



Invitation to Quote

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

Subject: International Review of Domestic Retrofit Supply Chains

Sourcing Reference Number: CR19063



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

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VAT registration GB618 3673 25
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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.uksbs.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 General Data Protection Regulation (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 who's 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

Your personal data will not be processed outside the European Union

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	Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Alex Thomas
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£50,000.00 excluding VAT
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	Thursday 15 th August 2019
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 23 rd August 2019 11:00am
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Friday 30 th August 2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Friday 6 th September 2019 11:00am
3.10	Date/time Bidders should be available if face to face clarifications are required	Thursday 12 th September 2019
3.11	Anticipated notification date of successful and unsuccessful Bids	Thursday 19 th September 2019
3.12	Anticipated Award date	Thursday 19 th September 2019
3.13	Anticipated Contract Start date	Wednesday 25 th September 2019
3.14	Anticipated Contract End date	Monday 16 th March 2020
3.15	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

Buildings mission:

The Buildings Mission was identified in the Industrial Strategy as one of the [Grand Challenges](#). Heating and powering buildings accounts for 40% of our total energy usage in the UK. By making our buildings more energy efficient and embracing smart technologies, we can cut household energy bills, reduce demand for energy, and boost economic growth while meeting our targets for carbon reduction.

For homes this will mean halving the total use of energy compared to today's standards for new build. This will include a building's use of energy for heating and cooling and appliances, but not transport. One crucial aspect of meeting this challenge is ensuring that the UK supply chain for domestic energy efficiency retrofit is operating as efficiently as possible in order to encourage UK retrofit at the lowest possible price to the consumer.

The need for the international buildings mission research:

Although evidence of how domestic energy efficiency retrofit supply chains operate in different countries exists, it is often limited to one country, or a comparison between two supply chains. There appears to be no international comparisons review at present. This review will collate international evidence on the supply chain across a number of countries in order to present evidence of what works best in different circumstances.

The project is also a response to an assessment of the state of the market for owner occupier energy efficiency set out in the ['Building a Market for Energy Efficiency'](#) call for evidence, published alongside the Clean Growth Strategy, which identified both demand and supply side barriers to growth in the market for energy efficiency retrofit activity.

This project will be used to inform the development of BEIS strategies to improve the efficiency of the UK supply chain for retrofit as part of the Buildings Mission.

2. Aims and Objectives of the Project

The proposed project is an international rapid evidence review of how the domestic energy efficiency retrofit supply chain operates in other countries with the aim of identifying the factors leading to a successful retrofit supply chain and whether they are replicable in the UK market. The review aims to bring the relevant evidence together into one place to create an overview of different retrofit supply chain practices.

This project is part of a series of policy research and initiatives intended to help BEIS meet the ambitions laid out in the Buildings Mission, one of the [Grand Challenges](#) identified in the Industrial Strategy. Recognising that heating and powering buildings accounts for 40% of our total energy usage in the UK, the Buildings Mission aims to

reduce the cost and energy use of UK buildings. One of the ways the Buildings Mission hopes to meet its challenge is by halving the cost of renovating existing buildings to a similar standard as new buildings, while increasing quality and safety.

This evidence review sits alongside other projects designed to inform the development of BEIS strategies to improve the efficiency of the UK supply chain for retrofit. It will do this by identifying lessons that can be learned from best practise examples of supply chain activities that have been established in other countries. This will feed into the suite of evidence currently being collected to meet the Building's Mission ambition of halving the cost of retrofit.

A series of pilots have recently been launched to test approaches for increasing energy efficiency improvements rates for non-fuel-poor homes, by providing support for local supply chain integration and project coordination. There is an aim to share the findings of this project to benefit these pilots.

We have undertaken an initial search of the literature. There is a body of evidence describing the UK retrofit market¹ and comparing the impact of UK government schemes on the retrofit supply chain². These studies give good insight into the current barriers and challenges faced by the UK supply chain in the energy efficiency market, including fragmentation of the supply chain, a lack of public trust and the differing levels of skill in the supply chain. Previous research also frequently recommends improvements that could be made to the UK supply chain but little evidence exists in the UK of the supply chain successfully impacting on retrofit uptake or costs.

