



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of The Department of Business,
Innovation and Skills**

Subject UK SBS IT16169 Health Life Sciences Annual Update 2016

Sourcing reference number IT16169

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS

Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About our Customer</u>
3	<u>Working with UK Shared Business Services Ltd.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	Annex A

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



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 customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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 Innovation and Skills (BIS) 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 Customers.

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

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



Section 2 – About Our Customer

Department for Business, Innovation and Skills (BIS)

The Department for Business, Innovation & Skills (BIS) is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BIS also protects consumers and reduces the impact of regulation.

BIS is a ministerial department, supported by 47 agencies and public bodies.

Our priorities for 2016 to 2017 include:

- business and enterprise
- competitiveness and exports
- science and innovation
- apprenticeships and skills
- higher education
- labour markets

We have around 2,500 staff working for BIS plus around 500 people working for UK Trade & Investment in the UK.

Our partner organisations include 9 executive agencies employing around 14,500 staff.

We have BIS offices in London, Sheffield, Billingham, Cardiff, Darlington, Glasgow, Manchester, Nottingham, Runcorn and Watford.

Department for Business, Innovation and Skills achievements include:

- Funding 457,000 apprenticeship starts in 2010-11 Academic Year
- Committing £75 million to support innovation in technology-based SMEs
- Helping 25,000 UK businesses (mainly SMEs), employing over 13 million people, to make the most of opportunities for growth in overseas markets; Growth Accelerator is a new Department for Business funded-service to help up to 26,000 small and medium enterprises (SMEs) grow as much as they can over three years. Working with an experienced coach, businesses will receive a personalised growth plan, training and workshops, networking and peer to peer support. SMEs can also learn how to develop their leadership and management capability.
- With the Cabinet Office, leading the review of 1,200 regulations across Government as part of the Red Tape Challenge, more than half of which will be scrapped or improved.

<http://www.bis.gov.uk>

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



Section 3 - Working with UK Shared Business Services 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	Customer Name and address	The Department of Business, innovation and skills, 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	UK SBS ICT Procurement
3.3	Buyer contact details	ICTProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	Maximum £70,000 Excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	22/08/2016 Location Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	05/09/2016 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	08/09/2016 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	14/09/2016 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	21/09/2016 & 22/09/2016
3.11	Anticipated rejection of	26/09/2016

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



	unsuccessful Bids date	
3.12	Anticipated Award date	26/09/2016
3.13	Anticipated Contract Start date	01/10/2016
3.14	Anticipated Contract End date	31/03/2017
3.15	Bid Validity Period	60 Days

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



Section 4 – Specification

1. Introduction

The Office for Life Sciences (OLS) is a joint Unit of the Department for Business, Innovation and Skills and the Department of Health, with the objective of maximising the UK's strengths in science and research to support the development and adoption of 21st century health and life sciences technology, delivering the best health outcomes and increasing wider growth and prosperity.

2. Aims

We work with business, other Government Departments, UK Trade and Investment, Innovate UK, the Research Councils, public health bodies and other partners to deliver the Government's Strategy for UK Life Sciences, and to create the conditions that allow businesses in our sectors to exploit the latest advances in science and technology. We influence and use our connections to maintain UK global leadership in health and life sciences. We work effectively with industries across these and closely related sectors, building and managing relationships with strategically important companies in our sector. Our work supports increased inward investment, growth in exports, and resolution of problems that could lead to disinvestment.

