

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of the Department for Business,
Energy and Industrial Strategy.**

**Subject: The Provision of Contracts For Difference Auctions:
Advice on Consumer Value for Money**

Sourcing Reference Number: UK SBS PR18121



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

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Version 3.3

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

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. 1 Victoria Street London SW1H 0ET UK
3.2	Buyer name	Elizabeth Gage
3.3	Buyer contact details	Majorprojects@uksbs.co.uk
3.4	Estimated value of the Opportunity	£50K - £80K Any proposals submitted which are above the maximum budget will be deemed as non-compliant.
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	22/08/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	31/08/2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	03/09/2018 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	05/09/2018 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11	Anticipated notification date of successful and unsuccessful Bids	17/09/2018
3.12	Anticipated Award date	19/09/2018
3.13	Anticipated Contract Start date	20/09/2018
3.14	Anticipated Contract End date	30/11/2018
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

Contracts for Difference (CFD) are the Department for Business, Energy and Industrial Strategy's (BEIS) principle mechanism for supporting large scale low carbon electricity deployment. CFDs for renewable technologies are mainly allocated through an auction mechanism ('Allocation Rounds' or 'ARs'). There have been two CFD auctions to date, AR1 in 2015 and AR2 in 2017. The next allocation round (AR3) will open by May 2019, followed in 2021 by AR4. Further information on the operation of CFDs and previous auctions is available on the BEIS website at:

<https://www.gov.uk/government/publications/contracts-for-difference/contract-for-difference>.

BEIS is seeking specialist advice for its forthcoming CFD auctions, to ensure that the auctions deliver value for money for consumers whilst securing sufficient renewable electricity generating capacity to meet BEIS' energy policy needs. The government has committed up to £557m of consumers' money per annum for future CFDs, which generally each have a contract term of 15 years, and therefore it is important that the auction design is robust.

We envisage two discrete work packages within one contract.

Work package one will review the auction rules due to apply in AR3. This piece should be delivered first, by the end of the First week of October 2018.

Work package two will support BEIS work on the future design of CFD auctions. Recent industry developments, in particular the steep fall in the costs of offshore wind, mean that it may be appropriate for BEIS to revisit the broad parameters of the auction design. This second piece should be delivered by the end of October 2018 ahead of a BEIS consultation on future auction rounds (i.e. AR4 onwards).

In both cases the contractor will be expected to understand auction dynamics including both deliberate bidder behaviour and unintended consequences. Whilst it would be helpful, bidders are not expected to have an extensive background in the energy industry. BEIS policy considerations will be shared with the successful bidder.

1.1 Scope

Work package 1

- 1.1.1 The first (The end of the first week of October) deliverable will assess gaming opportunities and unintended consequences that arise from various situations under the AR3 auction rules.
- 1.1.2 BEIS is not considering fundamental changes to the auction design for AR3 and so for the purposes of preparing bids, bidders should assume that with respect to work package one the Allocation Framework for AR3 will be broadly similar to AR2 with a limited number of targeted changes (for example, 'maxima' rules will not apply in exactly the same way).
- 1.1.3 Full details of the proposed Allocation Framework will be provided to the successful bidder and BEIS will provide a range of indicative bid prices on which to base auction analysis. The work should include familiarisation with the proposed auction design and the Allocation Framework for AR3.
- 1.1.4 Successful bidders will then test the AR3 auction design from the perspective of different potential auction participants to identify potential gaming opportunities or risks of other unintended consequences. This assessment should look across all

players in the market including small and large generators, potential new entrants, and established industry players.

1.1.5 The principle objectives of this assessment are:

- To identify internal inconsistencies and risks that the AR3 auction design will reduce value for money for consumers in respect of the amount of renewable electricity generating capacity secured relative to the final clearing price(s);
- To identify potential gaming risks, or the risk of unintended consequences, within the AR3 auction design. Such unintended consequences may go beyond value for money considerations to include broader energy policy factors such as ensuring the smooth deployment of renewable energy generating capacity; and
- To assess the likelihood and impact on auction outcomes of those risks materialising.

1.1.6 The expected output of this work package is a report that includes:

- A list and explanation of the identified risks that will reduce value for money for consumers. This will include an explanation of potential gaming opportunities for bidders;
- For each identified risk, an assessment of the likelihood of the risk materialising and an assessment of the potential impact if the risk were to materialise (which may include, but is not limited to: a quantitative assessment of the impact on the clearing price(s) of the auction; a quantitative assessment of how the result of the auction may be different for different bidders; an assessment of how the result of the auction may impact on future auctions and renewables deployment); and
- Proposals of practical mitigating measures that could be taken by BEIS. Consideration of mitigating measures should be taken with reference to the ease with which these could be implemented, given that AR3 is planned to open by May 2019.

Work package 2

1.1.7 The second (end of October) deliverable will provide advice on potential changes to the auction design to be deployed in 2021 onwards. As noted above, in light of recent industry developments BEIS believes it may be appropriate to revisit the broad parameters of the CFD auction design and is therefore seeking advice on potentially more significant changes that may be subject to later public consultation.

