



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **South Tees Site Company**

Subject Contracting Authority **Occupational Health**

Sourcing reference number **UK SBS PS17217**

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

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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

South Tees Site Company

On 2 October 2015 the SSI steel works in Redcar was placed into compulsory liquidation and an official receiver (OR) was appointed as liquidator. On 12 October, following no buyer for the steel works being found, the decision was taken by the official receiver to set about the hard closure of the site. Since that time the official receiver undertook a protracted liquidation of SSI and, in the absence of an owner, he has been overseeing the safe and secure hard closure of the site. Government, through the Department for Business, Energy and Industrial Strategy, provided an indemnity to the OR so that he could carry out his duties as liquidator of the company and ensure its ongoing safety and security.

On the 1st December 2016 The Department established a Government company, known as the South Tees Site Company Ltd, in order to take forward the safety and security of the site from the OR. STSC have a management team as well as a board of directors, accountable to the BEIS Secretary of State. In order to allow the board of directors and management team to carry out their duties, as well as funding the operation of the Company, BEIS has agreed to indemnify them against all claims, proceedings, costs—including the cost of defending proceedings—and expenses

Section 3 - Working with South Tees Site Company 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	Contracting Authority Name and address	South Tees Site Company Limited (STSC) Teeside Management Offices Trunk Road Redcar TS10 5QW
3.2	Buyer name	Sharon West
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£10,000.00 exclusive of VAT (per year with the potential of a 3 year contract). For the avoidance of doubt the maximum potential value of this contract should the full 3 years be utilised would be £30,000 exclusive of 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	27/09/2017 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	04/10/2017 @ 11:00 hrs GMT
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	06/10/2017 @ 14:00 hrs GMT
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	12/10/2017 14:00 hrs GMT
3.10	Date/time Bidders should be	17/10/2017

	available if face to face clarifications are required	
3.11	Anticipated selection and de selections of Bids notification date	23/10/2017
3.12	Anticipated Award date	23/10/2017
3.13	Anticipated Contract Start date	01/11/2017
3.14	Anticipated Contract End date	31/10/2018 with the option to extend for 2 years on an annual basis (1+1+1)
3.15	Bid Validity Period	60 Days

Section 4 – Specification

South Tees Site Company (STSC) Policy is to provide a safe working environment and to adopt best practice to ensure health, safety and welfare within the workplace.

To enable STSC to fulfil this obligation to its employees they require an Occupational Health provider to assist with the prevention of occupational ill health, rehabilitation of employees and health promotion.

Providers of Occupational Health services to STSC must meet the standards and expectations below.

Standards:

Occupational Health providers supporting STSC staff should have current Safe Effective Quality Occupational Health Service (SEQOHS) accreditation. The standards below are a reflection of the requirements of SEQOHS. The Supplier should meet the Cyber Essentials standard and the portal should be subject to penetration testing.

The Supplier should comply with all Discrimination legislation, including the Equality Act 2010.

Provision of services should always be accessible for users. The Supplier should ensure the following are available as necessary:

- Website accessibility.
- Provision of written reports in alternative formats.
- Supplier must specify the arrangements in place to provide telephone-based services to callers with hearing or speech difficulties and to callers whose first language is not English and who might request or need language support.
- Access to premises for face-to-face appointments should be disabled friendly; where this is not possible alternative arrangements should be made in advance of any appointments.
- Provision of disabled parking.

For Occupational Health:

- Provide an accessible service
- Provide a fair and equality-centred service
- Impartial, approachable and receptive
- Focus on high quality, clinically led and evidence based service
- Maintain accurate and confidential records.
- Provide statistical data of all services undertaken.
- Manage the contract – including identifying and managing risks to service delivery,

working closely and timely with STSC's contract manager to actively resolve any issues identified.

Service delivery

- Adhere to the requirements of the Access to Medical Reports Act 1988 (AMRA)
- Contribute to prevention of ill health or injury at work
- Provide timely interventions focused on addressing the main causes of sickness absence
- Offer rapid access to intervention that enables early return to work
- Offer health assessments for work
- Promote health and wellbeing in the workplace
- Contribute to teaching and training STSC staff around relevant health and wellbeing issues

Web Based Secure Portal

The supplier shall wherever possible maximise the use of technology and online solutions including the provision of an online, web-based, secure portal for referrals, case management, case status and updates, health screening / surveillance and Management Information. The portal will be appropriately branded which reflects STSC's branding guidelines.

The portal must be available to all relevant personnel within STSC. However, where relevant personnel do not have IT access, the supplier must be able to provide alternative methods of services access including the provision of paper based referral.

Helpdesk

The Supplier(s) shall provide a telephone helpline staffed by highly skilled advisers to provide immediate advice to managers on workplace health issues that may require OH advice. This will include as a minimum; pre-referral advice, clarification on process, case progression, case amendments, generic advice on the impact of a condition or illness in the workplace. The helpdesk will also provide access to a Nursing Helpdesk.