OLS requires information on health life sciences companies in the UK to:

- develop and evaluate government strategies and policies,
- identify sector strengths and address weaknesses/barriers to help create the conditions for UK business success in life sciences
- monitor and map changes in the sector
- support UK Trade & Investment Life Sciences Organisation to target their resources on new investment and trade opportunities for the UK
- produce an annual report 'Strength and Opportunity' which provides commentary on data and trends www.gov.uk/government/collections/bioscience-and-health-technology-database-annual-reports
- feed into the UK Life Sciences website www.lifesciences.ukti.gov.uk/ to support the company search functionality

3. Objectives

Objectives

The deliverables of this requirement are as per the below:

1. Update the Health Life Sciences database with 2016 company data.
2. In 2015 we collected baseline data on digital health and genomics companies and in the 2016 data we will be looking for evidence of growth and change these emerging sectors.
3. Produce the annual Strength and Opportunity report including preparing infographics, narrative, tables and charts on the state of the UK life sciences sector, in discussion with OLS, for publication on the BIS website.
4. Maintain the hosting and availability of the website www.lifesciences.ukti.gov.uk and update it with the 2016 data.
5. Produce a Tableau workbook with the updated 2016 data and replicate existing visualisation reports.
6. Update the funding master database and website with data as provided by OLS.

4. Background to the Requirement

In 2009, OLS decided to collect its own company information following a review which found that the Office for National Statistics (ONS) data, and other published data did not adequately reflect the changing UK life sciences sector, and in particular provide the granularity of information to support policy making.

OLS procured a contract to establish a life sciences company dataset that could address these data requirements. This was developed with input from stakeholders who helped identify companies and provided advice on the segmentation methodology. This dataset has since been maintained and updated annually (including in 2014 adding information on Government funding opportunities for health life sciences companies).

In November, 2014 OLS and UKTI established the UK life sciences website. Information from the company dataset was made available through the company search functionality on this site www.lifesciences.ukti.gov.uk.

In 2015, OLS collated information on Government funding schemes available for UK life sciences companies to be made available through the Access to Funding search function on the UK life sciences website www.lifesciences.ukti.gov.uk/access-funding/.

5. Scope

Project scope

- **Update with 2016 Company data**

This part of the project will involve collecting data on UK health life science companies, validating the data for accuracy, and analysing and segmenting the data according to agreed processes and categories, and updating the master spreadsheet / database.

It is expected this will follow CBSL's (the current provider) previously agreed and used processes including matching with Dun & Bradstreet & FAME data to provide turnover and employment. In 2015 we started using a new matching process identified by CBSL to deliver more accurate data and CBSL will provide a narrative to describe the new process for future use.

Dun & Bradstreet and FAME contracts are the responsibility of OLS.
- **Digital Health & Genomics data**

To deliver OLS policy priorities on digital health and genomics we require updated data on UK companies working in these sectors and technologies. The contract will include a specific piece of work on digital health companies to review, analyse and validate a list of companies (approx. 200) that OLS has collected that are not currently in the Health Life Sciences database; and to review companies already in the database that may also engage in digital health activities that are not captured in our data.
- **Annual Strength & Opportunity Report**

As in past years, OLS will publish an annual report on the size and shape of the UK life sciences sector. This part of the project will require production of the annual Strength and Opportunity report including preparing infographics, narrative, tables and charts on the state of the UK life sciences sector, and a publicly disclosable cut of the underlying data in an Excel spreadsheet, in discussion with OLS, for publication on the BIS website www.gov.uk/government/publications/bioscience-and-health-technology-database-annual-report-2015.
- **UK Life Sciences website**

The UK Life Sciences website www.lifesciences.ukti.gov.uk/ is the public facing portal allowing users to search for companies by sector, segment and region. The website will need to continue to be hosted to existing security levels and remain available to the public on an appropriate web server.

The website will need to be updated with the 2016 data including appropriate adjustments for data held under licence that cannot be disclosed, for example, turnover & employment, which must be banded for the website.

Throughout the duration of the contract the website will need to be updated to add or amend individual companies and associated information, in line with existing protocols and in agreement with OLS.

- **Tableau workbook**

OLS uses Tableau to deliver a user-friendly tool to interrogate the company data and generate standard reports and visualisations. This will need to be updated with the 2016 data which maintains all the existing agreed visualisations. OLS may require new visualisations in discussion with the provider. Hosting Tableau is the responsibility of OLS.

