

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Space Agency (UKSA)**  
**Subject: Size and Health of the UK Space Industry 2020**  
**Sourcing Reference Number: CR20058**

**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.  
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VAT registration GB618 3673 25  
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Version 3.0

**UKSBS**  
*Shared Business Services*

## Table of Contents

Section	Content
1	<a href="#">About UK Shared Business Services Ltd.</a>
2	<a href="#">About the Contracting Authority</a>
3	<a href="#">Working with the Contracting Authority.</a>
4	<a href="#">Specification</a>
5	<a href="#">Evaluation model</a>
6	<a href="#">Evaluation questionnaire</a>
7	<a href="#">General Information</a>

## Appendix

Annex 1 - Size & Health of the UK Space Industry 2018

Annex 2 - Size and Health Questionnaire

Annex 3 - The Case for Space 2015

# 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.

## **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 whose 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](mailto: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](mailto:dataprotection@beis.gov.uk).

## Section 2 – About the Contracting Authority

### UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28,900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

#### **UK Space Agency achievements include:**

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

[www.BEIS.gov.uk/ukspaceagency](http://www.BEIS.gov.uk/ukspaceagency)

## 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 Space Agency (UKSA), Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1SZ
3.2.	Buyer name	Alex Thomas
3.3.	Buyer contact details	Research@uksbs.co.uk
3.4.	Estimated value of the Opportunity	£65,000.00 Excluding VAT.
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing 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 on Contracts Finder	Monday, 3 <sup>rd</sup> August 2020
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Wednesday, 12 <sup>th</sup> August 2020 11:00am
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Friday, 14 <sup>th</sup> August 2020
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Tuesday, 18 <sup>th</sup> August 2020 11:00am
3.10.	Clarifications if required	Monday, 24 <sup>th</sup> August 2020
3.11.	Anticipated notification date of successful and unsuccessful Bids	Tuesday, 1 <sup>st</sup> September 2020
3.12.	Anticipated Contract Award date	Tuesday, 1 <sup>st</sup> September 2020
3.13.	Anticipated Contract Start date	Tuesday, 8 <sup>th</sup> September 2020
3.14.	Anticipated Contract End date	Friday, 5 <sup>th</sup> February 2021
3.15.	Bid Validity Period	60 Days

## Section 4 – Specification

### Background

The UK Space Agency is responsible for all strategic decisions on the UK civil space programme and provides a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £14.8 billion year to the UK economy and directly employs around 41,900 employees, with an average annual growth rate of almost 3.3% and 4.3% respectively.

- We are responsible for:
- leading the UK's civil space policy
- building a strong national space capability, including scientific and industrial centres of excellence
- co-ordinating strategic investment across industry and academia
- working to inspire a growing, skilled UK workforce of space technologists and scientists
- working on national and international space projects in co-operation with industry and academia

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), national space agencies and the United Nations.

The UKSA engages in a considerable range of activities, which include;

- The Government's Industrial Strategy includes £50m of support to establish small satellite launch and sub-orbital flight from UK spaceports, making the UK a one-stop shop to build, launch and operate new services.
- Around £374m of the UKSA's annual budget is spent with the European Space Agency. Some recent UK successes include; breakthroughs in demonstrating the possibility of space-based Gravitational Wave technology through the Lisa Pathfinder mission. The UK has built a Rover due to explore the surface of Mars in 2021.

In 2010, the UK Space Agency commissioned the first wave of the Size and Health of the UK Space Industry, a survey of organisations in the UK that supply or make use of the space sector. With Standard Industry Classification (SIC) codes unable to provide an adequate definition of the sector, this is the definitive source of evidence on the size of the UK space industry and its key characteristics. The survey is used to:

- establish the industry's general size and health;
- inform industry and government
- add to the UKSA's evidence base
- input into the formulation of UK space policy
- track progress towards policy objectives, such as those set out in the Space Innovation and Growth Strategy 2014-30).

This research has taken place on a biennial basis, with waves in 2010<sup>1</sup>, 2012<sup>2</sup>, 2014<sup>3</sup>, 2016<sup>4</sup> and most recently in 2018.

One of the on-going considerations of the work has been developing our definition of the space sector, both in terms of its overall segmentation (e.g. upstream vs downstream), and what specific companies should be considered to be part of the sector. The space sector is tricky to define, and much attention has been given to questions of taxonomy over the years. As with previous surveys, the question of where to draw the boundary will be an important one for this project, and we will look to go beyond a narrow 'upstream' and 'downstream' definition. We would invite bidders to familiarise themselves with previous research on this topic, including:

- The Size and Health of the UK Space Industry 2018 (Annex 1)
- The survey questionnaire from the previous wave of Size and Health (Annex 2)
- The Case for Space (Annex 3) (which builds on the 2014 survey)

The Size and Health survey is also a key vehicle through which to provide data for the UKSA results framework, which sets out the UKSA's various inputs, activities, outputs, outcomes and impacts and provides us with a means against which to monitor the health of the sector and the effectiveness of our activities. A copy of this can be provided on award of contract.

