

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Medical Research Council
(MRC)**

Subject: **Building Management System**

Sourcing Reference Number: **FM18011**



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

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Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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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 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](#).

Section 2 – About the Contracting Authority

Medical Research Council (MRC)

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

<http://www.mrc.ac.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 Name and address | The Medical Research Council Harwell Institute Nineteenth Street Didcot Oxfordshire OX11 0RD |
| 3.2 | Buyer name | Deborah Banner |
| 3.3 | Buyer contact details | FMProcurement@uksbs.co.uk |
| 3.4 | Maximum value of the Opportunity | <p>£180,000 Excluding VAT.</p> <p>There will be no opportunity to exceed these values through the lifetime of the requirement.</p> <p>This Contract is being let as 2 years + 1 year potential extension</p> <p>The annual value of this contract has been calculated on the basis of: £50,000.00 per annum Base Value £30,000.00 provisional allowance for remedial works, call outs and consumable costs.</p> |
| 3.5 | Process for the submission of clarifications and Bids | <p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p> |

| Section 3 - Timescales | | |
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| 3.6 | Date of Issue of Contract Advert and location of original Advert | Friday 9 th March 2018 Contracts finder |
| 3.7 | Site Visit <i>We strongly recommend that you attend a Site Visit in order to gain complete clarity of our requirements and the environment that you will be working in.</i> | Monday 12 th March to Friday 23 rd March <i>To book a site visit please submit a suggested date, time and names of those that wish to attend through the message function on the Esourcing Portal.</i> |
| 3.8 | Latest date/time ITQ clarification questions shall be received | Wednesday 4 th April 2018 14:00 pm |

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| | through Emptoris messaging system | |
| 3.9 | Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris | Thursday 5 th April 2018 14:00 pm |
| 3.10 | Latest date/time ITQ Bid shall be submitted through Emptoris | Monday 9 th April 2018 11:00 am |
| 3.11 | Anticipated selection and the selections of Bids notification date | Monday 23 rd April 2018 |
| 3.12 | Anticipated Award date | Tuesday 24 th April 2018 |
| 3.13 | Anticipated Contract Start date | 1 st May 2018 |
| 3.14 | Anticipated Contract End date | 30 th April 2020 with the option to extend until the 30 th April 2021 |
| 3.15 | Bid Validity Period | 60 Days |

Section 4 – Specification

Trend BEMS Specification

The Contractor shall provide a professionally managed, high quality Building Energy Management System (BEMS) service support, energy and integration contract that as a minimum complies with:

- Manufacturers recommendations as set out in their O&M schedules or as required to meet the needs of the as-built environment.
- Relevant BS EN Standards
- SFG20

Through the use of industry best practice and the introduction of innovation, the service will achieve and demonstrate value for money on a continuous basis.

The contract period will be for an initial two-year term, with the option to extend for a further year subject to satisfactory performance and ongoing requirement by the Medical Research Council.

The Contractor shall deliver, but not limited to:

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| | Site visits |
| | 72 per annum (full day visits) |
| 1.0 | Scope |
| | <p>The mechanical plant at the MRC Harwell Institute is controlled by a Trend Building Energy Management System (BEMS) which has been fully integrated to form a complete functioning site wide system.</p> <p>The maintenance and service contract will ensure the performance standard for the entire BEMS is met, including delivered environmental conditions and plant operating efficiencies and compliance.</p> <p>Medical Research Council (MRC) requires a BEMS specialist to undertake the maintenance and support of the BEMS and associated systems and networks. This maintenance and service contract shall ensure the performance standard for the entire building control system is met, including delivered environmental conditions, plant operating efficiency and occupier comfort.</p> |
| 2.0 | Company Credentials |
| | <p><u>Expertise and Probity</u></p> <p>In order to be suitable for undertaking these Services the winning contractor we be required to provide the following information:</p> <ul style="list-style-type: none"> • Quality Management System accredited to: ISO9001, or equivalent (or other QMS approved by Medical Research Council); |

