

# Invitation to Quote



**Invitation to Quote (ITQ) on behalf of **Innovate UK****  
**Subject Contracting Authority **Young Innovators – Regional****  
**Innovation Live Events**

**Sourcing reference number **UKSBS PS17237****

**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.  
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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

### Innovate UK

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. It works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy

Innovate UK is an organisation of around 300 staff, drawn mainly from business. It works across the UK, with a head office in Swindon.

With a strong business focus, Innovate UK drives growth by working with companies to de-risk, enable and support innovation. To do this, they work to:

- Determine which science and technology developments will drive future economic growth
- Meet UK innovators with great ideas in the fields they're focused on
- Fund the strongest opportunities
- Connect innovators with the right partners they need to succeed
- Help its innovators launch, build and grown successful businesses

Since 2007 Innovate UK has committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. They have helped more than 7,600 organisations with projects estimated to add more than £11.5 billion to the UK economy and create 55,000 extra new jobs

## 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	Innovate UK, Polaris House, N Star Ave, Swindon SN2 1FL
3.2	Buyer name	Becky Eldridge
3.3	Buyer contact details	<a href="mailto:professionalservices@uksbs.co.uk">professionalservices@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	<b>£75,000.00 Excluding VAT.</b> The initial contract duration is for 4 months with a maximum possible budget of £75,000.00 excluding VAT.
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	20/10/2017
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	25/10/2017 11:00gmt
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	27/10/2017 14:00gmt
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	02/11/2017 11:00gmt
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated selection and the selections of Bids notification date	08/11/2017
3.12	Anticipated Award date	08/11/2017

3.13	Anticipated Contract Start date	10/11/2017
3.14	Anticipated Contract End date	31/03/2018
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Introduction

**Innovate UK is looking for a delivery partner to organise and run 12 Regional Innovation Live events associated with the new Young Innovators' programme.**

Young Innovators is a new partnership between Innovate UK and the Prince's Trust. It is the second action under Innovate UK's infocus initiative. Infocus is the brand for Innovate UK's work on diversity and inclusion. A good idea for innovation can come from anyone and diversity is proven to contribute to business success. The approach with infocus is to shine a spotlight on areas where there is currently under representation in business innovation to support and empower people to innovate and grow the UK economy. The first infocus action was the successful Women in Innovation campaign launched Spring 2016.

The Young Innovators' programme is a new opportunity for young people to elevate the potential of their ideas for business. It will offer funding, expert advice and connections to a new network of people and organisations working in innovation. The target audience for the programme is young people aged 18-30 who are not in education, training or employment or who are in a form of insecure or under-employment

Young Innovators has three main elements:

- 1. Research to help us to understand our target audience and inform programme delivery.**
- 2. High-profile communications campaign and targeted outreach.**
- 3. Innovation support and awards including Regional "Innovation Live" Events, awards and an online Innovation Module for PT Online.**

#### Research

YouGov were commissioned to carry out the research and the report of this will be published to coincide with the launch of the programme on 26 October 2017. The insights from the research are informing the delivery of the other elements of the programme.

An intern working with the Innovation Caucus (website) will carry out additional research that will help us to shape the Awards and online Innovation Module.

#### High-profile communications campaign and targeted outreach

We plan to launch the Young Innovators programme and #IdeasMeanBusiness campaign on 26

October 2017.

A recruitment campaign, mainly through Facebook, will start at launch until mid-December 2017. This will drive young people towards the Enterprise Programme on PT Online and from there they will be encouraged to register to attend our Regional “Innovation Live” events. We will also work with regional media outlets to highlight the events taking place.

### **Innovation support and awards**

Online content will highlight the innovation support on offer and help young people to understand whether this would be relevant/of interest. This content will feature as a new training module on PT Online and young people engaging in face to face support from the Prince’s Trust will be provided with a direct link to the content. Young people who are interested in exploring the innovation opportunity further will be invited to register to attend an Innovation Live event.

Innovation Live events will be held in 12 regions across the UK in early January 2018. We aim to engage around 20 young people at each event. We will also run an online equivalent of the events for young people who are not able to attend or if we reach full capacity at the physical events. Registrations will be open from launch date until mid-December 2017.

Every young person that registered to take part in an Innovation Live event (physical and online) will be invited to apply for an Innovate UK award. The award application will relate to the support and advice provided at the events. Award holders will be selected based upon the potential of 1) the young person and 2) their idea(s) to be successful in innovation and to gain the maximum benefit from the support on offer. Regional panels will make decisions on the awards and we expect to offer around 24 awards.

The awards package will comprise: An allowance for the young person (at least 2 days per week).

