



Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation

Subject: British Geological Survey Website Redesign and Development

Sourcing Reference Number: DDaT18068



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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Version 3.6

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.ukpbs.co.uk/use/pages/privacy.aspx>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

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

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

Section 3 - Working with the Contracting Authority

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	<p>UK Research and Innovation Natural Environment Research Council</p> <p>Head Office: Polaris House North Star Avenue Swindon SN2 1EU</p> <p>Site Address: British Geological Survey Environmental Science Centre Nicker Hill Keyworth Nottingham NG12 5GG</p>
3.2	Buyer name	Sophie Mumford
3.3	Buyer contact details	DDaTProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	The total value of this requirement is up to £75,000.00 excluding VAT including the option to extend.
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	17/01/2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	24/01/2019 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	25/01/2019 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	31/01/2019 14:00

3.10	Date/time Bidders should be available if written clarifications are required	07/02/2019 – 08/02/2019
3.11	Anticipated notification date of successful and unsuccessful Bids	15/02/2019
3.12	Anticipated Award date	21/02/2019
3.13	Anticipated Contract Start date	25/02/2019
3.14	Anticipated Contract End date	31/10/2019 with the option to extend for up to an additional two months until the latest date of 31/12/2019
3.15	Bid Validity Period	60 Days

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1. Introduction to the British Geological Survey

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

The BGS employs more than 600 staff, split between various sites across the UK—Keyworth, where the Head Office is based, the Lyell Centre in Edinburgh, Belfast, Cardiff, Wallingford and London, based in the Natural History Museum.

2. Project overview

The BGS operates in an increasingly challenging funding environment and we strive to maintain our position as a globally recognised authority on applied geoscience issues. The quality and importance of the organisation's work is proven, but it is essential that we continue to evolve how we communicate our work, achievements and knowledge to meet the demands of an increasingly tech-savvy and content-hungry global audience. Central to achieving this will be a strong communications strategy that takes into account all of the channels and resources that we have at our disposal to amplify our work, mission and brand - and importantly, engage meaningfully with our key audiences.

A critical element of the redesign will be our approach to digital communication, and as a result, we have commissioned a project that will seek to replace an aging website. The project is a full-stack re-imagining of our brand's outward digital experience, and will be central to continuing to represent the organisation as a leader within our sector for many years to come.

Information provided by our web analytics shows that there were on average over 300,000 unique visitors per month to the BGS website during 2017. This high base traffic rate is an enormous opportunity to engage an interested audience. With a simplified information architecture, engaging imagery and media, the BGS mission and our projects should be thoroughly and clearly communicated to the organisation's key audiences.

It should be understood that the project is not exclusively a design project. With considerable technical, content and user experience elements, we are looking to commission an agency to create a range of creative, technical and content solutions that deliver a positive, measurable effect on the organisation's current and future business objectives and a meaningful engagement with digital audiences.

The winning contractor will be expected to include an overview of the handover process utilised once the website has been implemented. This is a scored question as outlined in PROJ1.4 of the Quality Questionnaire.

There may also be an element of ongoing support required after project delivery should this be required. Your response to PROJ1.5 of the Quality Questionnaire will not be scored but should be provided for information only.

3. Core project objectives

Our website redesign and development project has a number of core objectives. These are as follows - with core deliverables following in section 5 of this specification.

3.1 Public facing science communication

Central to our project's aims is to communicate our research projects and engage with the wider public. In a mission to improve scientific literacy, enthuse, encourage and engage young scientists, BGS are eager to demonstrate the innovative, world-leading research work that enforces our global brand. Additional to this is an aim to turn science into policy - and showcase our work among the national and international bodies responsible for high-level decision making.

3.2 Corporate communication and funding relationship

Enhancing our business-to-business relationships is a key driver in furthering our professional and funding relationships. As well as a website that improves internal communications, we are keen to position BGS as a 'premium brand' within our space.

3.3 Brand protection and amplification

BGS have an opportunity to build on an established brand, and position our organisation as the 'go-to' organisation for applied geoscience research and expertise. We aim to use world-class design to reflect our world-class work, and subsequently, enhance the brand both inside and outside of scientific circles.

3.4 Appropriate, meaningful engagement with key digital audiences

Using the appropriate content, messaging and assets, we're focused on providing meaningful engagement with our key digital audiences, enhancing their experience with the website and perception of the BGS brand.

4. BGS digital audiences

The BGS website caters for a broad set of professional, business, academic and political audiences, as well as the general public. Our key audiences are listed below.