1.1.8 Possible changes to be explored include (but are not limited to):

- Auction design, such as pay-as-clear compared to pay-as-bid models;
- Mechanisms to prevent unrealistic bids, such as bid bonds;
- Using project-specific criteria within the valuation formula; and
- The impact of potential contract changes on bidder behaviour.

Bidders will also be expected to identify other potential changes for possible public consultation that further advance BEIS energy policy objectives.

1.3.9 The expected output of this work package is a report that includes:

- A list of any additional potential changes to the CfD auction that have been considered (both those proposed by BEIS and those identified by the successful bidder);
- A description of how any additional new rules (and potential variations) could operate; and

- An assessment of the ways in which each of the changes could increase value for money in different scenarios and other potential impacts or unintended consequences (full analysis of all potential impacts is not required).

General expectations

1.1.10 In their bid, bidders should provide details of the methodology they will use to carry out the assessment.

1.1.11 The successful bidder will meet with the policy team to discuss the policies, explore bidding scenarios to be assessed and to clarify any questions.

1.1.12 The following areas are deemed out of scope for this work:

- Advice on contract design; and
- Advice on setting the budget amount, although input on the levels required to run an efficient allocation round from an auction dynamics perspective would be of interest.

1.1.13 The agreement between the department and the successful bidder will be in place up to but not after 31 October 2018 (unless extended with the agreement of both parties) (this does not include the relevant Non Disclosure Agreement).

1.2 Services

1.2.1 The key output is a final report which summarises all actions taken as part of this project and the contractor's expert assessment of the auction design. The report should be supplied to BEIS in two parts, with work package one completed by the end of September 2018. BEIS may choose to publish the report. Secondary outputs are any spreadsheets, calculations, workings undertaken to conduct this assessment which must be provided to BEIS.

1.2.2 BEIS require all reports to be produced to a sufficiently high standard in order to be published if necessary/appropriate. Our experience shows that this may require several drafts. The contractor should state how they intend to minimise the risk of submitting a draft report which requires extensive reworking. Given the specialised nature of the study, bidders should give consideration to assembling a team with expertise across both market and economic knowledge. The deadlines for this work are challenging and the contractor should demonstrate how these will be met.

1.2.3 PowerPoint slides should be used for updates at key milestones. The contractor is expected to attend two progress meetings at BEIS while the project is underway and one final meeting to present the final report.

1.3 Quality Assurance Requirements.

1.3.1 We would expect any quantitative analysis/modelling of potential auction outcome scenarios to be quality assured in line with government guidance on producing quality analysis: <https://www.gov.uk/government/publications/the-aqua-book-guidance-on-producing-quality-analysis-for-government>

1.4 Management of the Agreement

1.4.1 Bidders will be expected to identify one named point of contact through whom all enquires can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact. An internal BEIS steering group will be set up to inform key decisions.

1.4.2 The following outputs will be required from the research:

- Fortnightly updates which can take the form of a teleconference or face to face meeting;

- Presentation of the interim findings;
- Presentation and reports of findings for both work packages;
- Both raw data obtained throughout the research, as well as the data used within the report in an appropriately accessible format;
- A full quality-assured spreadsheet model and any associated models created or utilised for any calculations;
- A final (potentially publishable) report which summarising all actions taken as part of this project and their expert assessment of the auction design.

1.5 Security.

1.5.1 None of the analysis or report should be shared with third parties without BEIS consent. BEIS expects the successful bidder to take reasonable measures to protect their information systems and all work package outputs, including emails (such as use of Egress Switch encryption software or similar).

1.6 Branding and Marketing

1.6.1 Final documentation should be clearly marked as [provider name] on behalf of BEIS. BEIS will provide relevant branding as appropriate.

1.7 Documentation

1.7.1 The final report is expected to be in word / PDF format. Supporting materials may be provided in Excel and/ or Powerpoint.

1.8 Attachments

1.8.1 Contracts for Difference: Allocation Framework for the 2017 Allocation Round, available at <https://www.gov.uk/government/publications/contracts-for-difference-allocation-framework-for-the-2017-allocation-round>

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.

Budget

Any proposals submitted which are above the maximum budget stated in section 3 will be deemed as non-complaint.

Any bids deemed non-complaint will subsequently not be scored.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	SEL5.1	Previous Contracts
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.7	CV's
-	-	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 each Question. 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	AW6.3	Work Package One	25%
Quality	AW6.4	Work Package Two	35%
Quality	AW6.5	Delivery of Work Package One	10%
Quality	AW6.6	Delivery of Work Package Two	10%

Evaluation of criteria

Non-Price elements 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 each question. The Contracting Authority considers these weightings to be in line with best practice for this type of requirement.

All bids will be assessed on both Quality and Price.

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score} / \text{Total Points} \times 50$ ($80 / 100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. 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](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)