

# Request for Proposal Questions - template



**Request for Proposal (RFP) on behalf of The Engineering and  
Physical Sciences Research Council**

**Subject Advanced Electron Microscopy (AdvEM)**

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

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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**UKSBS**  
*Shared Business Services*

**Sourcing reference number PR16098**

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## Section 6 – Selection and award questionnaires

### Section 6 – Selection questionnaire

#### 6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at

<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

#### PART 'A' ORGANISATION AND CONTACT DETAILS

| <b>SEL1.1</b>                                | <b>Please complete the below table</b>  |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
|--|---|--|-------|--|--|--|-----------------------------------|--|-----------------------------------|--|-----------------------------------|--|-----------------------------------|--|-----------------------------------|--|-----------------------------------|--|------------------------|--|------------------------|--|--------------------|--|
| Bidder guidance                              | Bidders should answer “not applicable” where a response is not applicable   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Scoring criteria                             | For information only  |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Bidder response                              | <table border="1"><thead><tr><th colspan="2">Table</th></tr></thead><tbody><tr><td>Full Name of the Supplier Completing the RFP</td><td></td></tr><tr><td>Registered Company Address line 1</td><td></td></tr><tr><td>Registered Company Address line 2</td><td></td></tr><tr><td>Registered Company Address line 3</td><td></td></tr><tr><td>Registered Company Address line 4</td><td></td></tr><tr><td>Registered Company Address line 5</td><td></td></tr><tr><td>Registered Company Address line 6</td><td></td></tr><tr><td>Bidders Company Number</td><td></td></tr><tr><td>Bidders Charity Number</td><td></td></tr><tr><td>Bidders VAT Number</td><td></td></tr></tbody></table> |  | Table |  | Full Name of the Supplier Completing the RFP |  | Registered Company Address line 1 |  | Registered Company Address line 2 |  | Registered Company Address line 3 |  | Registered Company Address line 4 |  | Registered Company Address line 5 |  | Registered Company Address line 6 |  | Bidders Company Number |  | Bidders Charity Number |  | Bidders VAT Number |  |
| Table  |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Full Name of the Supplier Completing the RFP |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Registered Company Address line 1            |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Registered Company Address line 2            |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Registered Company Address line 3            |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Registered Company Address line 4            |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Registered Company Address line 5            |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Registered Company Address line 6            |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Bidders Company Number                       |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Bidders Charity Number                       |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |
| Bidders VAT Number                           |   |  |       |  |  |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                                   |  |                        |  |                        |  |                    |  |

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|------------------|--|
| <b>SEL1.2</b>    | <b>Name of the Bidders immediate and parent company + Ultimate Parent Company</b>  |
| Bidder guidance  | The Bidder should state not applicable where the response is not applicable.<br>Any information submitted over and above the specified limit will be disregarded and not evaluated |
| Scoring criteria | For information only   |
| Bidder Response  | Free text  |

|                         |   |
|-------------------------|---|
| <b>SEL1.3</b>           | Please Select from the below options to indicate your trading status  |
| <b>Bidder Guidance</b>  | The Bidder should select from the following options;<br><ul style="list-style-type: none"> <li>i) a public limited company</li> <li>ii) a limited company</li> <li>iii) a limited liability partnership</li> <li>iv) other partnership</li> <li>v) sole trader</li> <li>vi) Other (please specify in the comments box)</li> </ul> |
| <b>Scoring Criteria</b> | For information only  |
| <b>Bidder Response</b>  | Selection   |

|                  |  |
|------------------|--|
| <b>SEL1.4</b>    | Please select from the below options to indicate whether any of the following classifications apply to you   |
| Bidder guidance  | Please select from the following options:<br><ul style="list-style-type: none"> <li>i) Voluntary, Community and Social Enterprise (VCSE)</li> <li>ii) Small or Medium Enterprise (SME)*</li> <li>iii) Sheltered workshop</li> <li>iv) Public service mutual</li> </ul> <p>*See EU definition of SME: <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</a></p> |
| Scoring criteria | For information only   |

|                 |           |
|-----------------|-----------|
| Bidder response | Selection |
|-----------------|-----------|

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| <b>SEL1.5</b>    | <b>State the contact details for enquires in relation to your response to this questionnaire.</b>    |           |
| Bidder guidance  | The Bidder should state the contact name, title, postal address, e-mail address and telephone number |           |
| Scoring criteria | For information only   |           |
| Bidder response  | Contact name   | Free text |
| Bidder response  | Contact title  | Free text |
| Bidder response  | E-mail address   | Free text |
| Bidder response  | Telephone number   | Number    |

|                 |  |  |
|-----------------|--|--|
| <b>SEL1.6</b>   | <p>Please select from the options below to indicate whether you are</p> <p>a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself.</p> <p>b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services.</p> <p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services.</p> <p>d) Bidding as a consortium but not proposing to create a new legal entity; or</p> <p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).;</p>   |  |
| Bidder guidance | <p>The Bidder shall either respond <b>a, b, c, d</b> or <b>e</b>.</p> <p>If the bidders selects an option other than A, please provide details of your proposed bidding model as an attachment that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p> <p>If your response is d please provide details of your consortium members</p> |  |

|                  |   |
|------------------|---|
|                  | <p>and your lead member.</p> <p>If your response is e, please provide the details of d and the name of your Special Purpose Vehicle</p> |
| Scoring criteria | For information only  |
| Bidder response  | <p>Drop down menu –</p> <p>a, b, c, d, e</p>  |

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|------------------|--|
| <b>SEL1.7</b>    | <p><b>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</b></p>  |
| Bidder guidance  | <p>Bidders from the UK shall answer '<b>not applicable</b>'</p> <p>Bidders from outside the UK shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> they should provide the registration number in the comment box</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p> |
| Scoring criteria | For information only   |
| Bidder response  | Free text  |

|                  |   |
|------------------|---|
| <b>SEL1.8</b>    | <p><b>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</b></p>   |
| Bidder guidance  | <p>Bidders shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> please provide additional details within the comment box of what is required and confirmation that you have complied with this.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p> |
| Scoring criteria | For information only  |
| Bidder response  | Free text   |

## PART 'B' – GROUNDS FOR MANDATORY REJECTION

|                 |   |
|-----------------|---|
| <b>SEL2.1</b>   | <p><b>Grounds for mandatory rejection – Bidder guidance – UK SBS is required by law (under the Public Contracts Regulations 2015) to exclude you from participating further in a procurement if you cannot answer 'no' to every question in this section (SEL2.2 to SEL2.10.) If you answer "yes" to any of these questions, it is very unlikely that your application will be accepted. You may wish to seek clarification before completing this form.</b></p> <p><b>Any supporting information in response to Q SEL2.2 to SEL2.10 should be provided in SEL2.11.</b></p> |
| Bidder guidance | Bidders shall answer <b>Yes</b> they understand this requirement  |
| Bidder response | Yes   |

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| <b>SEL2.2</b>    | <p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.</b></p> |
| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be accompanied by appropriate supporting text in response to SEL2.11 to allow UK SBS to assess the response is reasonable.</p>  |
| Scoring criteria | Mandatory Pass / Fail   |
| Bidder response  | Drop down menu - Yes / No   |

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|---------------|---|
| <b>SEL2.3</b> | <p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 OR been convicted of the common law offence of bribery.</b></p> |
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| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p> |
| Scoring criteria | Mandatory Pass / Fail   |
| Bidder response  | Drop down menu - Yes / No   |

|                  |   |
|------------------|---|
| <b>SEL2.4</b>    | <p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of the offence of bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.</b></p>    |
| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p> |
| Scoring criteria | Mandatory Pass / Fail   |
| Bidder response  | Drop down menu - Yes / No   |

|               |  |
|---------------|--|
| <b>SEL2.5</b> | <p><b>Within the past five years, has your organisation or any directors or partner or any other person who has powers administrative, management or supervisory of representation, decision or control been convicted of the offence of fraud, where the offence relates to fraud affecting the financial interests of the European Communities financial interests of the European Union as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities. In relation to;</b></p> <p><b>(a) the common law offence of cheating the Revenue;</b><br/> <b>(b) the common law offence of conspiracy to defraud;</b><br/> <b>(c) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;</b><br/> <b>(d) fraudulent trading within the meaning of section 458 of the</b></p> |
|---------------|--|



|                  |  |
|------------------|--|
|                  | <p><b>Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;</b></p> <p><b>(e) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;</b></p> <p><b>(f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</b></p> <p><b>(g) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;</b></p> <p><b>(h) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;</b></p> <p><b>or</b></p> <p><b>(i) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act.</b></p> |
| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>  |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes / No  |

|                 |   |
|-----------------|---|
| <b>SEL2.6</b>   | <p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of any offence:</b></p> <p><b>(a) listed—</b></p> <p style="padding-left: 40px;"><b>(i) in section 41 of the Counter Terrorism Act 2008; or</b></p> <p style="padding-left: 40px;"><b>(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; or</b></p> <p><b>(b) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraphs SEL2.6(a) above.</b></p> |
| Bidder guidance | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>  |

|                  |                           |
|------------------|---------------------------|
|                  |                           |
| Scoring criteria | Mandatory Pass / Fail     |
| Bidder response  | Drop down menu - Yes / No |

