



# Mini Competition

**Mini Competition against an existing Framework Agreement (MC) on behalf of  
Department for Business, Energy and Industrial Strategy**

**Subject Contracting Authority A Scoping Study towards the Evaluation of the  
STEM Ambassadors Programme**

**Sourcing reference number CR18202**

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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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for 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.

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BEIS) transition their procurement to UK SBS and Crown Commercial Service (CCS) 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.

Contracting Authorities who have access to our services and Contracts are detailed [here](#).

## **Privacy Statement**

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

## **Privacy Notice**

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

### **YOUR DATA**

The Contracting Authority will process the following personal data:  
Names and contact details of employees involved in preparing and submitting the bid;  
Names and contact details of employees proposed to be involved in delivery of the contract;  
Names, contact details, age, qualifications and experience of employees who's CVs are submitted as part of the bid.

#### *Purpose*

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

#### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

#### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

#### *Retention*

All submissions in connection with this tender exercise will be retained for a period of (7) years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of (12) years from the date of contract expiry.

### **YOUR RIGHTS**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

## **COMPLAINTS**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## **CONTACT DETAILS**

The data controller for your personal data is:

The Department for Business, Energy & Industrial Strategy (BEIS)

You can contact the Data Protection Officer at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk).

## Section 2 – About the Contracting Authority

### Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation;  
and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

## Section 3 - Working with the Contracting Authority.

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

Section 3 – Contact details		
3.1	Contracting Authority (CA) Name and address	Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£35,000.00 ex VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Mini Competition to all Bidders	Wednesday, 23 <sup>rd</sup> January 2019
3.7	Latest date/time Mini Competition clarification questions shall be received through Emptoris messaging system	Tuesday, 6 <sup>th</sup> February 2019 11:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all Bidders by the Buyer through Emptoris	Wednesday, 7 <sup>th</sup> February 2019
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	Tuesday, 12 <sup>th</sup> February 2019 11:00
3.10	Clarifications (if required)	Friday, 15 <sup>th</sup> February 2019
3.11	Anticipated selection and de selection of Bids notification date	Tuesday, 19 <sup>th</sup> February 2019
3.12	Anticipated Award Date	Wednesday, 20 <sup>th</sup> February 2019
3.13	Anticipated Contract Start Date	Thursday, 21 <sup>st</sup> February 2019
3.14	Anticipated Contract End Date	Friday, 26 <sup>th</sup> April 2019
3.15	Bid Validity Period	60 Working Days
3.16	Framework and or Lot the Mini competition will be based on	CCS Research Marketplace RM6018

- **Section 4 – Specification**

**Background**

The STEM Ambassador programme, run by STEM Learning, brings those working in STEM (Science, Technology, Engineering, and Mathematics) industries and disciplines to schools, demonstrating the value of STEM subjects and building enthusiasm in children. They aim to act as role models, raising awareness and understanding of STEM, and inspiring children into STEM careers, particularly in those who may otherwise not consider them. They also seek to connect with parents, teachers, and community/youth leaders, in an effort to reach more young people. Over 30,000 ambassadors participate in the programme, which is reached by 93% of UK secondary schools.

STEM Ambassadors is an example of a STEM Inspiration programme. STEM Inspiration programmes and activities aim to get young people enthused and excited about STEM subjects, with the goal of raising awareness of the opportunities STEM subjects offer, and interest in STEM careers. Raising young people's skills and earning potential is a key part of the People Foundation of our Industrial Strategy, so the funding of programmes like STEM Ambassadors is important to the Government. The Department for Business, Energy, and Industrial Strategy (BEIS) supports the STEM Ambassadors programme as part of this.

STEM Ambassadors, run by STEM Learning, is a STEM Inspiration programme that connects volunteers working in STEM Industries to schools, where they are invited for a session where they can engage young people through running activities, and more generally acting as a mentor who can have discussions on the nature of working in STEM. These interventions can also be longer term, with STEM Learning encouraging Ambassadors to mentor students over a period of time, or regularly feature as part of a STEM Clubs. STEM Ambassadors are organised via 19 STEM Hubs spread around the UK, and the launch of their online platform last year offers new opportunities to organise Ambassadors and their events.

STEM Ambassadors also acts as a key part of the wider STEM Inspiration landscape. The database of over 30,000 Ambassadors provides other organisations an opportunity to engage and collaborate with a network of volunteers to help run their own STEM inspiration events. STEM Learning also offers training, through e-learning and courses, to upskill Ambassadors in mentoring and activity delivery. Ambassadors are also encouraged to organise and run their own STEM Inspiration events, relevant to their industry, and can receive support for this.

