

Invitation to Quote

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

**Subject UK SBS Regulatory Compliance Officer Apprenticeship
Delivery**

Sourcing reference number **PS18167**



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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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 & Industrial Strategy (BEIS) 1 Victoria St, Westminster, London, SW1H 0ET
3.2	Buyer name	Huw Pearce
3.3	Buyer contact details	Email: professionalservices@uksbs.co.uk Tel: 01793 867005
3.4	Estimated value of the Opportunity	The requirement is for an initial 2 year contract, with a 1 year option to extend. The contract for this requirement will be awarded on a call off basis, therefore volumes and spend are not guaranteed. £300,000 (Ex VAT) indicative value for the full contract period, including any extensions
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	06/07/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	19/07/2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	20/07/2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	26/07/2018 14:00
3.10	Anticipated notification date of successful and unsuccessful Bids	07/08/2018
3.11	Anticipated Award date	07/08/2018
3.12	Anticipated Contract Start date	18/08/2018
3.13	Anticipated Contract End date	17/08/2020 with an option to extend for a further year (2+1)
3.14	Bid Validity Period	60 Days

Section 4 – Specification

4.1 Aims

To appoint a training supplier, who is on the Register of Apprenticeship Training Providers (RoATP) to deliver the Regulatory Compliance Officer Level 4 apprenticeship to a mixture of newly recruited and existing staff at BEIS and on a smaller scale, at BEIS Executive Agencies.

For BEIS, we anticipate having approximately 12 apprentices ready to start their apprenticeship in January 2019. BEIS will conduct a recruitment campaign for 8 Regulatory Compliance Officer apprentices in summer of 2018, with the aim of appointing them in autumn 2018. BEIS will also offer the apprenticeship to 4 to 6 existing staff. The new recruits and the existing staff will be in the same cohort, all starting in January 2019. If there are any changes to dates and/or volumes the successful supplier will be notified asap.

Our Executive Agencies (ACAS, HM Land Registry, Insolvency Service, Intellectual Property Office, UK Space Agency and Met Office) may call off from the contract. Demand from our Executive Agencies will be very low, estimates at one to two apprentices per year, who would be anticipated to join a BEIS cohort as there would be too few for a stand alone cohort.

The supplier will also be responsible for conducting, or appointing a third party to conduct the end point assessment.

The cost of the apprenticeship delivery will be funded by the BEIS Apprenticeship Service Account and the expectation is that the cost will be within the funding cap of £6000 per apprentice. Any Executive Agency call off will be financed through their own Apprenticeship Service Accounts also with the expectation that the cost will be within the funding cap of £6000 per apprentice.

There may also be a requirement to deliver some of the apprenticeship training modules, outside of the apprenticeship programme, as standalone workshops. The cost of the workshops will not be funded by the Apprenticeship Service Account. Payment will be via invoice. We will discuss this with the supplier once appointed. It's likely that stand alone workshop delivery demand will be dictated by feedback from the apprentices as to which modules would be most suitable for existing staff. Therefore any stand alone workshop delivery is unlikely to be requested until after the workshop has been run as part of the apprenticeship programme.

BEIS will discuss this with the selected supplier, and will give sufficient notice of required modules and likely number required once the apprenticeship learning programme, has been developed. The primary requirement is for the delivery of the apprenticeship programme.

4.2 Objectives

- Design and deliver a programme of learning that meets the requirements of the Level 4 Regulatory Compliance Officer Apprenticeship Standard.

- Conduct, or appoint a supplier to conduct the End Point Assessment.
- Deliver selected workshops from the apprenticeship programme as stand-alone workshops, for existing BEIS staff who aren't undertaking the apprenticeship.

4.3 Background to the Requirement

The Office for Product Safety and Standards (Safety & Standards) was created in January 2018 by the Department for Business, Energy and Industrial Strategy (BEIS), to enhance protections for consumers and the environment and drive increased productivity, growth and business confidence.

Safety & Standards provides enforcement services on behalf of government departments including BEIS, Defra and Dft. Its remit includes working towards providing a regulatory environment in which businesses have the confidence to invest and grow and citizens and communities are properly protected. It achieves this by taking a risk-based and proportionate approach to our enforcement activities and by operating under the Regulators' Code.

There are several drivers why the Regulatory Compliance Officer Apprenticeship Scheme (RCOAS) is important to both BEIS and for Safety and Standards in particular.

These are:

1. The Government's commitment to the Apprenticeship programme;
2. BEIS's cross Government role to promote Good Regulation, particularly through the Regulators' Code, and providing tools for regulators to meet their obligations under the Code;
3. Safety and Standards role as a regulator and our need to train and develop our own enforcement staff;
4. Safety and Standards responsibilities for product safety and metrology mean it has a strong interest in the competency of local authority enforcement staff to support effective delivery.