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| | <ul style="list-style-type: none"> • Environmental Management System accredited to: ISO14001, or equivalent (or other EMS approved by MRC); <p>Manufacturer accreditation for installation and services:</p> <ul style="list-style-type: none"> • Main Manufacturer • TREND Technology Centre • TREND Systems Integrator <p>Accreditation with at least one of the following schemes is required:</p> <ul style="list-style-type: none"> • CHAS • Safe Contractor • Construction line • iv) EXOR • or other recognised SSIP scheme. |
| 3.0 | BEMS Overview |
| | <p>The MRC Harwell Institute has invested heavily over a number of years in BEMS equipment, utilising and integrating existing systems and introducing as much new technology as possible in order to maintain/improve environmental conditions and save energy.</p> <p>The MRC Harwell Institute has benefited from the use of a central supervisor software solution, which has allowed the BEMS system to be supported from a central location. This has prevented major disruption to the plant and equipment in the buildings on this site by helping to quickly identify faults.</p> <p>The BEMS networks consist of several older networks/protocols interfaced with modern high-level communications networks/protocols across the various buildings on the contract.</p> <p>This site has a Trend BEMS system installed with various ages of this equipment installed across it.</p> <p>The BEMS system is key in helping to reduce energy consumption and it is essential that the software systems operate at maximum efficiency at all times to maintain the savings that are currently being achieved.</p> <p>A properly maintained and managed BEMS system:</p> <ul style="list-style-type: none"> • Reduces energy consumption and CO2 emissions • Reduces operating costs • Minimises plant downtime by effective alarm monitoring and response • Extends plant life using anticipation of plant failure • Reduces lifecycle costs of installed plant • Reduces occupant complaints <p>The BEMS contract is currently supported by a manufacturer trained BEMS Engineer, who visits site on a regular basis. This Engineer is supported by at least two back-up engineers; and a Service/Contract Manager who all have a full understanding of the sites. Under this contract this site is supported by a fully manned 24hour, 365 days a year engineer call out facility and the contractor must be able to respond to any reported site faults with a Mon-Sun</p> |

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| | <p>00:00 – 24:00 4hour response. Remote diagnostics will be used before escalating to a site callout to reduce cost. Remote fix will be implemented for at least 30% of all reported fault calls.</p> <p>Regular site visits will be required to ensure that the latest version of BEMS software is installed and maintained on all client's PC software. Whether this be the current software package or an alternative offered by the BEMS contractor.</p> |
| 4.0 | Health & Safety Welfare |
| | <p>The winning contractor will be required to demonstrate that they have in place, a system for maintaining compliance with and records for the relevant health, safety and welfare regulatory standards:</p> <ul style="list-style-type: none"> • MRC health & safety statement • Health, Safety and Welfare policy. • Accident statistics • Structure and organization arrangements for safety issues. • Management review process • System for issuing safety alerts • Details of staff training • Written procedure for safety isolation of electrical circuits • Method statement for completion of the 'services' • Sample site risk assessment <p>The winning contractor will be required to ensure that all site staff are trained and instructed in the safety procedures which are relevant to their work. Site staff shall in particular complete and maintain the following standards and training:</p> <ul style="list-style-type: none"> • Asbestos Risks • Electrical safety • Use of step ladders • Eye protection • Fire safety • Hazard identification <p>All site staff shall have current certification in the following:</p> <ul style="list-style-type: none"> • Electrical Competency 0-1000v AC • Construction skills certification scheme • Portable appliance testing of engineer equipment <p>All maintenance work is to be risk assessed and recorded before commencement. If risks are identified, then no work is to proceed until those risks have been eliminated or reduced.</p> <p>Site staff shall be in possession and trained in the use of the following personal protective equipment:</p> <ul style="list-style-type: none"> • Goggles & safety glasses • Safety Gloves |

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| | <ul style="list-style-type: none"> • Safety shoes/boots • Insulated hand tools to 1000v • Static mats • Gauntlets |
| 5.0 | Individual Credentials & Qualifications (which will apply to all engineering tasks) |
| | <p>The chosen contractor will provide Engineers who are suitably qualified, experienced and trained in the work that they are carrying out. Copies of competency including training, qualification records including BS7671 17th Edition Electrical Wiring Regulations and CSCS and accreditation will be required to be supplied on request. All Engineers undertaking work on the Trend BEMS shall be a “Trend Expert” as defined by Trend Controls Systems Ltd and shall at all times carry for inspection by the BEMS Engineer evidence to this effect (e.g. a Trend Expert ID card);</p> <p>All engineering tasks to be carried out by holders of a current Trend Technical Support PIN. The winning contractor will be required to provide documentation for all engineers working on site to include copies of the following as a minimum:</p> <ul style="list-style-type: none"> • Current CRB Enhanced Checked (renewable within 36 months) • CSCS Card Holder • Manufacturer technical certification (Trend Expert) • BS7671 17th Edition Electrical Wiring Regulations <p>The winning contractor will be required to provide evidence that all engineers working on their sites have completed the following Trend training courses as a minimum:</p> <ul style="list-style-type: none"> • 963 Operator • 963 Engineering • System Engineering • IQ Engineering • SET Communications • IQ Eco Engineering • TONN Engineering <p>The winning contractor will be required to provide evidence of credentials and qualifications for all engineers working on site prior to the commencement of the services and upon request of MRC at any time during the contract period.</p> <p>The Supplier warrants that Engineers assigned to carry out the Services are technically and physically proficient and capable of carrying out all services under the contract.</p> |
| 6.0 | Planned Preventative Maintenance |

