



Mini Competition

Mini Competition against an existing Framework Agreement (MC)
on behalf of **UK Research and Innovation (UKRI)**

**Subject: Campaign support requirement for the AI and Data
Economy Industrial Strategy Challenge Fund challenges**

Sourcing reference number CS18026

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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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.

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BEIS) transition their procurement to UK SBS and Crown Commercial Service (CCS) 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.

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

Section 2 – About the Contracting Authority

UK Research and Innovation

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

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

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

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

Section 3 - Working with UK Research and Innovation (UKRI)

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 (CA) Name and address	UK Research and Innovation (UKRI), Polaris House, North Star Avenue, Swindon, SN2 1FL
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	The maximum value of the 2-year duration of the contract shall not exceed £240,000.00 exclusive of VAT
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</p>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	20/11/2018
3.7	Latest date/time Mini Competition clarification questions shall be received through Emptoris messaging system	26/11/2018 14:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all Bidders by the Buyer through Emptoris	28/11/2018
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	05/12/2018 14:00
3.10	Date/time Bidders should be available for interview	13/12/2018
3.11	Anticipated selection and de selection of Bids notification date	18/12/2018

3.12	Anticipated Award Date	18/12/2018
3.13	Anticipated Contract Start Date	09/01/2019
3.14	Anticipated Contract End Date	08/01/2021
3.15	Bid Validity Period	60 Working Days
3.16	Framework and or Lot the Mini competition will be based on	CCS RM3774 Campaign Solutions

• Section 4 – Specification

1. Introduction

UK Research and Innovation is the national funding agency investing in science and research in the UK. Operating across the whole of the UK with a combined budget of more than £6 billion, UKRI brings together the 7 Research Councils, Innovate UK and Research England.

We are an independent organisation with a strong voice for research and innovation, both to government and internationally, we are supported and challenged by an independent chair and board. We are principally funded through the Science Budget by the Department for Business, Energy and Industrial Strategy (BEIS).

Our mission is to be a trusted partner and to ensure research and innovation continues to flourish in the UK. We will support and help connect the best researchers and innovators with customers, users and the public. We will invest every pound of taxpayers' money wisely in a way that maximises impact for citizens, in the UK and across the world.

We will be measured by the impact we deliver, and this will have three elements:

- We will push the frontiers of **human knowledge** and understanding
- We will deliver **economic impact** and social prosperity
- We will create **social and cultural impact** by supporting our society and others to become enriched, healthier, more resilient and sustainable.

This support requirement request is made by the Communications department of Innovate UK on behalf of UK research and Innovation.

Innovate UK drives productivity and economic growth by supporting businesses to develop and realise the potential of new ideas. We connect businesses to the partners, customers and investors that can help them turn ideas into commercially successful products and services and business growth.

We fund business and research collaborations to accelerate innovation and drive business investment into R&D. Our support is available to businesses across all economic sectors, value chains and UK regions.

2. Aims

In the 2017 Autumn Statement we saw a significant increase in our funding through the creation of the Industrial Strategy Challenge Fund (ISCF).

Our overarching aims for our ISCF communications activity can be summarised as:

- We need **effective engagement** with businesses and academia to inspire successful collaborations to address the challenges that the ISCF is setting
- We want to reach out to a much **broader audience** across business and academia
- We want to see much **wider understanding and recognition** of the ambition, the value and the impact of the ISCF on behalf of UKRI and HMG

3. Objectives

Our main objectives are:

- Reach and engage a much broader public audience beyond business and academia who'll actually apply for our funding
- Spark and encourage two-way dialogue and debate with the public on Ai and Data Economy related issues that they care about
- Create a call to action to support the challenge and its aim to grow the UK economy in this area
- To encourage high quality application, proposals and ideas from businesses and researchers

4. Background to the Requirement

4.1 Background to Industrial Strategy Challenge Fund

- The government has allocated a further £2.3 billion for investment in R&D towards the ambition to drive up R&D investment across the economy to 2.4% of GDP
- The Industrial Strategy will propel Britain to global leadership of the industries of the future, seizing the big opportunities of our time – from Artificial Intelligence and Big Data to clean energy and self-driving vehicles.
- The Industrial Strategy focuses on five priorities: Ideas (innovation), People (skills), Infrastructure, Business Environment, Places
- It has a strong thread of innovation running through it. This really is the future of innovation – industry-led and powered by multi-disciplinary research and business academic collaboration.
- The Fund will bridge research, translation and business. And it will be challenge-focused – bringing sectors together to focus on the big problems that we can better solve by working together, combining science and business expertise.
- 4 grand challenges announced- AI and Data Economy, Future of Mobility, Healthy Ageing and Clean Growth

4.2 Background to the Ai & Data Economy grand challenge

Overview

We will put the UK at the forefront of the AI and data revolution.

