

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Higher Education Funding
Council for England (HEFCE)**

Subject IT17044 – Unstructured Data Management Solution

Sourcing reference number IT17044

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

Registered in England and Wales as a limited company. Company Number 6330639.
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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 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, 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 Customers.

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

Section 2 – 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/>

Section 3 - Working with UK Shared Business Services Ltd.

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	Customer Name and address	The Higher Education Funding Council for England (HEFCE) Nicholson House, Lime Kiln Cl, Stoke Gifford, Bristol BS34 8SR
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	Professionalservices@uksbs.co.uk 01793867005
3.4	Value of the Opportunity	Up to a maximum value of £80,000.00 excluding VAT over the three year period. Volume of work is not guaranteed.
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris 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 and location of original Advert	04/08/2017 Contracts Finder & Emptoris
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	11/08/2017 11:00am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	14/08/2017 14:00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	18/08/2017 14:00pm
3.10	Date Bidders should be available if face to face/telephone clarifications are required	25/08/2017
3.11	Anticipated rejection of	30/08/2017

	unsuccessful Bids date	
3.12	Anticipated Award date	30/08/2017
3.13	Anticipated Contract Start date	01/09/2017
3.14	Anticipated Contract End date	31/08/2018 plus two further 12 month extension options for technical support and maintenance
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Higher Education Funding Council for England (HEFCE) was established in June 1992 under the terms of the Further and Higher Education Act 1992 as a non-departmental public body operating within a policy and funding context set by the Government. The Council assumed responsibility for funding higher education in England on 1 April 1993. The Council's current main function is to administer government funding for education, research and the associated activities at universities and other higher education providers. In recent years the Council has taken on a growing regulatory role. Further information can be found at: www.hefce.ac.uk.

The Office for Fair Access (OFFA) is an independent public body that regulates fair access to higher education in England. It promotes and safeguards fair access to higher education for people from lower income backgrounds and other under-represented groups. Further information can be found at: www.offa.org.uk.

Following royal assent for the Higher Education & Research Bill, HEFCE and OFFA will close and the Office for Students (OfS) will commence from Spring 2018. The functions from both HEFCE and OFFA that are relevant to the OfS will be transferred to that organisation and / or other public bodies.

HEFCE and OFFA are co-located in North Bristol and there is a small central London office. The Bristol site comprises two buildings, Westward and Nicholson House, located on the same site. Core business and staff are based at our Bristol site with the London office used primarily for meetings. There are currently approximately 320 full-time equivalent permanent staff in HEFCE and 25 in OFFA. HEFCE provides ICT and some other professional services to OFFA.

Background to the Requirement

Our systems store and process data that must be protected and managed and as such we are looking to procure a solution that will allow us to manage unstructured legacy data as well as new data as it is created. A key requirement is the ability to identify, assess and understand the data and, once a decision has been made on that type of data, to be able to quickly 'find more like this' so that an action can be assigned to information with the same or similar content.

The solution will largely be used by one or two experienced Records Managers based within our Governance team which looks after: data protection and information rights compliance; risk management; internal audit; records management (physical records as well as those contained within our EDRMS – HPRM8); intellectual property; information assurance (including security) and the organisation's own governance (its management board and Board).

The current need has arisen due to two main factors: the requirements within the forthcoming General Data Protection Regulation (GDPR)(Regulation(EU) 2016/679 and the Higher Education and Research Bill which proposes that the Higher Education Funding Council for England (HEFCE) and the office of Director of Fair Access to Higher Education (OFFA) cease to exist with other organisations undertaking some of the functions previously undertaken by those two bodies. We intend to use the software to help identify the

information that we hold that should be transferred to those other organisations. We will also use the software to check that our systems only hold the personal data we are legally entitled to hold and to check that records management retention schedules are being applied effectively across all systems.

Users of our systems use various technologies and methods to access the network, system and transfer data both within the network and externally and therefore files are stored in a range of formats which are listed in the scope.

Staff are predominately based at our Bristol office; there is also a small office in central London providing meeting rooms and hot desks for staff visiting London on business. Both sites are linked to our Colo datacentre which houses our key servers and IT systems. All sites (Bristol & London offices and the Colo site) are linked via JANET (www.jisc.ac.uk/janet) with resilient dual access pipes at each entry point. This in turn provides access on to the Internet. All our information systems, networks and locations will be subject to Data Loss Prevention and therefore any known issues with DLP system interaction should be detailed within the tender.