BEMS equipment and installed services must be maintained in accordance with the Asset schedule detailed in Appendices 1a & 1b.

The PPM work will be carried out so as to ensure the absolute minimum interruption to the normal working of the buildings. Where interruption to normal operation is required, this shall only be approved in advance by the BEMS Manager or nominated deputy.

Back-ups must be taken of the complete SET project for all sites bi-annually, or after any major controller configuration change. An additional copy must be uploaded to the client's back-up system. The winning contractor will be responsible for maintaining a copy of the backup stored on an electronic database system with remote capabilities to enable access in the event of a reactive callout.

The winning contractor will ensure full compliance with the following Planned Preventative Maintenance Regime:

Control Panels

- Visual checks of control panel inside (signs of overheating, water ingress etc. and clean as necessary) and report;
- Visual check of control outside (rust, broken lamps / switches etc) and report;
- Mechanical spot check / test of terminal tightness and rectify as necessary;
- Check that all control switches are in the 'auto' position (if not report back to the BMS Manager BMS or Technician);
- Check all control panel lamps and report as necessary;
- Report whether the BMS drawing / wiring diagram / manual is present and up to date;
- Check local panel UPS units that support BMS equipment.

Plant

- Visual check of the plant and its surroundings (obstruction / damage / build-up of debris, vibration and unusual noises etc.).

User Interface Displays (IQ View 4 and IQ View 8)

- Check the operation of the control buttons.
- Check the operation of the modem (request office to dial up the system).
- Check the operation of the front-end PC and all pages and values are correct.

Overall Checks

- Inspect for damage to detectors on plant etc.
- Inspect valves and linkages for free operation;
- Report any signs of leakage on glands;
- Carry out a percentage of functional tests on each visit and report any defects. (Note: All valves are to be stroked once per annum.);

- Calibrate controls as necessary. (Note: all temperatures sensors are to be checked at least once per annum;
- Check devices are working correctly, e.g. differential pressure sensors / switches;
- Check operation of all control units, relays, starters, transformers etc.;
- Check fuses for correct size, type and overloads for correct operation – annually;
- Spot check all terminations for tightness, signs of arcing or overheating;
- Visual wiring inspection and report deficiencies as necessary;
- Full operational check. Caution must be taken to ensure is not inadvertently shut down;
- Check air / water flow proving switches etc. (by turning off fans / pumps) – permission must be sought before turning off fans and pumps in Critical Buildings (a list of which will be provided by the BEMS Manager prior to the start of the contract);
- Switch on and off the whole system (by adjusting time schedules) only with prior authorisation to turn off systems;
- Check the operation of all plant faults (by tripping out overloads, high limit stats and dirty filter switches etc.). Caution must be taken to ensure services are not inadvertently shut down;
- Where plant must be shut down for reasons of critical safety, this may be done by the Engineer using their professional judgement but must be reported immediately to the BEMS Manager or BEMS Technician;
- Check the operation of the frost protection devices. Caution must be taken to ensure is not inadvertently shut down;
- Record the frequency values of all VSD units and check these match the BEMS outputs;
- Check through the alarm log and remedy any problems.
- Check through the temperature log (calibrate any sensors if required within limits (to be advised at contract start));
- Control loop fine tuning;
- Optimiser fine tuning;
- Take a back-up of the system after any change to the controls or upgrade to the software.

