



Invitation to Quote

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

Subject: Decarbonisation readiness – technical studies

Sourcing Reference Number: PS21245

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

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Version 8.0

UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

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

Privacy Statement

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

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

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

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

Privacy Notice

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

YOUR DATA

The Contracting Authority will process the following personal data:

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

Purpose

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

Legal basis of processing

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

Recipients

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

Retention

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

Your Rights

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

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

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

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

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

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

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

International Transfers

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Complaints

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

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

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

Contact Details

The data controller for your personal data is:

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

You can contact the Data Protection Officer at:

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

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	The Department for Business, Energy and Industrial Strategy (BEIS) of - 1 Victoria Street, Westminster, London, SW1H 0ET
3.2.	Buyer name	Kallista Thomas
3.3.	Buyer contact details	professionalservices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£80,000.00 (Maximum) Excluding VAT £40,000 excluding VAT for Lot 1 £40,000 excluding VAT for Lot 2
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Tuesday, 21 December 2021 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Wednesday, 05 January 2022 11.00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday, 06 January 2022
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday, 10 January 2022 11.00
3.10.	Date/time Bidders should be available if clarifications are required	w/c 10 th January 2022
3.11.	Anticipated notification date of successful and unsuccessful Bids	Monday, 17 January 2022
3.12.	Anticipated Contract Award date	Wednesday, 19 January 2022
3.13.	Anticipated Contract Start date	Friday, 21 January 2022
3.14.	Anticipated Contract End date	Monday, 21 March 2022
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

Since 2009, new build combustion power plants sized over 300MW in England and Wales have been required to demonstrate they could retrofit carbon capture and storage (CCS) in order to decarbonise. See [here](#) for further information on the 2009 requirements. This policy has been known to date as 'Carbon Capture Readiness'.

In light of the Government's net zero ambition, we are expanding the 2009 requirements. As part of the expansion, we are renaming the policy to 'Decarbonisation Readiness'. A call for evidence on the expansion was held earlier this year. Full details of the call for evidence can be found [here](#). A summary of the proposals in the call for evidence is provided below.

- Removing the 300 MW minimum capacity threshold at which the requirements currently apply.
- Including refurbishing plants in the requirements, as well as some technologies which were previously excluded; for example, heat generation, biomass, energy from waste (EfW) and combined heat and power (CHP).
- Introducing the option to comply with the requirements through hydrogen conversion, in addition to the retrofitting of CCS.
- Moving the requirements from the planning permission process to the environmental permitting process.

In 2009, [detailed guidance](#) was produced to support industry and BEIS in assessing the Carbon Capture Readiness requirements. This guidance will need to be updated, as plants below 300MW and new plant types (e.g. combined heat and power, energy from waste and biomass) may now be assessed for carbon capture readiness. It will also need to be expanded to cover hydrogen readiness.

In order to do so, we will need to update and expand the underpinning evidence base that was used to develop the guidance. We are therefore commissioning two technical studies. One on **Lot 1 – Hydrogen readiness** and one on **Lot 2 – Carbon capture readiness**. **Suppliers may bid for both lots if they wish to. Bidders may bid for (and be awarded into) one or both lots on this contract.**

Requirements for the tender process vary based on whether bidders wish to bid for individual lots or both lots as set out below:

Lot 1	Lot 2	Tender response required	Price Schedule
X		For Lot 1 only	For Lot 1 only
	X	For Lot 2 only	For Lot 2 only
X	X	Two separate responses for 1 and 2	Two price schedules covering Lot 1 and 2 separately

The requirements apply in both England and Wales, therefore Welsh Government are key stakeholders to the project and will be involved in the project meetings with BEIS. The Environment Agency and Natural Resources Wales will be developing the guidance for industry based on the evidence gathered in these studies, and so they are also important stakeholders and will be involved closely in the project.