Aims

The aim of this tender is to procure a software solution to enable the management of in excess of 5TB of unstructured data across both our legacy and active information estate. It will be used to cleanse, reclassify and re-store information and then to support continuous monitoring of enterprise repositories.

As well as analysis of both metadata and content, the solution will need to carry out specific actions at a document level and therefore will need to enable the viewing of actual documents themselves and the metadata simultaneously. Those actions should be able to be performed on multiple documents at a time.

The procurement is aimed at helping HEFCE to comply with the following legislation:

Public Records Act 1958 and Lord Chancellor's Code of Practice

EU Data Protection Directive 95/46/EC

Data Protection Act 1998

Privacy and Electronic Communications (EC Directive) Regulations 2003 (21 2003/2436) and subsequent amendments

General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)

Scope

The solution should provide for the records management of unstructured data across multiple systems including all of our locations, networks, systems, servers, endpoints, workstations, servers and other corporate devices and data systems including cloud-hosted solutions and mobile endpoints.

Technologies that the solution will need to be compatible with include:

- McAfee Security Suite (McAfee Host Intrusion Protection 8.0, McAfee VirusScan Enterprise 8.8i etc.),
- Wi-Fi (Aerohive 6.8r1),
- Cisco VPN (Cisco AnyConnect 4.0),
- VM Ware (vSphere 5.5),

- Citrix XenApp (ExenApp 7.6/XenDesktop 7.6),
- Citrix NetScaler VPX (11.61),
- iGel Thin Clients (Windows 7 Embedded),
- Microsoft Active Directory (Windows 2008 R2 Functional Level, soon to be Windows 2012 R2),
- Microsoft Surface (Windows 8.1,10),
- Laptops (Windows 7, 8.1 and 10),
- Apple iOS devices, Windows Phones (Windows Mobile 8.1, 10),
- Microsoft Windows version 7, 8.1 and 10,
- MS Windows Server version 2012, 2008 R2 ,
- Microsoft Exchange 2010,
- Microsoft ActiveSync for Outlook 2010,
- Microsoft SQL Server (2008-2014),
- Restful Web API,
- HR Records Manager - HPRM 8.3 (and HPE Content Manager 9.1),
- SAS Data Analysis Software (SAS Enterprise Guide),
- Digital Guardian DLP
- Office 365
- Azure
- Our Extranet as well as standard software, such as Microsoft Office 2013 including OneNote files need to be accessible by the solution.

If any of these technologies pose a problem then this should be explained within the tender along with any plans to include them in the roadmap for the future or an explanation as to why this is not possible.

The Software solution will be required to meet the following:

- Search through all information and index files in any format from numerous sources including cloud, file shares and mail servers.
- Identify personal information including bespoke personally identifiable information (PII) using identifiers we create for ourselves, as well as some already present in the product.
- Have a search capability that can 'Find more like this' and be able to identify content that is similar in different records or where a subset of content in a record is similar.
- Use machine learning to recognise shared characteristics of documents in a category and automatically classify new documents into appropriate categories.
- Monitor and assign actions to data owners.
- Enable automated policy enforcement and be able to review and approve policy application and execution including the ability to refine the criteria for redundant, obsolete and trivial data on a per repository basis.
- Provide management dashboards and a variety of standard reports including the ability to create bespoke reports for example, by theme, location or security marking.
- Uses an interface that can be used by non-technical staff.
- Fully audit any activity within the software itself and to report on this, for example audit trails of policy selection criteria and execution as well as logging areas explored.
- Contain role-based security to enable the delegation of different tasks and to control access to repositories, policies, search categories and administrative tasks.

The supplier must be able to provide full technical support and maintenance to HEFCE for the solution . As a minimum we would require the provision of updates and patches for security and performance issues. We would require technical support queries and maintenance available at a minimum of Monday – Friday 8.00 am to 5.30 pm. Technical support queries should be able to be raised via telephone, e-mail, or web portal with a response time of 24 hours. Critical issues which are affecting production system should be dealt with as a matter of priority. In addition, we would require that support would be provided to help set up the system and technical assistance if required to install it as part of the procurement at no additional cost with regular meetings with account managers for the

product at least quarterly to raise any concerns in relation to the product.