The following minimum maintenance tasks are to be undertaken for each BEMS outstation at least once per annum:

- Visually inspect electronic control components and PCB condition;
- Make a back-up of any resident software;
- Power-down control system and test any batteries;
- Check controller settings and record all values;
- Check time and date settings;
- Check system parameters;
- Visually check all electrical connections;
- Check earthing to control system;
- Check screening on out-going cables;
- Confirm the controls operate in-line with design specification;
- View alarm messages and check/correct any spurious alarms;
- Check plant start-up sequence;
- Check output command relays;
- Check plant shut-down sequence;

- Check plant fire shut-down operation;
- Check all frost protection programs and function;
- Simulate summer/winter conditions;
- Carry out control loop fine tuning;
- Write a report based on the work undertaken;
- Inform the client of any necessary action that will be required;

The following maintenance tasks are to be undertaken for each BEMS outstation at least once per annum.

- Test operation of valve actuators;
- Test operation of damper actuators;
- Test operation of sensors;
- Test operation of transducers;
- Check operation of digital inputs;
- Check operation of digital outputs;
- Check relay operation and condition;
- Re-calibrate a minimum of 200 sensors per annum;
- Re-calibrate transducers (as necessary);
- Re-calibrate valve start points and actuator travel times;
- Test shut-off operation of spring return actuators;
- Test operation of high-low limit thermostats;
- Test operation of frost thermostats and capillary sensing area;
- Test operation of pressure switches;
- Check control valve operation (let-by, shut-off and leakage);
- Test emergency stop button operation (providing it is safe to do so);
- Test Fire/Smoke Shut-down operation (providing it is safe to do so);
- Write a report based on the work undertaken;
- Inform the client of any necessary actions that will be required.

The following maintenance tasks are to be undertaken for each BEMS Computer at least once per annum:

- Obtain and record all passwords for the supervisor computer;
- Back-up BEMS data from the computer hard drive;
- Check all serial and parallel connection points;
- Remove all temporary files;
- Check remaining disk space, defragment if necessary;
- Remove old alarms;
- Re-start and check time and date;
- Check communication to the Building Energy Management;
- System network
- Check operation of all BEMS functions on the graphical or text Pages;
- Write a report based on the work undertaken;
- Inform the client of any necessary action that will be required to improve the system further;

Annual BEMS Maintenance activities as a minimum to include:

- Review of all BMS graphics to confirm that they are reading correctly;
- Review the BMS graphics to confirm they are a reasonable representation of the systems Schematics;

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| | <ul style="list-style-type: none"> • Review of set points and dead bands; • Review of real occupancy hours and level (with the building BEMS Manager); • Discussion of perceived performance/ comfort levels; • Review sensor and driver plots and compare with actual occupancy; • Detail performance review of weather compensation; • Detailed performance review night set back where used; • Detail performance review of night purging where used; • Detailed performance review of heat reclaim devices where used; |
| 7.0 | Remote & Onsite Response |
| | <p>The winning contractor will have in place a local provision for the operation of rapid response and emergency call out procedures via a dedicated established Bureau facility. This facility will provide for continuous remote diagnostic support in the event of any BEMS fault occurring allowing for 24 hour continuous emergency cover to be provided offering call out site response within four working hours.</p> <p>MRC will request assistance for remote or site callout response as outlined below and as per the following criterion:</p> <ul style="list-style-type: none"> • Guaranteed 2 hour remote response; • Guaranteed 4 hour site response. An Engineer will need to be present on site within 4 hours of any BEMS defect being raised by MRC via the remote support bureau service; • Available 24hrs with directly employed trained engineers (holders of current Trend Technical Support PIN) available 24/7 365 days a year; • On request, access to the manufacturers Technical support specialists will be made available in order to provide advice and assistance with exceptional technical matters; • Must have the ability to access and support all generations of currently supported Trend products in order to interrogate and resolve site issues. This includes all Trend hardware variants and devices including all associated platforms and system protocols configured across the MRC buildings. • The ability to remotely monitor critical alarms (energy alarms, plant alarms, condition based maintenance alarms) and provide immediate notification through an agreed escalation procedure; • All fault calls to be tracked via a unique reference number associated to each call and log activity for the production of reports; • Fault call site reports will be produced in electronic format and provided to the customer within 24 hours along with details and costs for any required remedial works. Reports will detail the nature of the fault, actions undertaken by the tenderer to resolve and any requirements for action by the end user of the system. |
| 8.0 | Remote Connectivity & Alarm Monitoring |
| | <p>The winning contractor will provide and maintain remote IP Ethernet connectivity to site from an established and managed Bureau facility that operates 24/7 365 days per year;</p> |

