



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI), formerly known as Natural Environment Research Council (NERC)**

**Subject: British Geological Survey (BGS) Website for Digital Services, Technology and Data Products**

**Sourcing Reference Number: IT18083**

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

Registered in England and Wales as a limited company. Company Number 6330639.  
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**UKSBS**  
*Shared Business Services*

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our 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](http://www.ukri.org)

### **Natural Environment Research Council (NERC)**

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

### **British Geological Survey (BGS)**

The British Geological Survey (BGS) is a world-leading geological survey. It focuses on public-good science for government, and research to understand earth and environmental processes. It is the UK's principal provider of objective and authoritative geoscientific information and knowledge for wealth creation, sustainable use of natural resources, reducing risk and living with the impacts of environmental change.

The BGS provides expert services and impartial advice in all areas of geoscience. Our client base is drawn from the public and private sectors both in the UK and internationally. The BGS produces a wide range of data products. These have typically been developed on a national scale and are of use to a wide range of end users including academics, industry, homebuyers and policy makers.

BGS data products have grown and diversified. It now includes not just the traditional digital map products but also an increasing number of services along with a growing capability in digital technology. BGS would like to pull together all Decision support tools (Web-services), portals/viewers and commercial data models/products produced in BGS in a much more structured way; thereby clearly highlighting BGS as a leader in the novel application and commercialisation of digital data and technology.

## 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	<p>UK Research and Innovation, formerly known as Natural Environment Research Council</p> <p><u>Head Office address:</u>  Natural Environment Research Council  Polaris House  North Star Avenue  Swindon  SN2 1EU</p> <p><u>Site address:</u>  British Geological Survey Environmental Science Centre  Nicker Hill  Keyworth  Nottingham  NG12 5GG</p>
3.2	Buyer name	Sophie Mumford
3.3	Buyer contact details	<a href="mailto:ICTProcurement@uksbs.co.uk">ICTProcurement@uksbs.co.uk</a> 01793 867005
3.4	Estimated value of the Opportunity	<p>The estimated value of this opportunity is up to £125,000.00 excluding VAT for both Lots detailed within the specification. This includes any option to extend the contract.</p> <p>The approximate value of each Lot is as follows:  Lot 1 – up to £93,750.00 excluding VAT  Lot 2 – up to £31,250.00 excluding VAT</p>
3.5	Process for the submission of clarifications and Bids	<p><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>.</b></p> <p><b>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></p>

### Section 3 - Timescales

3.6	Date of Issue of Contract Advert and location of original Advert	29/05/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	05/06/2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	06/06/2018 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	12/06/2018 14:00
3.10	Date/time Bidders should be available if telephone / written clarifications are required	22/06/2018 – 25/06/2018
3.11	Anticipated notification date of successful and unsuccessful Bids	28/06/2018
3.12	Anticipated Award date	04/07/2018
3.13	Anticipated Contract Start date	19/07/2018
3.14	Anticipated Contract End date	18/01/2019 with the option to extend for up to an additional 2 months until the latest date of 18/03/2019
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Background

The way in which data is being consumed has changed dramatically over the last 10 years. Users no longer expect a lengthy offline process of ordering, signing licences and being sent data for them to install on their machines. Increasing people expect web services and online dashboards that instantly provide access to ‘information’ (rather than just ‘data’). BGS recognises that while it’s taken steps to do this on a piecemeal basis, its existing web set-up is out of step with current trends in delivering information. BGS are looking to overhaul its web presence, build an intelligent searching architecture and develop new interfaces so that our data and information is more discoverable and accessible. BGS have several areas it would like to address which are as follows:

1. BGS web content has significantly increased since the website was designed and this has led to a site that is not optimised for our users’ needs and lacks intuitive navigation for a non-BGS employee and coherent branding.
2. BGS services, data products and digital technology pages need to be constructed around a well thought out user experience and journey e.g. Users expect to access data and information directly from websites, with the whole process online, including the payment.
3. There are opportunities to drive traffic from the users of our free data and services through to our premium services, not currently fully exploited in the current website.
4. The current pages need to be optimised for all mobile devices, Google analytics and touch screen technology. We have an opportunity to update our current branding and website design and ensure it is used consistently across all our digital platforms.
5. We have diversified our product and service lines to reduce our dependency on the property market. We need new delivery mechanisms to reach this new customer base. With an average of 400,000 views and 20,000 visitor sessions a month to our data web pages we feel it is worth conducting research to ascertain which routes represent the most significant opportunity and which have the best cost benefit ratio.
6. Finding the right information online is currently difficult. BGS need to develop an intelligent searching architecture so that we can better support users to find services that they need: this would improve search capability through creating an index of our data services, especially web services (both web UI based and API based services).