A 2017 study compared the US Better Buildings Neighbourhood Programme (US BBNP) and UK Green Deal approaches to retrofit. It found that both programs successfully engaged a high number of assessments/interest in retrofit, but that the US BBNP was far more successful at converting that interest into actual retrofit work. [The study attributed the difference largely to better local engagement and integration of the supply chain.](#)

For this project supply chains will be considered the actors, activities, and processes involved in conducting home energy retrofit. Examples of this may include the logistics, warehouses, delivery process, and installers.

In summary, there are studies that provide relevant insight into the issues that we wish to explore. A first part of the study will be to synthesise (and add to them from other evidence/literature) into one place, and critically analyse them to provide an overarching, comparative assessment of how the domestic energy efficiency retrofit supply chain operates and its impacts on retrofit internationally.

The high-level research questions for the study are:

- Which countries have the most successful domestic energy efficiency retrofit supply chains?

¹ https://www.see.leeds.ac.uk/fileadmin/Documents/research/sri/Installer_Power_final_report.pdf,
https://www.eceee.org/library/conference_proceedings/eceee_Summer_Studies/2017/3-local-action/supply-chain-dynamics-in-the-uk-construction-industry-and-their-impact-on-energy-consumption-in-homes/2017/3-136-17_Owen.pdf/

² <https://www.sciencedirect.com/science/article/pii/S2211467X16300220>

- How do domestic energy efficiency retrofit supply chains operate in different countries?
- How do members of the domestic energy efficiency retrofit supply chain upskill in different countries?
- How do consumers interact with the domestic energy efficiency retrofit supply chain internationally?
- How do the domestic energy efficiency retrofit supply chains interact with central and local government?
- Which key success factors identified in questions 1-5 could be replicated in the UK?

It is anticipated that insight gained into these questions will result in a critical assessment of the characteristics and impacts of different supply chain models and behaviours existing in other countries, along with consideration of their applicability to the UK. For each question we will be considering which factors are the most successful and whether they can be replicated in the UK. Examples of the types of issues that we'd envisage the research exploring within each of these high-level research questions are set out below.

Examples of the types of issues that we'd envisage the research exploring within each of these high-level research questions are set out below.

Supply chain success

RQ1: Which countries have the most successful domestic energy efficiency retrofit supply chains?

Examples of things that might be explored are:

- Which countries have the greatest uptake on home retrofit through the supply chain?
- Which countries have the cheapest home retrofit when delivered by the supply chain? Can this be compared with the cost of general home improvements?
- Which countries have the most highly skilled retrofit supply chain?

Supply chain operation

RQ2: How do domestic energy efficiency retrofit supply chains operate in different countries?

Examples of things that might be explored are:

- What stakeholders operate within the retrofit supply chain?
- How do different members of the supply chain interact with each other? What are the relationships and interactions between manufacturers, sellers, and installers? What are the implications of these relationships for consumer uptake and cost of home retrofit?
- Are there local partnerships that are, or can be, exploited by the supply chain to improve the uptake of retrofit?
- How do retrofit supply chains identify their market? How are retrofit services advertised and sold?

Supply chain upskill

RQ3: How do members of the domestic energy efficiency retrofit supply chain upskill in different countries?

Examples of things that might be explored are:

- How do members of the supply chain gain their skills in home retrofit?
- Is retrofit part of a wider suite of skills or do the suppliers specialise?
- Is training usually undertaken on courses, or is it done peer to peer?
- How frequently do members of the supply chain train in new methods?
- How aware are the supply chain of new techniques? How is awareness gained and spread?
- Does upskilling have an impact on the uptake of energy efficiency retrofit?

Supply chain consumer interaction

RQ4: How do consumers interact with the domestic energy efficiency retrofit supply chain?

Examples of things that might be explored are:

- Is the supply chain for retrofit trusted by consumers? If so, why?
- How has this trust been gained?
- Do supply chain members advise the consumer on further measures they can take to improve the energy efficiency of their home?
- What factors lead to successful upselling of further retrofit measures?

