



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department for Business,
Energy & Industrial Strategy BEIS**

**Subject UK SBS Scoping study into the use of UK Government-held
carbon and climate data to support UK green finance initiatives
Sourcing reference number UK SBS BLOJEU-CR16133BEIS**

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

Registered in England and Wales as a limited company. Company Number 6330639.
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UKSBS

Shared Business Services

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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 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 (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 Customers.

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

Section 2 – About Our Customer

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Innovation & Skills (BEIS) is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BEIS also protects consumers and reduces the impact of regulation.

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

Our priorities for 2016 to 2017 include:

- business and enterprise
- competitiveness and exports
- science and innovation
- apprenticeships and skills
- higher education
- labour markets

We have around 2,500 staff working for BEIS plus around 500 people working for UK Trade & Investment in the UK.

Our partner organisations include 9 executive agencies employing around 14,500 staff.

We have BEIS offices in London, Sheffield, Billingham, Cardiff, Darlington, Glasgow, Manchester, Nottingham, Runcorn and Watford.

Department for Business, Energy & Industrial Strategy achievements include:

- Funding 457,000 apprenticeship starts in 2010-11 Academic Year
- Committing £75 million to support innovation in technology-based SMEs
- Helping 25,000 UK businesses (mainly SMEs), employing over 13 million people, to make the most of opportunities for growth in overseas markets; Growth Accelerator is a new Department for Business funded-service to help up to 26,000 small and medium enterprises (SMEs) grow as much as they can over three years. Working with an experienced coach, businesses will receive a personalised growth plan, training and workshops, networking and peer to peer support. SMEs can also learn how to develop their leadership and management capability.
- With the Cabinet Office, leading the review of 1,200 regulations across Government as part of the Red Tape Challenge, more than half of which will be scrapped or improved.

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

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Department for Business, Energy and Industrial Strategy 1 Victoria Street , London, SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£100,000
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	27/01/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	03/02/2017 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	08/02/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	15/02/2017 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	24/02/2017
3.12	Anticipated Award date	24/02/2017
3.13	Anticipated Contract Start date	27/02/2017

3.14	Anticipated Contract End date	30/06/2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

The Department of Business, Energy & Industrial Strategy (BEIS) brings together responsibilities for business, industrial strategy, science, innovation, energy & climate change. It is specifically responsible for:

- Business and enterprise: cementing the UK's position as the best place in Europe to start and grow a business – by supporting local growth, entrepreneurs, and making it easier for businesses to resolve disputes quickly and easily.
- Competitiveness: developing a long-term industrial strategy, supporting competitive markets, cutting red tape and protecting intellectual property.
- Science and innovation: ensuring that the UK is the best place in Europe to innovate, maintaining our world leading research and science base to drive growth and productivity while reforming the system to maximise value from our investments.
- Labour markets: helping Britain move to a higher wage, lower tax, lower welfare society, tackling illegal practices in the workplace, implementing reform of trade union law, and dealing with abuse of the minimum wage.
- A reliable and resilient energy system: ensuring security of energy supply that families and businesses can rely on, now and in the future. This includes working across the oil, gas and electricity sectors to make sure the UK has well-functioning, competitive and resilient energy system, and sufficient capacity to meet the needs of energy users in the years ahead.
- Energy bills: keeping bills as low as possible for hard-working families and businesses.
- International climate change and cost-effective carbon reduction at home: taking action on climate change alongside international partners to safeguard our long-term economic and national security. Also meeting our national carbon target of at least 80% emissions reduction by 2050 through efficient procurement of low carbon generation and others in ways that keep the cost of action as low as possible, to ensure value for money for our families and businesses.
- UK energy legacy: managing the legacy of our energy industries sustainably and responsibly. This means discharging legal liabilities effectively and managing security risks from the legacies of our nuclear and coal industries, and other energy liabilities.

This specification is released by BEIS Science and Innovation for Climate and Energy (SICE) Directorate. SICE support delivery of climate and energy policy objectives through the provision of research and advice on areas such as bioenergy, renewable heat and land use. SICE are also responsible for the production and quality of the UK's statutory reporting requirements around greenhouse gas emissions.