4.1 International science figures and policy makers

From both the UK and international community, government ministers, Members of Parliament and members of the devolved Parliaments, advisors and policy makers (including departmental scientists and civil servants) are a key BGS website audience. Accurate representation of our work to this audience is vital to further cement the organisation as an authority in applied geoscience research.

4.2 Potential funders and funding influencers

The government, for both reserved and devolved matters, UKRI, NERC and the private sector should be considered when developing the new website. Ensuring that our digital presence communicates a strong enough representation of its innovative work is crucial to securing the funding required to facilitate what is often expensive, highly technical work.

4.3 Press & media

The BGS's relationship with the press and media should be considered within the structure of new website, ensuring that a dedicated section is on hand to field initial enquiries, provide information and resources where appropriate.

4.4 Outreach - the public & academia

Outreach to both the general public and (all stages of) academia is an important task for our mission and the BGS website. These audiences need to be engaged with rich, dynamic and accessible content, engaging scientific stories, and everyday opportunities to generate positive impact within their groups.

4.5 BGS staff

Our staff and affiliated partners are another important part of the site's collective audience. This means that the appropriate internal information needs to be featured within the site, as well as the outward facing public science agenda.

4.6 Scientists and the global scientific community

The BGS website is a hub of information for scientists worldwide to discover information on our people, data and publications. Ensuring that the website displays this information in a clear, and easy-to-find way is central to serving this audience.

4.7 Job applicants and scientific talent

An exciting, visual representation of BGS is an important part of ensuring that a BGS career continues to be an attractive proposition to world-class scientific talent, supporting the organisation's ongoing staff recruitment strategy.

5. Core project deliverables

Some of the project's core deliverables are detailed below.

5.1 Flexible Content Management System (CMS)

The site must be delivered with a fully integrated content management system, giving website managers and non-technical staff the ability to add, modify and remove content quickly and easily. A permissions-based system should allow administrators to add new users, who potentially have the ability to add and manage content within certain bounds. Group management will also be necessary, as will the ability to track the site's traffic and user base using an analytics package and log file analysis.

5.2 Simple, clear and intuitive information architecture

A simple, clear and intuitive information architecture is at the centre of the success of the new BGS website. Ensuring that users can find content quickly and easily is critical to their experience and their perception of our digital presence, maintaining both legacy and new content. Making sure that content is contextualised properly, and where appropriate, breadcrumbs are provided, should be considered for enhancing the navigational and user experience. This will include clear signposting to our "hosted sites".

5.3 People directory & profile management

As part of the BGS's aim to raise the profile of the organisation and its mission, the new website will be packaged with a refreshed 'people' module, allowing BGS to continue to display the profiles of members of staff at the discretion of the company.

5.4 Dynamic, media rich immersive experience

Engaging BGS's audiences with rich, vibrant imagery, video and multimedia is another factor that will drive the success of the new website.

5.5 Dedicated publications aggregator

BGS research is published in a wide variety of scientific journals and outlets. The new website must feature a way to easily aggregate and filter publications from NORA, the primary publication data source. Accessing and returning these publications could potentially be done by BGS developers, with front-end work provided by the external agency.

5.6 Categorised news system

The website must be packaged with a news module that will allow BGS's communications team to add, modify and remove news articles at their own discretion. This news system should be able to be able to categorise content by categories specified and maintained by BGS managers.

5.7 Projects and programme management

Demonstrating our technical experience and expertise through the organisation's current projects and research programmes is key to the BGS digital communications strategy. The new website must feature functionality appropriate for representing projects in an exciting, dynamic and visual way.

5.8 Dedicated press room

Nurturing a strong relationship with the press and media is very important to the positive communication of our projects within the wider public, academic and political arena. The new site must facilitate the easy upload and maintenance of content aimed towards the press and media.

5.9 Recruitment and job applications

Attracting talented members of staff is a significant part of our organisation's ongoing strategy. As part of this, the new website will require an engaging recruitment section (displaying company culture and job advertisements, as well as any additional information appropriate for attracting world-leading talent). In addition to this, we will require brand appropriate styling of our existing job applications system, an external system that feeds into the BGS internal HR system. This is so that the two systems (both the new website, and our existing job applications system) share visual consistency wherever possible.

5.10 Complementary content mapping system

We have access to data sources that detail our project and programme activities. We are very interested in exploring creative solutions to map these using an appropriate mapping system, in collaboration with our technical development team. On the front-end, we'd like to use this data to complement the site's public-facing project information.

5.11 Related content pathways

Categorising content, and providing pathways to related content throughout the site, is important for ensuring that users aren't left at a dead-end, and subsequently, boosting the value of the user's experience. We are keen to implement a design that encourages users to explore related content easily.