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| <b>SEL2.7</b>    | <b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of money laundering within the meaning of Section 340(11) and 415 of the Proceeds of Crime Act 2002.</b>   |
| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p> |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes / No  |

|                  |  |
|------------------|--|
| <b>SEL2.8</b>    | <b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.</b> |
| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>   |
| Scoring criteria | Mandatory Pass / Fail  |

|                 |                            |
|-----------------|----------------------------|
| Bidder response | Drop down menu - Yes / No. |
|-----------------|----------------------------|

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| <b>SEL2.9</b>    | <p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of;</b></p> <p><b>(a) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004;</b></p> <p><b>(b) an offence under section 59A of the Sexual Offences Act 2003;</b></p> <p><b>(c) an offence under section 71 of the Coroners and Justice Act 2009;</b></p> <p><b>(d) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</b></p> <p><b>(e) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</b></p> <p><b>(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</b></p> <p><b>(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.</b></p> |
| Bidder guidance  | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>   |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes / No.   |

|                 |   |
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| <b>SEL2.10</b>  | <p><b>Are you in breach of your obligations relating to the payment of taxes or social security contributions and / or has it been established by a judicial or administrative decision, having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established, that your organisation is in breach of obligations related to the payment of tax or social security contributions?</b></p> |
| Bidder guidance | <p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>  |

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|                  |                            |
| Scoring criteria | Mandatory Pass / Fail      |
| Bidder response  | Drop down menu - Yes / No. |

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| <b>SEL2.11</b>   | <b>If you have selected Yes to any of the questions SEL2.2 to SEL2.10 you should set out the full facts of the relevant incident and any remedial actions taken. The information provided will be taken into account by UK SBS in considering whether or not your response will be permitted to proceed any further.</b> |
| Bidder guidance  | If the Bidder has answered 'No' to questions SEL2.2 to SEL2.10 they should answer 'Not applicable'.<br>Maximum character count – 4096 characters   |
| Scoring criteria | Supporting information to SEL2.2 to SEL2.10  |
| Bidder response  | Text   |

#### **PART 'C' – GROUNDS FOR DISCRETIONARY REJECTION**

|                 |  |
|-----------------|--|
| <b>SEL3.1</b>   | <b>Grounds for discretionary rejection – UK SBS is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot provide a compliant answer to questions SEL3.2 to 3.8, it is possible that your application might not be accepted. In the event that any of the following do apply, please add an attachment as a response to the question detailing the full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by UK SBS in considering whether or not you will be able to proceed any further in respect of this procurement.</b> |
| Bidder guidance | Bidders shall answer Yes they understand this requirement  |
| Bidder response | Drop down menu - Yes   |

|                  |   |
|------------------|---|
| <b>SEL3.2</b>    | <b>Within the past three years has your organisation violated applicable obligations referred to in Regulation 56(2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time.</b> |
| Bidder guidance  | Bidders shall answer Yes or no<br><br>Yes – Please provide supporting information as an attachment to this question.<br><br>No – Pass   |
| Scoring Criteria | Mandatory Pass/ Fail  |
| Bidder response  | Drop down menu – Yes / No   |

|                  |  |
|------------------|--|
| <b>SEL3.3</b>    | <b>Please confirm that within the past three years your organisation is not bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.</b> |
| Bidder guidance  | Bidders shall answer Yes or no<br><br>Yes- Pass<br><br>No – Please provide supporting information as an attachment to this question.   |
| Scoring Criteria | Mandatory Pass/ Fail   |
| Bidder response  | Drop down menu – Yes / No  |

|               |  |
|---------------|--|
| <b>SEL3.4</b> | <b>Please confirm that within the past three years your organisation has not been found guilty of grave professional misconduct, which renders its integrity questionable.</b> |
|---------------|--|

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|------------------|---|
| Bidder guidance  | <p>Bidders shall answer Yes or no</p> <p>Yes- Pass</p> <p>No – Please provide supporting information as an attachment to this question.</p> |
| Scoring Criteria | Mandatory Pass/ Fail  |
| Bidder response  | Drop down menu – Yes / No   |

|                  |  |
|------------------|--|
| <b>SEL3.5</b>    | <p><b>Please confirm that your organisation has not entered into any agreements or arrangements with other economic operators aimed at distorting competition.</b></p> <p><b>This declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</b></p> |
| Bidder guidance  | <p>Bidders shall answer Yes or no</p> <p>Yes- Pass</p> <p>No – Please provide supporting information as an attachment to this question.</p>  |
| Scoring Criteria | Mandatory Pass/ Fail   |
| Bidder response  | Drop down menu – Yes / No  |

|                        |  |
|------------------------|--|
| <b>SEL3.6</b>          | <p>Please confirm that, within the past three years if your organisation has had a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures, this declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</p>   |
| <b>Bidder Guidance</b> | <p>Bidders shall answer Yes or no</p> <p>Yes – Please provide supporting information as an attachment to this question</p> <p>No - Pass</p> <p>UK SBS may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.</p> |

|                         |  |
|-------------------------|--|
|                         | Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in an attachment to this question. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier. |
| <b>Scoring Criteria</b> | Mandatory Pass/ Fail   |
| <b>Bidder response</b>  | Drop down menu – Yes / No  |

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| <b>SEL3.7</b>    | You confirm that the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;   |
| Bidder guidance  | <p>Bidders shall answer Yes or no</p> <p>Yes- Please provide supporting information as an attachment to this question.</p> <p>No – Pass</p> <p>UK SBS may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.</p> <p>In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).</p> |
| Scoring Criteria | Mandatory Pass/ Fail  |
| Bidder response  | Drop down menu – Yes / No   |

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| <b>SEL3.8</b> | <b>Within the past three years, has</b> your organisation shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? |
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| Bidder guidance  | <p>Bidders shall answer Yes or no</p> <p>Yes- Please provide supporting information as an attachment to this question.</p> <p>No – Pass</p> |
| Scoring Criteria | Mandatory Pass/ Fail  |
| Bidder response  | Drop down menu – Yes / No   |

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| <b>SEL3.9</b>    | <p><b>Within the past three years, has your organisation;</b></p> <p>(i) been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</p> <p>(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015;or</p> <p><b>(iii) Undertaken to;</b></p> <p>(a) unduly influence the decision-making process of the contracting authority, or</p> <p><b>(b)</b> obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure</p> <p><b>(iv)</b> negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> |
| Bidder guidance  | <p><b>Bidders shall answer Yes or no</b></p> <p><b>Yes- Please provide supporting information as an attachment to this question.</b></p> <p><b>No – Pass</b></p>  |
| Scoring Criteria | Mandatory Pass/ Fail  |
| Bidder response  | Drop down menu – Yes / No   |

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| <b>SEL3.10</b> | <p>From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012;</p> <p>i) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; or</p> <p>ii) Been found to be incorrect as a result of:</p> <p>a. HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or</p> <p>b. A Tax Authority in a jurisdiction in which the legal entity is</p> |
|----------------|--|



|                         |  |
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|                         | <p>established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or</p> <p>c. The failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.</p>   |
| <b>Bidder Guidance</b>  | <p>The bidder shall answer yes or no</p> <p>Yes= Fail<br/>No= Pass</p> <p>You may provide details of any mitigating factors that you consider relevant and that wish the authority to take into consideration. This can include, for example:</p> <ul style="list-style-type: none"> <li>• Corrective action undertaken by the Supplier to date;</li> <li>• Planned corrective action to be taken;</li> <li>• Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or</li> <li>• Changes in financial, accounting, audit or management procedures since the OONC.</li> </ul> <p>In order that the authority can consider any factors raised by the Supplier, the following information should be provided:</p> <ul style="list-style-type: none"> <li>• A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.</li> <li>• Where the OONC relates to a DOTAS, the number of the relevant scheme.</li> <li>• The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended.</li> <li>• The level of any penalty or criminal conviction applied</li> </ul> |
| <b>Scoring Criteria</b> | Mandatory Pass/ Fail   |
| <b>Bidder response</b>  | Drop down menu – Yes / No  |