Artificial Intelligence and machine learning are general purpose technologies already starting to transform the global economy. They can be seen as new industries in their own right, but they are also transforming business models across many sectors as they deploy vast datasets to identify better ways of doing complex tasks – from helping doctors diagnose medical conditions more effectively to allowing people to communicate across the globe using instantaneous speech recognition and translation software.

Embedding AI across the UK will create thousands of good quality jobs and drive economic growth.

The Ai and Data Economy grand challenge is comprised of 4 challenges:

- Audience of the Future
- Creative Industries Clusters
- Next generation services
- Quantum technologies

Further information on the scope of these challenges can be found at www.ukri.org/innovation/industrial-strategy-challenge-fund/

4.2.1 Audience of the Future communications campaign

4.2.1.1 Challenge goal

Create the next generation of products, services and experiences that will capture the world's imagination and position the UK as the global leader in immersive technologies.

4.2.1.2 Communications aim

Engage our audiences about the UK government's increased investment in the immersive sector.

4.2.1.3 Objectives

Increase awareness and understanding amongst key audiences of the impact this funding will have on the economy and citizen's quality of life

4.2.1.4 Core narrative

Audience of the Future ISCF is a £33 million investment in the creative industries' use of immersive technology

- New immersive technologies such as virtual and augmented reality are expected to start a revolution in products and services over the next 20 years every bit as big as the Internet, mobile technologies and digital television have over the last 20.
- Up to £33 million is available to invest in new products and services that exploit these immersive technologies:
 - A £16m public Demonstrator programme to explore the immersive future of the Creative Industries by creating new large-scale experiences and testing them with a mass audience.
 - A £12m R&D programme combined of three competitions. A collaborative competition aimed at making the production of high quality content cheaper, faster and more accessible by driving immersive innovation. A competition aimed at attracting additional private capital into this emerging sector. An early stage design competition focused on understanding the future consumer, delivering vital insight into audience perceptions and behaviours.
 - A £10m Industry Centre of Excellence (*£5m plus £5m part-funded from the Creative Industries Clusters Programme) to work with the screen industries and develop cutting edge creative training and research programmes in immersive storytelling to ensure the UK creative workforce is the most skilled in the world in the use of immersive technologies.

4.2.1.5 Why?

- Creative industries are worth £91.8 billion to the UK and make up 5.3% of the economy. These new technologies present a significant opportunity, but competition from abroad could be a serious threat if we do not stay ahead.

- This funding will support a demonstrator programme that tests new content, experience and technologies with a mass audience, a research and development programme, and the creation of an industry centre of excellence in immersive storytelling.

4.2.1.6 Campaign strategy framework

- **Cause**– the campaign platform
We've an insatiable appetite for stories. Immersive is the latest technology enabling us to experience them – but there are barriers
- **Proposition:** We've used technology to tell stories since the dawn of time, be it cave painting, the printing press or screen. Today, immersive technology presents the next leap forward in storytelling, allowing the UK's world-leading creative industries' to unlock experiences to excite audiences worldwide.
- **Evidence** – macro and micro-level validation of the issue and our brand's involvement
Opportunities to experience immersive are growing but the industry remains in its infancy. (Mintel, 2017)
- **Stories** – to inspire and provoke
As a major cultural institution we've struggled to engage visitors through past AR and VR experiences. We're excited about the prospects of the technology yet struggling to implement them as part of our brand and visitor experience.
- **Opinions** – that bring credibility and controversy
 - It's really exciting enabling reach to new audiences and providing alternative experiences
 - Art funding is declining in schools.
 - Cost to access traditional cultural experiences, e.g. opera is expensive, as is a proper immersive experience.
 - Immersive is just hype!
 - VR health risks – does anyone really know?
- **Participation**– create opportunities for consumers and collaborators to get involved
Sign up to hear more how huge brands in the gaming, theatre, museums and sport entertainment industry are creating world-leading experiences and be first to play with prototypes.

