

Invitation to Quote



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

Subject: Innovate UK: Facilitation for Innovation Lab

Sourcing Reference Number: UK SBS PS18151



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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

UK Research and Innovation

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

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

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

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

Innovate UK

Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. They drive growth by working with companies to de-risk, enable and support innovation.

<https://www.gov.uk/government/organisations/innovate-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	UK Research and Innovation (UKRI), Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL
3.2	Buyer name	Sharon West
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£25,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <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	31/05/2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	08/06/2018 @ 11:00hrs GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	12/06/2018 @14:00hrs GMT
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	20/06/2018 @14:00hrs GMT
3.10	Date/time Bidders should be available if face to face clarifications are required	25/06/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	29/06/2018
3.12	Anticipated Award date	29/06/2018
3.13	Anticipated Contract Start date	02/07/2018
3.14	Anticipated Contract End date	30/09/2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

The Industrial Strategy Challenge Fund is a new, highly directed approach to achieving technological outcomes that have the potential to be of major economic and social benefits to the UK. Delivered primarily through UK Research and Innovation, it will combine the UK's research strength funded through Research Councils with the business focussed, competitive approach of Innovate UK. The aim is to accelerate the application of UK industry-led solutions in technological challenges in which specific programmes will look to develop technologies where the global market is potentially large and the UK has the scientific and business capability to become a world-leader.

The ISCF aims to improve the performance of our whole science and innovation system and is essential to realise the R&D ambitions of the Industrial Strategy. The industry-led approach of the ISCF will enable and accelerate the commercialisation of new technologies, increase productivity, create new export opportunities, and enable challenge business models to flourish. It will enhance and capitalise on our world-class research base, enabling businesses to apply cutting-edge research in new, commercialised applications in global markets of the future.

UK Research & Innovation (UKRI)

Operating across the whole of the UK with a combined budget of more than £6 billion, UK Research and Innovation brings together the seven Research Councils, Innovate UK and a new organisation, Research England from April 2018. Research England will work closely with its partner organisations in the devolved administrations.

UK Research and Innovation intends to be an outstanding organisation that ensures the UK maintains its world leading position in research and innovation. We will ensure that the UK maintains our world-leading research and innovation position by creating a system that maximises the contribution of each of the component parts and creates the best environment for research and innovation to flourish.

UKRI will operate under a shadow governance structure managing the transition to the new organisation in April 2018. The initial programme will be delivered as an evolution of the Innovate UK and Engineering and Physical Sciences Research Council (EPSRC) delivery mechanisms. From April 2018 UKRI will continue to monitor and govern the investments throughout their duration.

Innovate UK

Innovate UK is the UK's innovation agency driving productivity and growth by supporting businesses to realise the potential of new technologies and make them a commercial success. Innovate UK's focus is to

- **turn scientific excellence into economic impact** and deliver results through innovation, in collaboration with the research community and government
- **accelerate UK economic growth** by nurturing high-growth potential SMEs in key market sectors, helping them to become high-growth mid-sized companies with strong productivity and export success

- **build on innovation excellence throughout the UK**, investing locally in areas of strength
- **develop Catapult centres within a national innovation** network to provide access to cutting-edge technologies, encourage inward investment and enable technical advances in existing businesses
- **evolve our funding models**, ensuring businesses we work with get the right kind of funding at the right time and helping public money go further and work harder.

Since 2007 we have committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. We have helped 8,000 organisations with projects estimated to add more than £16 billion to the UK economy and create nearly 70,000 jobs.

EPSRC

EPSRC is the main UK government agency for funding research and training in engineering and the physical sciences, investing more than £800 million a year in a broad range of subjects - from mathematics to materials science, and from information technology to structural engineering.

EPSRC's mission is to:

Promote and support, by any means, high quality basic, strategic and applied research and related postgraduate training in engineering and the physical sciences.

Advance knowledge and technology (including the promotion and support of the exploitation of research outcomes), and provide trained scientists and engineers, which meet the needs of users and beneficiaries (including the chemical, communications, construction, electrical, electronic, energy, engineering, information technology, pharmaceutical, process and other industries), thereby contributing to the economic competitiveness of Our United Kingdom and the quality of life.

Through the mission activities the council will

- Generate public awareness
- Communicate research outcomes
- Encourage public engagement and dialogue
- Disseminate knowledge
- Provide advice

EPSRC's vision is for the UK to be the most dynamic and stimulating environment in which to engage in research and innovation.

The Engineering and Physical Sciences Research Council is at the heart of discovery and innovation where research saves lives, creates prosperity, protects the environment and inspires future generations.

2.0 ISCF Robotics and AI in Extreme Environments

Robotics and Artificial Intelligence (RAI) has the potential to grow national productivity, enable leaner and safer practices, enhance our quality of life and empower a more resilient society. It could revolutionise our public services and infrastructure, and hugely benefit areas such as nuclear decommissioning, deep mining, sub-surface, sub-sea and outer-space.

The ambition of the programme is to develop RAI solutions to make a safer working environment in industries such as off-shore energy, nuclear energy, space and deep mining, which will increase productivity and open up new cross disciplinary opportunities which are not currently available.