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| | <p>The contractor will develop an overarching strategy for site critical alarm monitoring in conjunction with MRC. This strategy will allow for the ability to remotely monitor critical alarms (energy alarms, plant alarms, and condition based maintenance alarms) from MRC sites and provide immediate notification through an agreed escalation procedure.</p> |
| 9.0 | Critical Parts Availability |
| | <p>The MRC Harwell Institute holds on site critical Trend spares to the value of about 20K, which meet current specification and warranty requirements.</p> <p>The spare components include controllers and peripherals deemed to be critical to the continued operation of critical facilities and plant. This includes controllers, sensors, input/output modules and similar equipment.</p> <p>These spares are made available in the event of any hardware failures. These parts are stored in a secure location onsite to be used for critical hardware replacements in and out of hours when required.</p> <p><u>Critical hardware used from MRC stock must be replaced within 3 working days.</u></p> <p>The winning contractor will be required to provide MRC with a quarterly update on recommended critical spares to be held on site.</p> |
| 10.0 | Software Upgrades & Support |
| | <p>System Engineering Tool (SET) will be provided to MRC and will be supported for the contract term to allow the end user to write strategy for the Trend System. This software will always need to be of the latest version and providing the PC meets the minimum required specification, upgrading of the SET will be carried out on a continuous basis as to enhance the software with its improved operability to the user;</p> <p>Trend 963 and IQ Vision software will be of the latest version and when applicable and providing the PC meets the minimum required specification, regular upgrading will be undertaken as to enhance the system with its extra features and improved operability to the user. Full technical support will need to be provided to develop the IQ Vision user interface on continuous basis throughout the contract term.</p> <p>All software upgrades will be correctly licensed by the controls specialist and be presented to MRC in order to comply with software and security.</p> |
| 11.0 | Energy Performance Review |
| | <p>The MRC Harwell Institute is tasked with making year on year savings of electricity and gas energy usage by fine-tuning the BEMS. Reducing the controlled levels and the plant run times to a minimum, but still maintaining a good level of environmental comfort within the buildings while aiming to achieve this.</p> |

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| | <p>The BEMS Company will be expected to play a major part in assisting the engineering team to reach these targets, by bringing innovative ideas to the table.</p> <p>Emphasis will be placed on implementing energy improvement measures where possible on a continuous basis during servicing of the controls. This will also allow for close analysis and the continuous development of the control strategies in order to identify plant problems or excessive energy usage;</p> <p>All plant operating strategy will be checked to ensure correct plant sequencing and energy efficient operation;</p> <p>Advice on how to improve energy efficiency and reduce associated Carbon Emissions through the Trend BEMS will be both pointed out during maintenance visits and documented accordingly within the service report;</p> <p>Independently to the maintenance activities the tenderer shall provide the necessary expertise to audit and review BEMS control strategies with the aim of reducing site energy consumption and carbon emissions;</p> <p>The winning contractor will be required to carry out an in-depth review of key buildings as indicated by the client as having high energy demand;</p> <p>A comprehensive plan report will be produced detailing current performance and opportunities for improving future energy performance including actual costs, financial payback data and CO2 emission data; Support and specialist advice will be provided to the client energy team;</p> <p>The review will be conducted by a suitably qualified Energy Engineer;</p> <p>The results of the Energy Performance Reviews will be reported as part of the quarterly Contract Management Reviews.</p> |
| 12.0 | Sub-contracting |
| | <p>Due to the technical/critical importance of this site the BEMS contract should not be sub-contracted without the consent of the MRC Harwell Institutes' Head of Engineering & Estates or Chief Engineer, and any new engineers introduced to the site should be inducted and accredited by MRC.</p> |
| 13.0 | Qualities & Efficiency |
| | <p>The BEMS engineering team must maintain quality and efficiency of equipment at all times, all of the systems are to be fine-tuned to maximise on energy savings and deliver comfort control of the environment.</p> |
| 14.0 | Consultation & Design Support for Trend Installations & Adaptations |

Any problems encountered during routine maintenance or fault repairs will be reported and will provide proposed options to enable robust and effective solutions that comply with the requirements of the MRC Harwell Institute and their obligations under the Service Level Agreement.

The HVAC plant plays a crucial part in the operation of the associated site facilities and plant should not be switched off or modified under any circumstance without the prior consent of site facilities Engineering team. Site specific information concerning maintenance or associated fault repairs should be requested from the Engineering Team prior to commencement of any task.