Whilst the UKSA is keen to continue the work and secure a new wave of data, considerable attention has also been given to the coronavirus pandemic, which carries a number of significant implications for this research and the way in which it is run. It is particularly important that we ensure that any associated burdens responding to the survey are minimised on an industry that is already facing the significant impact of the pandemic.

The overall aim of this work will therefore be to undertake a *light touch* 2020 Size and Health of the UK space industry survey, covering the time period 2017/18 and 2018/19, with a minimised burden on industry.

Given the light-touch nature of this work, we anticipate this should take a broadly similar approach to the one taken in 2018 but focus on securing the core information associated with the survey (i.e. income, employment, GVA, exports, and contribution to the wider economy).

Additionally, whilst new editions of the survey offer the opportunity to ensure that our definition of the sector is sound, questions are refined, and potentially to collect new and useful information, there is a need to collect like-for-like data, ensuring comparability, and continuing the time series.

With particular focus on avoiding unnecessary burden on respondents, as well as consistency between previous waves, bidders are invited to suggest methodologies for how to conduct the 2020 Size and Health of the UK Space Industry research.

## Aims and Objectives of the Project

This survey should provide us with a new wave of data covering the financial years, 2017/18 and 2018/19, and estimated data for 2019/20.

One of the most important elements of the Size and Health surveys is the time series data it provides, making it the most important resource we have for tracking progress and growth in the UK space industry. It is essential for understanding its main characteristics, such as trends within sub-sectors, sources of revenue, and future expectations. New, consistent data will enable us to track performance against the targets set out in the 2014-2030 space innovation and growth strategy, feed into the UKSAs results framework, and helps inform policy design.

Whilst our understanding of the sector can always improve, in particular around the 'wider space economy', we don't anticipate making any substantial changes in definitions or question design this year.

We attach the survey used in the 2018 round of this research in annex 1. Ensuring consistency between the what questions are included, and the way in which they are asked is important, as it subsequently impact on comparability of data. We expect the successful bidder to be able to synthesise the survey results into a report that provides information and comments on trends in (at a minimum):

- Basic company details
- Turnover & output
- Employment
- Customer breakdown
- R&D spend (in line with the latest OECD Frascati Manual)
- Exports (including location breakdown)
- Future expectations

We are also interested in analysis at the sub-sectoral level (e.g. manufacturing, operations, applications, ancillary services). Again, we are keen to ensure the ability to spot trends at these levels. We have also historically looked at the regional breakdown of this information (e.g. the ability to drill down to county, local enterprise partnership and other economic development agency levels).

Given the on-going pandemic we are also particularly interested in obtaining any information about its impact within the space industry. Specific areas to explore might include any Impact experienced to date on any of the key survey metrics (income, employment etc) or anticipated in future.

There are also opportunities (bearing in mind the need to minimise survey burden) to extend the survey to collect some useful new information.

This survey also offers the opportunity to provide data to support the UKSA's new results framework. One area of the results framework that this survey could source information for without adding significantly to the length of the survey is an indicator relating to industry and academic engagement, including;

- What proportion of respondents' report having engaged with the UKSA over the last 2 years?

- What proportion of those who have engaged are satisfied with the quality of the engagement?

Historically, we have also been interested in identifying a range of wider information, although the value of this information should be balanced against the increased response burden associated with collecting it.

- 'Ripple' or second order spending effects
- Impact of public funding, where we know companies have been in receipt
- Interactions with public institutions (e.g. UKSA, Satellite Applications Catapult, Innovate UK)
- More detail on ESA and EU funding
- Untangling what is UK, what is non-UK for multinationals
- Barriers to growth
- Opportunities for growth
- Any impact of UKSA initiatives

We also welcome any other relevant suggestions from bidders of additional information that would be worthwhile to collect.

The population for the survey will be all companies in the space industry. As noted above, this raises definitional issues and while there has been progress in reaching a consensus on how to define the sector through the work of the OECD, ESA and national space agencies, a firm definition has not yet been reached. For many companies in the upstream and downstream space industries it is more clear-cut, though in the so-called 'wider space economy' it is less obvious which companies are in or out. Our working definition is

*'companies for whom, if satellites are turned off, their business model is severely disrupted even after an appropriate adjustment time has passed'*

However, size and health 2016 offered an improved approach to identification and segmentation which we have used since. This approach uses a multi-tiered segmentation framework, consisting of the following levels;

- Space Manufacturing (SM)
- Space Operations (SO)
- Space Applications (SA)
- Ancillary services (AS)

In turn these categories can be combined to create the following;

- Space Industry; combining SM + SO + AS + SA
- Space economy; combining space industry + users + technology / innovation adopters.

This then maps onto the upstream / downstream, maintaining consistency but providing more depth.

We note above that consistency and good time series data is important, though at the same time bidders should recognise that our understanding of the nature of the sector evolves over time, and this survey (as our primary source of evidence on the sector) should use the best definition possible. Nevertheless, it is important that the survey results avoid issues such as spurious growth, where supposed growth is actually due to 'casting the net more widely' through the inclusion of a larger number of companies than in previous surveys. Bidders are invited to set out their proposed approach to this and a number of other methodological issues, which are set out in the section below.