The requirements are as follows:

- Index all information across multiple systems and sources including file shares, Windows drives, Statistical Analysis System (SAS), Microsoft Exchange (Outlook emails) as per section 5. We recognise that there are limitations and therefore the vendor should specify the limits of its product's capabilities along with any plans to include them in the roadmap for the future or an explanation as to why this is not possible.
- Categorisation of information should not require users to manually tag information, rather the system should be able to do this itself by analysing the information and sorting it into groups and matching this against pre-defined categories.
- Refinement of categories: adjusting the weighting of a term, the selection threshold, field text (individually or in combination) and being able to use these refined categories in the live context to enable automatic policy execution.
- Train / benchmark using a selection of documents and / or categories that the software can then apply to similar content.
- Single click and / or automatic classification based on rules and the system's understanding of the concepts and context contained in the documents.
- Test area so that draft categories can be created and refined without affecting documents in live systems.
- Find every document which contains information about the same thing as an individual document, ranked by similarity, including 'find more like this' search capability.
- Ability to mark any record found with current government security classifications and for the system to suggest the appropriate marking.
- Able to identify which server the information is on and drill down and view the actual record and take action at that level – Word document, Excel spreadsheet, OneNote etc.
- Able to both manage content according to applied retention schedules with event triggers as well as using document / location metadata to assign policy and automate information policy enforcement and audits.
- Marking as suitable for transfer to The National Archives or other organisations and then being able to tag and move documents (without changing any file meta data) to a defined area and provide a means to assure that the contents haven't changed.
- Integrate the software with our records management solution (HP Records Manager) at no extra cost – potentially as an add-on module.
- Defensible deletion of information – audit logs and ability to record reason for decision within the system and report on this.
- Policies should be able to be created using keywords, metadata and / or example documents, link to the classification scheme within the software and that classification scheme to in turn be linked with appropriate retention and disposal schedules which can be automated.
- Contain standardised template policies with associated automation, for example retention, review and destruction.
- Actions created based on policies, for example: hold, release hold, copy, delete, declare as a record, tag, move.
- Maintain audit trails of policy selection criteria and execution.
- Review and approve policy application and execution
- Generate reports on items marked in a variety of ways, including bespoke reports: for destruction, review by [date]; review by [individual], transfer to [organisation / business area]; consider aligning with [description of area]
- Define the criteria for Redundant, Obsolete and Trivial (ROT) data on a per-repository basis and to be able to analyse those results per repository.
- Analyse and tag data in the system so that policies can be applied. Analysis should be on a range of data attributes, including date fields, file properties (type and size), creator, category matching, custom fields and duplicate assessment against defined masters and the ability to analyse the content of documents to determine if it is similar to other information in other documents (may be part of a document, rather than the whole).
- Role-based security allowing delegation of different tasks and to control user access to repositories, policies, categories and administrative tasks.

- Explain how the solution specifically addresses the legislation aims set out in section 4.
- Describe the backup required for the solution and also what information it retains.
- Include a test specification of the solution. Security assurance testing of the solution is to be carried out by a HEFCE approved and independent third party security company prior to acceptance at the vendor's cost.
- Include additional costs that are not directly related to the supply of the solution, including installation costs, for example server and operating system
- The opportunity for future customisations, adaptation and development of additional features should be described in the response.
- Deliver training to 5-10 super users.
- Maintenance, upgrades and further development of features and associated costs should be included.
- Source Code Escrow arrangements should be described.
- Associated infrastructure costs should be included.

The timetable below provides an outline plan and timescale for information but we will be guided by your proposal.

Contract award	Week 1
Planning & design workshops	Week 2 - 4
Order of software solution placed	Week 2
Supply and installation of equipment	Week 5
Configuration & testing	Week 6 & 7
Piloting	Week 8, 9 & 10
Signoff	Week 11
Health Check / Review with the supplier to ensure that the product has been installed correctly and is working as expected	Weeks 14 - 16
Remedial work if required	Week 16, 17
Final signoff	Week 18

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, the Customer and any specific external stakeholders the Contracting Authority deems required. After evaluation 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	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Commercial	AW4.2	Justification
Quality	AW6.1	Compliance to the Specification

Scoring criteria

Evaluation Justification Statement

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

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	15%
Quality	PROJ1.1	The Solution	35%
Quality	PROJ1.2	Methodology	25%
Quality	PROJ1.3	Project Team and Escalation	25%

Information Only

Questionnaire	Q No.	Question subject
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Quality	PROJ1.4	Data
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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/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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 questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

Guidance on 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.
- 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 Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer'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 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 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff 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 Customer 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.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (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.
- 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.
- 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 ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for modify duration if not 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract 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 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 ITQ consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme 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 from 2nd April 2014. 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

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)