Any BEMS errors and/or associated equipment failures identified for repair or replacement through the maintenance protocols as outlined within this document must be recorded and the relevant maintenance solution undertaken. Similarly, any problems or issues noticed concerning the operation of HVAC or associated mechanical plant should be reported to the MRC Harwell Institute Engineering & Estates team.

The controls contractor will provide upon request assistance with scoping and design of small works installations and upgrade work.

For example, this could be in the form of:

- Technical assistance,
- Design and installation compliance,
- Equipment decommissioning and Risk review.
- Small works quotations
- Larger projects quotation

Works upgrading existing controllers and smaller new systems will usually be undertaken by the controls contractor directly and design advice will be provided on a personal basis with interaction with the Engineering & Estates team.

The contractor will always approach the Head of Engineering & Estates or Chief Engineer directly to discuss any point of clarification or possible improvement and will co-operate and liaise fully with other contractors on site where applicable to ensure a fully operational BEMS system.

All materials and test equipment used will meet the relevant British and European Standards and all work will be carried out in accordance with the relevant standards and guidance with particular reference to documents and standards from the following:

- MRC Harwell Institute specifications for associated works;
- Health & Safety at Work Act 1974 and all appropriate legislation made under the Act;
- Institute of Electrical Engineers (IEE) Wiring Regulations 17th Edition BS7671
- MRC Harwell Institute Health and Safety Policy;

15.0

Condition Based Monitoring

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| | <p>In order to reduce the time necessary to maintain the BEMS it is important that the systems notify the users in the event of a failure or decline in performance or increase in energy use.</p> <p>Condition based management software is to be introduced under the contract and used so that time is not wasted looking at equipment that is already running at its maximum efficiency. This pilot scheme will be provided under this contract and address suitability for a wider roll out of this service at a later date, with the goal of reducing the required level of routine service visits in the longer term.</p> <p>The Condition based management system features shall include monitoring of:</p> <ul style="list-style-type: none"> • Control loop performance and time of day analysis • Alarm performance • Network communication performance • Sensor offset indication • Optimiser performance • Controller time synchronisation • Graphical or pictorial performance reports |
| 16.0 | Training & New Equipment |
| | <p>The BEMS company must provide regular update training for their Engineers and make available training for the MRC Harwell Institute Engineering & Estates team due to the constant changes in the technology surrounding the BEMS industry. New “recently launched” BEMS equipment will be provided FOC on request for testing and approval prior to installation on this site.</p> |
| 17.0 | Contract Implementation |
| | <p>Following award of the Contract, the Supplier will work with the BEMS Manager on an implementation plan to ensure an efficient and timely commencement of the services. During the implementation phase, the Supplier will provide copies of training records and certification for all engineers engaged to carry out the Services. Should any engineers be replaced during the contract period, the Supplier will provide copies of training records for any replacements.</p> |
| 18.0 | Contract Management |
| | <p>The MRC Harwell Institute will require the BEMS Service /Contract manager to attend quarterly contract review meetings, at no cost to MRC, where they will provide evidence of compliance to specification, and provide feedback on improved working practices in accordance with the following Key Performance Indicators:</p> <ul style="list-style-type: none"> • Provide a quarterly update of fault call activity and PPM progress. • Visits due: Visits completed. • Visits completed: Visits reports received. • Issues identified in reports: Quotes provide and/or parts ordered to rectify • Response to call outs completed within 4 hours. |

| | |
|-------------|---|
| | <ul style="list-style-type: none"> • Background to calls, outcome and recommendations to prevent future re-occurrences. • Inventory of overridden controls. • Repetitive alarm summary; • Outstanding alarms list older than 1 week / 1 month. • Correct Invoices submitted within 1 month. • Review of stock holding and stock turnover. • Recommendations for the enhancement of system performance and the reduction of energy consumption and carbon emissions. • Health and Safety update – including KPIs, accident statistics and incident data. <p>Please review the full KPI details attached at Appendix A</p> |
| 19.0 | Data Security & Regulatory Compliance |
| | <ul style="list-style-type: none"> • A fully licenced issue of TREND System Engineering Tool (SET) shall be provided and maintained for exclusive use of the client BMS engineer. • The contractor will provide all appropriate software licences, registration and documentation for all software and firmware used in connection with the contract at no additional cost to the MRC. • The contractor shall guarantee the software installed is the latest revision and will be supported for a minimum of five years from contract commencement. On a bi-annual basis the tenderer shall review existing software and upgrade to the latest version at no extra cost. |
| 20.0 | Call Out |
| | <p>The associated costs for call outs in normal hours/out of hours needs to be identified.</p> |
| 21.0 | Remedial/Reactive works |
| | <p>A transparent quote for any suggested remedial/reactive works in relation to any identified faults/failures to be provided within 5 working days.</p> |
| 22.0 | Field Service Reports |
| | <p>A full site report will be issued to the Head of Engineering & Estates and the Chief Engineer either on completion or within 24 hours of the planned Service visit or reactive fault callout. All Field Service reports will be forwarded as a pdf document by email, to the given contact.</p> <p>The service report will generally contain the following:</p> <ul style="list-style-type: none"> • Routine maintenance schedules that have been undertaken; • Itemized functionality, verification and compliance checks of the BEMS and associated plant; • Recommendations for operational improvement including possible energy savings; |