5.12 *Related tasks*

5.12.1 **Existing content migration**

On review of redundancy within the existing site's content and information structure by both the agency and the BGS, the site's existing content must be migrated into the new system. We do not have the resources to facilitate this migration, so BGS will need a content migration strategy.

5.12.2 **Integration with existing business systems**

A number of existing business systems and data sources interface with the BGS website. As well as our image gallery, job applications and data mapping sources (and others), the new website must respect the existing data sources and communicate with the systems specified by BGS IT/development managers. Full information is contained within the project's technical specification.

6. Project management

6.1 *Agile, review led project management*

Where possible, this project should be independently managed by the agency that is successfully commissioned to deliver the work, under the guidance of the appropriate BGS stakeholders.

Ultimately reporting to Jennifer Jamieson Ball (Director of BGS Communications and External Affairs), the agency should be able to undertake and deliver the work independently, apart from where technical collaboration is required.

In order to optimise the process of any collaborative development, we would propose using flexible development sprints, the duration of which are relative to the complexity of the individual tasks. These should be arranged and scheduled between our respective technical teams during development.

7. Technical considerations

7.1 *Technology stack*

Currently the BGS website is running on an, on premises, standard IIS windows server platform, using ColdFusion and the corporate Oracle database for some corporate applications, such as the staff search, and publication downloads. We are open to suggestions

with regards to code, server and information architecture management, but any development must comply with Cyber Essential Plus certification and must be an on premises, not cloud based, system. The internal structure and configuration of the website must also meet the security constraints and requirements of the f5 security devices.

BGS has an in-house team of web developers. The website produced must fit with the in-house skills at BGS and/ or appropriate training provided to bring staff up to speed.

BGS has two key websites which currently lie outside the main server structure, [Geomagnetism](#) and [Earthquakes](#). These sites' static pages will need to be integrated into the new main site, and function as part of the news aggregator system.

Furthermore, in 2017 BGS commissioned an external consultant to redevelop our Data section of the website <https://www.bgs.ac.uk/data/home.html?src=topNav>

This work is ongoing, however, the websites must be interlinked at the end of this main website redesign.

7.2 Accessibility, standards and cross-browser compatibility

The website should abide by HTML5 standards and support all recent releases of popular web browsers. The website should be responsive to a number of common media resolutions and sizes, and deliver a reliable experience on mobile, tablet and desktop platforms. Deployed code must comply with WCAG 2.0 (AAA) guidelines for accessibility.

8. Design delivery

The following section details the project's primary design requirements. Collectively, these elements should serve to:

- Increase the quality of user engagement and social sharing.
- Increase user retention.
- Boost unique visitor numbers.
- Enhance the website's user experience enormously - through implementation of media driven creative solutions.

8.1 Simplified information architecture

A number of criticisms of the current BGS website revolve around a difficult to manage information architecture, that makes finding the relevant content a difficult task. Simplifying this structure and ensuring that users are always aware of their location within the site is a design priority and must be considered primary to the project's delivery. Much of the current structure is based on the organisational structure, we would not envisage this to be the case in the future.

8.2 High definition media and assets

Representing our most innovative work with innovative multimedia and assets is a key design consideration. A rich, extensive library of assets is available to the contracted

agency and should play a central role in representing the BGS mission as emotive, inspiring, creative and technical.

8.3 Responsive design

BGS does not have a specific preference with regards to responsive web frameworks, however, the website must be fully responsive and deliver a robust, stable experience on recent versions of the most popular mobile, tablet and desktop browsers.

8.4 Branding the BGS social ecosystem

Our website's new look and feel should be implemented across the appropriate social channels, creating a uniform outward facing digital experience.

9. Content delivery

As well as a technical and design delivery, the project has a significant content requirement, which includes the following:

9.1 Content migration

Migration of existing data into the relevant areas of the new site. Not all existing content will be transferred, but a very significant amount will be featured within the new site.

9.2 Content creation

Where appropriate, the agency will be required to create content for new website sections, under the guidance of the BGS communications team. Typically, BGS may supply factual content which can be re-engineered to work within the context of the relevant site section.

9.3 Tone of messaging

Where appropriate, the agency will be required to advise on the tone of BGS brand messaging and web content to ensure that the new site engages the key audiences appropriately.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
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	30%
Quality	PROJ1.1	Methodology and Approach	25%
Quality	PROJ1.2	User Experience and Architecture	25%
Quality	PROJ1.3	Application of Skills and Expertise	10%
Quality	PROJ1.4	Handover of Project	10%
Quality	PROJ1.5	Ongoing Support	For Information Only

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

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

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

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

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

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

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

USEFUL INFORMATION LINKS

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