Invitation to Quote

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

Subject: Whole systems energy modelling for heat transformation

Sourcing Reference Number: CR19068

UKSBS
Shared Business Services

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

Version 3.6

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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.

Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

http://www.beis.gov.uk

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, Westminster, London, SW1H 0ET
3.2	Buyer name	Karl Oakley
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	**Maximum** value of the Opportunity	£90,000.00 (excluding VAT)
3.5	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Wednesday 11th September 2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Monday 30th September 2019 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wedneday 2nd October 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Tuesday 8th October 2019 14:00
3.10	Date/ Bidders should be available if clarifications are required	Tuesday 15th October 2019
3.11	Anticipated notification date of successful and unsuccessful Bids	Monday 21st October 2019
3.12	Anticipated Award date	Monday 28th October 2019
3.13	Anticipated Contract Start date	Monday 4th November 2019
3.14	Anticipated Contract End date	Friday 29th May 2020
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

Introduction and summary of requirements

The Department for Business, Energy & Industrial Strategy wishes to commission a project to enhance the current evidence base around decarbonising heat at scale and its role in meeting a net zero target. This project will investigate the areas of the energy system, highly relevant to heat strategy, that are not well understood, through the use of a whole energy system model. In particular, the interactions between energy vectors (e.g. gas and electricity) and the wider role of different types of energy storage and flexibility.

Background

Heating is the single biggest reason we consume energy in our society and is responsible for over a third of our emissions. There is no clear consensus on the best approaches to decarbonising heat at scale, so we need to continue exploring and testing different approaches. Particularly in the context of the recent legislation that commits the UK to a legally binding target of net zero emissions by 2050:

https://www.gov.uk/government/news/uk-becomes-first-major-economy-to-pass-net-zero-emissions-law

Initial modelling work undertaken by BEIS and the CCC has indicated that in the context of a net-zero target, emissions from buildings will need to reach near zero, but there are a range of technological solutions to achieve this. More pertinently, this work has shown the need for further whole systems modelling to test key sensitivities relating to heat and interactions between the gas and electricity systems.

This project seeks to improve our understanding of the options for heat decarbonisation strategy by investigating certain areas of the energy system in more detail (e.g. interactions between gas and electricity), building on previous modelling work.

2. Aims and Objectives of the Project

Aims and objectives

The main aims of this project are to provide:

- An improved evidence base around the provisions of heat in a net zero UK energy system, with a more robust understanding of the role of some key potential technologies, system impacts and implications for system management options (i.e. the interaction between gas and electricity and the wider role of energy storage and flexibility).
- An improved understanding of the implications for the different options and approaches for strategic heat decarbonisation in the UK and enhance our capabilities in providing robust evidence for future work such as setting the 6th Carbon Budget and BEIS's Roadmap for heat policy due for publication in 2020.

The intention is to use an existing whole energy systems model that has the capability to model the interactions between energy vectors (e.g. gas and electricity) and different types of energy storage and flexibility. We will require the model to be updated with appropriate assumptions before running the model for a number of headline scenarios, followed by more in-depth sensitivity analysis. All assumptions, scenarios and sensitivities will be agreed with BEIS; an initial list is proposed in the 'Methodology' section below.

Research questions

The project aims to answer the following research questions, though these may be subject to further refinement with the successful contractor.

- Under different heat decarbonisation scenarios[1] for net zero 2050 emissions, what is the impact on the system operation, cost (capital, operating, fuel) and infrastructure requirements, considering the system aspects outlined in the following questions?

- How does the **interaction between gas** (natural gas, biogas and hydrogen) **and electricity** systems play out in different net zero scenarios?
  - What is the potential role of hybrid heating systems e.g. are there system benefits for hybrids over standalone heat pumps, are there benefits when hybrid heat pumps are combined with hydrogen?

- What role can **hydrogen** play in net zero scenarios (considering sectors and geography), particularly for heat and power?
  - What is the cost/emissions impact (and system impact) of using hydrogen to replace unabated gas for peaking in the power/heat sectors?
  - What are the different ways hydrogen could be used for heat and what are their potential (e.g. in hybrid heat pumps, heat networks)?
  - How is hydrogen produced in different scenarios (e.g. methane reformation with CCUS, electrolysis, biomass gasification with CCUS)?
  - What is the role for hydrogen in providing energy storage e.g. through power-to gas or power-to-gas-to-power?