Managers Advice Line

The Supplier shall provide a Managers Advice Line that is available during STSC's core business hours of 08:00 and 18:00 that provides direct and rapid access to qualified medical advice and consultancy on occupational health and health and safety issues.

The service will give STSC representatives the opportunity to talk through individual cases before making a formal management referral, and to receive initial information and guidance on how best to construct the referral for occupational health assessment. Where cases are complicated or sensitive, the service shall ensure that the referral is progressed in the most effective manner.

The service will provide access to past referrals and provide clarification on current and past reports.

The service will be accessed ideally on a free phone number or at locally charged telephone rates (0800 0345).

Availability of the Service

As a minimum the provision of Occupational Health Services must be available 52 weeks of the year, Monday to Friday, excluding Bank and Public Holidays. As a minimum, the service including telephone helplines must be provided between the hours of 08:00 hours to 18:00 hours during which time STSC will expect to have access to Occupational Health Physicians and Occupational Health Advisors.

- All calls answered within 5 rings or less (95%)
- All telephone messages receive a response within 24 hours
- All emails responded to within 48 hours
- All written correspondence responded to within 3 calendar days.

STSC's current headcount is 120 employees and are seeking an Occupational Health provider for the following services and requirements must be tailored to meet the specific OH requirements.

- Management of the Occupational Health aspects of sickness absence and return to work
- Various health surveillance
- health assessments, on occasions there may be a need for home visits to be conducted.
- workplace assessments
- pre-employment health assessment
- fitness assessment of staff in certain roles throughout their employment
- fast intervention (assessment and treatment) for musculo-skeletal problems
- management information
- other OH services

Pre-employment & Leaver Medicals

- Health screening questionnaires (general health, HAVS, shift worker)
- Height, weight, BMI measurement
- Drug and alcohol screening
- Urinalysis – diabetes etc.
- Blood testing - cholesterol level etc.
- Spirometer – lung function
- Eyesight / colour deficiency
- Audiometry
- Driver Medical (if role requires use of FLT, MEWP, cranes)

Following the pre-employment and leaver medicals the OH provider is to supply South Tees Site Company HR Department a summary report on an individual's health and fitness for (employment in a particular role / as they leave the company).

Absence Support / Assessments / Phased Return to Work

The OH provider will assess employee health and fitness for work during / following a period of injury or illness and provide a report to South Tees Site Company. The OH provider will make recommendations regarding phasing of returns to work, need to restrict duties, etc.

Due Cause Drugs & Alcohol Evidential Testing & Initial Screening Test

The STSC site is open 24 / 7 and may have requirements outside of Business Hours. The OH provider will provide evidential drug and alcohol due cause testing within 2 hours of South Tees Site Company making a request for the test. A screening test will be carried out as an initial indicator. Results of both tests will be reported to South Tees Site Company at the time of testing and analysis to be issued to STSC once completed.

Breathing Apparatus Medicals

The OH provider will carry out medicals to assess an individual's fitness to wear breathing apparatus. Medicals shall be carried out annually; the OH provider will provide a report on fitness of an individual to South Tees Site Company. The OH provider will operate a recall system.

Drivers Medicals

The OH provider will carry out medicals to assess an individual's fitness to drive various vehicles – cranes, forklift trucks, MEWPs. HSE recommends medicals as per those required for group 2 drivers (HGV etc.), the medicals will be carried out at pre placement and 5 yearly (annually if over 65). The OH provider will provide a report on fitness of an individual to South Tees Site Company. The OH provider will operate a recall system.

HAVS Medicals

The OH provider will complete with the individual a pre-employment questionnaire if use of vibrating tools is required of the role, issue an annual questionnaire to all personnel using vibrating tools and a tiered system of medicals if any symptoms of HAVS were identified. If symptoms were identified the individual would be restricted in their use of vibrating equipment. The OH provider will provide a report on fitness of individuals and any restrictions to South Tees Site Company. The OH provider will operate a recall system.

Physiotherapy

The OH provider will provide physiotherapy for employees who have been referred by South Tees Site Company. Up to six physiotherapy sessions will be allowed per referral. If further physiotherapy is required approval of South Tees Site Company will be requested by the OH provider.

Voluntary Employee Medicals

Employees will be invited to take part in voluntary health screening which may include (to be agreed with OH provider)

- Health screening questionnaires (general health, shift worker, mens health, womens health)
- Height, weight, BMI measurement
- Urinalysis – diabetes etc.
- Blood testing for cholesterol levels, liver function, etc. (to be agreed)

- Spirometer – lung function
- Eyesight / colour deficiency
- Audiometry

The frequency of these medicals will be two yearly.

The OH provider will provide the individual with a report for their own records/their GP.

The OH provider will operate a recall system.