## PART 'D' – ECONOMIC AND FINANCIAL STANDING REGULATION 24

|                  |   |
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| SEL4.1           | <p><b>Please provide one of the following to demonstrate your economic/financial standing;</b></p> <ul style="list-style-type: none"> <li>a. A copy of the audited accounts for the most recent two years</li> <li>b. A statement of the turnover, profit &amp; loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</li> <li>c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</li> <li>d. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</li> </ul> |
| Bidder guidance  | <p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p>   |
| Scoring criteria | Mandatory Pass / Fail   |
| Bidder response  | Drop down – Yes I have enclosed Attachment(s)   |

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| SEL4.3 | <p><b>Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b></p> <p>If yes, please provide the name in the text box below and provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (e.g. from a bank?).</p> |
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|                         | If no, please response N/A.  |
| <b>Bidder Guidance</b>  | <p>Please provide your response in the text box below.</p> <p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p> |
| <b>Scoring Criteria</b> | Pass/fail  |

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| <b>SEL4.4</b>           | <p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5m<br/> Public Liability Insurance = £5m<br/> Professional Indemnity Insurance = £5m</p> |
| <b>Bidder Guidance</b>  | <p>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p>Yes= Pass</p> <p>No= Fail</p>   |
| <b>Scoring Criteria</b> | Mandatory Pass fail  |
| <b>Bidder response</b>  | Drop down menu – Yes / No  |

## PART 'E' - TECHNICAL AND PROFESSIONAL ABILITY

|                  |  |
|------------------|--|
| <b>SEL5.1</b>    | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. |
| Bidder guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><b>Yes</b> – Pass<br><b>No</b> - Fail                                       |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes / No  |

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| <b>SEL5.2</b>    | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?   |
| Bidder Guidance  | The Bidder Shall answer yes or no<br>Yes – Fail*<br>No – Pass<br><br>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.<br><br>UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. |
| Scoring Criteria | Mandatory Pass/Fail   |

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| <b>SEL5.3</b>   | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?   |
| Bidder Guidance | The Bidder shall answer yes or no<br>Yes – Fail*<br>No – Pass<br><br>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. |

|                  |  |
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|                  | UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. |
| Scoring Criteria | Mandatory Pass/fail  |
| Bidder response  | Drop down menu - Yes / No  |

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| <b>SEL5.4</b>    | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? |
| Bidder Guidance  | The Bidder Shall answer yes or no<br><br>Yes = Pass<br><br>No = Fail   |
| Scoring Criteria | Mandatory Pass/fail  |

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| <b>SEL5.5</b>   | <p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>  |
| Bidder guidance | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail*</p> <p><b>No</b> – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p> |
| Scoring         | Mandatory Pass / Fail  |

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| criteria        |                           |
| Bidder response | Drop down menu - Yes / No |

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| <b>SEL5.6</b>    | If you use sub-contractors, do you have processes in place to check whether any of the circumstances in SEL5.5 apply to these other organisations? |
| Bidder Guidance  | The Bidder Shall answer yes or no<br>Yes = Pass<br>No = Fail   |
| Scoring Criteria | Mandatory Pass/fail  |
| Bidder response  | Drop down menu - Yes / No  |

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| <b>SEL5.7</b>   | <p>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the authority's requirement.</p> <p>Name:</p> <p>Role in organisation:</p> <p>Date:</p> |
| Bidder guidance | <p>Bidders shall answer Yes they make this declaration. And complete the table below.</p> <p><i>Your answers to these questions will form part of any contract between your company and UK SBS.</i></p> <p><i>This Declaration shall be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership e.g. Finance Director, Director or, in the case of a partnership, a senior or controlling partner.</i></p>   |

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| Bidder response | Drop down menu - Yes |
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| <b>FOI1.1</b>    | <p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p> |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>  |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Yes / No   |

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| <b>FOI1.2</b>   | <p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for you information to be disclosed under the FOIA or EIR in FOI1.1</b></p> <p><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table ‘N/A’ (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field ‘N/A’ (not applicable).</p> |
| Bidder guidance | <p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if UK SBS believes that the suggested exemptions or exceptions have not been applied properly, UK SBS will</p>  |

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|                  | <p>disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p> |  |
| Scoring criteria | For information only  |  |
| Bidder response  | Confidential Information  | Justification for exemption/exception under FOIA / EIR |
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|                  |   |  |
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|                  | Commercially sensitive information  | Justification for exemption/exception under FOIA / EIR |
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| <b>SEL5.12</b> | <p>Do you have previous experience of running a similar service / facility to the requirement?</p> <p>Please provide two case studies in the form of an overview of the activities you undertook while running the service / facility.</p> <p>The case studies should include the following:</p> <ol style="list-style-type: none"> <li>1. Evidence that the bidders have previously run a service / facility similar to this requirement.</li> <li>2. Evidence that a high quality service was provided to the user base.</li> <li>3. Name address and contact details of the organisation for whom the service was provided.</li> </ol> <p>Both of these criteria must be met within the overview in order to achieve a pass.</p> <p>Bidders who are unable to provide appropriate evidence that meet the above criteria will fail.</p> <p>UK SBS make no commitment to contact the organisation; it does however reserve the right to contact the organisation at any time in the procurement</p> |
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|                  | to validate the content of the Bidders answer.  |
| Bidder guidance  | <p>We are looking for :</p> <ul style="list-style-type: none"> <li>• Evidence of Skills and expertise to run a service/facility similar to this requirement.</li> <li>• Demonstrate your understanding of how these types of facilities successfully operate.</li> </ul> <p>EPSRC may contact the organisation to obtain a reference of the service provided.</p> <p>Bidder to attach the case studies as pdf documents which should be no longer than 2 A4 sides per case study.</p> |
| Scoring criteria | Mandatory Pass/Fail   |
| Bidder response  | Attachment  |

## **Section 6 – Award questionnaire**

6.2 The Award questionnaires are located within the e-sourcing tool.

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

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## COMMERCIAL QUESTIONNAIRE

### RFP Governance

|              |  |
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| <b>AW1.1</b> | <b>FORM OF BID</b><br><br><p>I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the UK SBS may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the RFP, and any contract entered into by UK SBS or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP I agree and accept the justification for the UK SBS's evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this RFP I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p> |
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| Bidder guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><b>Yes</b> – Pass<br><b>No</b> - Fail |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes / No  |

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| <b>AW1.2</b>     | <p><b>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</b></p> <p><b>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</b></p> <p><b>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</b></p> <p><b>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</b></p> <p><b>We understand that you are not bound to accept the lowest or any Bid you may receive.</b></p> |
| Bidder guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><b>Yes</b> – Pass<br><b>No</b> - Fail   |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes / No  |

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| <b>AW1.3</b> | <p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p><b>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</b></p> |
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|                  | <p><b>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</b></p> <ul style="list-style-type: none"> <li><b>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</b></li> <li><b>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</b></li> <li><b>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</b></li> </ul> <p><b>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</b></p> <p><b>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</b></p> <p><b>We agree that UK SBS may disclose the Bidders information / documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</b></p> |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes – Pass</b></p> <p><b>No - Fail</b></p>   |
| Scoring criteria | Mandatory Pass / Fail   |

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| Bidder response | Drop down menu - Yes / No |

## Executive summary

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| AW2.1            | <p><b>Please provide an executive summary of your bid.</b></p> <p>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder <b>(but excluding all pricing/financial information)</b> It should describe your vision for the service, your equipment and your infrastructure capabilities for delivering the service..</p> <p>The objective of the executive summary is to provide a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p> <p>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</p> <p>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</p> <p>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</p> |
| Bidder guidance  | <p>The bidders should summarise the key features of their response, detailing what will enable the bidder to provide the required service to reach the science needs of the UK Engineering and Physical Sciences community.</p> <p>Any information submitted over and above the specified limit will be disregarded.</p> <p>Attachments are permitted but limited to 2 sides of A4</p>  |
| Scoring criteria | For information only  |
| Bidder response  | Attachment  |

