



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of **Natural Environment
Research Council****

Subject **UK SBS Human Dimensions Champion Requirement**

Sourcing reference number **PS16106**

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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

Natural Environment Research Council

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

www.nerc.ac.uk

Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	The Natural Environment Research Council Polaris House, North Star Avenue, Swindon SN2 1EU
3.2	Buyer name	Amelia Stroud
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£40,000 ex 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	19/05/2016 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	26/05/2016 14.00pm
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	27/05/2016 14.00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	03/06/2016 14.00pm
3.10	Date/time Bidders should be available if face to face clarifications are required	Week Commencing 13/06/2016
3.11	Anticipated rejection of unsuccessful Bids date	15/06/2016 14.00pm
3.12	Anticipated Award date	15/06/2016
3.13	Anticipated Contract Start date	01/07/2016
3.14	Anticipated Contract End date	31/12/2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The Natural Environment Research Council (NERC) is the UK's largest funder of independent environmental science, training and innovation, delivered through universities and research centres.

The [Belmont Forum](#) is a high level group of the world's major and emerging funders of global environmental change research and of international science councils. It was co-founded by NERC and the National Science Foundation (US) in 2009. It funds research of common interest and shares best practice in funding and managing research.

Aims

Open exchange of data and information is central to understanding and predicting possible global and regional change, and to ensure research is peer-reviewable and reproducible. The skills to exchange the data and information are developing rapidly along with the development of the technology, of which environmental data are some of the largest components of any area of science. It is apparent that the rapid developments in technology mean that e-Infrastructures in environmental science globally lack enough skilled people who understand data management and data intensive methods in cross disciplinary science to drive this area forward effectively. While training exists in a number of domains, it is frequently restricted in scope. In addition, formal training is typically aimed at university students and early career researchers, but there is also a strong need for established scientists to become more data-enabled and data-proficient. Significant progress in building this capability can be achieved through cataloguing, accrediting and enhancing existing training efforts, filling critical gaps in a nascent global curriculum, and sharing methods for interdisciplinary and transdisciplinary exploitation of data. The Belmont Forum is well placed to stimulate new ways of thinking and working amongst distributed and diverse researchers, data and information scientists and data-enabled domain scientists, enabling them to address global change research challenges better.

On behalf of the Belmont Forum, NERC is seeking to support the development of a globally-recognised cross-disciplinary training curriculum to expand human capacity in technology and data-intensive analysis methods for global change research.

The requirement of the Human Dimensions Champion (HDC) will be to coordinate the identification and analysis of existing training provision across all Belmont Forum members and related agencies, and organise a scoping workshop to define an overall curriculum. Further activities will develop from this point and include the production of a 'Belmont Certification' for courses on the curriculum and also ensuring the roll out of courses across Belmont Forum members.

Objectives

Overall objectives include:

1. Investigate resource gaps and best practice, including in data and information infrastructure, related legal and security issues.
2. Identify, promote, or develop relevant cross-disciplinary education and training that needs to be made available across the Belmont Forum
3. Ensure courses to allow Belmont Forum agencies to develop sustainable human resources in data and information management that conform to best practice
4. Consider requirements across all work packages (Action Themes) to identify possible areas where the Belmont Forum could contribute to sustainable training initiatives
5. Develop a cross-disciplinary training curriculum to expand human capacity in technology and data-intensive analysis methods for global change research, and increase the number of scientists with cross-cutting skills and experience in best practice.

Background to the Requirement

On behalf of the Belmont Forum, NERC, together with NSF, brought together domain scientists, computer and information scientists, legal scholars, social scientists, and other experts from more than 14 countries to establish recommendations on how the Belmont Forum and its members can implement a more coordinated, holistic, and sustainable approach to the funding and support of global environmental change research.

Conclusions were drawn from a series of collaborative scoping activities, including a survey of the global change research community, conducted as part of an extensive 18-month international review on the state of global data management, networking, computing, legal issues and governance.