Asbestos Worker Medicals

The OH provider will carry out medicals to assess an individual's fitness to Category B Asbestos Work (removal of CAF gaskets). HSE recommends medicals pre placement and 3 yearly. The OH provider will provide a report on fitness of an individual to South Tees Site Company. The OH provider will operate a recall system.

- The supplier will provide management reports which:
 - are balanced and do not simply reflect the employees view;
 - provide advice to managers which supports them in managing sickness absence
 - provide advice on fitness for work including recommendations on phased returns and adjusted duties.
 - give advice which is clear, concise, unambiguous and realistic and which reflects the requirements and limitations of role and work environment
 - give an opinion on whether the employee is likely to be covered by the Equality Act and why, including recommendation for adjustments in line with above;
 - where a referral is related to an alleged work related assault, provide clear advice on whether the absence is likely to be wholly attributable to the incident;
 - Provide advice to staff on illness and return to work;
 - Provide a timely referral process which ensures good attendance rates at appointments;
 - Where required there must be the facility for the Supplier to organise case conferences to review specific absence cases to be facilitated by the OHA and/or OHP, as appropriate. There must also be the facility for an on-site Occupational Health Physician clinic to be provided at the request of an individual business unit.
- Establish as far as possible the candidates fitness to undertake the work being offered at pre-employment and to advise the Customer accordingly;
- Identify any existing health problems or disabilities pre-employment which may require adjustments in accordance with the Equality Act 2010 and to advise the Customer of those adjustments.

The Supplier will need to demonstrate how they will meet both the generic and specific requirements of the delivery of sickness absence referrals, pre-employment health assessment and other occupational health services.

Case Management (Referral, Appointment and Report)

- Acknowledgement of referral / request within 48 hours of receipt

- Confirmation of appointment within 3 days of referral
- Appointment within 7 calendar days of referral (95%)
- All reports issued within 48 hours of assessment (95%)
- OHA telephone consultation and report within 4 working days of referral
- OHP telephone consultation and report within 7 working days of referral
- OHA / OHP face to face consultation and report within 10 working days of referral
- Rapid telephone consultation & report within 4 working days of referral
- Notification of an employee failing to attend appointment within 1 working day of appointment
- On-site OH professionals to be available at the times agreed except for scheduled absence
- Number of cases requiring further review after initial consultation must be less than 10%
- All reports right first time. Number of reports requiring further clarification or inclusion must be less than 5%
- File opinion within 5 working days of request
- Rework response must be received within 3 working days of request
- Pre/post sandwich consultation within 10 working days of request

Pre-Appointment /Pre-Enrolment Checks

- Receipt of report following on-line screening within 24 hours
- OHA opinion following on-line assessment within 2 working days
- Face to face assessment within 5 working days
- Specialist fitness for work health surveillance within 15 working days

Further Medical Evidence (FME)

- Report requested from the specialist / G.P within 2 calendar days of its need being identified
- FME (including full report and employee review) 20 days from date of request
- Updates on progress must be clearly shown on the portal

Case Conferences

- Single case conferences to take within 5 working days of request
- Multiple case conference (including collation of referrals) within 10 working days of request

Health Surveillance & Assessments

- Acknowledgement of request - within 48 hours
- Confirmation that an appointment has been arranged - within 5 working days of request
- All health surveillance, monitoring and specialist fit for role assessments and reports

within 15 working days of referral

- Night worker screening paper assessment within 3 working days of referral

Customer Satisfaction

The Supplier shall conduct as a minimum, quarterly satisfaction surveys of Line Managers and Employees. The survey should have a minimum sample of 50% of service users in the previous quarter.

The survey will measure all aspects of service, including any clinical outcomes. Supplier(s) shall provide STSC with details of how customer satisfaction is measured and reported.

Satisfaction levels must be no lower than 90%.

Complaints

The Supplier must have a nominated senior member of staff responsible for managing the complaints process.

- All complaints must be acknowledged within 2 working days.
- A full response must be provided within 10 working days
- A copy of all complaints must be supplied to STSC within 10 days of receipt

Contract Management

- All invoices to be right first time and received at the time agreed by STSC
- All invoices must be supplied with correlating data to enable STSC to fully reconcile the invoice
- Allow un-billed cancellation of appointments (Occupational Health and Physiotherapy only), by the referring manager only, up to 24 hours before the appointment time.

Management Information (MI)

- All management information must be available within 14 calendar days of the end of the reporting period to be agreed with STSC
- All standard MI to be provided by the working day of each month agreed with STSC

All ad-hoc MI to be provided within the timescale determined on the request and prioritised accordingly

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	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Quality	PROJ1.2	Due Cause Drugs & Alcohol Evidential Testing & initial Screening Test

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	40%
Quality	PROJ1.1	Occupational Health requirement	30%
Quality	PROJ1.2	Contract and Account Management	30%

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 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](#)