- **Funding database**

The Funding dataset holds information on Government funding opportunities and wider financial support for health life sciences companies. Updates to the funding dataset will be provided by OLS in the form of tracked changes in the Excel spreadsheet. Updates will need to be reflected in the master spreadsheet held by CBSL and uploaded to the UK Life Sciences website once a month (maximum frequency). www.lifesciences.ukti.gov.uk/access-funding/

6. Requirement

The below is required in relation to this requirement:

- 1) a good understanding of the UK and global health life sciences sector including new and emerging sub-sectors and technologies.
- 2) The ability to apply OLS methodology to analyse, validate and segment companies and apply processes to allocate turnover and employment to sites where appropriate – see validation and segmentation annexes below.
- 3) The ability to work closely and collaboratively with OLS, data partners and other stakeholders as required; data partners are integral to the annual data update providing new data and analysis of companies in their segments and regions. In agreement with OLS, communicate with stakeholders including regular meetings and respond to queries.
- 4) Collect data on health life sciences companies in the UK which may be newly formed, newly operating in the life sciences sectors, or newly identified. Validate, analyse, and segment these companies according to OLS established methodology and segmentation – see annexes below.
- 5) Match companies with Dun & Bradstreet and FAME datasets to collect additional information such as company status, employment, turnover etc.
- 6) Digital health - Review, analyse and validate a list of digital health companies (approx. 200) that OLS has collected that are not currently in the Health Life Sciences database; review companies already in the database that may also engage in digital health activities that are not captured in our data; and carry out research to identify any digital companies operating in the UK that may have been missed previously.

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



- 7) Provide analysis on 2016 data to the same breadth, standards and scope as currently available in the 2015 published data (<https://www.gov.uk/government/publications/bioscience-and-health-technology-database-annual-report-2015>) and the OLS Tableau dataset including (not exhaustive):
- Total number of UK health life sciences companies, employment and turnover and breakdown by sectors, segments and regions
 - Comparison of sectors and segments
 - Analysis of trend set to provide growth figures using CAGR (compound annual growth rate)
 - Analysis of changes in dataset between 2015 and 2016 to fully understand what is causing the growth
 - Analysis of company ownership
 - Analysis of top segments in medtech, biopharma and digital
 - Analysis of service and supply chain for sectors and segments
 - Analysis of company births and deaths
 - Maps showing UK distribution of all key measures

The Tableau database visualisations and analysis will be made available to bidding contractors if required to enable preparation of bid.

- 8) Provide a set of documents for publication, , including:
- Strength and Opportunity 2016 Annual Report
 - Strength and Opportunity 2016 charts and graphs spreadsheet
 - Geographical data maps
 - Strength and Opportunity 2016 dataset of all publically disclosable data in an Excel spreadsheet (to be agreed with OLS)
 - Infographics of the sector (minimum of 4) representing an overview and each of biopharma, medtech and digital
- 9) Data extract of the 2016 database uploaded to the UK Life Sciences website company search including banded turnover and employment.
- 10) Hosting and maintenance of the UK Life Sciences website www.lifesciences.ukti.gov.uk/
- 11) Updating of the Access to Funding search on the UK Life Sciences website www.lifesciences.ukti.gov.uk/access-funding/ - minimum of one update per month for the duration of the contract.
- 12) Production of a Tableau workbook updated with the 2016 data including all the existing agreed visualisations. OLS may require new visualisations in discussion with the provider. Hosting Tableau is the responsibility of OLS.
- 13) Technical Requirements - The Company dataset must be secured to Government Security Classification (GSC) OFFICIAL (formerly known as IL2). The contractor will need to ensure that appropriate security measures are in place covering Data, Physical and Personnel security appropriate to GSC OFFICIAL (the handling and processing of material where compromise would have a Business Impact of what was previously known as Impact Level 2).
- 14) All data and products derived remain the property of OLS and must be provided at contract closure in a usable and agreed format.