## Compliance to the Contract Terms

|                  |   |
|------------------|---|
| <b>AW4.1</b>     | <b>Please confirm your acceptance of the attached Contract Terms.</b>   |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes</b>, <b>No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted to achieve a Pass. See question AW4.2 for the supplier to create a justification.</p> <p><b>No</b> – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail   |
| Bidder response  | Drop down menu - Yes, No with justification, No   |

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| <b>AW4.2</b>     | <b>Where a Bidder has answered question AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause.</b>   |
| Bidder guidance  | <p>The Bidder shall provide a Contract mark up utilising track changes detailing the relevant clause, a summary of the proposed mark up of the clause and the justification for the mark up of the clause.</p> <p>Where a Bidder has answered Question AW4.1 with 'Yes' or 'No' they must answer 'not applicable' to achieve a Pass to question AW4.2 (noting that an answer of 'No' to question AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Where a proposed mark up, rejection of a clause or justification for change has been provided UK SBS will consider if it considers the request justifiable. In the event that UK SBS does not consider the response justifiable the response will receive a Fail and not be considered.</p> |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | <p>Drop down menu</p> <p>'N/A'</p> <p>'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.</p>  |

## PRICE QUESTIONNAIRE


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| AW5.1            | <b>Please confirm your price shall remain firm and fixed for full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.</b> |
| Bidder guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><br><b>No</b> – Fail   |
| Scoring criteria | Mandatory Pass / Fail  |
| Bidder response  | Drop down menu - Yes, No   |

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| AW5.2           | <p><b>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b></p> <p><b>All prices shall be shown exclusive of VAT and VAT should be shown separately (please see AW5.8 and AW5.10).</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>   |
| Bidder guidance | <p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall use the prices of VAT and be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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 (<math>80/100 \times 50 = 40</math>)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest score possible is 0.</p> |



|                  | <p>For example, assuming the lowest bid is £100,000.</p> <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table> | Bid Price | Differential to the lowest price which meets the mandatory pass criteria at Award stage | Score | £100,000 | 0 | 100 | £120,000 | 20% | 80 | £140,000 | 40% | 60 | £150,000 | 50% | 50 | £175,000 | 75% | 25 | £200,000 | 100% | 0 | £300,000 | 200% | 0 |
|------------------|---|-----------|---|-------|----------|---|-----|----------|-----|----|----------|-----|----|----------|-----|----|----------|-----|----|----------|------|---|----------|------|---|
| Bid Price        | Differential to the lowest price which meets the mandatory pass criteria at Award stage   | Score     |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £100,000         | 0   | 100       |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £120,000         | 20%   | 80        |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £140,000         | 40%   | 60        |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £150,000         | 50%   | 50        |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £175,000         | 75%   | 25        |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £200,000         | 100%  | 0         |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| £300,000         | 200%  | 0         |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| Scoring criteria | Maximum Marks 15.00%  |           |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |
| Bidder response  | Drop down menu – Yes  |           |   |       |          |   |     |          |     |    |          |     |    |          |     |    |          |     |    |          |      |   |          |      |   |

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| <b>AW5.3</b>     | <b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc).</b>                        |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes - we will provide open book costing – Pass</b></p> <p><b>No - we will not provide open book costing – Fail</b></p> |
| Scoring criteria | Mandatory Pass / Fail   |
| Bidder response  | Drop down menu - Yes, , No  |

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| <b>AW5.5</b> | <p><b>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your preferred method of e-payment.</b></p> <p>  <br/> AW5.5 ISupplier fact sheet.pdf </p> |
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|                         | <b>XML (for Science Warehouse Contracts only)<br/>ADI Consolidated Data Upload<br/>ISupplier</b>   |
| <b>Bidder guidance</b>  | The Bidder shall answer Yes or No<br><br>Yes we will utilise an e-invoicing option – Pass<br>No we will not utilise an e-invoicing option – Fail |
| <b>Scoring criteria</b> | Mandatory Pass / Fail  |
| <b>Bidder response</b>  | Drop down menu – Yes, No   |

|                         |  |
|-------------------------|--|
| <b>AW5.6</b>            | <b>Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.</b> |
| <b>Bidder guidance</b>  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><b>No</b> – Fail   |
| <b>Scoring criteria</b> | Mandatory Pass / Fail.   |
| <b>Bidder response</b>  | Drop down menu - Yes, No   |

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| <b>AW5.8</b>            | <b>Bidders are required to complete the Excel Payment Schedule attached in the ‘RFX attachments’ section in the e-sourcing tool.</b><br><br><b>All prices shall be provided showing a breakdown exclusive of VAT (or equivalent TAX) and showing VAT separately where applicable on the spreadsheet.</b><br><br><b>Bidders are required to justify if VAT is not applicable on their costs – see question AW5.10 for further information.</b> |
| <b>Bidder guidance</b>  | Bidders are to attach a document providing evidence of their payment schedule for the proposed facility.  |
| <b>Scoring criteria</b> | Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.  |
| <b>Bidder response</b>  | Attachment  |

|                         |  |
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| <b>AW5.9</b>            | <b>Invoices will be paid quarterly in arrears against deliverables. The successful supplier will be required to complete a deliverables report to accompany the invoice each quarter setting out the deliverables for payment in that quarter.</b> |
| <b>Bidder guidance</b>  | Bidders are required to indicate their agreement to provide the deliverables report for each invoice. The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><b>No</b> – Fail   |
| <b>Scoring criteria</b> | Mandatory Pass / Fail.   |
| <b>Bidder response</b>  | Drop down menu - Yes, No   |

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| <b>AW5.10</b>           | <b>VAT may be applicable to all or some of the bidders costs for this requirement. It is essential to EPSRC that all costs of the proposed facility across the 3+2 years contract term clearly identify if VAT is applicable or not. <u>Any</u> areas that are shown in AW 5.8 where VAT has not been applied must be accompanied by written confirmation from HMRC which should be provided as an attachment.</b> |
| <b>Bidder guidance</b>  | Bidders are required to confirm that any VAT exemptions identified are accompanied by confirmation from HMRC.<br><br><b>Yes</b> – VAT is applicable to <u>all</u> costs shown in AW5.8 or yes VAT exceptions apply and there is supporting HMRC confirmation attached - Pass<br><br><b>No</b> – VAT has <u>not</u> been applied to all areas and has not been confirmed by HMRC - Fail                             |
| <b>Scoring criteria</b> | Mandatory Pass / Fail.   |
| <b>Bidder response</b>  | Drop down menu - Yes, No<br>Attachments are permitted  |

## TECHNICAL QUESTIONNAIRE

|                        |  |
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| <b>AW6.1</b>           | <b>Please confirm your compliance to the requirements of Section 4 Specification and your ability to provide the minimum Core requirements</b> |
| <b>Bidder guidance</b> | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass   |

|                  |                           |
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|                  | <b>No - Fail</b>          |
| Scoring criteria | Mandatory Pass / Fail.    |
| Bidder response  | Drop down menu - Yes / No |

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| <b>AW6.2</b>     | <b>Facilities Provided</b><br><br>Provide details of the facility site(s) and infrastructure to be provided .   |
| Bidder guidance  | <p>EPSRC requires details of the infrastructure to be provided by the facility and your response should account for the following:</p> <ul style="list-style-type: none"> <li>▪ Where the facility will be located.</li> <li>▪ Explaining the suitability of the facility site and the equipment accommodation.</li> <li>▪ Confirmation that the equipment accommodation will be available for the duration of the contract.</li> <li>▪ Details on how the site and equipment accommodation will be maintained and any plans or proposals for changes to or upgrades of the existing accommodation.</li> <li>▪ Details of the Facility-specific security of the site and confirmation of appropriate systems and procedures on site to maintain safety and welfare of personnel and facility users.</li> <li>▪ Details of a common accessibility strategy to enable travel and visits from users from universities all over the UK, whether it is a single or multiple site bid.</li> <li>▪ Explanation of why the travel arrangements represent best value for EPSRC &amp; UK researchers.</li> <li>▪ Details of available transport links and accessibility of the site(s) for facility users.</li> <li>▪ Details of local accommodation and working environment including system access for users.</li> <li>▪ How any expected changes to a particular site will be managed without interruption to the service.</li> </ul> <p>Attachments are permitted but limited to 5 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 6.75%</u></p>  |