Supply chain government interaction

RQ5: How do the supply chains interact with central and local government regulation?

- Do supply chain members interact with home assessment measures (such as the EPC or equivalent)?
- If so, how?
- How do supply chain members interact with local government regulations such as planning permission?
- How does the supply chain interact with government schemes to promote retrofit loans/grants etc?
- How do supply chains interact internationally with other countries across borders.

3. Suggested Methodology

The suggested methodology is a rapid evidence assessment. A Rapid Evidence Assessment is a tool for getting on top of the available research evidence on a policy issue, as comprehensively as possible, within the constraints of a given timetable. This is a comprehensive review of the available evidence including rating the quality of identified relevant evidence. A REA is more suitable than a full systematic literature review in this case due to budget and time constraints. This Rapid Evidence Assessment should be used to identify successful international retrofit supply chains and transferable lessons for the UK, including lessons from local and national policy, and institutional arrangements.

The project will be split into a search phase and a synthesis/primary research stage as there is some uncertainty over the breadth of available evidence. An initial review of

the literature in the scoping phase of this research has identified relevant literature relating to the international retrofit supply chain, although there is some uncertainty on whether it will be possible to answer all of the research questions with the available evidence.

Phase 1.

Phase one will collate the evidence related to the international retrofit supply chain on a broad scale, using the research questions identified above, though it is unlikely that the REA will answer all of the research questions in the first phase of the project. We envisage academic literature and high quality grey literature will be the primary source of evidence at this stage.

This phase will attempt to identify the most successful international domestic retrofit supply chains which have aspects that could potentially **be replicated in the UK** (i.e. we are not interested in factors dependant on a particular type of housing stock or climate far removed from UK conditions).

In the evaluation questionnaire you will be required to set out how the quality and robustness of evidence is reviewed and the basis for including / excluding evidence. These proposals will then be developed following collaboration with BEIS to ensure methodology is robust and the scope meets BEIS' needs. When bidding for this project, please specify your search strategy. The search strategy, including search type, terms and sources to be searched will be agreed with BEIS. You must have access to relevant journals and databases to ensure that all relevant evidence is accessible to researchers. Ongoing updates between the contractor and BEIS will help to determine the likelihood that the research questions will be answerable with the available evidence and will give an indication of whether the inclusion criteria are appropriate. Once the search is completed, the contractors will screen the studies identified against the inclusion criteria. The contractor will then map the eligible studies against the research questions.

There will be a review point in the contract after the delivery of Phase 1 outputs of the research. We expect this review period to be concluded after 2 days. BEIS reserves the right to terminate the contract after the review. In the event of this happening full costs up to this point will be paid to the successful bidder.

Phase 2.

The second stage of the research will involve doing 'deep dives' into particular countries of interest. It is anticipated that this will involve:

- Reviewing further documentation of how the retrofit supply chain operates in the selected countries. As well as academic literature, this could include policy documents, trade press documents, specific project evaluations and other grey literature.
- If the deep dive literature review exposes evidence gaps in the literature, interviews with experts (academics, stakeholders from the buildings industries or policy makers) in other countries of most interest could be undertaken. These will be used to help ensure relevant literature has been reviewed and gain a deeper understanding of how the retrofit supply chain operates successfully in the selected countries. It is envisaged that around 20 interviews with experts and/or key stakeholders in other countries would be sufficient. It is anticipated that semi-structured interviews without the need for typed transcripts or thematic analysis will be sufficient for the research.

Countries and supply chain characteristics of interest should be agreed with BEIS in advance of the second stage. This will occur as findings emerge from the first phase of the project. Ahead of this, bidders should provisionally suggest a list of countries that might be of interest to explore in detail, and why. These countries should be selected for the success of their retrofit supply chains and should be able to provide comparable lessons for the UK retrofit context.

The bidder should indicate whether they intend to review content that is written in languages other than English, and if they do not they should establish why.

The bidder will also be required to line up an academic peer review as part of their quality assurance process. This is to ensure quality of research and reporting, as well as to provide an external perspective on the project.