2. Aims and Objectives of the Project - Lot 1 – Hydrogen readiness

Aim: to create an evidence base which can be used to define the requirements for demonstrating hydrogen readiness and inform guidance.

Hydrogen readiness will likely be demonstrated through five different assessments, listed below.

1. that sufficient space is available on or near the site to accommodate any equipment necessary to facilitate hydrogen conversion;
2. that it will be technically feasible to convert the site to 100% hydrogen-firing.
3. that the site's location enables the transport of hydrogen to the site and/or that hydrogen can be produced and potentially stored at the site; and
4. that it is likely to be economically feasible, within the power station's lifetime, to convert to hydrogen combustion.
5. that the plant will be technically capable of firing a blend of hydrogen on the day it is put into operation.

Each of these assessments will require supporting evidence, therefore we have linked one objective to each of the five assessments, as set out below.

Objective 1 – linked to assessment 1

To identify the equipment which a hydrogen combustion plant will require that differs from a typical combustion plant, and the spatial footprint associated with each piece of equipment. This may need to be split out based on the combustion technology (e.g. engine, turbine, boiler, CHP) and the fuel (e.g. gaseous fuel, liquid fuel, biomass or waste).

Below we have provided a non-exhaustive list containing some examples of the additional space requirements which may need to be considered for a hydrogen combustion plant:

- Hydrogen storage equipment
- Increased pipeline infrastructure
- Increased road traffic / vehicle access
- Modifications to the combustion site to enable hydrogen combustion
- Potential safety requirements resulting from the use of hydrogen e.g. increased separation between pipelines and buildings.

Objective 2 - linked to assessment 2

To produce a checklist of the technical changes required to convert a plant to hydrogen combustion. This may need to be split out based on the combustion technology (e.g.

engine, turbine, boiler, CHP) and the fuel (e.g. gaseous fuel, liquid fuel, biomass or waste).

Below we have provided a non-exhaustive list containing some examples of the technical challenges which may need to be addressed for a hydrogen combustion plant:

- Hydrogen fuels have the potential to produce significant emissions of oxides of nitrogen, requiring additional modifications and / or abatement technology.
- Depending on the amount of hydrogen in the fuel supply, the resultant combustion may burn hotter than other fuels. Therefore, the materials of construction used for equipment associated with combustion may need to upgrade to handle the higher temperatures.
- Hydrogen combustion may require amendments to the operational routines or combustion systems to ensure flame stability.
- Hydrogen may need higher pressures than natural gas or other fuels due to greater volume flow.
- Hydrogen molecules can be more prone to leakage than other gaseous fuels. Therefore, additional safety and measurement process may be needed.
- Hydrogen has the potential to embrittle some material more than other gaseous fuels do, therefore piping may need to be modified or managed.
- The flow rate and air fuel ratio of the combustion process may need to be altered.
- Redesign of the combustion controls and software may be needed.
- The low lubricity and viscosity of hydrogen can cause additional problems in fuel systems.
- Additional safety measures may be needed for hydrogen combustion, compared to natural gas.
- Hydrogen combustion may lead to greater amounts of water vapour in flue gases, creating knock-on issues which require management e.g. more rapid corrosion of exhaust equipment.
- There may be increased safety requirements due to the use of hydrogen.

Objective 3 - linked to assessment 3

This bulk of the evidence base for this assessment, i.e. the likely location of a hydrogen network, is dependent on policy and therefore does not require research. But we are interested in the alternative options for hydrogen fuel access, beyond connection to a hydrogen network, to understand whether any of these options could be viable in the future.

Therefore the objective is to research the alternatives to pipeline hydrogen fuel access e.g. on-site production, on-site storage, transport by road etc. and to determine their potential for the future. This may need to be split out based on the combustion technology (e.g. engine, turbine, boiler, CHP).

Objective 4 - linked to assessment 4

To make estimates of the additional capital costs (including opportunity costs - e.g. outages whilst retrofitting) and the additional operational costs (e.g. plant machinery, increased costs of leakage monitoring, NOx abatement equipment, increased safety requirements) of converting the a plant to hydrogen firing.