The programme will deliver a national programme in RAI for extreme and challenging environments through ~£93M of investment which will be deployed between 1 October 2017 and 31 March 2021, which will lead to the establishment of:

- Four use-inspired research hubs which will drive forward and enable the commercialisation of fundamental science in RAI systems (£44.5M).
- An **innovation programme** to support collaborative research and development with co-investment from industry to accelerate the deployment of RAI technologies in industrial settings (£35M).
- A demonstrator programme, which will enable businesses to test RAI systems in world-class facilities across the UK (£16M).

The overall aim of the RAI programme is:

To make the UK the world-leader for cross-disciplinary working in RAI so that the UK leads the development and commercialisation of RAI technologies for applications in extreme and hazardous environments, resulting in improved performance of UK industries and driving economic growth across the whole country by 2025.

The aim of this tender exercise is to identify and appoint a facilitation provider to deliver the core component of the innovation programme 'RAI in Extreme Environments Innovation Lab, in the form of a 5 day residential interactive workshop event 10-14th September 2018. The location shall be in the North East. Accommodation and meals shall be provided by Innovate UK for the duration of the innovation programme, and shall not be included within the scope or budget of this requirement.

Delivery of an **industry focused** residential Innovation Lab that provides suitable challenge, reflection and creativity for successful project development within the 5 day time frame

The desired Innovation Lab sandpit approach would provide a focused dedicated environment to allow participants to create, design and propose novel approaches projects that would subsequently be formed into written proposals. It is expected that 20-30 individuals will be invited to attend the workshop on behalf of their host organisations. Many of them will be unaware of each other's ongoing activity.

Delivery of a successful Innovation Lab event aims to result in quality full project submissions (1 month post innovation Lab event) that:

- Involve collaborations including: Industry, academia and other organisation
- Creates new collaborations to formulate up to 5 cutting-edge project proposals attracting funding of up to £15M of grant funding
- Develops new global innovations and capabilities achieved through the delivery of projects by 2021
- Accelerates global developments in RAI for the extreme environments
- Widens the sector's R&D capabilities by encouraging new companies to engage in R&D and enable cross-sector collaboration and fertilisation
- Brings in solutions from other sectors

The facilitators are required to demonstrate how they will manage and facilitate a creative, yet focused environment over 5 days that builds on the expertise of the invited individuals to build concepts, collaborations and project submissions.

The proposal should articulate the:

- Approach to delivery and expected outcomes of the Innovation Lab
- Approach to working with the Challenge Director and Mentors to finalise the content and aims of the Innovation Lab
- Approach to design of a creative environment including the use of speakers, external site visits and challenge based scenarios
- Agenda or stages of delivery
- Environmental & well-being aspects important to delivery
- Facilitation approach
- Approach to collaboration building
- Relevant expertise relevant to the delivery mechanisms proposed

It is anticipated that proposals support or enhance the key methodology of sandpit design and delivery as conceived by the Engineering and Physical Sciences Research Council.

<https://epsrc.ukri.org/funding/applicationprocess/routes/network/ideas/whatisasandpit/>

Programme Activity

The ISCF Robotics and AI programme has committed c £70M of a c £93M challenge fund across three streams and 54 projects with 150 collaborating partners. These include academic and industry organisations in the fields of off-shore energy, nuclear, space, deep sea as well as deep mining and cross cutting activities.

Through networking events, advisory panels and industry knowledge the cross cutting challenge of **Robotics and AI: inspect-maintain-repair in extreme environments**

Robotics and AI: Inspect, Maintain and Repair in Extreme Environments has been identified as a key area for concerted effort and focus. Innovation funding of up to £15M aims to contribute significantly to delivering the following programme success factors:

- Increase the volume of excellent use-inspired research in RAI for extreme environments through investments made at an appropriate scale, so the UK can compete internationally in key challenge areas.
- Enable greater connectivity between fundamental research and industrial users to increase the scale of the translation of useful outcomes into industry.
- Increase the transfer of people and skills between academia and industry to enhance knowledge exchange in both directions
- Increase R&D investment made in the UK in the identified challenges areas of off-shore energy, nuclear energy, space and deep mining.
- Increase the rate and commercialisation of innovations in the challenge areas, leading to operational efficiencies and improved business performance.
- Widen the sector's R&D capabilities by encouraging new companies to engage in R&D and enable cross-sector collaboration and fertilisation, bringing in solutions from other sectors.
- Accelerate the market readiness of RAI technologies in off-shore energy, nuclear energy, space and deep mining by providing access to unique test facilities in Hazardous Environments, particularly to smaller, younger companies.
- Improve business performance and growth in the challenge areas, leading to RAI systems which can be demonstrated to end-users in real world scenarios in Hazardous Environments

The ISCF RAI Programme Team consists of UK Research and Innovation (Innovate UK and EPSRC) staff in the form of a Programme Director supported by a Senior Programme Manager, Senior Project Manager, EPSRC Head of Robotics, EPSRC Portfolio Manager and 2 Innovate UK Innovation Leads. The programme reports into the overall ISCF Programme governance structure and is advised by a dedicated Advisory Group.