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| Bidder response | Attachment |
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| <b>AW6.3</b>     | <b>CORE TECHNICAL REQUIREMENT 1 – SPATIAL RESOLUTION</b><br><br>How will the proposed facility provide spatial resolution suitable for a range of samples?  |
| Bidder guidance  | EPSRC expects Bidders to demonstrate that the proposed facility can provide image resolutions at a range of beam voltages in different imaging modes, such that the facility provides a capability for the analysis of a range of samples. Target standards are provided in the specification: where possible Bidders can provide demonstrable performance in excess of these targets.<br><br>An attachment is permitted but limited to 2 sides of A4.<br><br>This question addresses a core capability of the proposed facility. |
| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br><u>Maximum marks 4.50%</u>   |
| Bidder response  | Attachment  |

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| <b>AW6.4</b>     | <b>CORE TECHNICAL REQUIREMENT 2 – STEM/HAADF CAPABILITY</b><br><br>What will the Scanning Transmission Electron Microscopy/ High-Angle Annular Dark Field ( STEM/HAADF) capability of the proposed facility be at atomic resolution?   |
| Bidder guidance  | EPSRC are looking for Bidders to provide STEM/HAADF capability at $\leq 1$ Angstrom. Bidders should explain what capacity for materials analysis will be enabled by the proposed facility and how this augments the existing analytical capability available to UK scientists.<br><br>An attachment is permitted but limited 3 sides of A4.<br><br>This question addresses a core capability of the proposed facility. |
| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br>STEM capability 4.50%<br><br>HAADF capability 4.50%<br><br>The evaluators will consider and score both elements separately  |

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|                 | <u>Maximum marks 9.00%</u> |
| Bidder response | Attachment                 |

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| <b>AW6.5</b>     | <b>CORE TECHNICAL REQUIREMENT 3 –EDX CAPABILITY</b><br><br>What will the energy-dispersive X-ray spectroscopy (EDX/EDS) capability of the facility be at near atomic resolution?  |
| Bidder guidance  | Describe the energy-dispersive X-ray spectroscopy capability provided by the potential facility. Bidders may provide information on performance to support their bid, including spatial resolution, type of detector and the solid angle which it or they together subtend(s) at the beam-specimen intersection. Bidders should provide a description of what this would enable the facility to do in terms of materials analysis.<br><br>An attachment is permitted but limited to 2 sides of A4.<br><br>This question addresses a core capability of the proposed facility. |
| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br><u>Maximum marks 2.25%</u>   |
| Bidder response  | Attachment  |

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| <b>AW6.6</b>     | <b>CORE TECHNICAL REQUIREMENT 4 – EELS CAPABILITY</b><br><br>What will the Electron Energy Loss Spectroscopy (EELS) capability of the facility be, what will the maximum achievable energy resolution be and under what conditions would this be achieved?  |
| Bidder guidance  | Bidders should describe the EELS capacity of the proposed facility, in terms of its capability in materials analysis and particularly in terms of what this provides to users that would not be conventionally available. EPSRC expects that the achievable energy resolution should be at least 20 meV.<br><br>An attachment is permitted but limited to 2 sides of A4.<br><br>This question addresses a core capability of the proposed facility. |
| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br><u>Maximum marks 6.75%</u>   |
| Bidder           | Attachment  |

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| response |  |
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| <b>AW6.7</b>     | <b>CORE TECHNICAL REQUIREMENT 5 – BEAM SENSITIVE MATERIALS</b><br>What are the capabilities of the facility to investigate beam-sensitive materials at sub-angstrom resolution?  |
| Bidder guidance  | <p>EPSRC anticipates that some users would require analysis of materials that may be sensitive to the beam. Bidders are required to show how the facility could be adapted to work with sensitive materials. The bid should indicate what type of materials could be handled (particularly where this provides a unique capability within the UK) and how the performance of the facility would be affected by the need to account for their sensitivity.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> <p>This question addresses a core capability of the proposed facility.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 2.25%</u></p>   |
| Bidder response  | Attachment   |

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| <b>AW6.8</b>     | <b>ADDITIONAL TECHNICAL REQUIREMENT 1 – STABILITY</b><br>Provide evidence for the mechanical stability of the microscope(s) for extended periods of analysis.  |
| Bidder guidance  | <p>EPSRC anticipates that some samples may reasonably need to be under analysis for extended periods of time and the equipment consequently needs to be highly stable. Bidders should provide evidence that the proposed equipment could consistently demonstrate a drift of 10 Angstroms per hour or less.</p> <p>This is a desirable requirement in the specification.</p> <p>An attachment is permitted but limited to 3 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 2.25%</u></p>   |
| Bidder response  | Attachment   |

|                  |   |
|------------------|---|
| <b>AW6.9</b>     | <b>ADDITIONAL TECHNICAL REQUIREMENT 2 – SUPPORTING ANALYTICAL EQUIPMENT</b><br><br>Describe what additional analytical equipment will be available at the proposed facility or facilities and how this will impact on the performance of the facility.  |
| Bidder guidance  | Provide information about how any planned supporting laboratory and analytical facilities would be deployed and how it would affect processing capacity of the facility. The Bidders should make clear how such capability would augment the other microscopy facilities provided, in terms of speed of throughput and the range and quality of analysis that could be achieved.<br><br>This is a desirable requirement in the specification.<br><br>An attachment is permitted but limited to 3 sides of A4. |
| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br><u>Maximum marks 2.25%</u>   |
| Bidder response  | Attachment  |

|                  |   |
|------------------|---|
| <b>AW6.10</b>    | <b>ADDITIONAL TECHNICAL REQUIREMENT 3 – DYNAMIC AND <i>IN SITU</i> STUDIES</b><br><br>What is the proposed capability of the equipment in the facility for dynamic and <i>in situ</i> studies?  |
| Bidder guidance  | Bidders should describe the capacity of the proposed facility for dynamic and in situ studies; in particular the bid should include information on heating, cooling and electrical biasing. Emphasis should be placed on what this will allow the facility to achieve in terms of materials analysis and how this would exceed the capability of comparable equipment.<br><br>This is a desirable requirement in the specification.<br><br>An attachment is permitted but limited to 2 sides of A4. |
| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br><u>Maximum marks 2.25%</u>   |
| Bidder response  | Attachment  |



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| <b>AW6.11</b>    | <b>ADDITIONAL TECHNICAL REQUIREMENT 4 – FLEXIBILITY</b><br><br>How will the architecture of the equipment in the facility allow for any upgrades?  |
| Bidder guidance  | <p>EPSRC expects that all the facility sites should be fully operational from the start of the contract without a need for an immediate or extensive equipment upgrade. However, EPSRC also expects that the facility will be able to adapt to keep pace with advances in the field so that it retains a state-of-the-art capability through the course of the contract.</p> <p>Bidders should describe what, if any, development or upgrades of hardware, software, technology and techniques are expected during the contract periods and how the facility will be set up with regard to such upgrades and development. This can include any development or upgrades of hardware, software, technology &amp; techniques. Particular attention should be paid to the anticipated frequency of upgrades and how operational performance of the facility will be maintained in the event of planned downtime.</p> <p>Bidders should give details any of anticipated capital requirements including the timescales of when this might occur during a potential 3+2 year contract and the anticipated capital costs involved. Bidders should also describe how equipment will be phased in to the facility, the reasoning behind the timing/upgrade, the benefit to the users and how this will not affect day to day running as the equipment is installed.</p> <p>An attachment is permitted but limited to 4 sides of A4.</p> <p>This is a desirable requirement in the specification.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 2.25%</u></p>   |
| Bidder response  | Attachment   |

|                 |  |
|-----------------|--|
| <b>AW6.12</b>   | <b>Sample preparation, transportation and storage:</b><br>How will the facility will cater for the safe transport, storage and preparation of all sample types during the lifetime of the contract?                                    |
| Bidder guidance | The bid will describe the facilities and processes employed <a href="#">and give</a> clear details of how all types of samples will be dealt with. If the equipment described in the bid can handle non-standard sample types (such as |

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|                  | <p>biological or radioactive samples for example), further information on any additional or alternative approaches (if applicable) that would be provided should be given by the Bidders. Include details of what sample and preparation arrangements would be available to visiting users.</p> <p>This is a desirable requirement in the specification.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 2.25%</u></p>   |
| Bidder response  | Attachment   |

|                  |   |
|------------------|---|
| <b>AW 6.13</b>   | <p><b>Future Needs</b></p> <p>How would the proposed facility anticipate and adapt to future UK research community needs?</p>   |
| Bidder guidance  | <p>EPSRC needs to understand any plans or proposals Bidders might have that will enable the proposed facility to anticipate and adapt to future UK research community needs. This would include any plans to identify new materials (and the analytical requirements that would result) in consultation with the UK research community, and to interact with any relevant UK academic institutions where such capability exists.</p> <p>Bidders should also outline any plans or proposals, with associated timescales, for future expansion or upgrade of existing equipment/infrastructure or the installation of additional capabilities/infrastructure to allow for unforeseen developments.</p> <p>This is a desirable requirement in the specification.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 2.25%</u></p>  |
| Bidder response  | Attachment  |