The costs may need to be split out based on the combustion technology (e.g. engine, turbine, boiler, CHP) and the fuel (e.g. gaseous fuel, liquid fuel, biomass or waste). They

should also be provided in figures of £/MW so that they can be scaled. Or disaggregated into size categories of plants e.g. 0-50MW, 50-300MW, >300MW etc.

Objective 5 - linked to assessment 5

The proportion of hydrogen blend required as part of this assessment will vary depending on the date of construction. We need to gather evidence to set the trajectory.

Therefore, the objective is to estimate the dates by which combustion technologies that can fire increasing blends of H₂ (e.g. 20%, 50%, 100%) will be available from manufacturers. This may need to be split out based on the combustion technology (engine, turbine, boiler, CHP or heat generation).

3. Aims and Objectives of the Project - Lot 2 – Carbon capture readiness

Aim: to update and expand the evidence base which is used to define the requirements for demonstrating carbon capture readiness and inform guidance

Unlike hydrogen, we have a pre-existing evidence base for carbon capture readiness that was developed to support the [2009 guidance](#). This evidence base needs to be refreshed and expanded, as plants below 300MW and new plant types (e.g. CHP, EfW and biomass) may now be assessed for carbon capture readiness.

Carbon capture readiness will be demonstrated through the five different assessments below. These assessments differ from the hydrogen assessments.

1. that sufficient space is available on or near the site to accommodate carbon capture equipment in the future;
2. that it is likely to be technically feasible to retrofitting their chosen carbon capture technology;
3. that a suitable area of deep geological storage offshore exists for the storage of captured CO₂ from the proposed power station;
4. that it is likely to be technical feasible to transport the captured CO₂ to the proposed storage area; and
5. the likelihood that it will be economically feasible within the power station's lifetime, to link it to a full CCS chain, covering retrofitting of capture equipment, transport and storage.

Three of these assessments will require supporting evidence, therefore we have linked one objective to each of these three assessments, as set out below.

Objective 1 – linked to assessment 1

To update and expand the land footprint estimates for a carbon capture site

Existing land footprint estimate for carbon capture plant >300MW will need to be updated. Estimates of land footprint will also need to be made for carbon capture sites <300MW. These may need to be broken down by the technology type (e.g. engine, turbine, boiler, CHP) and the fuel (e.g. gaseous fuel, liquid fuel, biomass or waste).

Objective 2 – linked to assessment 2

To update the checklists in the 2009 guidance document (Annexes 1A-1C), ensuring that they cover:

- plant <300MW
- All relevant technology types (e.g. engine, turbine, boiler, CHP or heat generation)
- All relevant fuel types (e.g. gaseous fuel, liquid fuel, biomass or waste).
- Load factors and operating patterns (if relevant).
- Any new CCS technologies which have been developed since 2009.

Objective 3 – linked to assessment 5

To make estimates of the parameters which will be needed to model the economics of a plant fitted with CCS. In particular the capital and operating costs of:

- retrofitting CCS equipment
- transporting and storing CO₂
- additional operational costs arising from the operation of CCS equipment.
- Opportunity costs e.g. due to outages whilst retrofitting.

These costs may need to be split out based on the combustion technology (e.g. engine, turbine, boiler, CHP), fuel type (e.g. gaseous fuel, liquid fuel, biomass or waste), CCS technology (pre-combustion / post-combustion / oxy-fuel / other), size of plant and load factor/operating pattern. They should also be provided in figures of £/MW so that they can be scaled. Or disaggregated into size categories of plants e.g. 0-50MW, 50-300MW, >300MW etc.

4. Suggested Methodology

We anticipate that both literature reviews and qualitative research methods (interviews, workshops, focus groups etc.) will be needed in order to gather all of the evidence required to support the assessments. Suppliers are free to choose the methodology which they think is most appropriate for the task. Below is an indicative outline of one possible methodology which could be used.