- What role does **storage/flexibility** play across the energy system (intra-day, inter-seasonal storage, thermal vs electrical, grid-scale vs building-level, interconnectors):
  - What is the most cost effective combination of measures to reduce system costs, e.g. Demand Side Response (DSR), load shifting, storage (including hydrogen), energy efficiency, hybrids?
  - What are the options for addressing interseasonal swings in demand?
  - What is the potential for flexibility mechanisms to moderate the requirement for additional generation and network capacity?

- The interaction between **demands in different sectors**?
  - How does competition for biomass play out in different scenarios, and what happens if there is lower/higher biomass availability?
  - What is the role of negative emission technologies, such as Bioenergy Carbon Capture and Storage (BECCS) and Direct Air Carbon Capture and Storage (DACCS)?

- What is the likely impact of **network and balancing effects** in different scenarios e.g. on clusters, transmission and distribution capital and maintenance costs?

- What role can **heat networks** play in net zero scenarios?
  - What are the quantifiable system benefits of heat networks, considering a range of heat network technologies and their role in providing thermal storage?

[1] For example, different mixes of electrification of heat, hydrogen for heat, use of hybrid systems etc.

- To what extent are more **mixed approaches** optimal compared to those more dominated by a single vector?
  - What is the value of having a low carbon gas in a hydrogen, electrification or a mixed heating scenario?

- To what extent do different **regional approaches** have an impact on the system?
  - Are alternative heat decarbonisation solutions more cost effective in different regions?

- What is the impact on technology deployment and system costs of **varying key assumptions** e.g. costs or efficiencies of particular technologies, fuel prices
  - Are there tipping points where technologies become cost effective?

3. Suggested Methodology

Methodology

The work will be broken down into several stages:

- **Task 1:** Provide existing assumptions used in the external model for BEIS to review in BEIS assumptions log[2] format plus supporting datasets, where appropriate
- **Task 2:** Update model with BEIS assumptions wherever necessary and possible. All key assumptions to be agreed with BEIS.
- **Task 3:** Run test scenarios through the updated model and cross-check key results against existing evidence (e.g. BEIS and CCC net zero analysis). Ensure differences are understood and explained.
- **Task 4:** Agree and run headline scenarios, comparing the system costs, energy demands, infrastructure requirements and understanding system interactions.
- **Task 5:** Agree and run sensitivities around the headline scenarios, characterising the key uncertainties and understanding the impact on the system.
- **Task 6:** Perform quality assurance on all analysis and produce a peer-reviewed report which outlines the modelling results and interprets the implications for heat decarbonisation.

Model methodology

The model should have the following qualities in order to answer the research questions set out in section 2:

- Temporal granularity of hour or half hour
- Sufficient geographic granularity (at least 10 UK regions)
- Cost-optimisation capability
- Coverage of UK energy sectors/infrastructure and their interactions that are relevant to modelling heat, with the priorities being the interaction of gas and power and capability to effectively model energy storage and other system flexibilities
- Coverage of technologies relevant in the point above, or with the ability to incorporate additional technologies if necessary
- Capable of modelling deployment pathways of technologies between now and 2050
- Capable of updating with BEIS assumptions stated below

[2] BEIS assumptions log template: https://www.gov.uk/government/publications/assumptions-log-template

Data and assumptions

The contractor will need to provide a full set of assumptions currently used in their modelling, to be reviewed by BEIS. As well as demand projections by sector, this should include technology cost and performance assumptions for all sectors represented in the model e.g. capital costs (including learning rates), fixed & variable operating costs, efficiency, CO2 capture rate, capacity, load factor, lifetime and the year the technology is available from.

Following a review of the contractor's assumptions, where necessary BEIS will provide assumptions to be used in modelling for this project. As a minimum we expect this to include:

- BEIS heat demand projections based on the Energy & Emissions Projections (EEP)
- BEIS hydrogen supply chain evidence base
- BEIS biogas production evidence
- BEIS heating appliance assumptions (cost, sizing, demand profiles etc.)
- Greenhouse gas removal technologies (e.g. BECCS and DACCS)
- Fuel prices
- Demand projections for non-heat sectors, and technology assumptions where necessary

Scenarios and sensitivities

As a minimum, the model must produce results for the following headline scenarios with further scenarios specified by BEIS as the project progresses:

- **Counterfactual –** aligned with the most recent BEIS Energy & Emissions Projections (EEP) reference case
- **Cost optimal net zero** – using an emissions target share agreed with BEIS, if the external model does not cover all UK emissions sectors
- **Alternative low carbon heating scenarios for net zero** – will be determined following the cost optimal run, by varying observed levels of cost optimal deployment e.g. lower/higher hydrogen for heat, fewer/more heat pumps/hybrid heat pumps, fewer/more heat networks, different regional solutions

Following the headline scenarios, there will be a series of sensitivities that we wish to investigate, to test the impact different assumptions have on the initial conclusions. These may include (but are not limited to) varying the:

- Level of biomass availability
- Level of flexibility assumed across the system (e.g. assumptions on DSR, demand shifting)
- Carbon capture rates
- Technology costs
- Heat demand (total & peak)
- Fuel Prices

Peer review

An important part of this work will be to provide a peer review of the conclusions made from the modelling. This will ensure that the work is of a high standard and receives adequate challenge from an independent source.

In order to do this, contractors should identify suitable candidates (subject to BEIS approval) to conduct a peer review and engage them at the necessary times to allow them to provide comment on the work. All comments and amendments from the peer review process should be documented and shared with BEIS officials.

We expect bids to provide an outline plan for organisations or individuals who could conduct a peer review and a proposal for how they would be engaged throughout the project to ensure that they can provide effective comment on the work being undertaken.

4. Deliverables

Outputs required

- A peer reviewed report detailing and interpreting the modelling results and the implications for UK heat decarbonisation. This report should be produced to a standard that is suitable for publication (see more details in the section below on 'Ownership and publication' and the section below on 'Quality Assurance')
- A spreadsheet(s) containing modelling results and associated assumptions log (adhering to BEIS standards)[3]. Model results should be broken down by relevant parts of the system and include, for example:
    - Costs by cost type (i.e. capital, operating, fuel)
    - Emissions
    - Energy demand
    - Technology deployment capacity
- A copy of the modelling documentation including the model's scope, specification and technical guidance[4]
- A quality assurance log, adhering to BEIS standards – see more detail in the section below on 'Quality assurance'

In addition, contractors should keep BEIS up to date with the project's progress on a regular basis. BEIS officials would expect to have meetings with the contractor at major decision points e.g. to review and sign-off completion of interim tasks and agree approaches for subsequent tasks. We would expect the contractor to circulate suitable material for review ahead of any such meeting and present to the BEIS project working group.

Ownership and publication

The Department's standard Terms and Conditions of contract include reference to Intellectual Property rights and will apply to this contract. The T&Cs have been published as part of this ITT.

[3] BEIS assumptions log template: https://www.gov.uk/government/publications/assumptions-log-template
[4] See BEIS model report template for example format: https://www.gov.uk/government/publications/beis-model-report-template

BEIS will own the main outputs of the project set out in the 'Outputs required' section above, and will retain ownership of any input assumptions and data provided to the contractor for this research.

BEIS is committed to openness and transparency. Project outputs should be accessible, non-disclosive and suitable for publication and further use. The exceptions to this are where:

1) The intellectual property rights to an output (or part of an output) are owned by someone other than the contractor. Contractors should state in their tender if this is the case and indicate whether the third party copy righted materials can be redacted.
2) Data is commercial in confidence.
3) A non-anonymised dataset is required for the project.
4) The outputs are internal documents only for BEIS.

If these exceptions apply to any part of the outputs, contractors should indicate this in their proposal alongside any approaches to resolving these.

Unless the above exceptions have been stated in a proposal, all outputs from a research project will be assumed to be owned by BEIS. The outputs, data and tools developed in the research cannot therefore be used for contractors for purposes other than our work.

Quality Assurance

All work completed for this research must be subject to appropriate quality assurance. Project milestones, research approach, outputs, quality assurance should be agreed by BEIS and the contractor at the start of the contract. Final outputs will be reviewed by BEIS before the project is signed off.

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able take responsibility for the work done. BEIS reserves the right to refuse to sign off outputs which do not meet the required standard specified in this Invitation to Tender. The Contractor must state how all work on the project will be quality assured within the proposal.

All analysis carried out as part of the project should be subject to quality assurance consistent with the Aqua Book guidance[5].

Where models may be developed or used for this research, they should also adhere to BEIS' modelling guidance[6] which is summarised below. All models and modelling must be quality assured and documented.

Contractors should include a quality assurance plan that they will apply to all of the research tasks and modelling.