### 2. Scope of the Contract

**BGS have a budget of up to £125,000.00 excluding VAT to deliver the two lots below. Bidders may submit proposals for either or both lots. If bidding for both lots, it is expected that costs for each lot will be set out individually.**

**The bulk of the work for both lots is expected to be completed remotely/at the supplier’s own premises with periodic visits to Keyworth (Environmental Science Centre, Nicker Hill, Keyworth, Nottingham, NG12 5GG) to discuss progress.**

## Lot 1

**Objective:** To develop a new data section of the BGS website. Activities will include:

- Ensure there is agreement and a common understanding with BGS on the scope of what is meant by the data section of the BGS website. In summary, this refers to the information pages and not to our various data access applications such as GeoIndex, Geology of Britain viewer or iGeology app.
- Review the current data section of the BGS website ([www.bgs.ac.uk/data](http://www.bgs.ac.uk/data)) and understand what BGS are trying to achieve with it.
- Carry out research to analyse the requirements of existing and target users for the data section of the BGS website
- Critically assess the effectiveness of the current data section of the BGS website ([www.bgs.ac.uk/data](http://www.bgs.ac.uk/data)). Undertake a gap analysis between what the BGS wants to achieve with its data website section, what users need and what the data website section actually currently achieves.
- Review its usability and its ability to fulfil its intended purpose.
- Propose and agree with BGS a new structure/information architecture for the data section of the BGS website facilitating optimum user journeys through the data section of the BGS website to enable users to get to the information they need as efficiently as possible.
- Carry out an assessment of the current data section of the BGS website's design.
- Propose (in graphics format) and agree with BGS a new design for the BGS data website in line with BGS corporate branding guidelines. Graphics should cover examples of full user journeys through the data website.
- Implement templates for the agreed structure and design for the new data section of the BGS website. These templates should be developed using HTML, CSS and JavaScript to standards agreed with the BGS web development team. It is **not** envisaged that content management systems such as WordPress will be utilised. The use of any JavaScript frameworks such as React or Angular would also have to be agreed with the BGS web development team prior to use.
- Create the new data section of the BGS website by populating the templates with content. The supplier will work with BGS staff to map current content to the new structure. The supplier will be expected to provide strong input to ensure the existing BGS data content is not simply 'plonked' into the new structure and design, but is migrated sympathetically e.g. by suggesting modifications to existing content and creating new graphic items to maximise the effectiveness of the new site. BGS will be responsible for providing any new content that is required.
- Demonstrate how the rest of the BGS website might be modified to utilise the new design by creating (in HTML, CSS and JavaScript) a new BGS home page that ties in with the new design and an example level 1, level 2 and level 3 page for another section of the BGS site e.g. Services.



- Work with the BGS web team to install the new data section of the BGS website on BGS web servers.
- Provide the BGS web team with a training workshop to ensure they understand the implementation of the new site and can maintain and extend it in the future. The training workshop will be held at the BGS Keyworth site (Environmental Science Centre, Nicker Hill, Keyworth, Nottingham, NG12 5GG). The workshop duration should be 1 day for up to 6 participants.
- Provide the BGS web team with documentation including style guides to assist with future maintenance and extension of the site.
- The implementation of the new data section of the BGS website must align with the UK Government Digital Service Standard. It must adhere to UK Government web service accessibility guidelines and comply with W3C and WHATWG web development standards.

#### **Lot 1 Deliverables:**

1. Documented review of the current data section of the BGS website covering a critical assessment of the current site; BGS and user needs analysis; analysis of how well the site meets those needs and its intended purpose; usability of the site; design of the site.
2. Documented design and structure for a new data section of the BGS website addressing the issues raised in deliverable 1.
3. Implementation of a new data section of the BGS website meeting the requirements set out in the Invitation to Quote.
4. Work with BGS web team to install the new data section of the BGS website on BGS web servers.
5. Create (in HTML/CSS/JavaScript) an example new BGS home page that ties in with the new design and an example level 1, level 2 and level 3 page for another section of the BGS site e.g. Services.
6. Training workshop for BGS web development team along with documentation and style guides to enable future maintenance and extension of the site.

#### **Lot 2**

**Objective:** Lot 2 focusses on interactive applications for discovery and access to data. The supplier is requested to deliver a scoping study of required data access functionality to meet user needs. Activities will include:

- Review of existing data discovery and access tools. These include map-based data viewers (e.g. GeoIndex, Geology of Britain viewer, iGeology), online search forms, data web services, data browsers and metadata systems. Initial meetings between BGS and the successful supplier would lead to the compilation of a full list of such tools.
- Consideration of new ideas BGS have for enhancing access to its data holdings.
- Carry out research to analyse the requirements of existing and target users for online discovery and access to BGS data.

- Critical assessment and gap analysis between current BGS data discovery and access tools and what users need and what the BGS business need.
- Recommendations for how BGS needs to repackage and augment its current data discovery and access tools to provide users with a better experience and to meet BGS business needs more effectively. Such recommendations should be described in detail including wireframes/storyboards communicating the functionality and user experience proposed.
- Suggested roadmaps that would allow BGS to reach these recommendations should be provided.
- Specifically, BGS would like the successful supplier to undertake a scoping study into the need for a BGS online data marketplace providing a gateway for users to select data of interest for an area of interest, in a format of interest (including requirement for APIs), following a payment method of interest (e.g. single payment, micro payments, subscription payments).
- An assessment of the likely costs to implement any recommendations made should be provided.

**Lot 2 Deliverables:**

1. Detailed report to cover all objectives of Lot 2 as described in the Invitation to Quote.

Each lot will be evaluated individually in line with the methodology detailed in Section 5.

**Variant bids / options are not permitted and will not be accepted.**

**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	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

## Scoring criteria – LOT 1

### 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	AW5.2LOT1	Price	20%
Quality	LOT1.1	Application of Skills and Expertise	20%
Quality	LOT1.2	Methodology and Approach	20%
Quality	LOT1.3	Design Process	20%
Quality	LOT1.4	Implementation Process	10%
Quality	LOT1.5	Handover	10%

## Scoring criteria – LOT 2

### 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	AW5.2LOT2	Price	20%
Quality	LOT2.1	Application of Skills and Expertise	20%
Quality	LOT2.2	Methodology and Approach	60%

## 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 / UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms 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](#)