Scoping - Identification of literature sources, stakeholders for interview and qualitative analysis methods.

Literature review - A thorough literature review of, for example, academic journal articles and references documents.

Qualitative data gathering - Interviews / workshops / focus groups held with stakeholders to fill the evidence gaps in the literature review.

Analysis - Feedback from the stakeholders analysed and synthesised with the literature from the literature review.

Write up - The findings of the studies written up into concise and clear reports.

5. Deliverables

Bidders should note that BEIS will own the intellectual property rights of any and all intermediate products, including final deliverables, and in particular including presentation slide packs, reports and data.

In terms of deliverables, we expect the findings of each study to be summarised into a single report that will be submitted to BEIS for review in draft format halfway through the project, and as a final version at the end of the project. The findings should also be presented to

BEIS at the interim and final meetings.

Below we have provided an indicative summary of what the report should contain at a minimum.

Lot 1 – Hydrogen readiness – indicative report contents

- Tables demonstrating the spatial footprint of each additional component of a hydrogen firing site.
- Checklists which can be used to assess whether it would be technically feasible for a site to convert to 100% hydrogen.
- A brief report on the feasibility of other forms of hydrogen fuel access.
- Tables containing estimates of the costs of converting a plant to hydrogen firing.
- A brief report estimating when combustion equipment capable of firing increasing proportions of hydrogen will be available on the market.

Lot 2 – Carbon capture readiness – indicative report contents

- Updated and expanded table showing the land footprint of a carbon capture plant.
- Updated checklists which cover the technical feasibility of carbon capture retrofit.
- Tables containing estimates of the capital and opportunity costs (i.e. outages) of converting a plant to CCS, and of any additional operational costs that may result from using CCS equipment. This may need to be broken down into technologies, fuels, size categories and load factors / operational patterns.

Meetings

For both lots, we expect regular catch-ups to be held between the BEIS project manager, Welsh Government, the Environment Agency, Natural Resources Wales and the contractor. We also expect there to be three formal meetings held for each lot:

1. An inception meeting at the start of the project, to agree the methodology and scope
2. An interim progress meeting halfway through to discuss the interim report
3. A final meeting to discuss the final report and conclusions

The supplier should be accessible throughout the duration of the contract.

Quality Assurance

Bidders must set out their approach to quality assurance (QA) in their response to this ITT with a QA plan.

Sign-off for quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able to take responsibility for the work done. Acceptance of the work by BEIS will take this into consideration. BEIS reserves the right to refuse to sign off outputs which do not meet the required standard specified in this invitation to tender and/or the contractor's QA plan. QA should cover all aspects of the project undertaken by the contractors, including data collection, data analysis and reporting.

To demonstrate an effective process to produce high quality reporting, the contractor/s must ensure that quality assurance is done by individuals who were not directly involved in that particular research, analysis, or reporting process.

Bidders should note that BEIS may appoint its own peer reviewer(s) to QA publishable

outputs. Consideration should be given to how the external peer reviewer(s) will be included in the QA process.

Where complex or innovative methods are proposed, bidders should specify how additional quality assurance will be provided. Where necessary, this should include the use of external experts. A BEIS-appointed peer reviewer will not be expected to provide detailed quality assurance as their role will be focused on higher level peer review.

Outputs will be subject to BEIS internal approvals, and the more substantive the output the longer the approval time required.

The successful bidder will be responsible for any work supplied by sub-contractors. For primary research, contractors should be willing to facilitate BEIS research staff attending interviews as part of the quality assurance process if appropriate.

Other useful sources of guidance and advice that will help bids and the resulting work be of the highest quality include:

- The [BEIS Monitoring and Evaluation Framework](#), which sets out BEIS's ambitions and standards for monitoring and evaluation
- The [Government Social Research Code](#), in particular those that relate to GSR Products
- [Quality in Qualitative Research: A Framework for assessing research evidence](#) provides a Framework for appraising the quality of qualitative research

Working Arrangements

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact.