[5] See: https://www.gov.uk/government/publications/the-aqua-book-guidance-on-producing-quality-analysis-for-government
[6] BEIS full QA guidance: https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc

- This QA plan should be no longer than 2 sides of A4 paper.
- Ensure that all updated QA log and QA guidance are provided.
- The following link contains an externally accessible version of the Modelling QA guidance, and the QA log
    - https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc
    - The QA log should be filled in at project completion to demonstrate the QA undertaken

The contactor/s must:

- ensure that quality assurance is done by **individuals who were not directly involved in the research, analysis or model development**
- specify who will be responsible for quality assurance before it comes to BEIS

The Contractor will be expected to produce high quality reports that meet the following criteria:

General:

- Answer the research questions clearly, in plain English
- Clearly structured so that information presented in each section of each report is clear
- Connections between sections are clear
- Executive summaries of no more than two sides that set out the findings clearly and their relevance to BEIS policies
- All sections have clear introductions and conclusions (including findings being written concisely upfront)
- Methodology clearly explained

Use of good quality English:

- Thoroughly proofread and peer reviewed for writing quality
- No jargon is used, and all terms are defined and referenced clearly
- All acronyms are written out in full the first time that they are mentioned in each section of each report
- No grammar and phrasing errors
- No typos / typographical errors present
- Concise and non-wordy sentences and paragraphs
- Concise reports that are not too long and do not have vast annexes

Visualisations:

- All visualisations are labelled
- All axes are labelled, including with appropriate units
- Clear and appropriate use of visualisations (large enough size, data can be read clearly without reference to the raw data and there are not too many visualisations presented at once)
- All visualisations are clearly explained and discussed
- A range of different types of visualisations are used to provide more interesting and innovative ways of presenting the results

Data quality:

- Limitations in the research need approach to be clearly stated and justified
- Further research should be stated to build upon the limitations that cannot be addressed in the research
- Where the findings are stronger and more robust and where they are not needs to be stated clearly
- Appropriate and consistent use of units
- All numerical units should include the range of uncertainty / error margin

Timetable

The table below sets out the overarching timeline for delivery of the project:

Activity	**Timeframe**
ITT published	11 September 2019
Deadline for response to ITT	8 October 2019
Contract awarded to successful bidder	22 October 2019
Work begins & kick off meeting	November 2019
Assumptions review	November-December 2019
Assumptions update	November 2019 to February 2020
Model validation	February 2020
Scenario and sensitivity runs	February to April 2020
Interim meeting – initial scenario results	February 2020
Draft report provided to BEIS including presentation of sensitivity results	March 2020
Final project meeting – results & conclusions	March/April 2020
Quality Assurance	November 2019 to April 2020
Peer review	April 2020
Final report provided to BEIS, BEIS review and sign off	May 2020

Challenges

This project feeds into other time critical dependent projects and the contractor must be able to convince BEIS of prompt delivery of the project to a high standard.

Whole system modelling is by its very nature complex, so the contractor must be able to effectively interpret scenario and sensitivity results to explain the drivers of model behaviour and give robust insights.

Working arrangements

The successful contractor(s) will be expected to identify one named point of contact through whom all enquiries can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact.

Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender

assessment exercise and proposals will be evaluated on this as part of the 'addressing challenges and risks' criterion.

We expect contractors to adhere to the following GSR Principals:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

Skills and expertise

Please provide details of how you will resource the project, including the role(s) the team will play, the number of days allocated to each role, and the skills and expertise that will be applied to this project.
Contractors should identify the individual(s) who will be responsible for managing the project.

Consortium bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

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÷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	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.5	Capacity
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Approach / Methodology	30%
Quality	PROJ1.2	Staff to Deliver	20%
Quality	PROJ1.3	Understanding the Project Environment	20%
Quality	PROJ1.4	Project Plan and Timescales	10%

Evaluation of criteria

Non-Price elements

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

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20**%**.
Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:
Score = {weighting percentage} x {bidder's score} = 20% x 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) ÷ 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 x 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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority

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 ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.

7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.14 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.

7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.16 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.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.22 Do not exceed word counts, the additional words will not be considered.

7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

7.25 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.

7.26 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.

7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.29 We do not guarantee to award any Contract as a result of this procurement

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.

7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.

7.32 If you are a Consortium you must provide details of the Consortiums structure.

7.33 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.

7.34 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

7.35 Your bid will be valid for 60 days or your Bid will be rejected.

7.36 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.

7.37 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.

7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

7.40 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.

7.41 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.

7.42 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.

7.43 The Government introduced 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