

# Invitation to Quote



**Invitation to Quote (ITQ) on behalf of Office of Manpower Economics (OME)**

**Subject: Remuneration benchmarking for Medical Officers and Dental Officers in the Armed Forces**

**Sourcing Reference Number: CR20155**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://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 4.0

**UKSBS**  
*Shared Business Services*

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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.

## **Privacy Notice**

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

### **YOUR DATA**

The Contracting Authority will process the following personal data:

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

#### *Purpose*

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

#### *Legal basis of processing*

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

#### *Recipients*

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

#### *Retention*

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

### **YOUR RIGHTS**

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

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

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

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

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

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

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

## **COMPLAINTS**

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

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

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

## **CONTACT DETAILS**

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

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

## Section 2 – About the Contracting Authority

### Office Manpower Economics (OME)

The Office of Manpower Economics provides an independent secretariat to eight Pay Review Bodies which make recommendations impacting 2.5 million workers – around 45% of public sector staff – and a pay bill of £100 billion:

- Armed Forces' Pay Review Body (AFPRB)
- Review Body on Doctors' and Dentists' Remuneration (DDRB)
- NHS Pay Review Body (NHSPRB)
- Prison Service Pay Review Body (PSPRB)
- School Teachers' Review Body (STRB)
- Senior Salaries Review Body (SSRB)
- Police Remuneration Review Body (PRRB)
- National Crime Agency Remuneration Review Body (NCARRB)

Further information is at: <https://www.gov.uk/government/organisations/office-of-manpower-economics/about>

## 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	<b>Office for Manpower Economics</b> Fleetbank House 2-6 Salisbury Square London EC4Y 8JX
3.2.	Buyer name	Nicola Turner
3.3.	Buyer contact details	Research@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£50,000 excluding VAT
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Tuesday, 05 January 2021
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Wednesday, 20 January 2021 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday, 21 January 2021
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Wednesday, 27 January 2021 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Friday, 05 February 2021
3.11.	Anticipated Contract Award date	Monday, 08 February 2021
3.12.	Anticipated Contract Start date	Monday, 15 February 2021
3.13.	Anticipated Contract End date	Friday, 31 December 2021
3.14.	Bid Validity Period	60 Days

## Section 4 – Specification

### Background

1. The Armed Forces Pay Review Body (AFPRB) provides independent advice to the Prime Minister and the Secretary of State for Defence on the remuneration and charges for Armed Forces' personnel. In reaching its recommendations, AFPRB takes account of: the need to recruit, retain and motivate suitably able and qualified people taking account of the particular circumstances of Service life; Government policies; the MoD's budget; and the Government's inflation target. It must also consider the need for the pay of the Armed Forces to be broadly comparable with pay levels in civilian life.
2. The Office of Manpower Economics (OME) provides the independent secretariat for all the Pay Review Bodies. In supporting these bodies, one of OME's key functions is to provide high quality, research-based technical advice drawing on economic, pay, labour market, statistical and other data. More information about the OME, the bodies it supports, and the research it undertakes, can be found on its website.<sup>1</sup>
3. This project is looking for role and remuneration benchmarking for Medical Officers and Dental Officers (MODOs) in the Armed Forces. The total number of MODOs across all three Services at 1 October 2020 is set out in the table:

	Regular Forces				Reserve Forces
	Trained	Specialist Trainees	General Duties Medical Officers	Foundation	Trained
General Medical Practitioners (GMPs)	306	85	114	121	93
Consultants	304	235			165
General Dental Practitioners (GDPs)	144			10	44
Dental Consultants	1	0			0

4. Benchmarks are required for the following groups as a priority:
  - General Medical Practitioners (GMP)<sup>2</sup>
  - General Dental Practitioners (GDPs)<sup>3</sup>

<sup>1</sup> <https://www.gov.uk/government/organisations/office-of-manpower-economics/about>

<sup>2</sup> Commonly referred to as GPs

<sup>3</sup> Commonly referred to as Dentists



Benchmarks are also required for the following additional groups, although broad agreement has already been reached between the MOD and the AFPRB:

- Consultants
- Specialty Trainees (MOs)
- Foundation Year MOs and DOs
- General Duties Medical Officers
- Medical and Dental Students

Benchmarks are also sought for Senior MODOs at 1\* - 3\*.