Where a consortium or sub-contractors are in place, BEIS expect that they are included in relevant meetings, workshops and review points to ensure their full engagement in the project. All contractors and sub-contractors are responsible for the delivery of outputs to the appropriate time and quality. It is expected that the lead contractor takes an active role in oversight of all workstreams and bears the overall responsibility for the delivery of the evaluation activities and outputs.

Bids should assume that BEIS take an active role in review and quality assurance of research materials, analysis and outputs, beyond external peer review. It should be expected that research materials and outputs go through at least three iterations (i.e. two rounds of comments from BEIS). BEIS will expect more complex research instruments to be tested before going into the field fully. Additional amendments may be required for published outputs.

We expect the appointment offer to be confirmed in January 2022. Note that bidders must be available to attend an inception meeting in January 2022.

We envisage the need for close interaction between the BEIS Project Manager and contractor throughout the process, to ensure that emerging issues are dealt with promptly and that BEIS fully understand the assumptions and approach taken. Bidders should assume that engagement with BEIS will include fortnightly project management phone calls, weekly progress updates, and any ad hoc meetings as required to design and deliver the project. Throughout the project, BEIS will review and sign off all final data collection instruments and analytical approaches (including key assumptions, surveys and

interview questions) before they can be used. BEIS will also review and sign off all outputs.

Skills and expertise

BEIS require you to demonstrate that you have the necessary expertise and capabilities to undertake the project. Your tender response should include a summary of the project team's skills and capabilities, both in terms of evaluation skills and energy policy expertise.

Challenges

There may be a number of challenges in conducting this evaluation; some are detailed in the following section. Bidders must explain how these and any other challenges will be addressed through the project's design and delivery. Bidders must also set out any support that they will need from BEIS in delivering the aims and objectives of the studies.

Timing of outputs

Bidders should consider how they can deliver outputs to the proposed timetable. Bidders are welcome to propose innovative methods and outline a delivery plan which splits the required activities in stages to meet the requirement.

Engaging stakeholders

Bidders should explain how best to maximise the input from stakeholders

Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the 'consideration of challenges' criterion.

We expect contractors to adhere to the following Government Social Research (GSR) Principles:

- Research should have a clear user need and public benefit
- Research should be based on sound research methods and protect against bias in the interpretation of findings
- Research should adhere to data protection regulations and the secure handling of personal data
- Participation in research should be based on specific and informed consent
- Research should enable participation of the groups it seeks to represent
- Research should be conducted in a manner that minimises personal and social harm

Data security

No security clearance will be needed by the suppliers.

Price and payments

The maximum budget for this project is £80,000 excluding VAT. This is £40,000.00 excluding VAT for Lot 1 and £40,000.00 excluding VAT for Lot 2. Cost will be a criterion against which bids will be assessed. The budget must be spent before the end of financial year 2021/22

Contractors should provide a full and detailed breakdown of costs. This should include staff (and day rate) allocated to specific tasks.

In submitting full tenders, suppliers confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The Department aims to pay all correctly submitted invoices as soon as possible, within 30 days from the date of receipt, in line with standard terms and conditions of contract.

Timetable

Contractors must demonstrate that they can meet the following provisional timetable for the delivery of the evaluation:

Timeline	Details
2022 January	<ul style="list-style-type: none">• Project scoping and planning completed• Inception meeting held
2022 February	<ul style="list-style-type: none">• Literature review completed• Interim report to BEIS• Interim meeting held
2022 February	<ul style="list-style-type: none">• Qualitative research completed
2022 March	<ul style="list-style-type: none">• Analysis completed• Final report submitted to BEIS• Final meeting held