4. Deliverables

Bidders should ensure the following is included in the costings and timings for this project:

Phase	Action	Timing (approximate) - completed by
1	Inception of Project	Mid-September
	Expected Inception Meeting	25 th September
	Familiarisation period	Mid-September
	Agreement (and then results) of search strategy	Early October
	Search for Literature	Mid-October
	Finalise plan for phase 2 of the project & Draft discussion guides	Early November
	Analysis of Literature	November
	Phase 1 output	Early December
Review point in Contract		
2	Arranging Interviews	Early January
	Interviews	Late January
	Analysis of regulatory, policy and trade press documents	January
	First draft of report	Early February
	Presentation of findings (before finalising report)	Mid-February
	Final report	Early March

The date of the final report should be planned for no later than March. These timings are indicative and may change subject to BEIS's needs, however contractors are expected to plan and resource appropriately to meet the indicative timetable above and to be able to adapt flexibly should the timetable change.

BEIS reserves the right to terminate the contract at the review point. This review point should be clearly signalled in project plans

Search strategy:

Bidders should further develop and share their search strategy for identifying relevant literature, evidence and regulatory documents. Bidders should allow for flexibility in the search terms (e.g. if new search terms emerge that may be useful to explore or if limited literature is found after an initial search).

Bidders should also provide out a list of evidence sources that have been identified through the search strategy (along with indicating whether a review of these they will be included or excluded in the research).

Phase 2 Plan:

A short plan detailing the work to be carried out in Phase 2 should be provided. This includes the countries and issues that will be explored in detail (and how this will be undertaken).

Topic guides should be created for interviews and time should be allowed for BEIS to provide comments and final sign-off on these.

Phase 1 output:

An output from Phase 1 should be produced. This could be a report or slide pack and include an accessible, high level comparative assessment of the regulatory frameworks that exist in other countries. The output should be of high quality as a standalone report/slide pack should BEIS wish to terminate the contract at the review point.

Presentation:

Near the close of the project the contractors should give a presentation within BEIS to the wider policy team. This should be timed to allow for any comments received to be taken account in finalising the report.

Reports:

At the end of the project (after the final presentation) we require a finalised, fully quality assured report which includes a clear and sufficient technical annex. A matrix of searched literature should also be provided, containing appropriate information about the literature that has been reviewed. The report must be written in plain English and be no longer than 30 pages in length (excluding the technical annex). From experience we expect that 2-3 drafts will be needed to reach the finalised report and these drafts should be delivered well in advance with sufficient time built in for review and comments. Each draft must be proof-read and delivered at a professional and publishable standard. Clear, precise and succinct language is essential. We expect this to be costed and accounted for in the timeline.

Peer Review:

You are required to appoint an external peer reviewer for the project. The provided peer review should aim to align timings of this of this with the first set of comments from BEIS on the first draft of the report.

Publication:

The final report for this research / evaluation project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:

[Checklist for Word accessibility](#)

Word documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost:

- document reads logically when reflowed or rendered by text-to-speech software
- language is set to English (in File > Properties > Advanced)
- structural elements of document are properly tagged (headings, titles, lists etc.)
- all images/figures have either alternative text or an appropriate caption
- tables are correctly tagged to represent the table structure
- text is left aligned, not justified
- document avoids excessive use of capitalised, underlined or italicised text
- hyperlinks are spelt out (e.g. in a footnote or endnote)

Please see Annex A for BEIS Social Research Report Writing Guidelines.

Working Arrangements / Emerging Findings

It is important that BEIS are kept informed of emerging findings and project progress.

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.

Weekly progress updates will be required throughout the project. These can be delivered via e-mail to the BEIS steering group or project manager, and/or phone calls. A monthly progress report will also be required via email followed by a phone call. Any changes to contractor team identified in the bid must be approved by BEIS with a plan for mitigating this to reduce impact on project.

All research tools and sampling methodologies will need to be agreed by BEIS.

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

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.

Annex 1

BEIS Social Research Report Writing Guidelines

1. Introduction

This guide describes the conventions and standards that we expect in the production of written reports and summaries of all social research, consumer insight and evaluation commissioned by BEIS, whether intended for internal use and/or publication.

