



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) - Engineering and Physical Sciences Research Council (EPSRC)**

**Subject:** Collection of the Outcomes and Outputs from the EPSRC Inclusion Matters Investment

**Sourcing Reference Number:** PS21236

**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  
VAT registration GB618 3673 25  
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Version 7.0

**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 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.

[Inclusion Matters - EPSRC website \(ukri.org\)](#) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](#)

- 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)

### Engineering and Physical Sciences Research Council (EPSRC)

EPSRC is the main funding agency for engineering and physical sciences research. Their portfolio covers a vast range of fields from healthcare technologies to structural engineering, manufacturing to mathematics, advanced materials to chemistry.

<https://epsrc.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 & innovation (UKRI), EPSRC, Polaris House, North Star Avenue, Swindon SN2 1FL									
3.2.	Buyer name	Alastair McDonald (UK SBS on behalf of UKRI)									
3.3.	Buyer contact details	professionalservices@uksbs.co.uk									
3.4.	Maximum value of the Opportunity	<p>£150,000.00 (Exc. VAT) as:</p> <table> <tr> <th>Deliverable</th><th>Anticipated Date</th><th>Payment</th></tr> <tr> <td>Satisfactory Review of Draft Case Studies</td><td>Monday, 31<sup>st</sup> January 2022</td><td>30%</td></tr> <tr> <td>Final Report Based on Study Findings Agreed by EPSRC</td><td>Thursday, 31<sup>st</sup> March 2022</td><td>70%</td></tr> </table> <p>(subject to satisfactory financial check)</p>	Deliverable	Anticipated Date	Payment	Satisfactory Review of Draft Case Studies	Monday, 31 <sup>st</sup> January 2022	30%	Final Report Based on Study Findings Agreed by EPSRC	Thursday, 31 <sup>st</sup> March 2022	70%
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Final Report Based on Study Findings Agreed by EPSRC	Thursday, 31 <sup>st</sup> March 2022	70%									
3.5.	Process for the submission of clarifications and Bids	<p><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>.</b></p> <p><b>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></p>									

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Tuesday, 2 <sup>nd</sup> November 2021
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Monday, 15 <sup>th</sup> November 2021 11:00am
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Wednesday, 17 <sup>th</sup> November 2021
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Wednesday, 24 <sup>th</sup> November 2021 11:00am
3.10.	Date/time Bidders should be available if clarifications are required	w/c Monday, 29 <sup>th</sup> November 2021
3.11.	Anticipated notification date of successful and unsuccessful Bids	Thursday, 9 <sup>th</sup> December 2021

[Inclusion Matters - EPSRC website \(ukri.org\)](#) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](#)

3.12.	Anticipated Contract Award date	Friday, 10 <sup>th</sup> December 2021
3.13.	Anticipated Contract Start date	Friday, 17 <sup>th</sup> December 2021
3.14.	Anticipated Contract End date	Thursday, 31st March 2022
3.15.	Bid Validity Period	90 Days

## Section 4 – Specification

### Overview of Requirement

The Engineering and Physical Sciences Research Council (EPSRC) wishes to commission a study to gather outcomes, outputs and other intelligence to demonstrate the impact and successes of the research and interventions that EPSRC has funded through the Inclusion Matters (IM) portfolio.

This study should focus on highlighting specific impacts and success (in Research, Skills, Society, Innovation and Policy) in both academia and industry that the Inclusion Matters portfolio has contributed to e.g., culture change in the engineering and physical sciences research and innovation system, disseminating and embedding EDI good practices and policy etc. The key deliverables for this study will be to conduct a perception survey to create evidence of how the IM portfolio has helped to accelerate culture change within the engineering and physical sciences, to develop high quality case studies and exciting stories that highlights the findings and to provide a detailed report that gathers together the outputs, outcomes and impacts.

### Completion Date

- The final case studies will be delivered by 31 March 2022 with drafts provided to EPSRC for review by 31 January 2022, prior to an interim review of progress.
- The final report will be delivered by 31 March 2022 with a draft provided to EPSRC for review by 31 January 2022, prior to an interim review of progress.

### Background

Launched in 2018, UK Research and Innovation (UKRI) is a public body sponsored by the Department of Business, Energy and Industrial Strategy (BEIS). UKRI brings together 7 disciplinary research councils including EPSRC and is responsible for supporting research and knowledge exchange at higher education institutions in the UK. UKRI aims to foster and develop a diverse and inclusive research and innovation environment in which everyone is encouraged and supported to contribute on the basis of their talents and skills.