Terms and Conditions

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

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

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

Pass / Fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1 Lot 1	Compliance to the Contract Terms
Commercial	AW4.1 Lot 2	Compliance to the Contract Terms
Commercial	AW4.2 Lot 1	Changes to the Contract Terms
Commercial	AW4.2 Lot 2	Changes to the Contract Terms
Price	AW5.1 Lot 1	Maximum Budget
Price	AW5.1 Lot 2	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Lot 1

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
Quality	PROJ1.1	Approach	30%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding of the policy environment	10%
Quality	PROJ1.4	Project Plan, Timescales and Risk Management	10%
Quality	PROJ1.5	Social Value: Influence environmental protection and improvement	10%

Lot 2

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
Quality	PROJ1.1	Approach	30%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding of the policy environment	10%
Quality	PROJ1.4	Project Plan, Timescales and Risk Management	10%
Quality	PROJ1.5	Social Value: Influence environmental protection and improvement	10%

Evaluation of criteria

Non-Price elements

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

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

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

Score = {weighting percentage} x {bidder's score} = 20% x 60 = 12

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Once the above evaluation process has been undertaken and the scores are apportioned by evaluator(s) this will then be subject to an independent commercial review and moderation meeting, if required by the commercial lead, any and all changes will be formally recorded relative to the regulatory obligations associated with this procurement, so as to ensure that the procurement has been undertaken in a robust and transparent way.

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criteria, but will still be subject to a commercial review.

Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> ITQ logged upon opening in alignment with UK SBS's procurement procedures. Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> Check all Mandatory requirements are acceptable to the Contracting Authority. Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.
Clarifications	<ul style="list-style-type: none"> The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> To review the outcomes of the Commercial review To agree final scoring for each Bid, relative rankings of the Bids To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response in comparison with the successful Bidders response
Due diligence of the Bid	<ul style="list-style-type: none"> the Contracting Authority may request the following requirements at any stage of the Procurement. Submission of insurance documents from the Bidder Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder Taking up of Bidder references from the Bidders Customers.

	<ul style="list-style-type: none"> Financial Credit check for the Bidder
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Evaluation questionnaire

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

Guidance on how to register and use the e-sourcing portal is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

USEFUL INFORMATION LINKS

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

8.0 Freedom of information

8.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the Contracting Authority.

8.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.

8.4.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

8.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.

8.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ 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 or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

8.5. Response Validity

8.5.1 Your Response should remain open for consideration for a period of 60 days . A Response valid for a shorter period may be rejected.

8.6. Timescales

8.6.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. the Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

8.7. The Contracting Authority's Contact Details

8.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.

8.7.2

All enquiries with respect to access to the e-sourcing tool may be submitted to Delta eSourcing on 0845 270 7050 please note this is a free self-registration website and this can be done by completing the online questionnaire at <https://uksbs.delta-esourcing.com/>

8.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.

Appendix 'A' Glossary of Terms

TERM	MEANING
"UK SBS"	means UK Shared Business Services Ltd herein after referred to as UK SBS.
"Bid", "Response", "Submitted Bid ", or "ITQ Response"	means the Bidders formal offer in response to this Invitation to Quote
"Bidder(s)"	means the organisations being invited to respond to this Invitation to Quote
"Central Purchasing Body"	means a duly constituted public sector organisation which procures supplies/services/works for and on behalf of contracting authorities
"Conditions of Bid"	means the terms and conditions set out in this ITQ relating to the submission of a Bid
"Contract"	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
"Contracting Bodies"	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
"Contracting Authority"	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
"Customer"	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
"Due Diligence Information"	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
"FoIA"	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
"Invitation to Quote" or "ITQ"	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
"Lot"	means a discrete sub-division of the requirements
"Mandatory"	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
"Named Procurement person "	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
"Order"	means an order for served by any Contracting Body on the Supplier
"Other Public Bodies"	means all Contracting Bodies except the Contracting Authority
"Supplier(s)"	means the organisation(s) awarded the Contract
"Supplies / Services / Works"	means any supplies/services and supplies or works set out at within Section 4 Specification