The aim of this guide is to help authors produce clearly and concisely presented reports, which reflect the needs of BEIS and will be accessible and engaging to their intended audience. These guidelines should help to: streamline the reporting process; reduce the need for extensive comment and redrafting; and maximise the impact of the final report.

These guidelines are the basis for good reporting practice and may not cover all eventualities (in particular, they are not intended to be a guide for conducting social research). Full discussion with the BEIS project manager about the report structure, format and function will be expected in all cases, to ensure the final report is of high quality and meets individual project requirements.

1. General Guidelines

Basic principles to observe:

- Aim for Plain English; keep sentences short, prefer active verbs, and use words that are appropriate for the reader³.
- Assume the audience for the main report and summary to be interested, but non-technical / specialist, readers.
- Reports should provide a **concise but clearly evidence-based** presentation of findings, with a separate conclusions section.
- The **main report should be around 25-30 pages long**, with a standalone **3-4 page executive summary**. Annexes should be used as appropriate to include further information and detail. Any exception to this will need to be agreed with the BEIS project manager at the start of the project.
- **Draft reports** should be as **close as possible to the final version of the report and comply with all standards set out in this document**, unless otherwise agreed with the BEIS research project manager.

The remainder of this guide is arranged as follows:

1. Report structure and style
2. Presenting methods, analysis and findings

³ See for example Plain English Campaign - <http://www.plainenglish.co.uk/crystal-mark/about-the-crystal-mark/the-crystal-mark-standard.html> or Center for Plain Language - <http://centerforplainlanguage.org/about-plain-language/checklist/>

2. Report structure and style

a. Report structure

- The report should contain a standalone executive summary, with a short summary of the objectives, methodology, key findings and conclusions, and normally be no longer than 4 pages.
- The main report should be no longer than 30 pages, unless this has been agreed with the project manager at the start of the project.
- The report should contain an introduction setting out the aims and objectives of the project and the context of the research.
- A short methodology section should also be included and provide sufficient information about the research design, sample and timing, and any limitations for the reader to understand how the findings were generated and interpret the conclusions.
- The findings, which are clearly related to each of the research objectives, should make up the main body of the report.
- Conclusions should be presented in a separate section (N.B. ensure the conclusions are not simply a repeat of the exec summary or vice versa).
- Further relevant information, including detailed methodology, evidence sources, research tools etc., should be included in the annexes.

b. Report layout

- The report should be standardised to the format of the BEIS Report Template (to be supplied by the BEIS project manager), including chapter numbering, heading styles, font size, typeface and line-spacing.
- Be consistent with punctuation, capitalisation and the use of acronyms and abbreviations.
- Use informative chapter and section headings to guide the reader.
- Use bullet lists where appropriate.
- Be consistent with the format, position and labelling of tables, charts and figures throughout the report, following those included in the report template where possible.
- Use chapter, page and paragraph cross-references where necessary.
- Reports should be page-numbered.

c. Report style

- Be consistent in the use of tense. Any research findings should generally be in the past tense - 'the research found... / 20% of respondents reported... etc.'
- Be consistent in the use of terminology - e.g. householders / residents; energy companies / energy suppliers; consumers / consumers etc.
- For abbreviations and acronyms, unless in common English usage, put the name in full when first used followed by the abbreviation or acronym in brackets, and then use the abbreviation.
- In addition, it may be appropriate to also include a glossary.
- Avoid unnecessary jargon. Unavoidable jargon terms should be explained the first time they are used.

d. Bibliography and References

- Number references to published work consecutively throughout the report preferably using Arabic numerals as superscript. References should follow standard citation procedures – for example:
 - Author, A., Author, B. Year. Title of paper. Title of Journal, volume no, pages;
 - Author, A., Author, B. Year. Title of book/chapter, (Editors Title of book) publisher;
 - Author, A., Author, B. Year. Title of report. Available at XXX-web link. (access date)

e. Disclaimer

- A disclaimer should be inserted on the first inside page of the report, as follows: “The views expressed in this report are those of the authors, not necessarily those of the Department for Business, Energy & Industrial Strategy (nor do they reflect Government policy).”

f. Logos

- The BEIS logo is provided on the Report Template. Other logos of the contractor / other parties involved may be placed on the inside front cover.