2. Aims

The UK business and financial sectors are already starting to take advantage of the low carbon investment and capital raising opportunities presented by the transition to a lower carbon economy. Drivers to action have become more urgent following the Paris Agreement. New green financial products are being developed, with the green bond market taking off in recent years. USD 42 billion of green bonds were issued in 2015; in 2016 that figure rose to USD 78 billion, including USD 23 billion of issuance from China that was consistent with international definitions¹. However, the IEA estimates that to meet international emissions reduction targets a total of £53tn of investment in energy efficiency and energy infrastructure will be required by 2035. The UK Government is therefore keen to support the continued expansion of these markets.

This study will scope the current data, products, standards and methodologies that are currently available or in development around:

1. identifying and assessing carbon risk in investments;
 - There is an increasingly urgent need for investors to assess and minimise climate related risk in their activities. This need is being recognised by investors but also increasingly by financial institutions and international bodies, such as the Green Finance Study Group under the G20 and the Financial Stability Board. Engagement with these groups and others has highlighted a lack of data and consistent methodologies as a barrier to wider adoption of climate risk assessment techniques.
2. developing corporate climate transition plans in the financial sector; and,
 - Many financial institutions have set positive green investment targets or science-based 2°C pathways, for example, Citi, JP Morgan & HSBC. This project seeks to understand how financial institutions define measuring and reporting the positive investments they are making.
3. classifying green finance products.
 - Data and information barriers have been highlighted as preventing the expansion of markets for green finance products, for example green bonds.

This scoping will be combined with an assessment of the data and methodologies held by BEIS in this area and the extent to which these could be used to fill any gaps in the data, standards etc.

The UK Government has many years' experience in developing climate data, calculation methodologies and expertise through its statutory reporting of greenhouse gases at a national level². It has also developed tools and techniques that could be used by investors and financial bodies in understanding the risks and opportunities in different trajectories to a low carbon future, for example the 2050 calculator³. The ultimate aim is for SICE to use this work to determine their potential role in furthering the above activities through support or the provision of information.

¹ <https://www.climatebonds.net/>

² Further information available here: <https://www.gov.uk/government/collections/uk-greenhouse-gas-emissions-statistics>

³ Further information available here: <https://www.gov.uk/guidance/2050-pathways-analysis>

3. Objectives

To meet the aims above this scoping study has the following key objectives:

- 1) To understand the information currently used or planned to be used by financial institutions in order to measure and report the activities set out above:
 - i. identifying and assessing carbon risk in investments;
 - ii. developing corporate climate transition plans; and
 - iii. classifying green finance products.

It is recognised that financial institutions are using a wide array of information sources to gather information for these purposes, for example index providers and benchmarking organisations. Therefore consideration of these sources should be included in proposals to meet this objective. Please see the Scope section below for a definition of 'information' and 'financial institutions'.

- 2) To understand the information gaps preventing wider undertaking of these activities by financial institutions.

It is recognised that there are many reasons financial institutions do not undertake climate risk assessments, develop low carbon transition plans or invest in green finance opportunities. This study does not seek to understand all these barriers, only those barriers related to the provision of information. Financial institutions that already carry out these activities are included in the scope of this study, however those that do not but are interested in doing so should also be considered.

- 3) To identify the BEIS-held information that could be adapted and/or made available to financial institutions and associated data providers in order to overcome the information barriers identified in Objective 2.

HMG is a global leader in collecting and reporting climate data, and already makes a wide variety of data publically available, e.g. the UK Greenhouse Gas Inventory. However, it is understood that this data is not widely used for the purposes of climate risk assessments, development of low carbon transition plans or measuring and reporting green finance opportunities. Therefore this objective will focus firstly on identifying BEIS-held information that could be of most use, and then on the ways in which Government could develop and present the information it holds for maximum benefit and use by financial institutions.

- 4) To understand the wider role BEIS could have in promoting further development in the climate finance market.

BEIS would like to understand what further work HMG could do to promote the development of the green finance market beyond meeting information needs. This could be through supporting or endorsing certain industry wide standards or initiatives, or the development of methodologies.

4. Background to the Requirement

Stakeholder engagement to date:

SICE has spoken to a number of financial institutions to evaluate the level of interest in this piece of work, and also to further understand their likely information requirements. These include the Bank of England and G20 Task Group members. These discussions have highlighted the strong appetite for more and better climate information for use in climate risk assessments, the development of low carbon transition plans and the measuring and reporting of green finance opportunities. Stakeholders have also responded enthusiastically to our initial suggestions that BEIS could review its existing climate information for potential use.