Fostering equality, diversity and inclusion (EDI) is important to EPSRC. In the 2019 EPSRC Delivery Plan accessing talent through equality, diversity and inclusion is one of 12 priorities to support the enriching of the engineering and physical sciences portfolio by supporting talented people to unlock their potential to generate economic growth and societal impact. The Delivery Plan sets out our ambition to create a research and innovation environment which fully supports EDI for everyone. We work in partnership and take an ambitious, holistic approach to EDI that builds on existing activity within the engineering and physical sciences community and shared expertise across UKRI. We commit to addressing challenges specific to our community, ensuring fairness and inclusivity for all in everything we do, and develop and implement new interventions to bring about change and evaluate their effectiveness. We share our knowledge, experiences and ideas while listening to and learning from others.

In 2018, EPSRC piloted a first of its kind Inclusion Matters call for research proposals 1 and subsequently funded 11 highly ambitious and inspiring Inclusion Matters projects. The call aimed to accelerate behavioural and increase diverse and inclusion in the engineering

[Inclusion Matters - EPSRC website \(ukri.org\)](https://www.ukri.org/inclusion-matters/) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](https://www.ukri.org/delivery-plan-2019/)



and physical sciences with respect to EDI. A total of £5.5M funding was awarded to 11 leading institutions with an additional leverage of a minimum of £2.1M, with a total of 22 institutions participating as either a Principal Investigator, Co-Investigator or project partner<sup>2</sup>. The project partners include 19 business bodies and 9 learned societies, and the academic partners span across 9 regions in the UK.

The projects are 24 months in duration (except STEM Equals at the University of Strathclyde is 4 years in duration) and are at the final phase. The progress of the projects has been affected by the ongoing Covid pandemic and most have been extended until December 2021.

The focus of these 11 projects can be found in Annex B. The key topic areas include culture change, inclusive spinout companies, recruitment and retention, research grant success rates in peer review process, age and career progression, and exploring bias to inclusion of under-represented groups. Some of the activities to address the above areas include: online training portal for disability inclusive science careers, gender and LGBT initiatives, developing an evidence database, using technology to support building international collaborations, national library of EDI literature and policies, inclusive linguistics, reciprocal/ shared-characteristic mentoring, designing organisational strategies.

Three key aspirations for the Inclusion Matters portfolio are to:

- Investigate in detail the barriers and experiences of the EPS research community,
- Provide a mechanism to work in partnership with universities to address the challenges,
- Develop, disseminate and evaluate new thinking and approaches in the EDI space.

To ensure impact beyond the immediate organisations involved, the Inclusion Matters grant holders were asked to:

- Collaborate: beyond their local department and institution and reach out to work collaboratively and share information with other organisations.
- Communicate: capture, exchange, disseminate and embed good practice across an institution, between institutions and ultimately more broadly across the sector, sharing best practice, advocacy, consultation and celebration.
- Lead: take the lead in promoting new approaches and in doing so raise awareness of equality, diversity and inclusion issues across the sector and act as ambassadors.
- Evaluate: build on the existing evidence base, drawing relevant learning from other sectors, and ensuring that the impact of funded activities on equality, diversity and inclusion is appropriately assessed and benchmarked.

A key aspect of the study will be to capture the development and implementation of the breadth of new approaches aimed at tackling and accelerating culture change in the following areas:

- Research: What new research is done or being done to understand more about specific challenges and issues and what actions are being taken. What are the key learnings from the Inclusion Matters work?
- Innovation: What new and/or different approaches (based on available evidence) are being used that were developed by the IMs teams and who is using them..
- Embed: How are the projects broadening activities either across the institution or sector.

- Engagement: Have the IMs teams made progress on engaging with new and/or existing stakeholders?

These shared commitments all focus on the best way to share new knowledge, achieve culture change and dissemination of the projects. The outcomes of the Inclusion Matters portfolio in these areas is a key aspect of success.

## Aims & Objectives

This study will gather the outputs, outcomes and other intelligence about the projects to demonstrate the impact to date of the EPSRC Inclusion Matters (IM) portfolio investment, to create evidence that will lead to the development of high quality case studies, stories and a report.