The government has supported the STEM Ambassadors programme for many years. Improved evaluation in the programme would allow for better assessment of it's effectiveness, and open the door to potential improvements in it's deployment. However, STEM Inspiration programmes such as STEM Ambassadors are difficult to perform impact assessment upon, as has been noted by prior explorations by BEIS. The reason for this includes the difficulty to track nature of the long term effects of single and shorter-term interventions, the limitations within the often small-scale organisations that run STEM Inspiration initiatives (in terms of data collection/analysis expertise), and the shortcomings of the current evidence gathering in the area, which is typically qualitative. The new online platform and systems for the STEM Ambassadors programme offers a huge opportunity for improvement, and STEM Learning are already using this to collect more thorough information on the activities of Ambassadors.

Therefore, it has been determined that a two-stage approach, of an initial scoping study then an evaluation project, would be most appropriate, equipping the department with knowledge before committing to any projects assessing the impacts. This project will be that first stage, where we work with an evaluation expert to determine a methods towards evaluation of the programme, which are appropriate to the scale of the programme.

This will build upon a recent project commissioned by STEM Learning to assess their existing dataset by SQW. This project will expand upon the findings of that research by identifying any additional gaps or pathways to evaluation. It will also include the evaluation of 3 of the programme's specific activities as below:

- Effectiveness of the programmes primary delivery method, in providing STEM Ambassadors to schools to perform inspiration activities
- The programme's goal to upskill Ambassadors ability to inspire young people, and promote some in becoming leaders who run their own events
- Ability to assist other programmes and initiatives with their own STEM inspiration events by providing support and infrastructure- for example, connecting Ambassadors to events run by other organisations relevant to their industry

This project will also include a literature review, of a scale appropriate to the value of the opportunity, that assesses the evaluation methodology of similar STEM Inspiration programmes.

Knowledge gained from this scoping study, and the potential further evaluation project, is hoped to be useful in evaluations for other STEM Inspiration programmes, for BEIS, UKRI, and across government. This also ties into the cross-government STEM review that is currently underway, and this work can potentially build upon the evidence gathered under that umbrella. The National Co-ordinating Centre for Public Engagement (NCCPE) and its partners are also likely to find the study useful.

For further background, a paper by Dr. PA Banarjee of the University of Exeter, titled 'Is informal education the answer to increasing and widening participation in STEM education'. The paper examines a set of schools that have taken part in a non-defined group of STEM interventions by 'the informal education sector' to those who haven't, finding there to be little difference in the uptake of STEM subjects by linking this to the NPD. This study highlights the need for deeper examination of individual programmes, as the non-defined set of intervention activities may be obscuring the benefits of one programme, and the comparator schools may have been involved in other similar STEM inspiration activities that were not captured in the analysis.

Professor Louise Archer's work in developing the concept of science capital should also be considered. Developing from the idea of social capital, science capital is a way of conceptualizing a person's relationship with science, and is now a key consideration in understanding patterns in science participation. Knowledge of this research will be useful in understanding the quantitative and qualitative data that will be relevant towards an evaluation of the STEM Ambassadors programme. The 'Tough Choices' paper by A.T. Kearney also makes for useful reading, delving into the perspectives of young people's relationship with STEM at key decision points (for example choosing their A Levels), and the preconceptions that can hold them back from taking STEM further, which is particularly pronounced in girls.

The NFER evaluation of STEM Learning (previously STEMNET) will provide useful background. Other evaluations/annual reports of the STEM Ambassadors programme and STEM Learning will also provide further detail on the operations of the organisation

The National Audit Office report 'Delivering STEM skills for the economy' also provides some understanding of the motivations towards this work, and the original motivations towards government support of STEM Inspiration programmes.

### **Aims and Objectives of the Project**

This project will commission an evaluation expert to work with STEM Learning to examine their data collection methodology surrounding the STEM Ambassador programme, with a view on determining the most effective methodology for an evaluation project. The work should build upon the conclusions and recommendations drawn in the evaluation work recently performed by SQW.

This aims of the project overall is driven by a desire to improve the evidence base on the impact of the STEM ambassadors programme. This will also consist of a literature review of what evaluation work has been performed on similar programmes in other countries.

The aims of the project are to:

- Using the SQW report and findings, determine where there are opportunities to build upon this research to provides a clearer path towards evaluation. In addition to the gaps identified by SQW, identify what data could be collected that would contribute to a more thorough evaluation of the activities of STEM Ambassadors.
- Examine any opportunities for this data to be linked to wider datasets, such as the National Pupil Database (NPD), and any practical issues associated with this, such as GDPR
- Creation of robust Logic Models for the STEM Ambassadors programme, which will help determine short term outcomes, and long term impacts. Models will be created that assess the 3 activities listed in the background, which can be used when developing measurables for the evaluation of the programme evaluation
- Investigate the evaluation practices surrounding other similar STEM Inspiration programmes via a literature review, with the goal of sharing learning from examples that robustly assess the impact. This learning could be applied to an evaluation of the STEM Ambassadors programme or other STEM Inspiration programmes funded across government

The research questions to consider are:

Can/should the data held by STEM Learning be linked to a wider dataset, such as the National Pupil Database? What value will this bring?