7. Timetable

Delivery Milestones

Annual process

Deliverable	Indicative timescale
Telecon with data partners Initiation of data collection process	October 2016
Annual update of company dataset concludes	w/c 16 January 2017
Draft 2016 annual report	17 February 2017
Final report including infographics, spreadsheets and all other documents for publication	3 March 2017
Upload of 2015 data to UK life sciences website	24 March 2017 – tbc depending on publication date
Delivery of Tableau workbook	24 March 2017

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, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16\div3=5.33$))

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS
Shared Business Services

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
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
Quality	PROJ1.1	Global Health Life Sciences	5%
Quality	PROJ1.2	Project Plan	30%
Quality	PROJ1.3	Risks	5%
Quality	PROJ1.5	Methodolgy	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.

UK Shared Business Services Ltd (UK SBS)

www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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.

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



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.
- 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 typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 and concise 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS 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.

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS

Shared Business Services

- 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 UK SBS 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 UK SBS 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, UK SBS 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 UK SBS 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 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

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

UK SBS 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



OLS Health Life Sciences Database – Scope and Methodology

Scope

The database covers the geographical area of England and the Devolved Administrations of Northern Ireland, Scotland and Wales. Only companies that are a **legal entity**, conducting **economic activity** and have **employees in the UK** are included. Companies that are wholly or partially owned by non-UK entities are included. In the case of companies that also carry out economic activity in sectors or segments that lie outside of the definitions of the sectors (medical technology, biopharmaceutical and digital), only that activity that is estimated to be within scope is included.

Methodology

For the 2015 Health Life Sciences Database, company and segmentation information has been gathered from the data partners as well as independent searches carried out by the current provider. These individual data sets are cleansed, sorted, validated and rationalised into a single list of companies. Once this clean list of companies had been produced, the information is assessed and moderated to ensure consistency across the merged data set.

In order to add financial, employment and ownership data to the clean list, each company is matched with the datasets held by Dun & Bradstreet (D&B) and Bureau van Dijke's FAME (FAME) databases. Once matched, information is drawn under license from these commercial sources and added to the database.

A series of validation checks are undertaken to quality assure the data set. Large movements from one year to the next are analysed to determine whether or not these are anomalies and where necessary, adjustments made. For large companies that have a wide range of activity and therefore can have a significant impact on the dataset, the individual company annual reports are reviewed to refine the allocation of economic data to sites and to source employment data.

When the database was first constructed over 7,000 individual records were gathered from the data partners, resulting in over 4,000 unique records for companies falling within the defined scope for inclusion (this scope was agreed following consultation with stakeholders). The original dataset was expanded over the years 2009-2015 by addition the pharmaceutical sector from 2010 as well as by newly identified companies across all sectors.

For each annual update, a process is begun to gather information from the data partners and from online

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS

Shared Business Services

data sources to identify changes to the existing set of company records and to find new companies that should be included in the database. This long list of annual additions and changes is reviewed by the provider to create the final list of companies for which data is sourced from D&B and FAME.

Validation Process

1. The company must fall within scope at the high level. Companies are **excluded** if the company is:
 - not a legal entity i.e. registered at Companies House or otherwise verifiable; the company could be a sole trader or the name provided is a trading name and the company legal entity cannot be found;
 - registered at Companies House but there is no website or it does not work and there is no address and so segmentation cannot be done;
 - a charity;
 - in veterinary or similar animal health;
 - in industrial biotechnology;
 - part of a university or the NHS – some appear to be companies but are actually departments;
 - a manufacturer of common dentures or caps unless specialist that make reconstructive dental implants (post severe trauma or surgery);
 - a science park, networking organisations or similar.
2. **Business activity** – companies must have at least 20% of their activity or turnover is in the bioharm or medtech sectors. This is a judgement that depends on a number of sources including financial accounts, where available, and website analysis.