Programme Team will support the delivery of the Innovation Lab through its conception, set up and delivery phases. They may also attend the Innovation Lab as required by the director.

The Superchallenge Attendees will consist of the following:

Director who is fundamental to the success of the Innovation Lab activity as it is their vision and leadership that shapes the process. The director will appoint the mentors and ensure that they are focused on the aims of the event. The director will work with the facilitators and mentors to maintain the focus of the key challenge area and ensure the environment remains constructive.

Facilitators are the object of this procurement and are responsible for the process design and delivery to create an environment that leads to high quality collaborative project submissions. They need to be adaptive and work alongside the programme director in a constructive manner.

Stakeholders with experience of the issues to be address will be invited to play a role as speakers, challenge provocateurs or peer reviewers. These may include industry representatives, government officials, ethicists, citizens, or end users. The director will

work with the facilitators to ensure relevant invitations and inputs from stakeholders are included in the Innovation Lab.

Mentors will be selected by the director for their expertise and will be instrumental in selecting the participants, providing objective advice and feedback during the Innovation Lab activity.

Participants will be selected following a competitive Expression of Interest (EOI) based on the skills and expertise they can offer as well as their ability to collaborate and contribute constructively.

Participant cohort

Initial dissemination of the opportunity will be through UKRI, Innovate UK and EPSRC communication channels as well as three regional events delivered through the Knowledge Transfer Network in May and June 2018.

Target cohort consists of

- current cohort of ISCF Robotics and AI grant recipients in industry, academia and associated research organisation
- new industry individuals who can contribute to robotics and AI in extreme environments
- new academic individuals who can translate fundamental research through an industry led project
- design and engineering individuals who can enhance industry led projects

EOI's to attend the Innovation Lab event will be submitted on or before 11 July 2018. These EOI's will be independently assessed and 20-30 successful applicants invited to attend the Innovation Lab event in September 2018.

Projects formulated and peer reviewed through the Innovation Lab will be encouraged to submit a finalised proposal by 10 October 2018 with available funds up to £15M being available.

In Scope

The supplier will be expected to:

- provide expertise in the design and facilitation of the Innovation Lab environment and agenda to meet the overall objectives of the activity and hence the programme
- provide an implementation approach
- provide a delivery methodology
- provide on-site facilitation of the 5 day Innovation Lab event
- provide a resource plan giving detail of the personnel and skills to be utilised in delivering the needs of the Innovation Lab activity and support the director in its objectives
- set out the pre and post event meetings and documentation required for successful implementation

The supplier is expected to demonstrate skills related to the:

- ability to build collaborations of disparate individuals

- ability to work with programme director to shape the needs of the Innovation Lab to meet the overall objectives
- ability to work with nominated speakers and mentors to meet the overall objectives
- ability to support external visit/s to industry sites, building this into the design of the event
- ability to reflect and adapt during delivery to ensure aims and objectives are met
- collaborative approaches to design and delivery working with the programme team prior to and during the Innovation Lab activity
- flexible and adaptive working style
- understanding of research and innovation landscapes

Out of Scope

The Facilitators are not expected to procure or select the venue, mentors, participants or projects but will be expected to integrate or utilise these resources into their approach.

The ISCF Programme Management Team will be responsible for

- Venue selection
- Venue procurement
- External industry visit arrangements – to an agreed agenda
- Mentor procurement
- Communications to participant audience
- Innovation Lab application information
- Participant selection
- Project proposal assessment

Requirement	Pre award
Implementation approach	Proposal
Delivery methodology	
Delivery plan	
Resource plan	
Risk log	
Requirement	Estimated time requirement
Planning meeting/s	2 x ½ day
Agreed implementation plan	2 days
Pre event meeting	½ day

5 day residential facilitated event <ul style="list-style-type: none"> • Managed agenda • Managed collaboration building • Resources and materials to support activities • Integration and liaison with programme team • Daily wash up meetings • Adaptive approach to final objectives 	5 days
Post event evaluation meeting	½ day

The supplier is expected to

- Provide a lead for all correspondence and queries and event deliverables
- A flexible approach to the needs of the programme deliverables

Timetable

Milestone	Comments	Indicative Target Date
Planning meeting 1	mentor, speaker and visit details provided	06/07/18
Planning meeting 2		27/07/18
Implementation plan agreed		10/08/18
Participant selection shared with facilitators		15/8/18
Pre event meeting		4/9/18
Event		10/9/18 - 14/9/18
Post event evaluation meeting		30/9/18
Project End date		30/9/18

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 ($5+5+6=16 \div 3 = 5.33$))

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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.3	Non Disclosure Agreement
Quality	PROJ1.1	Confirmation of Availability
-	-	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	PROJ1.2	Understanding, Content and Methodology	40%

Quality	PROJ1.3	Project plan and resources	30%
Quality	PROJ1.4	Risk Management and Challenges	10%

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: 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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 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.
- 7.35 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 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.

- 7.39 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, 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.

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

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

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

USEFUL INFORMATION LINKS

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