delivery of key programmes (such as the Industrial Strategy) by enabling officials to identify new opportunities afforded by technology. This could include identifying potential areas for future investment or developing delivery mechanisms that use technology to provide better value for money.
- to future proof the Department's ability to respond to a fast-changing external business environment. Due to the potential pace of disruption of traditional sectors by technology (e.g. Drones, FinTech), the Department requires an effective level of understanding to anticipate challenges, and to have the capability to respond effectively.
- to encourage a culture of innovation in the Department's work: improving the ability to adapt to change, and to implement new ideas.

### **Objectives**

The objectives of the **Technology Skills Analysis** are to:

- Assess and articulate the technology skills needs and any gaps in BEIS policy staff, using a structured, evidence-based gap analysis. This will set out the current baseline knowledge level in different policy areas and professions and describe level of capability needed.
- Set out and evaluate options for addressing the 'gap' i.e. the area where skills and knowledge could be improved, taking into account existing training provision in BEIS, across the wider civil service and in the private sector. This could be basic or specialist training; for all staff or select teams; internal or externally provided.

### **Requirement**

The Department wishes to commission a **Technology Skills Analysis** to assess the knowledge and understanding required of BEIS staff across its main areas of responsibility regarding key new and emerging technologies. The Analysis will need to assess both the base requirement and the current level of knowledge and understanding of key new and emerging technologies by BEIS staff across its main areas of responsibility alongside establishing any gaps. It is crucial the Department has the right knowledge, understanding and skills in place. The findings from the Analysis will inform BEIS's future workforce development, including its priorities for technology skills training. This will enable the Department to better meet the needs of its Industrial Strategy, EU Exit and future policy requirements. To note, the focus for this work is BEIS's wider workforce of policy-makers,

not training for technical specialists and professionals covered by the Digital, Data and Technology Capability Framework.

We are seeking proposals that:

- a) articulate how the technology skills needs and any gaps will be identified and the methodology to be used
- b) explain how the scoping and evaluation of options for training to fill identified gaps would be approached, taking into account existing provision in the civil service and in the private sector. (NB: any training itself will be out of scope for this work). Training could be basic or specialist; for all staff or select teams; internal or externally provided
- c) state how the development of procurement specifications that the department can draw on to acquire priority training would be approached
- d) explain how a 'Skills Gap Analysis Toolkit' based on the methodology employed would be created, for future use by BEIS to reassess its tech skills position, and for wider sharing and use within government

Please limit your bid proposals to 12 pages of A4 plus the supplements highlighted in the ITQ Questions.

### **Areas for exploration**

We envisage areas for exploration will include:

- the knowledge and understanding of BEIS staff regarding key new and emerging technologies, including implications for government policy making in areas such as businesses support and regulation. What do staff currently know, and what do they need to know?
- the knowledge and skills of policy staff to be able to commission technology-driven service delivery solutions (known as GovTech). What do staff know now, and what do they need to know?
- staff knowledge of the emerging/future sectors business environment, including sector structures, trends, and tech business models, and how this world is, and will continue, to change rapidly. What is the level of awareness now, and what more do they need to know?
- staff understanding and ability to engage with emerging sector companies – large and small, start-up and established, and other more traditional sectors where the opportunities and implications may be equally profound. Where are they now and what do they need to know?

Bidders are also invited to propose other elements for exploration that the Department, at its discretion, may wish to consider commissioning in the future. Any suggestions should be costed separately where a cost is applicable that is not in scope under the current budget.

### **Approach**

To progress this work, we anticipate the company appointed will:

- Contribute its own existing expertise on future technologies and relevant issues
- Interview senior BEIS staff – in particular Directors and Director Generals in the 7 business groups in BEIS for their view of the current and future requirements of tech knowledge and skills
- Interview key tech stakeholders on their view of the required government knowledge and capability plus their view of the current tech knowledge and skills of BEIS staff. The Department will suggest and broker some contacts to follow up
- Review the content and feedback from 'Tech Immersion' pilot training that has already been run, and from a departmental review of the barriers to GovTech
- Draw information from other existing literature and peer projects Review tech training providers who educate in this space to provide a market view

### **Outputs**

- A report that sets out the analyses and findings clearly and accessibly, addressing each of the requirements set out in the Specification. This should provide key evidence to inform the department's Technology Training Strategy
- Draft procurement specifications to fill identified skills gaps
- A 'Technology Skills Analysis Toolkit', based on the methodology in the analysis, that the department can use to reassess BEIS's tech skills position in the future and also share and for wider use within government
- Presentations on the findings and recommendations for senior BEIS stakeholders
  - i. at an interim point as findings are being collated and considered
  - ii. following completion of the report and formal sign off by the Department

### **Essential Skills and Expertise**

- An understanding of emerging technology, future sectors and government policy making
- Ability to source and analyse information to determine BEIS's technology training needs
- Understanding of relevant training approaches and their effectiveness in different circumstances
- Understanding of culture change within a large organisation

In order to ensure the right level of supplier knowledge, skills and, expertise interviews will be held. Candidates will be asked to provide a five-minute presentation on how they will approach the work, which will be followed by questions.

### **Ways of Working**

Business Growth Directorate will be the point of contact for the work:

- Business Growth will:
  - organise meetings with internal stakeholders e.g. Directors and DGs, as required
  - Provide access to BEIS for the suppliers to undertake interviews and meetings

- Provide contacts and broker some connections with a number of external stakeholders - though the supplier will be expected to propose and connect with others
- Provide open lounge space for the suppliers (but no allocated desks or room)
- The supplier will:
  - Follow up on, source and organise meetings with external stakeholders as required
  - provide a project plan with dates and activities for executing the work
  - travel within the UK to meetings if relevant
  - use their own IT equipment (guest wi-fi is available in BEIS)

### **Budget**

The guide budget for the work is £70,000 - £80,000, including expenses but excluding VAT. Payment will be made at two stages: delivery of the interim findings and delivery of the final deliverables.

### **Terms and Conditions**

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

## Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6=16\div3=5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.1	Full Legal name and address and contact details
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	FOI1.2	Freedom of Information Disclosure
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool

## Scoring criteria

### Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding and Relevant Expertise	20%
Quality	PROJ1.2	Project Plan and Timescales	10%
Quality	PROJ 1.3	Methodology	15%
Quality	PROJ1.4	Project Team and Capability to Deliver	15%
Interview	PROJ1.6	i – Implications	5%
Interview	PROJ1.7	ii – Levels of Knowledge	5%
Interview	PROJ1.8	iii – Obstacles	5%
Interview	PROJ1.9	iv – Key Factors	5%

## Evaluation of criteria

### Non-Price elements

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

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

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

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

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

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

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

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

### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

**Price elements** will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

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

## **Section 6 – Evaluation questionnaire**

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

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

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

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

#### DO:

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

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

### DO NOT

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

## Some additional guidance notes

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

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

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

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

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

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

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

#### **USEFUL INFORMATION LINKS**

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