3. Presenting methods, analysis and findings

a. Key points about presenting evidence

- The report should clearly and fully reflect the agreed aims of the research, be impartial, and clearly indicate when the research took place.
- Findings and conclusions should be clearly related to the objectives and research questions for the study.
- All findings must be clearly substantiated by the evidence, and it should be clear to the reader how conclusions have been drawn and what they are based upon.
- Any recommendations, where requested, should clearly stem from the interpretation of the evidence, where possible being linked back to specific key findings.

b. Presenting the methodology and research tools

- The methodology section in the main report should include enough information for the reader to understand exactly how the findings were generated, including a brief description of the research design; sampling approach, size and response rate; timing and location of fieldwork; and any limitations of the approach (including implications for robustness of data and findings).
- Detailed methodology should be included in an annex, along with research tools, case study details etc.
- For evidence reviews, the approach and criteria for identification, inclusion and weighting of evidence should be clearly explained in the report.

c. Reporting findings

- Any limitations of the evidence should be clearly set out (for example restricted access to participants, gaps in sample coverage, time restraints) and implications for errors / bias in findings.

- In any research study which has included both qualitative and quantitative research, these findings should always be linked and interpreted together in the report.

d. Presenting quantitative research:

- Research findings should normally refer to the respondents in the research rather than the general population (i.e. 20% of respondents thought X rather than 20% of householders / people / consumers) unless the research methodology allows such generalisation - i.e. a random sampling approach. In such cases statistical significance should be referred to.
- However, it is not normally appropriate to use significance testing with non-random samples (e.g. quota samples).
- Any reporting of percentages should make clear the base/total number of respondents on which percentages are being calculated. Percentages should not normally be presented on bases less than 100.
- Sub-group analysis should respect minimum sample sizes for quantification and/or significance testing of differences between groups, related to expected size of change or difference between groups.
- Generalisations from samples should only be made where the sample is sufficiently large and representative to warrant this.
- Where precise figures are not available or not appropriate use the greatest degree of precision possible - e.g. 'around three quarters' or 'the majority'.

e. Presenting qualitative research:

- As part of good qualitative research, corroborating evidence should be used to support and triangulate any findings (including other sources of evidence / data generated or identified by the research). However, there should also be discussion of where there was limited evidence which prevented this.
- Similarly, discussion of any conflicting or rival theories should be presented, e.g. contradictory evidence; absence of evidence.
- It should be made clear that findings relate to the research respondents and are not overarching or generalisable to e.g. the whole population, although may be considered representative of the range of views held by the target group for the research.
- Reporting should make clear the extent to which findings reflect the views of most or few respondents, and/or specific subgroups.
- Very general terms for groups of respondents such as 'stakeholders' should be avoided, rather descriptive terms should be used, as appropriate – e.g. 'local authority representatives' etc.
- Verbatim quotes should be used to illustrate and reinforce a point made in the text, but not as a substitute for presenting a finding. All key points should be illustrated with at least one quote.
- All quotations should be anonymous but give a clear indication of how the respondent fits into the sampling scheme - the details to be included should be agreed with the BEIS project manager before the report is drafted and used consistently throughout (e.g. 'respondent 17, female, homeowner' etc.).

f. Presenting tables, charts, diagrams and statistics

- Charts and diagrams should be used, where appropriate, to illustrate noteworthy findings and to break up the text.
- Supporting narrative should always be included to highlight, explain, qualify or expand on the message of a table or chart.