## SERVICE DELIVERY QUESTIONNAIRE

|                |                         |
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| <b>PROJ1.0</b> | <b>Service Capacity</b> |
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|                  | How will the facility utilise the equipment to the maximum operating capacity?  |
| Bidder guidance  | <p>Throughout the duration of the contract EPSRC expects that the facility will utilise the equipment to the maximum operating capacity, which may include weekend and overnight access, if appropriate. Please include details on the proposed processing capacity (allowing for planned downtime, maintenance, calibration, etc, which should be identified in your response) in terms of the amount of time the equipment will be available for use on a weekly, monthly and annual basis. These figures should take into account whether multiple devices will form part of the facility and if so, their individual performance and how this relates to the overall figure for the facility. Bidders are expected to demonstrate how they would plan to deliver a facility that would comply with the specified Service Level of a minimum of 70% uptime on an annual average basis, with an expectation that 75% should be achievable in the long term.</p> <p>An attachment is permitted but limited to 3 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 4.50%</u></p>  |
| Bidder response  | <b>Attachment</b>   |

|                 |  |
|-----------------|--|
| <b>PROJ1.1</b>  | <p><b>Service Access</b></p> <p>What will be the process for allocating and managing service access for different types of users?</p>  |
| Bidder guidance | <p>Bidders should provide a clear explanation of a simple, transparent process for allocation of service access for different users with primary considerations of quality and ensuring that researchers of different experience and backgrounds are not put at any disadvantage. A comprehensive response will include:</p> <ul style="list-style-type: none"> <li>▪ Details of the process that will be used to prioritise applications and samples, including but not limited to quality assessments applications. .</li> <li>▪ Detail of how allocation to users with different experience levels will be managed.</li> <li>▪ Policies you have for detecting and dealing with inappropriate usage of the facility.</li> <li>▪ Envisaged access times available for use of the facility by EPSRC users.</li> </ul> |

|                  |  |
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|                  | <ul style="list-style-type: none"> <li>▪ Any options for a percentage of the facility to be open to researchers beyond EPSRC's remit e.g. interdisciplinary researchers and business customers.</li> <li>▪ Your approach to allocating time set aside for facility team use</li> <li>▪ Your approach to assisting less experienced users (including early intervention) who may not understand whether their proposed experiment will be possible at the facility</li> </ul> <p>An attachment is permitted but limited to 4 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 5.25%</u></p>   |
| Bidder response  | Attachment   |

|                 |  |
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| <b>PROJ1.2</b>  | <p><b>Maintenance and Servicing</b></p> <ul style="list-style-type: none"> <li>a) What routine service and maintenance agreements will be in place for the duration of the contract?</li> <li>b) What contingency plans does the proposed facility have in place to maintain a service to users during periods of extended downtime? This could include maintenance periods, unscheduled downtime due to equipment breakdown and extreme circumstances (e.g. fire, flood, contamination etc.)?.</li> </ul>   |
| Bidder guidance | <p>EPSRC needs to understand what routine service and preventative agreements will be in place and the external maintenance and service response times for the duration of the contract.</p> <ul style="list-style-type: none"> <li>a) Bidders should provide details of maintenance contracts that will be in place for the duration of the contract term, including call out times for core business hours and outside business hours to cover 24hr 7 day a week operations.</li> <li>b) Bidders should indicate what contingency plans will be in place for all the facility sites to maintain a service to users during periods of extended downtime, including in the event of material or equipment breakdown. Bidders should also provide a detailed disaster management and recovery plan.</li> </ul> <p>Bidders need to explain how the facility will be able to run with minimum</p> |

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|                  | <p>disruption in the case of equipment failures.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p>                           |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks for a) 1.15% and b) 1.10%</u></p> |
| Bidder response  | Attachment   |

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| <b>PROJ1.3</b>   | <p><b>Remote access/web interface</b></p> <p>What facilities will be provided to allow users to have remote access to information and data?</p>  |
| Bidder guidance  | <p>EPSRC expects the facility proposed by the bidding organisation to have a website which provides information on the facility and remote access to data, software for data processing and analysis and expert advice. This will include arrangements for secure network access for data and processing/visualisation facilities.</p> <p>Bidders will be able to show how the web interface will work and outline the nature of the expected web access and capabilities.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 0.75%</u></p>   |
| Bidder response  | Attachment   |

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| <b>PROJ1.4</b>  | <p><b>Technical Support</b></p> <p>What access will users have to expert advice and technical support?</p>  |
| Bidder guidance | <p>It is expected by EPSRC that all users will have access to expert advice in all aspects of Advanced Electron Microscopy, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Advice on the capabilities of the facility and their suitability to address the needs of the user</li> <li>▪ Sample preparation and storage</li> <li>▪ Advice on measurement strategies that can be employed by facility staff to achieve the desired results on behalf of the users of the service</li> </ul> |

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|                  | <p>Advice on data manipulation (from staff to users)</p> <p>Bidders are required to attach a document which gives details of their approach to customer service and technical support. This should include how the users and facility can best be served with help and advice, including the time expected and benefits to users. Bidders are expected to utilise user feedback in order to implement service improvements to monitor and ensure quality standards of growth systems.</p> <p>Bidders are expected to provide fair and helpful processes to advise users and successful bids will be able to clearly show how the website will work and outline the nature of the expected web access and capabilities.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 3.00%</u></p>   |
| Bidder response  | Attachment   |

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| <b>PROJ1.5</b>   | <p><b>Training</b></p> <p>Please give details of training provision for Advanced Microscopy users, including use of equipment.</p>  |
| Bidder guidance  | <p>Bidders are required to attach a document which gives details of their approach to training.</p> <p>This will take into account the needs of different user groups and include how the facility will engage with future generations of researchers, including Centres for Doctoral Training:<br/> <a href="https://www.epsrc.ac.uk/skills/students/centres/">https://www.epsrc.ac.uk/skills/students/centres/</a>.</p> <p>Included will be details of online resources that will be readily available and any regular workshops, expected audiences, benefit to the UK research community, expected training timeline throughout the lifetime of the contract, frequency of opportunities, and plans for improvement based on user feedback.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document</p>   |

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|                 | <u>Maximum marks 1.50%</u> |
| Bidder response | Attachment                 |

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| <b>PROJ1.6</b>   | <b>People and Management: Facility Director</b><br><br>Please provide a description of the experience of the leader of the facility  |
| Bidder guidance  | <p>Bidders are to provide evidence that the proposed Facility Director will have an international reputation in aberration corrected electron microscopy and have the experience and expertise to lead the proposed facility. It is essential to EPSRC that the facility proposed by the bidding organisation shall be led, managed and directed by a Nominated Individual (Facility Director) who will be ultimately responsible for the execution of any contract that shall arise as a result of this tender. Bidders should:</p> <ul style="list-style-type: none"> <li>▪ Clearly identify this individual and provide evidence of their status within the electron microscopy community and describe how this person will be an advocate for the facility.</li> <li>▪ Provide evidence that the individual has experience of managing comparable large activities or facilities.</li> </ul> <p>An attachment is permitted but limited to 3 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document</p> <p><u>Maximum marks 3.00%</u></p>  |
| Bidder response  | Attachment   |

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| <b>PROJ1.7</b>  | <b>People and Management: Staffing Plan</b><br><br>How will the facility be organised, staffed and managed?  |
| Bidder guidance | <p>Bidders should provide an organogram of the proposed organisational and management structure for the facility, showing:</p> <ul style="list-style-type: none"> <li>▪ Lines and authority</li> <li>▪ Responsibility of key posts</li> <li>▪ The site at which they will be located, if applicable</li> </ul> <p>Job descriptions should be provided for all proposed key staff posts that will have a responsibility for the delivering the project. This should include information on the post's role, responsibilities and the required</p> |

