



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation**

**Subject: Entrepreneurial-University Eco-System: research support**

**Sourcing Reference Number: CR19014**



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

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
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**Version 3.6**

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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>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

## Section 2 – About the Contracting Authority

### UK Research and Innovation

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

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

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

For more information, please visit: [www.ukri.org](http://www.ukri.org)

### Research England

Research England is a new council within UK Research and Innovation, operating from April 2018. As a key component of the research funding system, Research England will oversee UK Research and Innovation's England-only functions in relation to university research and knowledge exchange. This includes providing grant funding to English universities for research and knowledge exchange activities; developing and implementing the Research Excellence Framework in partnership with the UK Higher Education funding bodies; overseeing the sustainability of the Higher Education research base in England; overseeing the £900 million UK Research Partnership Investment Fund; and the Higher Education Innovation Fund (HEIF).

<https://re.ukri.org>

## 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	UK Research and Innovation- Research England of, Nicholson House, Lime Kiln Close, Stoke Gifford, Bristol, BS34 8SR
3.2	Buyer name	Declan Ward
3.3	Buyer contact details	<a href="mailto:Research@uksbs.co.uk">Research@uksbs.co.uk</a> 01793 867005
3.4	Maximum value of the Opportunity	The maximum value of this opportunity is £50,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Tuesday 05 <sup>th</sup> February 2019 Location- Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	Friday 22 <sup>nd</sup> February 2019 at 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	Tuesday 26 <sup>th</sup> February 2019 at 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Tuesday 05 <sup>th</sup> March 2019 at 14.00
3.11	Anticipated notification date of successful and unsuccessful Bids	Wednesday 13 <sup>th</sup> March 2019
3.12	Anticipated Award date	Friday 15 <sup>th</sup> March 2019
3.13	Anticipated Contract Start date	01 <sup>st</sup> April 2019
3.14	Anticipated Contract End date	Monday 30 <sup>th</sup> September 2019
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Introduction

Research England is a new council within UK Research and Innovation. We oversee UK Research and Innovation's England-only functions in relation to university research and knowledge exchange. This includes providing grant funding to English universities for research and knowledge exchange activities; developing and implementing the Research Excellence Framework in partnership with the UK Higher Education funding bodies; overseeing the sustainability of the Higher Education research base in England; managing the £900 million UK Research Partnership Investment Fund; and administering the Higher Education Innovation Fund (HEIF).

Research England is the contractor for this work but the successful tenderer will work with Professor Andrew Jones of City, University of London as chair of a joint Research England/universities project group.

### 2. Aims

The main aim of the work is to support the work of a RE/universities expert group convened:

- To appraise critically the concept of the “entrepreneurial-university eco-system”.
- To develop a model of its intended outcomes (related to new technology/knowledge-based firm formation), key components (ingredients to entrepreneurship) and key policies and processes (eg enablers, linkages) – what it is, how it works, what it achieves, how it developed and how it can be improved.
- To test the model in a likely well developed eco-system: greater London.
- To advise Research England on the applicability of the model beyond London.
- To identify further steps that might be taken collaboratively across the London university sector and its eco-system to achieve better outcomes. Longer term impacts may include increased R&D intensity in the UK economy, improved international comparative advantage in knowledge/technology intensive start up and scale up, growth and productivity.

This tender is to secure appropriate experts to support the first stage of the project:

- A review/summary of high-level evidence on: expert literature on the concept of the entrepreneurial-university eco-system; and key, relevant facts on the London eco-system (universities and external eco-system participants). The draft review report will inform discussion at the project group's first meeting, and a final version will be published with conclusions of the group at the first stage.
- Supporting discussions of the group and preparing a technical note on options for more extensive evidence gathering in the second stage of the group's work.

It is envisaged that the project will be undertaken in three stages:

- Stage one – critical appraisal of the ecosystem concept, development of an initial conceptual model and an approach to develop the model further through further evidence gathering and wider stakeholder engagement.
- Stage two: test methodology through stakeholder engagement and gain further evidence to substantiate conclusions
- Stage three: develop policy conclusions

### **3. Objectives**

1. Deliver a draft expert/literature review on the concept of the entrepreneurial-university eco-system and a high-level summary of the likely key relevant features of the London eco-system (characteristics of the universities in London and other relevant external partners) as the basis for the initial meeting of project group. It is expected that this report will be based on compiling and synthesising secondary sources, drawing out key insights and conclusions for the work of the group, and will not require any primary data collection. Deliver a final version for publication reflecting any suggestions or amendments made by the project group and RE project lead.

2. Deliver a conceptual model for the entrepreneurial eco-system and support the work of the group to further refine the model through attendance at project group meetings, providing advice as requested by the Chair.

3. Out of the initial review (1) and discussions of the group (2), deliver a draft and final technical note report on the options to compile further/in depth evidence, including primary data collection, to test out the model and substantiate policy insights for national policy-makers and the London system. This is likely to need to include both hard data (numbers and scale of activities; existing networks and linkages) and soft evidence (the networks, cultures etc that enable the eco-system to come together more effectively). The technical note should consider issues such as methods, participants to evidence-gathering, risks and costs. The challenges that are likely to need to be addressed in the technical note include:

- the large scale of the eco-system in London, leading to the need to identify key system participants
  - the need for hard and soft evidence
- Conduct of evidence gathering in the second stage of the project is not the subject of this tender.