The Community Strategy and Implementation Plan (CSIP) entitled "A Place to Stand: e-Infrastructures and Data Management for Global Change Research", was released in August 2015. The report explains the recommendations on how the Belmont Forum can leverage existing resources and investments to foster global coordination in e-Infrastructures and data management.

The CSIP presents an initial path forward through a number of recommendations, namely;

1. Adopt Data Principles that establish a global, interoperable e-infrastructure with cost-effective solutions to widen access to data and ensure its proper management and long-term preservation. Researchers should be aware of, and plan for, the costs of data intensive research.
2. Foster communication, collaboration and coordination between the wider research community and the Belmont Forum, and across Belmont Forum projects through a Data and e-Infrastructure Coordination Office established within a Belmont Forum Secretariat.
3. Promote effective data planning and stewardship in all Belmont Forum agency-funded research to enable harmonization of the e-infrastructure data layer through enhanced project data planning, monitoring, review and sharing.
4. Determine international and community best practice to inform Belmont Forum research e-infrastructure policy, in harmony with evolving research practices and technologies and their interactions, through identification and analysis of cross-disciplinary research case studies.
5. Support the development of a cross-disciplinary training curriculum to expand human capacity in technology and data-intensive analysis methods for global change research, and increase the number of scientists with cross-cutting skills and experience in best practice.

These recommendations have the potential to transform the way data are used and research is conducted by accelerating discovery, increasing the value of research in decision-making, and catalysing changes throughout the economy and society that are of value to all citizens.

The first recommendation to adopt data principles and policies was agreed at the 2015 plenary meeting of

the Belmont Forum in Oslo.

The remaining recommendations will be delivered through a number of Action Themes, of which Action Theme 4: Human Dimensions (relevant to recommendation 5) will be led by NERC and delivered by the Human Dimensions Champion (HDC).

The overarching objective of action theme 4 is to develop a curriculum that can be replicated and work with the Belmont Forum members to: 1) ensure Belmont Forum researchers incorporate effective data plans into their work; and 2) attract and prepare a new wave of researchers to conduct data-intensive environmental change research to meet global change challenges, and 3) facilitate their ability to develop new opportunities for cross-disciplinary research through collaboration with existing best practice in data management and data-intensive research.

The curriculum should focus on developing skills which support the theory and methods for handling and analysing multidisciplinary science through local and cloud-based tools, data standards and data management best practices for reproducible environmental science, linked to relevant environmental questions. This training will build upon courses delivered in national contexts (such as degrees), and will not only teach the needed skills and ensure common implementation of standards, but will also provide all attendees with a toolkit they can use to deliver and cascade the knowledge and skills through their own communities (both geographical and discipline).

In delivering the main objectives of Action Theme 4 the HDC provider will primarily link into the overall e-Infrastructure activity via the Coordination Office (CO) and the Science Advisory Board. Various aspects of the requirement will be carried out with the support of the CO who will also facilitate communication and coordination between the Action Themes and with the Belmont Forum members. Developments will be taken from action themes 2 and 3 to feed into what's required in the training curriculum and therefore the HDC will need to work with the other theme champions, either directly or through the CO.

The other Action Themes are;

Action Theme 1: Coordination Office –to oversee the wider action and ensure that all activities are carried out in a joined up way, as well as linking the e-Infrastructure action with the Belmont Forum Secretariat and external stakeholders .

Action Theme 2: Data Planning – this relates to best practice in data and information stewardship

Action Theme 3: e-Infrastructure – will look at examples/case studies of the way researchers use data and e-infrastructure in large interdisciplinary investigations to identify best practice.

Scope

Included:

FTE and T&S for the HDC requirement. It is anticipated that the HDC will need to attend/hold approximately ten UK stakeholder meetings (including those with NERC) and up to eight International stakeholder meetings (virtual or co-located meetings preferable).

Close liaison with the e-Infrastructure Coordination Office and Science Advisory Board (expected through virtual meetings e.g. tele/video conferencing).

Budgets for staging of the workshop (venue and catering) should be included and the HDC provider should have some ideas on the most efficient/cost effective way of delivering this aspect of the requirement. It is hoped that the HDC provider will make use of leveraged connections, including their own and those of NERC and other BF partners, to deliver the scoping workshop and it is expected that discussions with NERC will take place to finalise this once the HDC provider has been appointed.