Other relevant work streams:

There are many areas of Government with an interest in this area of work and this scoping study will receive input from representatives of these interested teams.

Firstly, one of the aims of the International Climate Fund programme within BEIS is to mobilise private finance and they have stated they wish to use the outputs of this scoping to apply BEIS-held climate information to their international work. The International Climate Fund aims to provide technical assistance to developing countries as they progress their climate legislation, energy policy frameworks and financial incentives.

The Private Sector Department (PSD) within the Department for International Development (DFID) will be contributing to the development of a new index which will rank companies based on their performance against the Sustainable Development Goals (SDGs). SDG13; 'take urgent action to combat climate change and its impact', could become one of the focus points of this index, which would require a consistent approach for companies to report on their climate impact.

The Financial Stability Board (FSB) Task Force on Climate-related Financial Disclosures (TCFD) has developed a set of voluntary, consistent disclosure recommendations for use by companies in providing information to investors and other stakeholders about the financial risks companies face from climate change.⁴ This included recommendations on how companies should consider including climate change factors and metrics as part of their core risk management strategy. These recommendations were published on December 14th 2016.

Defra have responsibility for reporting climate change adaptation risk and UK plans to mitigate that risk. It also governs the self-reporting of climate change adaptation risks by UK businesses.

⁴ Further information available here: <http://www.fsb.org/2016/12/recommendations-of-the-task-force-on-climate-related-financial-disclosures/>

Existing relevant BEIS data

In line with its statutory requirements BEIS currently produces a significant amount of climate information, such as:

Greenhouse Gas Inventory (GHGI):

The UK's GHGI provides an in depth breakdown of the UK's greenhouse gas emissions since 1990. The outputs of this are made publically available in several different formats, as well as many of the underlying calculations.

Energy and Emissions Projections (EEP):

Each year BEIS publishes updated energy projections, analysing and projecting future energy use and greenhouse gas emissions in the UK. These projections are based on assumptions of future economic growth, fossil fuel prices, electricity generation costs, UK population and other key variables which are regularly updated. They also give an indication of the impact of uncertainty around some of these input assumptions.

BEIS 2050 Calculator:

BEIS 2050 calculator models what is thought to be physically and technically possible in forty-two different sectors based on assumptions around scientific and engineering capabilities. It was built in collaboration with a wide range of organisations from inside and outside of Government.

UK TIMES:

BEIS and University College London have co-developed the UK TIMES energy systems model. The model portrays the UK energy system, from fuel extraction and trading, to fuel processing and transport, electricity generation and all final energy demands. The model generates scenarios for the evolution of the energy system based on different assumptions around the evolution of demands, future technology costs, measuring energy system costs and all greenhouse gases associated with the scenario.

Digest of UK Energy Statistics (DUKES):

DUKES is an extensive source of information on fuel use throughout the UK, containing separate sections on coal, petroleum, gas, electricity, renewables and combined heat and power.

There are many more types of climate data held by BEIS, either directly or through its agencies. For example, the Met Office produces both climate risk assessments and climate projections. This scoping study should consider the data held by BEIS' agencies, as well as by BEIS itself.

5. Scope

This specification refers 'climate risk and opportunity', 'information', 'data', 'investors' and 'stakeholders' in line with the definitions below. These definitions set the scope for the project, and indicate the breadth of work required.

'Climate risk'

The term 'climate risk' when used in this specification is referring to any climate change related risks that financial institutions and enabling bodies such as index providers may wish to monitor or report on. Climate risk could be referring to the risk exposure of an investment portfolio.

Climate risk is referring to both physical risk and transition risk. Physical climate risk is already starting to have implications for UK investors and businesses, as weather variabilities and extremes become more pronounced. Physical climate risk encompasses damage to assets, or disruption to trading caused by flooding, hurricanes, or other extreme weather conditions. High quality environmental information will be important in enabling financial institutions to effectively mitigate against these physical risks.

Climate transition risk refers to the risks arising from the process of adjusting to a lower carbon economy, such as changes in policy, technology or investor sentiment. As with physical climate risks, high quality environmental information will be important in allowing financial institutions to effectively adapt to a lower carbon transition pathway, and a lower carbon economy.