- 1:1 coaching and mentoring from an Innovation Champion (~1 day per week).
- A pot of funding to support specific requirements, e.g. travel to meet. customers/partners, attending relevant training courses, equipment, hiring office space and IT support.

Young people likely to benefit most from the innovation support on offer may have some/all of the following attributes:

- Passionate and committed to their idea for business;
- Keen to solve a problem, address a challenge, make a difference;
- Interested to explore new options;
- Open to find new partners to work with;
- Excited about the opportunity to grow their business big.

### **Innovation Champions**

Innovation Champions will be recruited to work closely with the award holders for up to 6 months. They will provide specific support and guidance related to their expertise in innovation. Award holders will also be supported by a Prince’s Trust mentor.

**Innovation Champions are expected to play an active role in the Regional Innovation Live events.**

### **Additional Innovation Support**

We will also be producing a series of online content pieces that will sit within the Prince's Trust website and form a new Innovation Module. This will enable us to support thousands more young people who miss out on an award.

## **2. Aims**

The delivery partner will need to organise and run the 12 Regional Innovation Live events following an outline brief that has been pre-determined by the partners. The following details will be specified:

- Venues for events (tbc)
- Outline programme for the events (see below )

The events need to be held w/c 8 January and w/c 15 January 2018. Please note that this means on some days more than one event will need to take place.

The delivery partner will be required to work in close partnership with the regional management teams for the Young Innovators' programme and the core programme management team. The regional management teams are led by representatives from Innovate UK and the Knowledge Transfer Network.

## **3. Objectives**

The events are a key entry point into the Innovate UK innovation support on offer. The initial online content will highlight the innovation support on offer and help young people to understand whether this would be relevant/of interest. The events will go one step further, providing practical advice and support.

All young people attending the events should benefit from attending, regardless if they decide to make an application for an Innovate Award. For those who continue to be interested on the innovation support on offer the events will prepare them for making the very best application. The award application will build upon the advice and guidance provided at the events.

This is specifically what we want the Regional Innovation Live events to offer a young person:

- Learn about innovation and hear from people who've done it.
- Get expert advice on how to sell your story and your ideas.
- Learn about practical innovation tools that will help you to build a successful business.
- Hear about the awards and how you can apply.

## **4. Background to the Requirement**

The map below shows the 12 regional areas where we will be holding the Regional Innovation Live events. The exact locations will be confirmed shortly.



The events will need to be shaped and delivered in a way that engages and inspires young people aged 18-30 who are not in education, training or employment or who are in a form of insecure or under-employment.

The outline programme for the events is copied below.

### **Regional Innovation Live Event Outline Programme**

**Arrive:** 10am for a 10.30am start. Refreshments on arrival

**Aim of the event: Why should I attend? What's in it for me?**

- *Get inspired about innovation and hear from people who've done it*
- *Get expert advice on how to sell yourself and your ideas*
- *Learn about practical tools that will help you to build a successful business*

- *Hear about the Awards and how you can apply*

*Premise for whole event:*

- *Needs to be high-energy, inspiring, interactive, fun and provide practical advice.*
- *Needs to cater for different learning styles.*
- *Needs to be intimate and informal, discussions not presentations from the front.*

*Afacilitator with expertise will run the event. It would be desirable if regional accents were reflected at each of the events.*

*A videographer (and photographer) will be there to take live footage. Part of the event may be live streamed and a separate online version of an alternative for those who can't attend the face-to-face events will be offered.*

*Include Meet-me wall? Photos on arrival of each young person. Consider hand-out and take-home material.*

***Venue features/requirements:***

- *Lots of breakout space*
- *Close to innovation e.g. good for a tour*
- *Ease of access – most of the young people would use public transport so would need good transport links nearby (10-15 mins walk max to venue)*
- *Sit down meal or buffet dependant on the venue chosen by the delivery partner*
- *Light and airy*
- *Dynamic space*
- *Accessibility is key*

<b>Time</b>	<b>Agenda Item</b>	<b>Content</b>
10.30 – 10.45	Welcome & Introductions	Welcome by Facilitator  Short Innovate UK and PT videos to introduce the programme (NOT to introduce the organisations) – consistent for every event. Could reuse some of the innovation content from PT online e.g. the demystifying innovation piece  Ice Breaker
10.45 – 11.15	What is innovation and what makes a great business?	Short video from Celebrity Ambassadors - TBC  Interactive talk with Regional Host / Innovative Companies – TBC  <i>Hear about a diverse range of businesses, doing different things, covering different aspects of innovation and how they are tackling different challenges and making a difference.</i>  <i>Include videos? Other interactive media?</i>