Excluded:

T&S for attendees at the workshop.

Working with other action theme champions on activities unrelated to the goals and objectives of the Human Dimensions action.

Venue hire for international stakeholder meetings.

Requirement

- The identification and analysis of existing provision and gaps across all Belmont Forum countries, work with the Coordination Office to compile a database of these activities (to be maintained by the CO).
- Organise and run a scoping workshop to bring together key stakeholders and experts to define an overall training curriculum
 - Consider at what stages of the “career pipeline” skills and training needs should be addressed
 - Consider how we can better utilize and gain added value from existing training activities across all Belmont Forum members and relevant stakeholders
 - Consider mechanisms for the sustainability of the curriculum going forward
- Produce the final curriculum for delivery to the Belmont Forum.
- Develop a set of recommendations on how Belmont Forum partners can maximize participation in training activities individually and collectively
- Ensure that information about the provision of courses is disseminated widely across Belmont Forum members
- Develop a ‘Belmont Certification’ for existing or new courses under the curriculum
- Coordinate roll out of identified courses by subject/area across Belmont Forum partner countries

Regular contact with NERC will be established in order to ensure that the objectives are being carried out and deliverables are on target. Quarterly review meetings to be held between the HDC and NERC lead.

Throughout the duration of the requirement the HDC will be expected to collaborate and liaise closely with the Coordination Office and other Action Theme Champions as required.

In order to minimise carbon footprint and operate within budget, wherever possible collaborative working and meetings should be carried out through remote contact, e.g. video/tele conferencing, or col-located meetings.

Timetable

The HDC requirement should start by 1st July 2016 and is expected to last for 18 months but without the requirement of 1.0 FTE effort for the full duration of that period. The expectation would be for approximately 100 days of effort spread over the duration of the contract.

The initial activities up to writing the curriculum are relatively well defined and have some definite timescales for completion. Later activities around the 'Belmont Certification' and roll out of actual training courses are expected to develop as the Human Dimensions Action Theme and wider e-Infrastructure action progresses. Timelines for delivery of these later activities will be discussed and agreed with the NERC lead and once agreed will be expected to be delivered to schedule.

Targets [all dates on calendar year basis]:

1. Identify existing training initiatives and gap analysis: starting from appointment to be achieved by mid Q3 2016
2. Organise scoping workshop to be held in late 2016 (late Q3/Q4 and no later than December 2016)
3. Define curriculum: curriculum to be completed in early 2017 (by end of Q1)
4. Develop a 'Belmont Certification' for existing or new courses under the curriculum – Q2 2017 onwards (to be agreed with NERC as action progresses)
5. Coordinate Roll out of identified courses by subject/area across Belmont Forum partner countries - Q2/3 2017 onwards (to be agreed with NERC as action progresses).

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem 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 ($5+5+6=16\div3=5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS 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	Please outline and demonstrate the skills and expertise, relevant to the successful delivery of this requirement, of each person involved in your bid.	15%
Quality	PROJ1.2	Please outline your proposed project plan and timescales, and identify any risks and how you will mitigate them when delivering this requirement.	10%
Quality	PROJ1.3	Demonstrate you have an understanding of the current issues in data management for interdisciplinary research at the interface of the environmental and social sciences.	15%
Quality	PROJ1.4	Please demonstrate your knowledge and understanding of the current state of data science curricular and key activities across the Belmont Forum member countries.	15%
Quality	PROJ1.5	Please describe how you would work on an international multi partner basis in order to deliver the objectives of the HDC for all the Belmont Forum members.	10%
Quality	PROJ1.6	Who do you consider are the key stakeholders you will need to engage with to deliver this work and how will you develop relationships with these stakeholders	15%
Quality	PROJ1.7	Please provide a CV (max 2 sides A4) for anybody included in the proposed provision of this requirement.	For Information Only

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

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

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

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score}/\text{Total Points}$ 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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS 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 UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS 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 UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

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