5. In the 46<sup>th</sup> AFPRB report (2017) members set out five stages they considered necessary to undertake a more rigorous and sustained approach to future pay comparability. The first of these stages was to identify the appropriate NHS staff groups to be compared with MODOs. In evidence for the 48<sup>th</sup> AFPRB report (2019), MoD and BMA said that GMPs should be compared with a dispensing GMP partner. Although DMS GMPs do not take on the same financial risk as a dispensing GMP partner, MoD felt that the very broad responsibilities taken on by DMS GMPs meant that they could not be compared with salaried GMPs. However, AFPRB felt that this underplayed the financial risk carried by NHS GMP partners. A similar case was made for GDPs and the MOD's and BDA's view that a Provider-Performer was an appropriate comparator.
6. In the 49<sup>th</sup> AFPRB report (2020), MOD, BMA and BDA still felt that the comparison group they identified the previous year was appropriate. This research is being commissioned on behalf of AFPRB in order to resolve the matter.

### **Aim**

7. This project has two aims:
  - i. To identify appropriate benchmarks from the civilian sector for the remuneration of Armed Forces medical officers and dental officers at different stages of their career, noting the priority groups for the research are GMPs and GDPs.
  - ii. To undertake reward comparisons using these identified benchmarks.

### **About the remit group**

8. The scope of this project is all Armed Forces medical and dental officers at all career stages from accreditation through to the most senior appointments. Current pay rates for these roles are given in appendix A. The personnel within the scope of this review are indicated in paragraph 3. With respect to GMPs and GDPs this will include appointments in Defence Primary Healthcare (DPHC) Medical Centres in the UK and Overseas Bases, appointments on deployed operations, and clinical leadership and staff appointments involved in the delivery of Primary Medical and Dental Care and advice to the Chain of Command.

### **Scope of the work**

9. At an early stage, the successful contractors will be expected to consult with the armed forces remuneration lead within MoD, as well as the relevant committees in the BMA and the BDA.
10. It is expected that the project will:

- i. **Undertake an evidence review of previous pay comparison studies** which should be used to inform the project findings. This evidence can be provided by OME. This will include:

- AFPRB Medical and Dental Officer Supplementary Reports over the last 20 years
- Relevant chapters from the AFPRB Main Reports.
- Relevant DDRB reports.
- Papers of Evidence from the MOD, BMA and BDA to the AFPRB over the last 20 years.
- Previous commissioned work.
- CQC's inspection programme of Defence Medical Services.

- ii. **Review the roles and responsibilities of Armed Forces medical and dental officers.** This will include an understanding of the operating environments and the similarities to and differences from NHS and other civilian settings, noting that Armed Forces MODOs are fundamentally members of the Armed Forces. It will also look to understand the detail of career paths, noting the differences between the Services and overarching organisational and Service perspectives. In addition, the project should gain an understanding of the Unified Career Management (Medical) Programme.

To achieve this work will include:

- Reviewing job plans, job specifications and policy documents
- Interviews with a cross section of GMPs and GDPs, including GMP and GDP Reservists
- Interviews with NHS/civilian counterparts to understand the difference or similarity between the Armed Forces GMP and GDP roles and civilian roles.
- Interviews with the senior staff in MOD responsible for the delivery of Primary Medical Care and Primary Dental Care.
- Interview with Armed Forces remuneration lead
- Interviews with the Defence and single Service cadre leads for GMPs and GDPs.
- Interviews with the Surgeon General, Director of Medical Personnel and Training, Director Healthcare, and Heads of single Service Medical Branch.
- Reviewing the customer/patient perspective.

- iii. **Research the current remuneration structure for medical and dental officers.** This will include:

- Specific additions to pay such as Trainer Pay and Associate Trainer Pay.
- An understanding of existing financial incentives (such as Clinical Excellence Awards), their application and their purpose.
- An understanding of X-Factor and how specific components directly compare to civilian benchmarks (such as working additional/unsocial hours).
- A discussion with the Assistant Head Personnel in the People and Workforce Team of HQ Defence Medical Services.

- iv. **Analyse the long-term staffing levels of both medical and dental officers compared to the workforce requirement**, with a view to assessing the

effectiveness of current remuneration levels in enabling recruitment and retention.

v. **Investigate potential benchmark roles and career pathways from the civilian sector.**

- For GMPs these would potentially include: private practice, GP dispensing partner, GP non-dispensing partner, salaried GP and locum GP. This list is not exhaustive<sup>4</sup>.
- For GDPs these would potentially include: private practice, provider-performer, associates, community dentists and locum dentists. This list is not exhaustive<sup>5</sup>.

vi. **Source, collate and review relevant civilian earnings and salary data for the benchmark roles and draw comparisons between military and civilian earnings.**

- Sources are likely to include NHS Digital and HMRC.<sup>6</sup>
- Consideration should be given to additions to practice income, such as trainer allowances, Quality Outcome Framework payments, appraiser fees, occupational health declaration fees etc.
- This project excludes comparison of pensions or consideration of issues relating to pensions taxation.