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|                  | <p>competencies and abilities required for the role, as well as the post's location (if at a different site). Bidders should provide a detailed organogram that describes the proposed organisational and management structure of the facility.</p> <p>The organogram should include subcontractors where applicable providing information on:</p> <ul style="list-style-type: none"> <li>▪ The proportion of time they are contributing to the contract.</li> <li>▪ Confirmation of continuity of service during the life of the contract.</li> <li>▪ How quality checks on sub-contractors will be performed and their services monitored through the contract.</li> </ul> <p>Attachments are permitted but limited to 2 sides of A4, in addition to 1 side for each of the key staff posts job roles and responsibilities described and a 2 A4 side summary for any other permanent staff members.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 3.00%</u></p>  |
| Bidder response  | Attachment  |

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| <b>PROJ1.8</b>         | <p><b>People and Management: Staff Management and Development</b></p> <p>Staff Management - How will changes in key facility staff be handled?</p> <p>Staff Development - What plans are in place for staff development, training and career progression?</p>  |
| <b>Bidder guidance</b> | <p>Staff Management - The bidders should provide a contingency plan that identifies the steps to be taken should the proposed director and/or other key staff leave. This will include a description of how changes in key facility staff will be handled and approved including but not limited to succession plans, short-term cover, contingency plans for unexpected loss of key staff and what would happen in the event of core staff leaving (especially the Facility Director).</p> <p>Bidders should confirm that any changes, or intentions, to change the team will be expressed to EPSRC as soon as the bidder becomes aware of the situation.</p> <p>Staff Development - Please provide a copy of the people management</p> |



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|                         | <p>policy that will be used by the facility, including training and career development. This should include detailed arrangements of career progression for staff operators at the facility, focusing on long term career development for staff on fixed term contracts in order to maintain the UK skills base.</p> <p>An attachment is permitted but limited to 2 sides of A4.</p> |
| <b>Scoring criteria</b> | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p>Staff Management 0.75%</p> <p>Staff Development 0.75%</p> <p>The evaluators will consider and score both elements separately</p> <p><u>Maximum marks 1.50%</u></p>   |
| <b>Bidder response</b>  | <b>Attachment</b>  |

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| <b>PROJ1.9</b>   | <p><b>People and Management: Recruitment Policy</b></p> <p>Bidders are asked to provide an overview of the facility-specific recruitment policies and procedures.</p>   |
| Bidder guidance  | <p>Bidders are to provide an overview of the recruitment policies and procedures which will be in place at the facility.</p> <p>There must be a fair and transparent recruitment and decision making process.</p> <p>An attachment is permitted but limited to 2 side of A4</p> |
| Scoring criteria | For Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid   |
| Bidder response  | <b>Attachment</b>   |

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| <b>PROJ1.10</b> | <p><b>Non-Disclosure Agreement</b></p> <p><b>Bidders are to sign and agree to the Non-Disclosure Agreement which is attached. In order to receive information concerning details about</b></p> |
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|                  | <b>staff that potentially may qualify for TUPE (Transfer of Undertakings (protection of Employment)).</b>   |
| Bidder guidance  | <p>The Bidder shall answer Yes or No and attach the signed Non-Disclosure Agreement</p> <p>Yes, the Non-Disclosure Agreement is signed and attached – Pass</p> <p>No, with Justification (if not required)</p> <p>No, Non-Disclosure Agreement is not signed or attached – Fail</p> |
| Scoring criteria | Pass/fail   |
| Bidder response  | Yes/No  |

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| <b>PROJ1.11</b> | <p><b>Charging Models</b></p> <p>What is the proposed charging model for the facility for the duration of the contract term and how will it be implemented?</p>   |
| Bidder guidance | <p><b><i>It is absolutely essential that Bidders fully address this question and seriously consider the long term future and sustainability of this facility.</i></b></p> <p><b><i>It is essential that the bidder provides convincing evidence that the proposed model provides maximal value to the UK engineering and physical sciences research community, while ensuring the long term sustainability of the facility.</i></b></p> <p>The access model for existing grants and users at the current facility is free at point of use. Bidders need to demonstrate how a charging model for the facility will be phased in during the course of the contract and how this will contribute to the facilities long-term sustainability. Bidders should provide convincing arguments and justification for their proposed charging model.</p> <p>Bidders should explain how costs will be recouped through charging, including details of:</p> <ul style="list-style-type: none"> <li>• The different user groups who will be requesting access to the facility and their projected usage;</li> <li>• The requirements, access route and associated charges for each user group.</li> <li>• Details of as any other contributions by third parties towards the facility.</li> <li>• A detailed plan on how the charging model will be implemented from the start of the contract should also be included.</li> </ul> |

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|                  | <p>Bidders will also need to show which costs will be recouped and how they will be allocated against the ongoing finances of the facility.</p> <p>The charging model does <b>not</b> need to take into account capital depreciation of equipment but should take into account the staff time and running costs of the facility.</p> <p>An attachment is permitted but limited to 4 pages of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 5.25%</u></p>   |
| Bidder response  | Attachment   |

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| <b>PROJ1.12</b> | <p><b>Communications and External Interfaces</b></p> <p>What communications plan will the bidders put in place for the facility and how will the bidders aim to maximise the marketing of the facility and its capabilities to a wide audience, attracting different types of users for the facility?</p> <p>Explain how the facility and staff will play a scientific leadership role in the scientific community both nationally and internally. Specifically how will the Director act as an advocate for the facility as part of the facility outreach?</p> <p>How will the bidders ensure and measure the impact of the facility?</p>  |
| Bidder guidance | <p>In line with the Social Value Act (2013) Bidders should provide information about the planned wider social, economic and environmental benefits of the proposed facility. Environmental and economic benefits are considered in questions PROJ 2.10 and PROJ 2.11; Bidders should consider the wider social benefits (such as education, outreach and the promotion of science for example) within their response to this question.</p> <p>The communications plan will include, but not be limited to; user meetings, outreach, marketing (information about the available capabilities and access to the facility), dissemination of research outputs and/or technical achievements from funded access and any other methods.</p> <p>It should also include (but is not limited to) planned website information, scientific and academic links and targeted publicity.</p> <p>Impact activities may include but are not limited to; dissemination activities, for example annual user workshops and conferences, presence at external conferences etc.</p> |

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|                  | <p>It is essential to EPSRC that the proposed facility plays a key leadership role in sustaining excellent quality research in the field. EPSRC is looking for information and evidence that the bidder has the capability to play a key leadership role in the field of materials science, as well as proactively engaging with EPSRC and the UK research community, and in providing advocacy for EPSRC investment.</p> <p>An attachment is permitted but limited to 3 sides of A4.</p> |
| Scoring criteria | This is for information only and will not be scored.  |
| Bidder response  | Attachment  |

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| <b>PROJ1.13</b>  | <p><b>Contract start date</b></p> <p>Please confirm that if you are successful you will be able to start the contract on 14/03/2017.</p>   |
| Bidder guidance  | <p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> – In this situation the Bidder must explain why it is not possible to start the contract on 14<sup>th</sup> March 2017 and give a date when it would be possible to start the contract.</p> <p><b>No</b> – Fail</p> |
| Scoring criteria | Mandatory Pass / Fail.   |
| Bidder response  | Drop down menu - Yes, No with justification, No  |

## PERFORMANCE AND REPORTING QUESTIONNAIRE

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| <b>PROJ2.1</b> | <p><b>Data Protection for Information and Storage</b></p> <p>EPSRC expects the facility proposed by the bidding organisation to have in place appropriate and robust systems and procedures to store and manage research data in order to ensure there is sufficient Data Protection during collection, storage &amp; processing. Provide documentary policy evidence specific to the facility of the Data Protection Systems to be used, including all sites and subcontractors if appropriate.</p> |
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|                  | <p>EPSRC expects the facility to have a common IP approach across the site(s), or subcontractors if appropriate. Provide details of the foreground and background IPR procedures specific to the facility and how this will be managed with a single point of contact.</p>  |
| Bidder guidance  | <p>Bidders are to attach a document which gives evidence of the Data Protection Systems for the proposed facility.</p> <p>Successful bids will show that research data can be stored and accessed by users and will outline the mechanisms to achieve this</p> <p>IPR procedures will be described and the management of the IPR explained.</p> <p>An attachment is permitted but limited to 4 sides of A4.</p> |
| Scoring criteria | This is for information only and will not be scored.  |
| Bidder response  | Attachment  |