Examples of companies that are excluded at this stage can include:

- Equipment, engineering or infrastructure companies which may have one or more projects in the life sciences but they are not mentioned on their website and cannot be independently verified.
 - Professional service companies – legal firms often give a long list of sectors that they operate in of which one of many may be life sciences.
3. **Company status** – inactive companies are kept in the database and tagged but excluded from the headline figures. This data is sourced from D&B and FAME which registers the company "status" including dissolved, in liquidation and other indicators that suggest the company is not active. These indicators show that a company that has an active website and a registered address can be classified as Inactive. These companies are often small and exclusion has limited impact on economic activity measures although obviously impact on the company numbers count. Also included in the section are companies that have been acquired but the original legal entity is still in existence. We are diligent to ensure the employment and turnover is not lost and assigned to the new parent.

OLS Health Life Sciences Database – Segmentation

Background and Overview

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



Companies were initially allocated to one of four sectors and a comprehensive classification and segmentation methodology was designed in collaboration with data partners and industry experts. Changes in 2015 reduced the sectors to two: medical technology and biopharmaceuticals. This agreed methodology enables the activities of any company to be categorised or segmented and to describe the primary and other activities that fall within the scope of the scheme. The segmentation scheme has three distinct elements:

I. Segmentation of Technology or Service

This is a two level classification scheme with each level providing greater detail or definition. The top level (Level 0) analyses the Technology or Service into the two primary sectors, medical technology and biopharmaceutical. Previous versions have included medical biotechnology and industrial biotechnology. Subsequent levels (Levels 1 and 2) provide further analysis for each sector including digital health (see the segmentation tables below).

II. Segmentation of Business Activity

This classification identifies which elements of Business Activity a company primarily provides and includes: Research and Development (R&D, including Design, Manufacturing, Supply Chain and Services; and Sales/Distribution/Service/Repair.

III. Digital health, genomics and Supply Chain companies

In the 2015 update a new segmentation was introduced for digital health and a tagging system for companies working in genomics.

In the 2014 update a new segmentation scheme was introduced to enable a more detailed analysis of the life sciences service & supply chain (previously labelled as specialist suppliers or consultants).

Examples where a supply chain company supplies products and services to more than one sector are most common for the pharmaceutical and medical biotechnology sectors. In these cases a judgement is made on where the majority of the turnover is derived and the company classified under that sector. Recognising that this is an approximation the detailed analysis for the supply chain and services for

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



these sectors is carried out on the combined data. The overlap between the medical technology and industrial biotechnology supply chain and services segments, and the other sectors is much lower so these have been analysed separately.

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014



Segmentation Reference Charts – Life science sectors

Biopharmaceutical	
Code	Description
PBA	Antibodies
PBB	Therapeutic Proteins
PBC	Advanced Therapy Medicinal Products (ATMPs)
PBD	Vaccines
PBE	Small Molecules
PBF	Blood and Tissue Products
PBX	Supply Chain

Service & Supply Chain	
Code	Description
X1	Clinical Research Organisation
X2	Contract Manufacturing/Research Organisation
X3	Contract Formulation Manufacturing
X4	Assay developer
X5	Analytical Services
X6	Formulation/Drug delivery specialist
X7	Reagent, Equipment and consumables supplier
X8	Regulatory Expertise
X9	Patent and Legal specialist
X10	Logistics and Packaging
X11	Information systems specialists
X12	Tissue and Biomass
X13	Specialist consultants
X14	Contract design
X15	Training
X16	Recruitment
X17	Investment Companies
X18	Healthcare services

Medical Technology	
Code	Description
MTA	Wound care and Management
MTB	In vitro diagnostic technology
MTC	Radiotherapy equipment
MTD	Medical Imaging/Ultrasound/and Materials
MTE	Anaesthetic and respiratory technology
MTF	Orthopaedic Devices
MTG	Cardiovascular and vascular devices
MTH	Neurology
MTI	Ophthalmic Devices/Equipment
MTJ	Dental and maxillofacial technology
MTK	Drug Delivery
MTL	Infection Control
MTM	Surgical Instruments (reusable)
MTN	Single use technology nec
MTO	Re-usable diagnostic or analytic equipment
MTP	Implantable devices nec
MTQ	Assistive Technology
MTR	Mobility Access
MTS	Hospital hardware including ambulatory
MTT	Digital Health
MTV	Education and Training
MTX	Supply Chain