## **Outputs**

11. Outputs from the project would be:

- i. An early overview of the programme of work, including a schedule of interviews and discussion, the sources to be covered in the literature review. This would allow the scope of the work to be further defined and for OME, MOD, BMA and BDA staff to have input.
- ii. A draft final report of key findings to cover:
  - Recommendations for appropriate civilian benchmarks for Armed Forces GMP remuneration throughout an Armed Forces career, including how additions to pay should be considered.
  - Recommendations for appropriate civilian benchmarks for Armed Forces GDP remuneration throughout an Armed Forces career, including how additions to pay should be considered.
  - Confirmation that previously agreed pay benchmarks for other MODO groups remain appropriate, or otherwise recommend alternatives.

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<sup>4</sup> Other potential benchmarks could include Senior/Managing Partner, Lead GPs in larger federated practices, Clinical Directors, GPs in leadership positions, GPs in national leadership positions, GPs in senior GP training appointment such as Deans and Associate Deans, other GP Trainers, GPs that undertake Expedition Medicine commercially, Senior GPs on Cruises, GPs who undertake private occupational work and/or private report writing, as well as portfolio careers.

<sup>5</sup> Similar potential benchmarks as for GMPs could be considered for GDPs – including portfolio careers.

<sup>6</sup> See: <https://digital.nhs.uk/data-and-information/publications/statistical/gp-earnings-and-expenses-estimates>  
<https://digital.nhs.uk/data-and-information/publications/statistical/dental-earnings-and-expenses-estimates> Latest data for both is for 2018/19. Published by NHS Digital but uses HMRC data. Headline figures are based on headcount, so take no account of hours worked.

- Whether the GMP-GDP link in the current Armed Forces pay scales should continue<sup>7</sup>.
  - The findings of the pay benchmarking exercise, specifically how Armed Forces pay compares to the civilian benchmarks.
  - Recommendations on the methodology for maintaining benchmarks through annual pay awards.
  - Considerations of whether the existing Financial Incentives remain appropriate.
  - Other implications for remuneration of Armed Forces GMPs and GDPs and other MODO groups from the work.
- iii. A final report, following comments from OME, MOD, BMA and BDA. The final report will be published on the OME website.
- iv. Presentations to AFPRB, MOD staff, and representative groups outlining the main findings,
- v. Background data and evidence files, with the appropriate anonymising.

### **Timescale**

12. We would be expecting to commission the project in early February 2021. We would be looking for an initial scoping report by the end of February 2021, an interim/update report by the end of March 2021, for a draft final report by the end of May 2021 and for a finalised report by July 2021, pending feedback from stakeholders.

### **Project management**

13. The project will be managed by AFPRB analyst who will co-ordinate input from other project stakeholders, including the Review Body, MoD, BMA and BDA.

### **Terms and Conditions**

14. 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.

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<sup>7</sup> The GMP-GDP link is effectively an internal benchmark which pegs GDP pay to GMP pay on the basis that they undertake similar roles in the organisation. Hence there is a combined GMP/GDP pay spine – which may or may not be justified.

## 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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

## 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	20.00%
Quality	PROJ1.1	Understanding the Project	25.00%
Quality	PROJ1.2	Approach and methodology	35.00%
Quality	PROJ1.3	Deliverability including project plan, research team and risk management	20.00%

## 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 irrelevant.
10	Extremely poor response which misses the point of the question.
20	Very poor response with major deficiencies and does not meet the requirements.
40	Poor response with significant deficiencies. Well below what is needed to meet the requirement.
50	Borderline. Weak overall, with some reasonable features, but deficiencies too.
60	Response is acceptable but remains basic and could have been expanded upon.
70	Good response which meets the requirements.
80	Very good response which meets the requirements in detail.
90	Excellent and detailed response which inspires confidence in the ability to deliver the requirement.
100	Response is exceptional and goes substantially beyond expectations.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

### **Example**

Evaluator 1 scored your bid as 60  
Evaluator 2 scored your bid as 60  
Evaluator 3 scored your bid as 40  
Evaluator 4 scored your bid as 40  
Your final score will  $(60+60+40+40) \div 4 = 50$

**Price elements** will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

## **Section 6 – Evaluation questionnaire**

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

Guidance on how to register and use the e-sourcing portal 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 Delta eSourcing 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 Delta eSourcing, Telephone 0845 270 7050
- 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 the Delta eSourcing Portal.
- 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 Delta eSourcing Portal.
- 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 the Delta eSourcing Portal.
- 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 2<sup>nd</sup> 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**

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)