The study will be expected to:

- 1) conduct a perception survey to create evidence of how the IM portfolio has helped to accelerate culture change within the engineering and physical sciences i.e. the extent to which the IM portfolio has so far resulted in a positive culture change to behaviours and practices within academia and more widely into relevant industry.
- 2) provide a minimum of 15 high quality case studies with a focus on the key impacts and successes (outcomes and outputs e.g. publications, tools, policy papers etc) within the IM portfolio. The study should provide a wide variety of case studies, of varying formats, to capture the impact of EPSRC's investment in the Inclusion Matters portfolio across the breadth of research. We expect the study to create evidence that will be accessible for different audiences including treasury, government, business, academia and the public. In addition, we expect the study to create evidence that will help support future investments.
- 3) provide an overall report of a broader set of evidence (intelligence gathering outputs, outcomes and impacts) in key areas where the IM portfolio has resulted in positive change in relation to equality, diversity and inclusion within academia and industry.

This broader set of evidence should discuss how:

- I. The EPSRC investment in the IM portfolio has resulted in a better knowledge of the experiences and challenges within the EPS community in relation to EDI e.g. career progression, recruitment, accessing and securing funding, accessibility of doctoral studies, inclusive environments, an inflexible and non-inclusive workplace culture.
- II. The EPSRC investment in the IM portfolio has resulted in broader dissemination and embedding of EDI good practice, processes and approaches across the HEI sector e.g. demonstrating the broader reach and impact of the portfolio.
- III. The EPSRC investment in the IM portfolio has accelerated culture change through innovative approaches and new knowledge e.g. community outreach and sustainability of new approaches.

EPSRC wishes to demonstrate the contribution that its investment in the Inclusion Matters (IM) portfolio has made to the development and implementation of new approaches aimed at tackling and increasing diversity and inclusion in the engineering and physical sciences research environment. The evidence and information gathered through this study will provide crucial evidence to support and inform future strategic decisions and investments in EDI, as well as enabling dissemination of the key findings. The study should establish what impact the portfolio has made so far since the commencement of the investment in

[Inclusion Matters - EPSRC website \(ukri.org\)](https://www.ukri.org/epsrc/inclusion-matters/) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](https://www.ukri.org/epsrc/delivery-plan-2019/)

2018-19, recognising that although the projects are near to completion the challenge of changing culture across the engineering and physical sciences research and innovation ecosystem is at an early stage.

### **Key Evaluation Questions**

**The key questions this study will answer are:**

1. **What new equality, diversity and inclusion knowledge, policy and practices have been identified to address challenges in the engineering and physical sciences community as a result of the IM portfolio? If they have been implemented, how have they been evaluated and what was the outcome? What are the next steps?** This can include (but is not limited to) gender initiatives, EDI and public engagement, recruitment and retention, barriers to inclusion, career progression, mentoring mechanisms, bias in decision making etc.
2. **What dissemination practices have been deployed and how successful have these been in widening reach and successfully embedding new approaches, behaviours and practices?** This can include broader dissemination and embedding of best practice.
3. **How has the IM portfolio influenced policy on culture change through innovative approaches and new knowledge e.g. community outreach and sustainability of new approaches?** This can include approaches based on available evidence.

In order to answer this question, we would like the study to gather qualitative and quantitative data for the following:

### **Impact of Investment**

What has the impact of UKRI-EPSRC investments been, for example:

1. How has the IM portfolio created knowledge that has influenced advancement in the area?
2. What role has the IM portfolio played so far in creating or catalysing growth of culture change initiatives in EPS research base?
3. Are there any issues and challenges emerging and/or being identified by the portfolio?
4. How has the IM portfolio been able to build linkages with other programs and translation mechanisms to drive outcomes and impact?

### **Social and Policy Impact**

What Social and Policy impacts has investment in the Inclusion Matters portfolio led to, for example:

5. How successful has IM portfolio been in fostering collaborations between diverse groups (users, disciplines, policy makers, international and others) and across various sectors?
6. What has been the value of collaborations to realising the IM portfolio outputs, outcomes and impact?
7. How has the IM portfolio successfully linked with users for example HEIs, businesses and other users of its outputs and outcomes?

### **Skills and People Impacts**

What has the impact of the Inclusion Matters portfolio been on developing skills for the future in the sector, for example:

8. How has the IM portfolio influenced the thinking/approaches of senior management roles including policy makers and incentivised behavioural change of the sector?
9. What EDI specialist expertise and skills have been developed by the IM portfolio and what are the next career steps observed for people with this expertise?
10. How has the research funding created knowledge that has been valuable in driving change i.e. what difference has the new knowledge and learnings made?