What data gaps in the evidence base, including those identified in the SQW study, can be filled? What processes can STEM Learning realistically introduce to achieve this?

What value and benefits does the STEM Ambassadors programme offer to young people, businesses, government, teachers, and other stakeholders? What are the different requirements of those groups, and can the various impacts on these groups be measured?

What approaches are available recommended for an evaluation on the impact of the STEM Ambassador programme? What do each of the approaches offer, and which would provide the most robust findings possible, bearing in mind actions need to be appropriate and proportional to the programme's expenditure?

Are there other examples of evaluations performed on similar programmes? What good practice can be learned from those?

What would a comprehensive logic models for the programme look like? What are the key outcomes and impacts, and what are the measurables that we can take from this to determine an approach towards evaluation?

### **Suggested Methodology**

The methodology of this projects should produce these 3 key outputs:

- A literature review of the evaluation processes for similar STEM inspiration programmes
- Creation of robust Logic Models for the STEM Ambassadors programme, which will help determine short term outcomes, and long term impacts, which can be used when developing measurables for the evaluation of the programme evaluation. These should explore the wide-ranging impacts of the various activities of the STEM Ambassadors programme, including:
  - Providing STEM inspiration activities and mentoring to young people
  - Providing training and development to STEM Ambassadors to enhance their ability to deliver STEM inspiration activities and coordinate their own events
  - Acting as an infrastructure for other programmes and initiatives by connecting them with STEM Ambassadors to act as volunteers, and also as a resource to help manage those activities
- Production of a report with recommendations based on the expert's knowledge of evaluations, and the two previous outputs, to determine to set out how to proceed with an evaluation of the STEM Ambassador programme. Suggested contents of the report are:
  - A suggested list of evaluation questions for the programme
  - Outline evaluation plan of potential methods, assessing the work/capital required to perform them and their ability to assess impacts of the programme
  - An estimated costing for the evaluation of the programme

This is expected to be a primarily desk-based project. The evaluation expert will be working closely with STEM Learning, BEIS, and UKRI in a collaborative fashion during the evaluability assessment. The literature review can be conducted flexibly to the expert's own requirements, although with obvious attention taken towards the deadline.

The expert will be expected to attend these three key meetings, leading the workshop and consultation, which will be attended by steering group members, STEM Learning, and other stakeholders:

- An inception meeting before the study begins will be geared towards giving the expert a full picture of the STEM Ambassadors programme.
- A workshop during the study will be geared towards development of the logic models for the programme, .
- The final consultation, to take place after the research, will focus on sharing the learning of the draft report and the literature review, that can set out preliminary steps to take before the evaluation as set out in the report is undertaken. This will

also be an opportunity for stakeholders to feedback on the report, and making sure the expert creates a useful product.

### **Deliverables**

Key delivery milestones of the project will include:

- The Literature Review, examining the evaluation practices of other STEM Inspiration programmes
- The robust Logic Models developed for the STEM Ambassadors programme
- The Draft report, which will contain the research at near-completion, to be discussed at the final consultation
- The final report, with the expert's recommendations on how to proceed with an evaluation of the STEM Ambassadors programme that is proportional and appropriate to BEIS's spend on the programme
- A brief pack of presentation slides to summarise the findings of the report & Literature review, which sets out the next steps towards evaluation of the STEM Ambassadors programme, to be shared between stakeholders and other interested parties

## Section 5 – Evaluation of Bids

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

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

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW4.1	Special Terms
Commercial	AW4.2	Special Terms part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<b>Evaluation Justification Statement</b>			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.			
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	Undersanding the Environment	10%
Quality	PROJ1.4	Project Plan and Timescales	20%

## Evaluation of criteria

### Non-Price elements

#### Non-Price (Quality) elements

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

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

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

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

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

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

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

All specific: questions will be marked based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged to determine your final score as follows:

#### Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 40

Evaluator 3 scored your bid as 80

Evaluator 4 scored your bid as 60

Your final score will be calculated as follows  $(60+40+80+60) \div 4 = 60$

All the above **OR** specific: questions will be marked based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be

reviewed in an evaluator meeting, once the individual evaluations are complete and a consensus score will be agreed to determine your final score.

**Price elements** will be judged on the following criteria.

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

For example - Bid 1 £100,000 scores 100,  
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80  
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.  
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.  
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.  
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ( $80/100 \times 50 = 40$ )

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

## **Section 6 – Evaluation questionnaire**

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

**Guidance on completion of the questionnaire is available at**  
<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's 😊

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our Mini Competition. 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 and concise and ideally generic contact details; telephone numbers, e-mail 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

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected, unless the Framework explicitly permits this.
- 7.23 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

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

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

For these purposes, 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 Mini Competition consent to these terms as part of the competition process.

- 7.41 The Government is introducing 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 Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

## USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)