From its inception, Safety & Standards has supported the development of a two-year apprenticeship for individuals wishing to become a qualified Regulatory Compliance Officer (RCO), with the knowledge, skills and behaviours appropriate for the public and private sectors.

5 Scope

To deliver the Level 4 Regulatory Compliance Officer apprenticeship standard and end point assessment to newly recruited apprentices. BEIS will use the apprenticeship to train newly recruited apprentices and to upskill existing officers.

There may be an additional requirement to deliver the apprenticeship to BEIS Executive Agencies and to deliver some of the apprenticeship classroom based workshops as stand alone workshops to staff who are not undertaking the apprenticeship.

The learning programme will need to ensure that at the end of the apprenticeship, apprentices will have the skills, knowledge and behaviours, as shown in the apprenticeship standard.

For BEIS, we anticipate starting apprenticeship training in January 2019, with an initial cohort of approximately 12, with further cohorts during the next 2 years. Anticipated numbers for January 2019 are approximately 12. Current anticipated demand in the Executive Agencies is low, with the possibility of one or two apprentices per year. Demand may increase over the term of the contract, but is still expected to be low in comparison to BEIS demand. If the Executive Agencies have any demand, BEIS will offer the opportunity for their apprentices to join a BEIS cohort, as they will have insufficient demand for their own cohorts.

BEIS currently anticipate a further cohort in January 2020 but this will depend on feedback from the first cohort and recruitment demands. We will provide the supplier with sufficient notice and volumes when known.

6 Requirement

Mandatory requirement:

1. BEIS requires the supplier to deliver a Level 4 regulatory compliance officer apprenticeship standard (including level 2 functional skills where required),
2. To deliver, or appoint a third party to deliver, the end point assessment for the regulatory compliance officer apprenticeship.
3. There may also be limited demand from BEIS Executive Agencies to deliver the apprenticeship
4. There may be a demand for some of the apprenticeship workshops to be delivered to existing BEIS staff (detailed above in 'Scope') as stand-alone workshops for staff who aren't undertaking the apprenticeship. BEIS will discuss this with the selected supplier, and will give sufficient notice of required modules and likely number required once the apprenticeship learning programme, has been developed. The primary requirement is for the delivery of the apprenticeship programme.

BEIS anticipates starting the first cohort of approximately 12 apprentices in January 2019. The first cohort will be made up of new and existing staff.

For the BEIS apprenticeship delivery, the apprenticeships will be funded via the BEIS apprenticeship service account. Training providers will be paid for apprenticeship delivery in accordance with ESFA funding rules:

[Apprenticeship funding and performance management rules 2017 to 2018 - GOV.UK](https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018)
<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>

Stand alone workshops will be funded separately, from a budget held by Safety & Standards. Payment will be by invoice.

If any of the Executive Agencies request delivery of the apprenticeship, they will fund this from their own Apprenticeship Service Accounts.

The supplier will need to provide a single point of contact in the form of a relationship manager.

Initially the supplier will need to meet with the BEIS Office for Product Safety and Standards Lead, and the BEIS Apprentice Lead to discuss how the programme will be run, agree timescales and, meet key personnel. Once the apprentices start the programme, the supplier will need to meet (either face to face or by telephone) with BEIS on a minimum of a quarterly basis to discuss programme delivery. The supplier will need to provide monthly MI, showing the apprentice's progress towards completion of the apprenticeship programme.

The supplier will need to have the programme ready for delivery in January 2019. There will be regular liaison between BEIS and the supplier from the time the supplier is appointed, through to the end of 2018, to agree programme content and delivery. BEIS will require an initial "kick off" meeting to be held face to face in Birmingham, with subsequent meetings either face to face in London or Birmingham or by telephone as agreed between all parties. BEIS will not pay T&S.

The supplier will need to appoint delivery staff who understand the role of a regulatory compliance officer and who are likely to be available to deliver the apprenticeship for the duration of the apprenticeship programme.

The supplier needs to deliver the regulatory compliance officer apprenticeship standard at level 4, in a way that is engaging and worthwhile for our staff.

The Office for Product Safety & Standards is based in Birmingham, Teddington and Victoria Street in London.

The supplier needs to deliver a mixture of online and face to face workshops, with face to face workshops (half day or full day as appropriate) being delivered in BEIS offices at London or Birmingham but skills coaches to be able to visit apprentices for face to face meetings in Teddington, London and Birmingham. The location for workshops will be agreed with the supplier, as it will be dependent on which office the apprentices are recruited to. Workshops will be delivered in BEIS offices in either Birmingham or London, depending on the location of the majority of our apprentices. We will discuss the location for face to face workshop delivery with the supplier, once the recruitment campaign has been run and apprentices appointed to posts.