### **Out of Scope**

This study is bound by investments made by EPSRC in support of Inclusion Matters. This study is not expected to create a Return On Investment.

### **Data and other information provided by EPSRC to help the study**

The following data and information will be made available to assist the study and it is expected that an analysis of this data will be provided as part of the report:

- A list of the 11 grants in the Inclusion Matters portfolio funded by EPSRC including; Grant Reference Number, Project Title, Principal Investigator, Co-Investigators, Abstract, Start date, End date, Value and, where possible, Research Area.
- Data from Grants on the web (<https://epsrc.ukri.org/links/gow-links/grants-on-the-web-gow/>), and Gateway to research (<http://gtr.ukri.org/>)
- A list of useful contacts (this is not in any way expected to be exhaustive but will be a starting point to allow a fast start for the successful consultancy).
- Inclusion Matters call for proposals document.
- Inclusion Matters synergy map (internal).
- Inclusion Matters overview (internal).
- Links to the Inclusion Matters projects own webpages and Twitter accounts (where they are available) for contextual information

It will be expected that any additional data collection will take account of what is already available and be designed to minimise additional burden on researchers

### **Suggested Methodology**

The bidder is expected to propose methodologies and plans of how they are going to progress and deliver this study addressing the challenges of research impact assessment. However, we would expect a mixture of quantitative and qualitative methods including surveys, interviews and subsequent analysis to contribute towards producing a minimum of 15 case studies (at least one for each of the investments within the IM portfolio), a perception survey and an overview report which gathers together the outputs, outcomes and impacts. It is expected that the successful bidder will survey and interview the project teams and any relevant staff. The information from the case studies will be used to tie back in to the overarching narrative of the intelligence gathering and impact the IM portfolio has had that will be explained in greater detail in the report. The study should clearly outline any assumptions that are used on any estimation, these might include measures of deadweight, spill overs and leakages where possible. Additionally, the bidder should consider the challenges and limitations for the evaluation and propose measures to address these where it is feasible.

## Interaction with successful bidder

We expect the successful bidder to work closely with EPSRC to develop the approaches and methods by which the questions proposed in the study could be answered, including discussions on the approach to the survey questions and/or the selection of case studies. Regular updates should be provided to the EPSRC project management team through fortnightly phone/email updates: these should include access to topic guides and other research material used to gather primary information. Updates and deliverables should include, but not be limited to, datasets gathered as a result of the exercise, development of case studies and any other qualitative outputs generated, contact with appropriate stakeholders, progress against delivery and spend to date and a report summarising the findings and the underlying basis on which these findings have been derived. Any issues should be raised promptly with EPSRC.

## Deliverables

### Completion Date

The case studies will be delivered by 31 March 2022 with drafts provided to EPSRC for review by 31 January 2022, prior to an interim review of progress.

The final report will be delivered by 31 March 2022 with a draft provided to EPSRC for review by 31 January 2022, prior to an interim review of progress.

### All final deliverables due by 31 March 2022.

- A final report based on study findings agreed by EPSRC.
- A minimum set of 15 case studies depicting impacts in (Research, Skills, Society, Innovation and Policy) e.g., culture change, embedding EDI policy etc. from the EPSRC Inclusion Matters investment agreed by EPSRC.
- Datasets gathered as a result of the exercise e.g. qualitative and quantitative findings from survey and interviews (including the questions that were used for the survey and interviews).
- PowerPoint slides summarising the key findings.
- Other qualitative outputs generated.

The outputs of this study are expected to be a report containing a wealth of qualitative and quantitative evidence to highlight the new knowledge and intelligence gathered and demonstrate any evidence of impact of the EPSRC Inclusion Matters portfolio. Robust evidence should be provided with linkages to specific investments to help with any future business case for further funding for EDI related activities.

<b>Anticipated Invoice Schedule</b> <i>(subject to satisfactory financial check)</i>		
<b>Deliverable</b>	<b>Anticipated Date</b>	<b>Payment (% of total contract value)</b>
Satisfactory Review of Draft Case Studies	Monday, 31 <sup>st</sup> January 2022	30%
Final Report Based on Study Findings Agreed by EPSRC	Thursday, 31 <sup>st</sup> March 2022	70%

[Inclusion Matters - EPSRC website \(ukri.org\)](https://www.ukri.org/epsrc/inclusion-matters/) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](https://www.ukri.org/epsrc/delivery-plan-2019/)

## 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 ( $5+5+6=16 \div 3 = 5.33$ ))

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	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
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
Price	AW5.1	Maximum Budget
Price	AW5.4	E Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
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.		