- Tables and figures should be headed, numbered and sourced. They should always be clearly and accurately referenced in the text.
- Tables of data should normally be presented with row and column totals.
- Base totals should be presented with every table or chart presenting survey data.
- A definition should be given of the base sample, e.g. all respondents (n) or all respondents [within a subset] (n).
- It should be clear whether any percentages are weighted or un-weighted, and where weighting is used both weighted and un-weighted bases should be provided for charts and tables.
- Any weighting used should be explained to the reader, in a way which is understandable to a non-specialist audience.
- Chart axes should be clearly and unambiguously labelled, and use consistent scales, to avoid false comparison between charts.

g. Anonymity

- To preserve confidentiality and anonymity, no identifying details of individual participants in the research or of particular organisations should be included in any report to the Department, unless this has been specifically cleared in advance with the individual or organisation concerned.

h. Previous literature

- Any review of previous literature included in a report of primary research should clearly relate to the aims and objectives of the research. As far as possible, it should also indicate the status of the literature reviewed, whether it has been subject to any rigorous quality control criteria, and how robust any cited findings are.
- Findings or conclusions from previous literature should be clearly differentiated from findings of primary research.
- All sources of evidence should be clearly referenced.

4. Submitting reports

a. Report outline

- A report outline, setting out chapter and section headings, and bullets of what will be covered within each chapter/section, should be agreed with the Project Manager well in advance of the draft report. This should show clearly how each of the research questions have been answered.

b. Draft Reports

- All draft reports should be thoroughly proof read by someone other than the author before submission to BEIS, to minimise spelling and grammar errors and gaps and inconsistencies in information and logic.
- If several authors have contributed separate sections to the report a thorough editorial review is needed prior to submission, to ensure consistent style and avoid unnecessary repetition.
- The date and status of the report should be clear (e.g. Draft 1, June 2016).
- The electronic version of the draft final report should be in Microsoft Word. Other formats should only be used with prior agreement from the BEIS project manager.

c. Interim reports

- If there have been previously disseminated or published interim reports, the final report should show clear links between the emerging findings in the interim report and the findings in the final report.
- Any other work mentioned in the text, including earlier or interim reports, should be fully referenced.

d. Final draft report

- The final draft report should have a further proof-read before submission, following comments and sign-off from the BEIS project manager.

e. Supplying data

- For quantitative research you will be expected to provide copies of cleaned data with documentation at the same time as the final agreed report – this should be presented as excel/CSV or SPSS files. There should be a full and detailed explanation of all labels and variables of the dataset, to allow easy use by researchers within BEIS.
- For qualitative research you will generally be expected to provide transcripts or other notes collated as qualitative data. The data should have clear labels and sufficient explanation to allow further analysis where necessary (e.g. gender, age, geographical location).
- For secondary research / evidence reviews etc. you will be expected to provide summaries and full references of all sources reviewed, e.g. using a proforma developed as part of the research.

Annex 2

Code of Practice

BEIS has developed this Code of Practice from the Joint Code of Practice issued by BBSRC; the Department for Environment, Food and Rural Affairs (Defra); the Food Standards Agency; and the Natural Environment Research Council (NERC) which lays out a framework for the proper conduct of research. It sets out the key aspects of the research process and the importance of making judgements on the appropriate precautions needed in every research activity.

The Code applies to all research funded by BEIS. It is intended to apply to all types of research, but the overriding principle is fitness of purpose and that all research must be conducted diligently by competent researchers and therefore the individual provisions must be interpreted with that in mind.

1. PRINCIPLES BEHIND THE CODE OF PRACTICE

Contractors and consortia funded by BEIS are expected to be committed to the quality of the research process in addition to quality of the evidence outputs. The Code of Practice has been created in order to assist contractors to conduct research of the highest quality and to encourage good conduct in research and help prevent misconduct. Set out over 8 responsibilities the code of practice provides general principles and standards for good practice in research. Most contractors will already have in place many of the measures set out in the Code and its adoption should not require great effort.

2. COMPLIANCE WITH THE CODE OF PRACTICE

All organisations contracting to BEIS (including those sub-contracting as part of a consortium) will be expected to commit to upholding these responsibilities and will be expected to indicate acceptance of the Code when submitting proposals to the Department.

Contractors are encouraged to discuss with BEIS any clauses in the Code that they consider inappropriate or unnecessary in the context of the proposed research project. The Code, and records of the discussions if held, will become part of the Terms and Conditions under which the research is funded.

Additionally, BEIS may conduct (or request from the Contractor as appropriate) a formal risk assessment on the project to identify where additional controls may be needed.