'Green finance opportunities'

Where used this term can refer to the identification of low carbon projects for direct investment, or the development, measurement and reporting of green finance products, such as green bonds. The emerging green bond market also presents an opportunity for Government in supporting standard development. Having access to high quality environmental information will enable financial institutions to effectively analyse these green finance opportunities, allowing them to more efficiently allocate capital and resources towards them.

'Low carbon / climate transition plans'

Several financial institutions have either put in place, or considered putting in place, science-based targets to transition their business along a pathway compatible with a 2°C economy. This impacts both their direct operations and investments and requires considerable information to classify measure and report its activities.

'Index / indices'

An index or indices referred to in this specification covers those that include the entire green bond spectrum, those that include only bonds flagged as green using particular definitions and those

that produce environmental benefits but do not necessarily carry green labels.

'Information'

The term 'information' is used in its widest sense in this specification, and refers to the range of data, standards, methodologies and initiatives that are currently being used by financial institutions to make climate risk assessments, develop low carbon transition plans or identify, measure and report green finance opportunities. This does not include information used for assessing financial risk.

Where 'information' is interpreted as 'data' this should primarily focus on climate-related data held by BEIS or its agencies, for example on greenhouse gas emissions and scenarios. Focus should be on those that are already in the public domain or that are designed for public use. However, consideration should be given as to whether the underlying input data and models could be used in an alternative way in order to further benefit financial institutions. For example, underlying sector trend data could enable financial institutions to accurately model certain economic scenarios and their accompanying emissions.

'Financial institutions'

Where this term is used the following organisations and institutions are considered:

- i) Issuers of listed and non-listed securities.
- ii) Brokers and stock exchanges.
- iii) Commercial banks
- iv) Insurance companies
- v) Pension funds
- vi) Investment management firms including private equity and hedge fund managers.
- vii) Investment banks working on the issuance of green finance instruments such as green bonds.
- viii) Investor consultants.

6. Requirement

Scoping study phases:

This scoping study will be a combination of a desk-based data gathering exercise and stakeholder engagement, with the work split into two phases. The first phase will be to undertake a review of the current climate information used by financial institutions (Objective 1), with a focus on the potential areas where BEIS could provide data and support (Objective 2). Subject to a review of the outcomes of the first phase by the steering group and supplier, the second phase will be to undertake a review of BEIS-held data in order to understand how it could be used to meet financial institutions' needs (Objective 3), and how data and support would need to be made available to make that happen (Objectives 3 & 4). Further detail on the work required under each

phase is outlined below.

Phase 1: Scoping the current information

It is expected that the supplier will conduct around 20-30 interviews, which will cover the range of stakeholder groups in this area. It is suggested that a semi-structured interview style will be used to cover key topics and the questions should be worded to minimise bias, although bidders are welcome to suggest alternative approaches. The individuals interviewed should be focussed on those with responsibility for green and climate investment reporting and measurement within an organisation. Both the list of stakeholders to be interviewed and the questions to be asked will be cleared by the steering committee before use.

It is anticipated that the following groups will be consulted as part of this work:

- UK investment banks and brokers
- UK commercial banks
- UK fund managers, including private equity and hedge fund managers
- National financial institutions, such as the Bank of England
- G20 Green Finance Study Group members
- Index providers and ETF providers, e.g. S&P, Moody's
- UK and global finance initiatives, such as the Financial Stability Board
- UK and global green finance initiatives such as the We Mean Business Campaign, UNPRI, Climate Bond Initiative.

Overall, this phase should focus on building an understanding of both who is using climate information, and what climate information is being used, as well as seeking to understand the information requirements that have not yet been fulfilled or identified. This phase will focus on financial institutions, as outlined in the 'scope' section, but should also consider the extent to which the findings are likely to coincide with the requirements of corporate entities beyond just financial institutions.