### **4. Background to the Requirement**

1. This work builds on the recommendation in the McMillan Review of good practice in technology transfer

<http://webarchive.nationalarchives.gov.uk/20180322111241/http://www.hefce.ac.uk/pubs/rereports/year/2016/>

that further work should be done to investigate the concept of the “entrepreneurial eco-system”. This followed the insights in the McMillan review report around the entrepreneurial characteristics of the areas around Silicon Valley and Kendall Square Boston. This topic is of increased importance in context of the UK Government’s 2.4% R&D target. To achieve the target, it is likely that the UK will need to increase the rate and success of new company formation from universities – from academic/research or graduate entrepreneurship; and technological or knowledge based - as the source of the R&D intensive firms of the future.

2. A project has been initiated by Research England working with senior representatives of a cross section of London Universities to develop options for implementation of the recommendations of the McMillan review on eco-systems. A project group involving universities and wider eco-system participants in London is being appointed to oversee the project. The project is aimed to provide insights for Research England, but also for the university system.



3. Most universities will undertake a range of knowledge exchange inter-actions operating in multiple innovation systems. However, there is significant value for universities in building up an eco-system in their surrounding environs, making enterprise activities more efficient (reducing time constraints on academics and students) and effective (through face to face links). National governments around the world are particularly interested in the economic effects of such eco-systems.

4. The McMillan analysis concluded that the most successful US ecosystem cases are not necessarily transferable or applicable in the UK context. To identify a UK model, the project proposes to use the UK region that has the strongest conducive environment with respect to a wide range of internal/external factors including university density, institutional capacity, entrepreneurial capabilities and access to finance: greater London. The hypothesis is that London presents a reasonably well formed eco-system, where relevant components and their beneficial inter-sections can be most easily identified. A main focus of this project then is to produce a transferable model using London as a case study that could be applied to other UK regions.

5. To reflect UK and London characteristics, the project also aims to develop/expand the USA examples to include focus on:

- a. Given larger scale of universities in USA, this project focusses on collaboration between proximate UK universities in an area, to achieve greater critical mass. This proposal is focussed particularly on the effectiveness of collaboration between universities, and with the eco-system, as a driver of improved entrepreneurial outcomes in London.
- b. Given characteristics of London, its universities and the city-region (diverse discipline strengths and user communities of the city), the focus includes knowledge intensive, as well as technology based, entrepreneurship. This may then include consideration of conditions for entrepreneurship from academics/researchers and students/graduates/alumni.

6. While the London eco-system may be well formed, there likely to be further developments and enhancements that could be achieved. As well as proposing a UK model to be used more widely, the project may also identify steps that might be taken collaboratively between the universities and the eco-system to develop the London system further.

7. The selected tenderers will be responsible for delivery of expert reports to inform the work of the group. Research England, Professor Jones and the group are responsible for decisions on the next stages of the work, and of any policy conclusions and recommendations

8. The work will be overseen by a designated RE lead, responsible for:

- a. confirmation of the work to be conducted under this contract
- b. agreeing final report publication
- c. overseeing support of the group

## **5. Scope**

Included in the scope of the tender

- Initial expert/evidence review
- Oral reporting at the group meetings and other as required
- Technical note

Excluded in the scope of the tender

- Work in the second and third stages of the project, including conduct of the work described in the technical note
- Drawing conclusions and recommendations for national policy or London/institutions

## **6. Requirement**

Overview of requirement

The work will have the following mandatory requirements:

### **1. Detailed work programme**

The researcher will need to agree with the RE project manager the methodology for the overall work programme and the timetable, reflecting timing of the group's meetings. This includes the scope and approach to the initial report on literature review/high level summary statistics; and outline/expectations on the likely scope and nature of the final technical note.

### **2. Initial review paper**

Delivery of the draft, and final report for publication

### **3. Support of the project group**

Attendance at meetings (up to 3) and providing expert advice, drawing on the initial report

### **4. Technical note on evidence gathering for second stage**

Preparation of draft note for discussion at the project group and amended final note. This includes the likely scale, scope, methods, approach to engaging stakeholders/participants, timetable, costs and risks.

Desirable

Attendance at other meetings (indicatively 1 to 2) to discuss the conduct and approach of the fund.

## **7. Timetable**

Anticipated outline timetable for research

April 2019	Agreement with RE/project group on scope and methodology
May 2019	First formal meeting of the project group – presentation of the literature report
June-July 2019	Meetings and discussions of the expert group on conceptual model and technical note
End of July 2019	Delivery of final versions of literature report and technical note

### **Terms and Conditions**

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

## Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. 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	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.1	Maximum price
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<b>Evaluation Justification Statement</b>  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	10%
Quality	PROJ1.1	Approach	25%
Quality	PROJ1.2	Staff to Deliver	20%

Quality	PROJ1.3	Understanding the Environment	35%
Quality	PROJ1.4	Project Plan and Timescales	10%

## Evaluation of criteria

### Non-Price elements

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

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

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

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

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 2<sup>nd</sup> 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](#)