Should BEIS premises not be available on preferred dates, we will ask the supplier to source accommodation, with costs to be discussed and agreed prior to any commitment being made.

The supplier will provide training, support, advice and guidance to the apprentices and their line managers, to ensure satisfactory completion of the apprenticeship within the timeframe. The supplier will also need to provide support by attending induction workshops, meeting key BEIS personnel to promote the programme, provision of monthly management information, provision of graduation certificates, and attendance at a graduation ceremony.

Key BEIS staff may sit in on some modules, to observe and feedback to supplier and will need to agree content of workshops, both face to face and on line.

The supplier will need to conduct, or appoint a third party to conduct, the end point assessment.

The supplier will need to ensure that the apprenticeship meets the 20% "off the job learning" requirement as defined in apprenticeship legislation.

Ability to provide consistency in personnel delivering is key, so that the apprentices build a relationship with the tutors / coaches. The supplier must have sufficient staff to deliver the programme which should include the ability for tutors to meet with apprentices face to face at least once every six weeks, and to mark work and provide constructive feedback within a maximum of 4 weeks from any assignment submission deadlines (if appropriate).

The supplier needs to provide the means for apprentices to submit their work securely electronically.

The supplier will need to ensure continuity of key delivery staff for the life of the programme, so that those delivering the apprenticeship are kept on the programme until the apprentices graduate, unless issues are identified with regard to delivery, in which case the apprentice lead and supplier will discuss suitable replacements.

Where there is a need for a change in delivery staff, this needs to be discussed with the BEIS apprentice lead and Safety & Standards Lead prior to changes being made, and any changes to delivery staff must be in line with points 6 and 7 in the SLA which is detailed within Special Conditions of the contract.

Monthly data will need to be provided to the BEIS Apprentice Lead and the Office for Product Safety and Standards Lead on apprentice progress towards completion of the apprenticeship. This will need to be provided in an easy to read format by email that readily identifies anyone who is not on target to successfully complete the apprenticeship. The supplier will be expected to discuss with the BEIS apprentice lead and the Office for Product Safety and Standards as soon as there is any concern that an apprentice might not complete the apprenticeship programme and also supply any resolution actions that can be taken to rectify the situation.

The supplier will need to adapt delivery and content (within the confines of the apprenticeship standard) based on feedback and evaluation, in order to ensure continuous improvement to the programme, throughout the duration of the contract.

At the end of the programme the supplier will need to provide certificates confirming completion of the programme within a month of final confirmation that the apprentice has successfully completed the programme, and attend an apprentice graduation ceremony which BEIS will arrange.

The supplier will liaise separately with the Executive Agencies if they have demand for the Regulatory Compliance Officer apprenticeship to be delivered.

The Office for Product Safety & Standards will discuss with the chosen supplier, the workshops that they may want delivered as stand alone workshops to staff that are not undertaking the apprenticeship. The frequency and number will depend on content covered in the workshops and number of staff who require the training. Sufficient notice will be given to the supplier, once full details of the apprenticeship programme have been agreed.

Please review the SLA for the BEIS Regulatory Compliance Officer apprenticeship programme in 'Special Conditions' of the contract.

All staff will need baseline security clearance.

Desirable

BEIS would like the supplier to brand the learning materials for the programme including brochures and power point presentations as the BEIS Regulatory Compliance Officer Apprenticeship Programme.

The supplier can recommend any additional training that might be relevant for the officers' learning and development, but which is not fundable by the apprenticeship levy. The supplier should show what additional skills this would develop for officers, over and above the skills they will learn on the apprenticeship. The supplier should detail the cost for this.

The supplier will need to provide full details of costs including programme development costs (if applicable), delivery cost per apprenticeship, cost for delivering a stand alone workshop and cost of any additional training that is recommended but not fundable via the levy.

7 Timetable

Proposed current dates are as follows, should these change the successful supplier will be informed asap:

August- September: Agree high level programme overview

October to December – agree module content and gateway for end point assessment

November – December, register apprentices for apprenticeship programme and supplier to attend apprentice induction / apprenticeship launch

January 2019 – Apprenticeship programme learning starts, with delivery of first module

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	AW4.3	Register of Apprenticeship Training
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	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 to Apprenticeship Programme delivery	50%
Quality	PROJ1.2	Contract Management and Continuous Improvement	15%
Quality	PROJ1.3	Delivery Team	15%

Evaluation of criteria

Non-Price elements

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

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

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

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)