4.2.1.7 Principles of a successful campaign implementation

- Simple inspiring messaging – each campaign to have an easy to grasp campaign message
- Strong visual storytelling – each campaign to have video/imagery at the heart of the story
- Physical elements – important for the campaign to have a real world element. Experienced by few. Witnessed by many in social media
- Omni-channel – start with story, emphasising earned and social media before tailoring to channels
- Request a small action – ask consumers to do something as a sign of commitment

4.2.1.8 Audience of the Future Campaign Strategy:

Audience

Audience	Think	Feel	Do	How
Immersive / creative businesses	This is an opportunity for all of us	Innovate UK get the opportunity and are serious about investing in it	Share Sign up to Innovate UK / Immerse UK	Consume video content Share with networks Submit their email address
Early adopters / early majority	Bring it on	Immersive reality is where content consumption is going	Share Sign up to Innovate UK / Immerse UK	Consume video content Share with networks For some, submit their email address

4.2.1.9 Timing

Dec 2018 – announcement campaign of the 4 demonstrators (moving image, performance, visitor experience and sport entertainment)

2019 and 2020 – various campaign opportunities to tell the journey story, as well as spikes of prototypes ready to share, as well as celebrate the industry progress in general

5 Scope

5.1 Summary

- consumer-focussed campaign support agency to develop strategy, plan, and drive earned media of up to 5 campaigns AI & Data campaigns targeting the widest public possible,
- proactive newsroom function to map out potential media engagement opportunities aligned to internal milestones or external opportunities.

By developing and implementing effective campaigns we are looking for the widest public to recognise and understand the ambition, value and impact of the ISCF on behalf of UKRI and HM Government.

5.2 Detail

Kick off meeting

Audience insight from secondary research

Weekly/fortnightly/monthly campaign meetings/calls

Creation, delivery and evaluation of campaign strategies and implementation plans; the immediate priority focus being Audience of the Future. Further opportunities exist across the other challenges and the wider opportunity to engage in other application areas e.g AI in the health sector.

We would expect strategies to be presented to us in the OASIS framework or similar

- Objectives
- Audience
- Strategy
- Implementation
- Score/metrics

Creation and delivery of a newsroom function including monthly forward look of opportunities

Status reporting using a RAG-style approach

Evaluation - to be conducted under framework of:

- Input
- Outputs
- Outtakes
- Outcomes
- Impact

Partnerships – engaging at least one partner per campaign from commercial, industry, media, or 3rd sector

Support to stakeholder updates

Use of coverage book to demonstrate reach and impact of media and social media coverage

6. Requirement

6.1 We are looking for a consumer-focussed campaign agency to develop and support the delivery of AI and Data economy campaign activity:

- Proposing approaches for new campaign platforms and delivery
- Designing stunts/real world opportunities for a consumer audience to participate in that create social media, and media engagement
- Engaging consumer media in campaigns through news and features for on and offline media
- Developing and delivering omni-channel content proposals

- Recommending and developing partnerships with media, commercial and 3rd sector organisations

6.2 Our initial focus will be on the Audience of the Future campaign. Tasks to include:

- Review and make recommendations on the existing Audience of The Future campaign PR and content strategy
- Supporting the in-house team, develop and implement the PR and media plan for the Audience of the Future campaign:
- Proposition development Inclusive of development of a next phase launch media moment
- Content proposals to support online coverage and visibility
- Stunt/Event – delivery and media engagement

7. Timetable

Campaigns development and delivery – from Jan 2019.

Proactive newsroom – immediate delivery

Section 5 – Evaluation of Bids

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

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

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW4.1	Special Terms
Commercial	AW6.4	Non-Disclosure Agreement
Price	AW5.1	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable bids
-	-	Invitation to Quote – received on time within e-sourcing tool

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 Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price Schedule	15%
Quality	PROJ1.1	Understanding	5%
Quality	PROJ1.2	Methodology	5%
Quality	PROJ1.3	Project and Risk Management	5%
Quality	PROJ1.4	Project Team	10%
Quality	PROJ1.6	Proposed Campaign	30%
Interview	PROJ1.7	Interview	30%

Evaluation of criteria

Non-Price elements

Non-Price (Quality) elements

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

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

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

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.

40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will be calculated as follows $(60+40+80+60) \div 4 = 60$

Price elements will be judged on the following criteria.

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

For example - Bid 1 £100,000 scores 100,
 Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
 Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
 Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
 Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
 Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our Mini Competition. 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 and concise and ideally generic contact details; telephone numbers, e-mail 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

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 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.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected, unless the Framework explicitly permits this.
- 7.23 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

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (CCS – previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 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.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 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 Mini Competition Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period 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.
- 7.35 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.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 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 Call Off Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris
- 7.40 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 Mini Competition consent to these terms as part of the competition process.

- 7.41 The Government is introducing 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 Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)