Digital Health			
Sub-segment code	Short Description	Long description	Deloitte segment or example
MTT2	GP information systems	Primary health system-held medical record systems are electronic versions of traditional paper records – often abbreviated to EHR. Includes provider-provider communication systems, e-prescribing	Digitised Health systems – provider held digital records
MTT3	Social Alarms/Communications devices//bed-nurse call	Telecare - support and assistance provided at a distance using ICT, such as fall alarms and medicine management delivered over hard-line or mobile platforms	Telehealthcare - Telecare
MTT4	Personal medical records	Systems for patients to hold their own medical information	Digitised Health systems – patient held digital records
MTT5	Telemed (medical monitoring) and telediag	Telehealth - the remote exchange of clinical data between a patient and their clinician delivered over hard-line or mobile platforms. Includes video consultation and remote monitoring of health parameters such as blood pressure.	Telehealthcare - Telehealth
MTT6	E-health – data analytics	<p>Software and infrastructure to enable analysis of health and medical Big data. Applications included:</p> <p>To support clinical decision-making: enabling clinicians to make evidence-based clinical decisions about patient care.</p> <p>Pathway design: using population level analysis to help redesign clinical pathways.</p> <p>Commissioning: developing standard frameworks and models for innovative commissioning/funding using patient outcomes and resource utilisation data for new and existing treatments.</p> <p>Drug assessment: the long term use of real world evidence to support drug development and approval.</p> <p>Performance management: prioritising resource allocation and measuring key performance metrics to better manage finances within the healthcare system.</p>	Health Analytics – data analytics

		Evidence based learning: using analytics to more effectively share best practice.	
MTT7	Digital Medical Electronics	Devices that conduct monitoring of body activity internal or externally, are wireless and incorporate sophisticated software that involves enables a high degree of operation independent of human intervention	e.g. Proteus digital pill, imaging pills, predictive intensive care monitoring stations (algorithms predict impending crisis).
MTT8	Professional Mobile health devices	Mobile devices that are applied in a clinically setting (can include embedded software or interface with independent software)	mHealth – applications – medical apps
			e.g. wearable electrocardiogram worn by patient at home for periods of days to detect heart arrhythmias
MTT9	Professional Mobile health services/apps	Clinically-led apps that manage medium to high confidentiality data (health data and personal medical records); these are used by clinicians, patients or hospital system reporting to aid prevention, diagnosis, and/or monitoring of disease	mHealth – applications – medical apps
MTT10	Consumer Mobile health devices	Consumer-led fitness and wellbeing devices that monitor basic body functions such as activity levels, heart rate and blood pressure	mHealth – wearables , applications - wellness/fitness
MTT11	Consumer Mobile health services/apps	Consumer-led fitness and wellbeing apps that handle low-confidentiality data (personal wellness and activity data) and are usually a consumer-driven purchase, includes services to store consumer data in the cloud and provide health advice based on the data	mHealth – wearables , applications - wellness/fitness

Segmentation Reference Chart – Genomics

Genomics Segmentation (Tags)				
Main Tagging code	Main Value chain activity	Description	Sub-tag code	Sub-tag chain activity
GenA	Sampling	The process of collecting and packaging samples (e.g. saliva, blood). The kits used to collect DNA samples are fairly simple.	GenA1	Consumables
			GenA2	Patient acquisition
			GenA3	Samples storage
GenB	Sequencing	Decoding the order of the nucleotides in a genome. DNA sequencing on a large scale is done by high-tech machines	GenB1	Consumables
			GenB2	Instruments
			GenB3	Services
GenC	Analysis	The process to identify disease-causing variants, often run by bioinformatics software.	GenC1	Data cleansing
			GenC2	Variant Analysis
			GenC3	Database services
GenD	Interpretation	Taking analysed information and providing clinically useful interpretations and results	GenD1	Reporting
			GenD2	Link with EHRs
			GenD3	Tailoring results
GenE	Application	The process of directly using genomic information to improve targeting of clinical services	GenE1	Drug development
			GenE2	Clinical Services
			GenE3	Diagnostics
GenX	Activities not elsewhere classified	A segment where companies that are not clearly assigned to GenA-E should be placed. When this group becomes large it will be examined to see if new codes are required	NA	NA

Current data fields for each company (not all populated)

The master dataset is held in an SQL database and extracts drawn to provide the publically disclosable Excel spreadsheet, Tableau worksheet, complete dataset for OLS audit trail and website update.