The geographical scope for this project is Great Britain and Northern Ireland.

### **COVID-19 critical considerations**

Understanding how to manage the delivery of this work in light of the coronavirus pandemic is of the utmost importance.

### **One particularly important consideration is the survey response rate.**

This has been arguably the biggest single challenge in previous surveys, with implications for the overall robustness of the outputs from this work.

We would invite bidders to comment on how they will work to ensure that it is as high as possible for this survey, balanced against the need to minimise burden on respondents.

## **Suggested Methodology**

The successful bidder will survey firms in the UK space industry. As previously mentioned, this has historically been delivered as an online survey, though we are open to alternate approaches (e.g. telephone surveys), though bidders should highlight the relative benefits / drawbacks of this in terms of things like response rate, cost, and data quality and analytical requirements, and importantly, the associated burden of each approach on respondents.

Further desk-based research will then be required to identify companies in the wider space economy where (for example) they may not be members of a space trade association.

As a relatively small (but economically important) sector, one advantage that we have for this survey is a good network of contacts throughout the sector. We will use these to help identify companies and to promote the survey. Nevertheless, industry knowledge and existing relationships within the sector will be an advantage to bidders, as this will help to maximise response rate.

Another important consideration is who in an organisation is best placed to provide the data we require. Naturally, the best contacts within each company will vary – it could be an owner, a chief financial officer or another member of staff, depending on the size or ‘type’ of company.

Questions to be covered are set out in the aims and objectives section above. We invite bidders to comment on potential approaches to these questions (building off the 2018 questionnaire which is attached as Annex 2)

In the last survey, responses were received from a total of 276 companies (full and partial responses), from the more than 1000 organisations contacted. Though overall estimates are based on a slightly higher figure (454 non-respondents) which included companies where responses were estimated from previous responses, or where answers were deduced from statutory annual accounts.

Bidders should be clear in their proposals about how they intend on ensuring the 2020 will be kept light-touch, which might include;

- Increased reliance could be placed on making estimates from previous data or statutory annual accounts.
- A more limited subset of key information obtained through the survey to maintain long-term trends for income and employment, with less focus on the more detailed breakdowns.

- Historically the survey has offered a “short-route” which could be used as the default approach for respondents.

We suggest that a potential sample of 250 survey responses for the current work, although this number will in part depend on the methodological considerations outlined above. For example, though the overall number of responses might remain at around 250, an increased number would be short responses rather than full. On the other hand, a bid might also justify a smaller number of direct survey responses through increased reliance on secondary analysis, or extrapolation from historic data.

Bidders should also comment on other general methodological issues in their bids. These include:

- The subsequent impact of taking a lighter touch approach on the quality of data (i.e. through decreased number of survey responses)
- Treatment of large companies such as Sky UK Limited (formerly known as B SkyB) which may be part-space, part non-space
- Treatment of multinationals where their operations span many countries, i.e. how the UK industry share will be identified
- How to reconcile consistency with the previous size & health surveys with the improved understanding of the sector as set out in the *Case for Space 2015 (Annex 3)* report, OECD research and elsewhere
- How to identify ‘fringe’ space industry companies
- Selection issues – responses to questions not being answered by representative companies
- How responses will be quality assured

## Deliverables

All contractors are to ensure the following are included in the costings for this project:

- Project kick-off meeting minutes and action plan (Est 1<sup>st</sup> week September)
- Questionnaire development (mid-late September)
- Provision of underlying dataset of survey results and secondary analysis – to be owned by the UK Space Agency following conclusion of the project (Feb 2021)
- Weekly updates on emerging findings and project progress (ongoing)
- Draft report allowing reasonable time for UKSA to comment (Est January 2021)
- Quality assured final reports including requested subnational / sub sector reports (for internal Agency use only)
- Summary poster / infographic
- Slide pack summary including presentation of results
- Presentation of the findings internally for UKSA and key stakeholders

## Publication

The final report for this research / evaluation project must be formatted according to UK Space Agency publication guidelines, adhering to UKSA/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)
- Datasets to support those to be published in the final report must be provided in an accessible format (CVS, Excel) on submission of the report.

### **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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation 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	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
<p>In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.</p>		

## 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	50%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the Environment	10%
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.
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All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

**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:  $\text{Score/Total Points multiplied by 50}$  ( $80/100 \times 50 = 40$ )

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 Delta eSourcing 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 Delta eSourcing, Telephone 0845 270 7050
- 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 the Delta eSourcing Portal.
- 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 Delta eSourcing Portal.
- 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 the Delta eSourcing Portal.
- 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**

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

## Appendix

### Annex 1 - Size & Health of the UK Space Industry 2018



Annex 1 - Size &  
Health of the UK Spi

### Annex 2 - Size and Health Questionnaire



Annex 2 - Size and  
Health Questionnair

### Annex 3 - The Case for Space 2015



Annex 3 - The Case  
for Space 2015.pdf