| | |
|-------------|---|
| | <ul style="list-style-type: none"> Any observations of detrimental operation issues or circumstances that hinder any of the service visit tasks; <p>Any subsequent quotations for additional works should also be forwarded as outlined above.</p> |
| 23.0 | ISO9001 Compliance for the Mary Lyon Centre |
| | <p>An excel spreadsheet is required to log all of the maintenance work completed and to be carried out.</p> <p>This provides an audit trail of evidence for the ISO9001 compliance inspector.</p> <p>A record of all the calibration certificates for the testing instrumentation is required and must be kept updated.</p> |
| 24.0 | General |
| | <p>Engineer(s) to report to the Engineering & Estates Office before starting and leaving site.</p> <p>Normal working hours are: 08:00 – 17:00 Mon-Thurs 08:00 – 16:00 Fri</p> <p>The site (area where work has taken place) to be left clean & tidy.</p> <p>12month warranty/guarantee of work carried out (including parts).</p> |
| NOTE | Restrictions and Entry Procedures for visitors to the Mary Lyon Centre (MLC) Animal Unit |
| | <p>48 hour Exclusion: Visitors who have been in another mouse facility or in contact with rodent material are not allowed to enter the MLC for 48 hours. This exclusion period minimizes the risk of introducing infectious diseases into our mouse colony.</p> <p>Other animals can harbour laboratory mouse pathogens: At least 18 common mouse pathogens have alternative hosts such as wild mice, pet mice, rats, hamsters, guinea pigs, rabbits and gerbils. Ownership of rodent pets, inadvertent contact with mice and rats through ownership of cats, snakes (fed mice), horses and livestock or pursuits such as rabbit shooting, also risk contact with infected animals. If you have had direct or indirect contact with the animals mentioned, you may be refused entry or are required to undertake a full wet shower before entering the unit. Please speak to the member of staff showing you through the barrier or phone in advance to discuss any problems.</p> <p>The Entry Procedure into the MLC Main Unit: There are male and female changing areas. To enter the changing rooms, you step over a 20cm high 50cm wide barrier and don disposable shoe covers. You must remove your outer clothing and place these in a lockable locker. We stock a range of sizes in clothing and shoes but if you feel we may not have your size then please let us know and we will attempt to supply them. You will be provided with 100% polyester trousers, tunic and socks. As you proceed to step over the floor barrier you will be provided with unit shoes. On entering the air shower corridor,</p> |

you must wash your hands with bactericidal hand soap and dress in the provided one-piece coverall and mobcap. Individuals with beards will be provided with beard guards.

All staff and visitors entering the unit must proceed through the air barrier. This is a chamber in which high velocity HEPA filtered air is blown at the individual to cleanse clothing of allergens and any other dust particles. Individuals with contact lenses should keep their eyes shut during the fifty-second cycle, and those with sensitive hearing may wish to cover their ears.

On exiting the air shower you will be escorted to the area you are visiting.

Exit Procedure: You will exit the unit via the air showers and remove all the personal protective clothing provided as instructed, in the changing area.

All personal protective clothing will be provided and a member of the MLC staff will be available for assistance at all times.

Site Specific Information

The MRC Harwell Institute is a highly specialist state-of-the-art facility with complex engineering solutions required to support the challenging needs of highly complex scientific research operations.

The facilities require in-depth specialist knowledge of critical scientific requirements to ensure all necessary standards and operational requirements are maintained. They are subject to a number of non-standard legislative regulations including, inter alia, the HSE's requirements for Containment Level 2 and 3 Laboratories, the Home Office requirements for licensed areas [under the Animals (Scientific Procedures) Act] for animal holding and experimentation, and Environment Agency requirements for facilities using radioisotopes or sources of ionising radiation.