11.15 – 12.15	How to sell yourself and your idea	<p>Expert advice on how to tell your story in a way that connects – short, punchy, emotive</p> <p>Examples of people/businesses who do this well</p> <p>Small group working to practice pitching with opportunity to learn from each other and get feedback</p> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• people from a media/a theatre company to help run the pitching session to ensure that it's engaging and relatable.</li> <li>• Perhaps the companies we invite can demonstrate how to do a good pitch, which the young people can feed back on.</li> <li>• Lucidity and Treehouse Innovation potentially companies to run workshops? Something for the expert facilitator to look into.</li> </ul>
12.15 – 12.30	Break	
12.30 – 13.30	Tools to build a successful business	<p>Facilitated session to explore how to work out the full potential for an idea.</p> <ul style="list-style-type: none"> <li>• Introduction to practical tools, e.g. Business Model Canvas and Design Thinking</li> <li>• Thinking from the perspective of successful businesses that young people know about/are interested in</li> </ul>
13.30 – 14:00	Lunch	
14:00 – 14.45	Tour of regional host company, surrounding businesses or other sights of interest	<p>All – Take participants on a tour led by Regional Host / Innovative Companies</p> <p>Could this involve a sneak preview of exciting new products / technologies?</p>
14.45 – 16.15	<p>Turning an idea into reality / Explore your idea?</p> <p>Break built in mid-way</p>	<p>Facilitated session working in small groups</p> <ul style="list-style-type: none"> <li>• Understanding what it takes to turn an idea into a successful business</li> <li>• Your strengths and where you are likely to need additional help</li> <li>• Preparing for the challenges/opportunities ahead</li> <li>• Need a 'solving a challenge' session? Ideas - Put some products out 'how can you improve it?' Give them a problem, 'how do you solve it?'</li> </ul>

16.15 – 16.45	Awards	<ul style="list-style-type: none"> <li>• Overview of the awards</li> <li>• What we are looking for</li> <li>• The application process</li> </ul>
16.45 – 17.00	Next steps and close	Allow 1-2-1 time, perhaps instead of the networking session at the end. This will be a good opportunity to get feedback on the day.

**Ending with networking dinner.**

## **5. Scope**

Within scope is any activity which can reasonably add value to the Regional Innovation Live events.

## **6. Requirement**

To achieve the objectives, we believe the following will be required at a minimum:

### **a. Planning and execution of 12 Regional Live Events:**

- *Pull together an agenda for each event using the outline programme provided by Innovate UK as a template. Note: Innovate UK is looking for a delivery partner to provide input on the outline programme and make suggestions for how this could be improved and tailored to the different regional locations and venues.*
- *Liaise with the venue specified as required (e.g. refreshments, AV needs).*
- *Facilitate the event and take responsibility for the successful delivery of the day.*
- *Production of all take-away materials and hand-outs required for the young people attending.*

### **b. Source expert speakers and facilitators as required for the different sessions planned, issue invitations and secure their attendance.**

### **c. Provide an online equivalent of the events for young people who are unable to attend in person.**

### **d. Provide a report for Innovate UK that assesses the impact of the events.** This should involve gathering feedback from all people involved in the events. Note: this will involve working with the intern from the Innovation Caucus. The intern is planning to carry out some interviews with the young people who attend the events to gather additional input on how best to deliver the innovation support from Innovate UK.

The regional programme teams will wish to provide input and sign off final plans for the events. The Knowledge Transfer Network will be responsible for engaging with the young people and securing their attendance at the events (including issuing invitations).

**The delivery partner will also need to demonstrate that they have the resources required to deliver the 12 events in the timetable specified.**

**The Knowledge Transfer Network will reimburse the young participants for their travel costs and therefore as this will not be a role for the delivery partner this is outside the scope of this ITQ. Venue costs are also outside of scope for this ITQ**

## **7. Timetable**

Key dates for the events:

Launch of Young Innovators' programme – October 2017

Deadline for young people to register to attend events – mid December 2017

Issue invitations and event details to participants – end December 2017

Hold events – Early Jan 2018

Collate feedback from events and issue report to Innovate UK – end February 2018

### **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	SEL1.2	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
Quality	AW6.1	Compliance to the Specification

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	30%
Quality	PROJ1.2	Delivered on time, to specification and to budget	17.5%
Quality	PROJ2.2	Development understanding of innovation, pitch and ambition.	17.5%
Quality	PROJ2.3	Understanding of the infocus agenda.	17.5%
Quality	PROJ2.4	Entrepreneurial approach with Live events.	17.5%

## 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:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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. 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 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 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 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](#)