## 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	40%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the Project Environment	20%
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 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 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  $(60+60+40+40) \div 4 = 50$

Once the above evaluation process has been undertaken and the scores are apportioned by evaluator(s) this will then be subject to an independent commercial review and moderation meeting, if required by the commercial lead, any and all changes will be formally recorded relative to the regulatory obligations associated with this procurement, so as to ensure that the procurement has been undertaken in a robust and transparent way.

#### **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.

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criteria, but will still be subject to a commercial review.

## **Evaluation process**

The evaluation process will feature some, if not all, the following phases.

[Inclusion Matters - EPSRC website \(ukri.org\)](#) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](#)



Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"> <li>ITQ logged upon opening in alignment with UK SBS's procurement procedures.</li> <li>Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.</li> </ul>
Compliance check	<ul style="list-style-type: none"> <li>Check all Mandatory requirements are acceptable to the Contracting Authority.</li> <li>Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li> </ul>
Scoring of the Bid	<ul style="list-style-type: none"> <li>Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.</li> </ul>
Clarifications	<ul style="list-style-type: none"> <li>The Evaluation team may require written clarification to Bids</li> </ul>
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> <li>Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.</li> </ul>
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> <li>To review the outcomes of the Commercial review</li> <li>To agree final scoring for each Bid, relative rankings of the Bids</li> <li>To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response in comparison with the successful Bidders response</li> </ul>
Due diligence of the Bid	<ul style="list-style-type: none"> <li>the Contracting Authority may request the following requirements at any stage of the Procurement.</li> <li>Submission of insurance documents from the Bidder</li> <li>Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder</li> <li>Taking up of Bidder references from the Bidders Customers.</li> <li>Financial Credit check for the Bidder</li> </ul>
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> <li>To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.</li> </ul>

## Section 6 – Evaluation questionnaire

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

Guidance on how to register and use the e-sourcing portal 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. 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 90 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

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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](#)

[Inclusion Matters - EPSRC website \(ukri.org\)](#) | [Delivery Plan 2019 - EPSRC website \(ukri.org\)](#)

## **8.0 Freedom of information**

8.4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the Contracting Authority.

8.4.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.

8.4.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

8.4.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.

8.4.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

## **8.5. Response Validity**

8.5.1 Your Response should remain open for consideration for a period of 90 days. A Response valid for a shorter period may be rejected.

## **8.6. Timescales**

8.6.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. the Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

## **8.7. The Contracting Authority's Contact Details**

8.7.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.

#### 8.7.2

All enquiries with respect to access to the e-sourcing tool may be submitted to Delta eSourcing on 0845 270 7050 please note this is a free self-registration website and this can be done by completing the online questionnaire at <https://uksbs.delta-esourcing.com/>

8.7.3 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.



## Appendix 'A' Glossary of Terms

TERM	MEANING
<b>“UK SBS”</b>	means UK Shared Business Services Ltd herein after referred to as UK SBS.
<b>“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”</b>	means the Bidders formal offer in response to this Invitation to Quote
<b>“Bidder(s)”</b>	means the organisations being invited to respond to this Invitation to Quote
<b>“Central Purchasing Body”</b>	means a duly constituted public sector organisation which procures supplies/services/works for and on behalf of contracting authorities
<b>“Conditions of Bid”</b>	means the terms and conditions set out in this ITQ relating to the submission of a Bid
<b>“Contract”</b>	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
<b>“Contracting Bodies”</b>	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
<b>“Contracting Authority”</b>	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
<b>“Customer”</b>	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
<b>“Due Diligence Information”</b>	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
<b>"EIR"</b>	mean the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
<b>“FoIA”</b>	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
<b>“Invitation to Quote” or “ITQ”</b>	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. <b>NOTE:</b> This document is often referred to as an Invitation to Tender within other organisations
<b>“Mandatory”</b>	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
<b>“Named Procurement person ”</b>	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
<b>“Order”</b>	means an order for served by any Contracting Body on the Supplier
<b>“Other Public Bodies”</b>	means all Contracting Bodies except the Contracting Authority
<b>“Supplier(s)”</b>	means the organisation(s) awarded the Contract
<b>“Supplies / Services / Works”</b>	means any supplies/services and supplies or works set out at within <u>Section [4] Specification</u>

