



# Procurement Timetable

**Procurement timetable on behalf of the Higher Education Funding  
Council for England (HEFCE)**

**Subject UK SBS HEFCE Two Factor Authentication**

**Sourcing reference number UK SBS IT16140**

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

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF

**UKSBS**  
*Shared Business Services*

# 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 customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers 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 customers. This allows our customers 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 its customers, 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 Innovation and Skills (BIS) 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 Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

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## About Our Customer

### Higher Education Funding Council for England (HEFCE)

HEFCE funds and regulates universities and colleges in England. We invest on behalf of students and the public to promote excellence and innovation in research, teaching and knowledge exchange. In all our activities we aim to:

- ensure accountability for funding and be a proportionate regulator
- act in the public interest and be open, fair, impartial and objective
- be an effective broker between Government and the sector and in doing so, ensure that we are implementing government policy effectively.

Further information can be found at: <http://www.hefce.ac.uk/>

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## Contact details

3.1	Customer Name and address	HEFCE, Nicholson House, Lime Kiln Close, Stoke Gifford, Bristol, BS34 8SR
3.2	Buyer name	UK SBS ICT Procurement
3.3	Buyer contact details	<a href="mailto:ICTProcurement@uksbs.co.uk">ICTProcurement@uksbs.co.uk</a>
3.4	Estimated value of the Opportunity	The maximum estimated value of the opportunity will be £90,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

## Timescales

3.6	Date of Issue of Contract Advert and location of original Advert	03/11/2016 Contracts Finder
3.7	Latest date / time to request NDA	18/11/2016 14.00
3.8	Latest date / time to return completed NDA	21/11/2016 14.00
3.9	Date tender documents available to suppliers that have completed an NDA.	From 9/11/2016
3.10	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	16/11/2016 14.00
3.11	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	18/11/2016 14.00

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3.12	Latest date/time ITQ Bid shall be submitted through Emptoris	24/11/2016 14.00
3.13	Date/time Bidders should be available if telephone clarifications are required	30/11/2016
3.14	Anticipated rejection of unsuccessful Bids date	08/12/2016
3.15	Anticipated Award date	08/12/2016
3.16	Anticipated Contract Start date	09/12/2016
3.17	Anticipated Contract End date	08/12/2019
3.18	Bid Validity Period	90 Days

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