3. MONITORING OF COMPLIANCE WITH THE CODE OF PRACTICE

Monitoring of compliance with the Code is necessary to ensure:

- Policies and managed processes exist to support compliance with the Code
- That these are being applied in practice.

In the short term, BEIS can require contractors to conduct planned internal audits although BEIS reserve the right to obtain evidence that a funded project is carried out to the required standard. BEIS may also conduct an audit of a Contractor's research system if deemed necessary.

In the longer term it is expected that most research organisations will assure the quality of their research processes by means of a formal system that is audited by an impartial and competent third party against an appropriate internationally recognised standard that is fit for purpose.

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at <http://www.ukrio.org/what-we-do/code-of-practice-for-research>

4. SPECIFIC REQUIREMENTS IN THE CODE OF PRACTICE

a. Responsibilities

All organisations contracting to BEIS (including those sub-contracting as part of a consortium) will be responsible for the overall quality of research they conducted. Managers, group leaders and supervisors have a responsibility to ensure a climate of good practice in the research teams, including a commitment to the development of scientific and technical skills.

The Principal Investigator or Project Leader is responsible for all the work conducted in the project including that of any subcontractors. All staff and students must have defined responsibilities in relation to the project and be aware of these responsibilities.

b. Competence

All personnel associated with the project must be competent to perform the technical, scientific and support tasks required of them. Personnel undergoing training must be supervised at a level such that the quality of the results is not compromised by the inexperience of the researcher.

c. Project planning

An appropriate level of risk assessment must be conducted to demonstrate awareness of the key factors that will influence the success of the project and the ability to meet its objectives. There must be a written project plan showing that these factors (including research design, statistical methods and others) have been addressed. Projects must be ethical and project plans must be

agreed in collaboration with BEIS, taking account of the requirements of ethical committees⁴ or the terms of project licences, if relevant.

Significant amendments to the plan or milestones must be recorded and approved by BEIS if applicable.

d. Quality Control

The organisation must have planned processes in place to assure the quality of the research undertaken by its staff. Projects must be subjected to formal reviews of an appropriate frequency. Final and interim outputs must always be accompanied by a statement of what quality control has been undertaken.

The authorisation of outputs and publications shall be as agreed by BEIS, and subject to senior approval in BEIS, where appropriate. Errors identified after publication must be notified to BEIS and agreed corrective action initiated.

e. Handling of samples and materials

All samples and other experimental materials must be labelled (clearly, accurately, uniquely and durably), and retained for a period to be agreed by BEIS. The storage and handling of the samples, materials and data must be as specified in the project plan (or proposal), and must be appropriate to their nature. If the storage conditions are critical, they must be monitored and recorded.

f. Documentation of procedures and methods

All the procedures and methods used in a research project must be documented, at least in the personal records of the researcher. This includes analytical and statistical procedures and the generation of a clear audit trail linking secondary processed information to primary data.

There must be a procedure for validation of research methods as fit for purpose, and modifications must be clearly indicated and traceable through each stage of development of the method.

g. Research/work records

All records must be of sufficient quality to present a complete picture of the work performed, enabling it to be repeated if necessary.

The project leader is accountable for the validity of the work and responsible for ensuring that regular reviews of the records of each researcher are conducted⁵.

The location of all project records, including critical data, must be recorded. They must be retained in a form that ensures their integrity and security, and prevents unauthorised modification, for a period to be agreed by BEIS.

⁴ Please note ethical approval does not remove the responsibility of the individual for ethical behaviour

⁵ Please note that this also applied to projects being undertaken by consortia

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. 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	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Commercial	AW6.2	Non-Disclosure Agreement
Price	AW5.1	Maximum Budget
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.6	Code of Practice
-	-	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 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	20%
Quality	PROJ1.1	Approach/Methodology	30%
Quality	PROJ1.2	Staff to Deliver	15%
Quality	PROJ1.3	Understanding the Project Environment	20%
Quality	PROJ1.4	Project Delivery	10%
Quality	PROJ1.5	Quality Assurance Arrangements	5%

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:

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

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 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. 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 Emptoris 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 Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 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 Emptoris.
- 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 Emptoris e-sourcing tool.
- 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 Emptoris.
- 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

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