The facilities, therefore, have very stringent operational requirements including tightly controlled environmental conditions (temperature, humidity, pressure control, air change rates, directional air-flows, lighting levels etc.) and must be kept free from sources of vibration, noise and electro-magnetic interference.

Any alteration from the established operational requirements can have a catastrophic impact on research operations and the safety of staff working within the facilities. In the case of animal holding facilities, if environmental conditions cannot be maintained then potentially all the animals would need to be culled and the facilities could be closed by the Home Office. This would result in a significant reputational impact on the MRC and other UK Governmental animal facilities and severely affect up to 50% of MRC research programmes that rely on animal models to tackle key disease areas that are a national priority, such as neurodegenerative disorders. These models cannot be replaced as have been developed for research and are unique. Failure of the Containment facilities would result in notifiable action to the HSE and potential prosecution and significant reputational risk to UK science.

Contract Budget

This contract is being tendered with a total potential value of £180,000 Excluding VAT. This is for the full potential contract value of 2 + 1 years

There will be no opportunity to exceed these values through the lifetime of the requirement.

The annual value of this contract has been calculated on the basis of:

£50,000.00 per annum Base Value

£10,000.00 provisional allowance for remedial works, call outs and consumable costs per annum.

When submitted a tender price for this requirement you will be asked to confirm that your price is within the £100,000.00 that we have allowed for the first 2 years of this contract. This price will need to include the following:

1. The guaranteed 2 hour remote response is included within the contract.
2. The 24/7 365 days a year access to a dedicated Technical Support Bureau facility is included within the contract
3. The guaranteed 4 hour on-site response will not be included; for costing purposes it will consist of:
Call-Out in normal Hours (Monday to Friday, 09:00 to 17:00) &
Call-Out other (Monday to Friday 17:00 to 09:00 & all day Saturday, Public Holidays and all day Sunday)

Chargeable labour including travel time to site.

Site Visits

Given the nature of this requirement and the site upon which any successful supplier would be working, we are highly recommending that any interested supplier takes up the opportunity to visit site during the tender timescales.

The dates available to attend a site visit can be found within Section 3 – Timescales.

If you wish to request a site visit, please ensure that this is done via the messaging function in the Esourcing portal. Once your proposed date and time has been confirmed with the client we will confirm this back to you.

Given the sensitive nature of the site, at the point that you request a site visit you will be provided with a Non-Disclosure agreement which will need to be returned signed ahead of attending the visit.

During the site visit the host will be unable to answer ANY questions. Should you have further clarification questions from the visit these will need to be taken away and then formally submitted through the Esourcing portal.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

| Pass / fail criteria | | |
|----------------------|---------|---|
| Questionnaire | Q No. | Question subject |
| Commercial | SEL1.2 | Employment breaches/ Equality |
| Commercial | FOI1.1 | Freedom of Information Exemptions |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Contract Terms |
| Commercial | AW4.2 | Contract Terms Justification |
| Price | AW5.5 | E Invoicing |
| Price | AW5.6 | Implementation of E-Invoicing |
| Price | AW5.7 | Compliance to the maximum budget |
| Commercial | PROJ1.2 | Non Negotiable pricing |
| Commercial | AW6.2 | Non-Disclosure Agreement |
| Quality | AW6.1 | Compliance to the Specification |
| Quality | PROJ1.7 | Health & Safety |
| Quality | PROJ1.8 | Qualifications |
| Quality | PROJ1.9 | Contract Management & Reporting |
| Commercial | SEL3.11 | Compliance to Section 54 of the Modern Slavery Act |
| - | - | Invitation to Quote – received on time within e-sourcing tool |

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 | 20.00% |
| Quality | PROJ1.3 | Service Delivery | 40.00% |
| Quality | PROJ1.4 | Critical Spare Parts | 15.00% |
| Quality | PROJ1.5 | Project Team and Capability to Deliver | 20.00% |
| Quality | PROJ1.6 | Continuous Improvement & Value Add | 5.00% |

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

Guidance on completion of the questionnaire is available at <http://www.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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do 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 staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or 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.

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 (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 ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms 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.
- 7.35 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 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 ITQ 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 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

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

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

USEFUL INFORMATION LINKS

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