✓ Company Report	
Company Year ID	Location Indicator URN
Consolidated Company ID	LocationIndicator
Load Year	Location Indicator Desc
Company Registration Number	Legal Status Code URN
Company ID	LegalStatusCode
Partner	Legal Status Code Desc
Data Partner Code	Company formation year
Data Partner	dnb Line of Business
Partner Address1	Import Exporter URN
Partner Address2	Import Exporter
Partner Address3	Import Exporter Desc
Partner Town	Linkage Record Type URN
Partner County	Linkage Record Type
Partner Post Code	Linkage Record Type Desc
Partner Tel. Number	Headquarter DUNS
Partner Data Owner	Headquarter Name
Partner Data Owner Email	Headquarter Country
Partner Technical Contact	ImmediateParent DUNS
Partner Tech Contact Email	Immediate Parent Name
CBSL DUNS	Immediate Parent Country
DUNS No	Domestic Ultimate Parent DUNS
Company Name	Domestic Ultimate Parent Name
Address1	Domestic Ultimate Parent Country
Address2	Global Ultimate Parent DUNS
Address3	Global Ultimate Parent Name
Town	Global Ultimate Parent Country
County	No. of Family Members Inc Branches
PostCode	No. of Family Members Exc Branches
Telephone	No. Of Branches
Fax	Modelled Employee Count
Web	Modelled Sales Value (GBP)
Email	Employee Count at Company
Employee Count	Employee Count at Site
Employees Range	Modelled Employee Count at Site
Coder	Assigned Employee Count at Company
Web Text	Assigned Employee Count at Site
Description	Assigned Turnover (GBP)
CBSL Cat1	Company financial year
CBSL Cat 2	FAME JWJS Company Classification
CBSL Cat 3	FAME Company Status
Activities within scope	FAME Legal Form
General Comment	FAME Accounts Type
Combination Products	FAME Incorporation Date
Not In Scope	FAME BvDEPID Number
Coding Type	FAME No. Of Holdings
Coding Date	FAME No. Of Recorded Subsidiaries
Coding Quality Factor	FAME Trade Description
Marketable Record	Validated
Active Status	MasterNotInScope
Out of Business	NUTS Code URN
Economic Region Code URN	Region Code
Economic Region Code	Region
Economic Region Code Desc	Location Type Code (rep)
TPS Indicator URL	repLocationIndicator
TPS Indicator	Location Type Code (rep) Desc
TPS Indicator Desc	

Deloitte Research

Market analysis of digital health, medical technology and genomics sectors

In 2015 OLS commissioned Deloitte to do a market analysis of digital health, medical technology and genomics sectors. This work was incorporated into the methodology review and included in the 2015 database update.

The commission involved:

- Providing a definition and break down into sub-sectors of the digital health and genomics sectors.
- Providing an overview of the size of the UK markets for digital health and genomics
- The work involved drawing data from the Health & Life Science database, other primary research (e.g. industry roundtables) and use of other secondary data sources from market research companies.
- A list of the biggest companies has been developed for each sub-sector has been included, the list has been derived based a mixture of research and qualitative judgement .

The work defined genomics as companies involved in genomics:

- Sampling
- Sequencing
- Analysis
- Interpretation
- Application

The work defined digital health as companies involved in:

- Telehealthcare: telecare and telehealth
- mHealth: applications and wearables
- Health analytics
- Digitised health systems

As part of the policy approach to emerging life sciences sectors OLS continue to need to measure changes and growth in these sub-sectors.