The supplier should focus on addressing the following issues:

- Developing an understanding of the users of climate information.
 - To understand which financial institutions are using climate information to make climate risk assessments, develop low carbon transition plans or identify, measure and report green finance opportunities.
 - To understand which organisations are the leading providers of climate information, initiatives or standards for climate reporting.
 - To understand, as far as possible, the future plans of financial institutions to make climate risk assessments, develop low carbon transition plans or identify, measure and report green finance opportunities.
- Developing an understanding of the current climate information used by financial institutions.
 - To understand what climate information is currently being used by financial institutions.
 - To understand how this information is currently being used by financial institutions, with particular focus on the way financial institutions process the data into a usable

- and meaningful format.
- To critique the quality of the information currently being used.
 - To understand the current gaps in the information. This should seek to go beyond just what is currently explicitly used or desired by financial institutions, and should consider what sort of data these institutions could use to further develop their climate risk assessments, low carbon transition plans or exploitation of green finance opportunities.

Phase 1 deliverables

At the end of phase one the supplier will be expected to produce:

- A report (max 8 pages, including an executive summary) outlining the findings of phase 1, clearly addressing the required points as outlined above.
- A 1 page summary of the findings from the stakeholder engagement process, with appropriate tables as annexes providing detail on the responses of each stakeholder.

At the end of phase one the steering group and the supplier will use the findings to consider the best approach for phase two, including what BEIS data will be targeted and who within the Department and wider will need to be contacted. This will consist of a meeting with the steering group and the supplier to analyse the findings of phase one, where the supplier will be expected to answer any queries the steering group may have.

It will be possible to arrange an interim payment, payable upon the completion of phase one.

Phase 2: Scoping Government held climate information

The supplier will compare financial institutions' information needs with BEIS-held climate information and consider how this information can be made available to benefit financial institutions' activities. It will be necessary for the supplier to assess the extent of the climate information held by BEIS and its agencies, including any that is not published. Much of the underlying calculation information is also made available, however not all, either because it is confidential or because the quantity means that making it available in an accessible format is very expensive. The supplier should seek to assess the scope of this unpublished information as new publications could be developed if appropriate users were identified.

The supplier will be expected to conduct interviews with information producing teams across BEIS and its agencies, facilitated by the steering group, who will be able ensure the supplier can be put in contact with the relevant contacts within BEIS. We anticipate that between 10-15 interviews will be necessary.

The supplier should focus on addressing the following issues:

- Develop an understanding of the information BEIS currently produces or holds that could be useful to financial institutions.
 - Understanding how the information in question is currently used, and which team within BEIS is responsible for its production.

- Evaluating how BEIS could consider manipulating or re-publishing this information to make it as user friendly as possible.
- Clearly identifying the information need identified that would be fulfilled through use of this BEIS-held information.

Furthermore, this phase should also examine the potential role BEIS could have in further promoting climate risk assessments, the development of low carbon transition plans or the identification, measurement and reporting of green finance opportunities. This could be through endorsing certain standards or initiatives, or through collaborating with existing task groups or organisations who are taking a lead role in developing climate finance indices.

Phase 2 deliverables

At the end of phase 2 the supplier will be expected to produce:

- A report (max 20 pages, including executive summary) outlining the findings of each phase of the scoping work, clearly addressing the required points as outlined above. This report should detail how the findings from each phase of the scoping work are linked, and how findings from phase 2 address the requirements flagged in phase 1.
- The supplier will be required to present the findings of the scoping work to the steering group, ahead of a wider presentation to interested stakeholders.

7. Timetable

Deliverables and resourcing:

Project deliverables timeline	Date
Proposed stakeholder engagement plan	March 2017
Phase 1 deliverable(s)	April 2017
End of Phase 1 steering group meeting	April 2017
Phase 2 deliverable(s)	June 2017
Project closing steering group meeting	June 2017

There will be a kick-off meeting to clarify the scope, deliverables and timeline. There will also be a meeting/teleconference with the steering group and the supplier at the end of the first phase, as explained in section 6. BEIS would also like a bi-weekly call with the supplier to monitor progress and ensure that the deliverables are still on track to be met within the agreed timescales.

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

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 ITQ. 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	Understanding of the Objectives	20%
Quality	PROJ1.2	Project Plan and Risk Management	20%
Quality	PROJ1.3	Methodology	20%
Quality	PROJ1.4	Project Team and Capability to Deliver	20%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the

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

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there 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: $\text{Score/Total Points multiplied by 50}$ ($80/100 \times 50 = 40$)

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 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 typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

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

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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