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| <b>PROJ2.2</b>          | <p><b>Transition Plan</b></p> <p>Please submit a completed transition plan and Gantt chart for the start of the contract period.</p>   |
| <b>Bidder guidance</b>  | <p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> – In this situation the Bidder must explain why a transition plan is not necessary and give a date when it would be possible to start the contract.</p> <p><b>No</b> – Fail</p> <p>Bidders are required to submit a completed transition plan and Gantt chart for the start of the contract period. The chart must be easy to interpret and satisfy EPSRC that the facility will start the contract without issues.</p> |
| <b>Scoring criteria</b> | Mandatory Pass / Fail.   |
| <b>Bidder response</b>  | Attachment   |

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| <b>PROJ2.3</b>   | <b>Governance</b><br><br>What governance structure will the facility have in place during the contract term?<br><br>.   |
| Bidder guidance  | <p>EPSRC needs to be satisfied that there is appropriate internal governance and an external advice stream. EPSRC requires the bidder to have an Independent Steering Committee in place to monitor and advise on scientific matters, management etc. that relates to the operation of the proposed facility.</p> <p>Please provide information on the proposed governance structure such as the remits of boards and committees, and any proposed membership.</p> <p>Terms of reference of all governance bodies must be presented to and signed off by EPSRC within 6 months of the start of the contract. Bidders should confirm that they will comply with this in the submitted documentation.</p> <p>An attachment is permitted but limited to 4 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document</p> <p><u>Maximum marks 2.00%</u></p>   |
| Bidder response  | Attachment  |

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| <b>PROJ2.4</b>  | <b>Risk Management</b><br><br>What will be the facility's risk management strategy during the contract term?   |
| Bidder guidance | <p>Information on the risk management strategy that the facility will have in place for the duration of the contract should be included. Particular emphasis should be placed on perceived risks of various breakdowns of equipment and material failure.</p> <p>As part of your answer please complete the risks matrix attached as Annex 4</p> <p>An attachment is permitted but limited to 2 sides of A4 plus the completed risk matrix</p> |

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| Scoring criteria | Scoring will be based on 0-100 scoring methodology as stated in the RFP document.<br><br><u>Maximum marks 2.00%</u><br><br><u>Risk Matrix for information only.</u> |
| Bidder response  | Attachment  |

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| <b>PROJ2.5</b>   | <b>Dispute resolution and escalation plan</b><br><br>Complete the dispute resolution and escalation plan in Annex 1, detailing plans for resolving disputes between the facility and EPSRC.   |
| Bidder guidance  | Please provide a detailed dispute resolution and escalation plan using the template in Annex 1, explaining how disputes will be resolved professionally.<br><br>Bidders shall answer Yes or No<br><br>Yes – There is a procedure/policy in place for resolving disputes between the facility and EPSRC and supporting documentation provided<br><br>No – There is no procedure/policy in place for resolving disputes between the facility and EPSRC and no supporting documentation provided |
| Scoring criteria | Mandatory Pass/Fail   |
| Bidder response  | Yes/No  |

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| <b>PROJ2.6</b>  | <b>Service Levels</b><br><br>Please populate and indicate your agreement to comply with the 10 service levels and the 6 reporting and information requirements specified in Annex 2.<br><br>How will user queries be dealt with and what response time will be aimed for? What user dispute/complaints procedures will be put in place? |
| Bidder guidance | <b><i>The service levels specified in Annex 2 are not optional; the response should address all of them.</i></b>  |

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|                  | <p>Service levels should be measurable and will allow the service to be monitored by both the Bidder and EPSRC.</p> <p>Bidders also have the opportunity to outline any additional service levels they would like to add in Annex 2 and the submitted documentation. As with the compulsory service levels, any additional service levels should be measurable and capable of monitoring by the Bidder and EPSRC.</p> <p>Bidders should provide information on how user queries will be dealt with and how the facility staff will be made aware of this policy. Information on the response time that will be aimed for, e.g. percentage of queries and time should also be provided.</p> <p>EPSRC needs to understand what complaints procedure will be implemented, including timescale and percentages of numbers dealt with.</p> <p>An attachment is permitted but limited to 4 sides of A4.</p> |
| Scoring criteria | <p>Scoring will be based on 0-100 scoring methodology as stated in the RFP document.</p> <p><u>Maximum marks 6.00%</u></p>  |
| Bidder response  | Attachment  |

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| <b>PROJ2.7</b>  | <p><b>Reporting</b></p> <p>Bidders are to confirm that they will be able to meet the reporting requirements as laid out by EPSRC in the Request for Proposal. This includes quarterly deliverables reports, six-monthly service reports and an annual report.</p> <p>Bidders are expected to provide reasonable information to EPSRC at any time during the terms of the contract and work with EPSRC to achieve its strategic priorities. Including reasonable access to any financial accounts which are used for this requirement.</p> |
| Bidder guidance | <p>EPSRC expects any bidder to complete a quarterly deliverables report to accompany the invoice each quarter.</p> <p>A more detailed 6 monthly service report and a separate annual report to EPSRC is also required, including, for example, performance metrics against KPIs/SLAs, number of facility users and evidence for engagement with new user communities, supported projects, service improvements and a vision for future.</p>   |



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|                  | <p>Bidders shall answer Yes or No:</p> <p>Yes – Can confirm that the requirements laid out by EPSRC can be met and appropriate supporting documentation has been provided.</p> <p>No – Cannot confirm that the requirements laid out by EPSRC can be met and no appropriate documentation has been provided.</p> |
| Scoring criteria | Mandatory Pass/Fail  |
| Bidder response  | Yes/No   |

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| <b>PROJ2.8</b>   | <p><b>Exit Plan</b></p> <p>Complete an Exit Plan, providing details of plans and procedures that would be put in place in the event of early contract termination or non-renewal of the facility at the end of term. The Exit plan template can be found in Annex 3.</p> |
| Bidder guidance  | Please provide a fully detailed Exit Plan using the template in Annex 3.   |
| Scoring criteria | This is for information only and will not be scored.   |
| Bidder response  | Attachment   |

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| <b>PROJ2.9</b> | <p><b>Health and Safety</b></p> <p>What are the approved Health and Safety policies and procedures that the proposed facility will have in place?</p> <ul style="list-style-type: none"> <li>▪ These policies and procedures should cover all aspects of the equipment, buildings, materials, and access etc.</li> <li>▪ These policies and procedures should be specific to the operation of the proposed facility and any facility sites, not general organisational ones.</li> </ul> <p>EPSRC expects that the facility will be safe for any personnel or user needing to work on its site(s). EPSRC also expects that all IT or office equipment used by the bidder at the named Facility will be safe for any personnel or user needing to work on that site. This should be confirmed in the submitted documentation.</p> |
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| Bidder guidance  | <p>Please provide documentary evidence of the facility's Health and Safety policies and procedures covering all aspects of the equipment, buildings, materials, access etc. The policies and procedures should be specific to the operation of the proposed facility and any facility sites (not general organisational ones).</p> <p>Detail any existing and required licenses needed to run the facility, for example, chemical handling licenses.</p> <p>Please also confirm in the response that the facility will be safe for any personnel or user needing to work on its site(s) and that all IT or office Equipment used by the bidder at the named Facility will be safe for any personnel or user needing to work on that site.</p> <p>Attachments are permitted.</p> |
| Scoring criteria | This is for information only and will not be scored.  |
| Bidder response  | Attachment  |

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| <b>PROJ2.10</b>  | <b>Environmental Issues</b>   |
|                  | What plans do the bidders have to improve the environmental impact of the Facility during the life of the contract?   |
| Bidder guidance  | <p>EPSRC expects that the proposed facility will operate in the most environmentally friendly way that is consistent with optimal function of the system.</p> <ul style="list-style-type: none"> <li>• Bidders should outline their plans to minimise energy consumption without compromising performance</li> <li>• Bidders should provide information of their policy for end-of-life use of any equipment that is expected to be upgraded during the course of the contract.</li> <li>• Bidders should also describe any positive environmental impacts of the proposed facility, both in terms of the facility itself and its location.</li> </ul> <p>Attachments are permitted</p> |
| Scoring criteria | This is for information only and will not be scored.  |
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| <b>PROJ2.11</b>  | <b>Economic Issues</b><br><br>What are the anticipated wider economic benefits of siting the facility in the proposed location?  |
| Bidder guidance  | Bidders should describe how locating the facility in the planned site could bring about wider economic benefit. This may include, but is not limited to, provision of high value employment, contribution to supporting industries, provision of infrastructure and the subsequent attraction of other, similar facilities.<br><br>Attachments are permitted |
| Scoring criteria | This is for information only and will not be scored.   |
| Bidder response  |  |