

# Request for Proposal



**Request for Proposal (RFP) on behalf of UK Research & Innovation (UKRI)**

**Subject: Global Young Innovators Pilot Programme**  
**Sourcing Reference Number: CS20143**

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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 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 our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

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

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by 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.

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

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

## **Privacy Statement**

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

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

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

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

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

## **Section 2 – About the Contracting Authority**

### **UK Research and Innovation**

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: [www.ukri.org](http://www.ukri.org)

### **Innovate UK**

Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. They drive growth by working with companies to de-risk, enable and support innovation.

<https://www.gov.uk/government/organisations/innovate-uk>

## Section 3 – Working with the Contracting Authority.

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Research & Innovation (UKRI) Polaris House, Polaris House, North Star Avenue, Swindon, SN2 1SZ
3.2.	Buyer	Kerry Hammond
3.3.	Buyer contact details	<a href="mailto:professionalservices@uksbs.co.uk">professionalservices@uksbs.co.uk</a>
3.4.	Maximum value of the Opportunity	Total maximum value of the contract is up to £580,000.00 excluding VAT.
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the e-sourcing tool. Guidance Notes to support the use of Delta eSourcing are available <a href="#">here</a>.</b> <b>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6.	Date of posting of Contract advert to OJEU.	Friday 5 <sup>th</sup> June 2020
3.7.	Date RFP available to Bidders on Contracts Finder	Wednesday 10 <sup>th</sup> June 2020
3.8.	Latest date / time RFP clarification questions shall be received through Delta eSourcing messaging system	Friday 3 <sup>rd</sup> July 2020 14.00
3.9.	Latest date / time RFP clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Thursday 9 <sup>th</sup> July 2020
3.10.	Closing date and time for Bidder to request RFP documents	Thursday 16 <sup>th</sup> July 13.00
3.11.	Closing date and time for Bidder to submit their response (' <b>the deadline</b> ').	Thursday 16 <sup>th</sup> July 14.00
3.12.	Notification of proposed Contract award to unsuccessful bidders	Thursday 3 <sup>rd</sup> September 2020
3.13.	Anticipated Contract Award Date	Monday 14 <sup>th</sup> September 2020
3.14.	Commencement of Contract	Thursday 1 <sup>st</sup> October 2020
3.15.	Completion of Contract	Thursday 30 <sup>th</sup> September 2021
3.16.	Bid Validity Period	90 Days

## Section 4 – Specification and about this procurement

UK Shared Business Services (UK SBS), on behalf of the UK Research and Innovation (UKRI) through Innovate UK wishes to establish a contract for the provision of the Global Young Innovators pilot programme.

UK SBS is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as may be amended from time to time) (the “Regulations”).

### Introduction

Young people play a critical role in sustainable development efforts at all levels<sup>1</sup>. From tackling climate change to promoting inclusive and sustainable economic growth, it is essential that young people and their ideas are fully involved in devising solutions to key global challenges and driving forward the businesses of tomorrow that can solve them.

At Innovate UK, we believe that the best ideas for innovation can come from anyone. Our equality, diversity and inclusion programmes, such as our Young Innovators programme, are designed to enable the innovators and businesses behind these ideas to reach their full potential. In the UK, Innovate UK delivers the Young Innovators programme (<https://ktn-uk.co.uk/programmes/young-innovators>), in partnership with the Prince's Trust, which supports diverse young people (aged 18-30) to turn their great ideas for business into a reality. The programme provides young innovators with a financial grant (£5k), tailored business support and a living allowance for 2 days per week.

The Global Young Innovators pilot programme, outlined in this specification, is designed to bring together, support, fund and champion young innovators from South Africa and the UK to address and solve global challenges.

South Africa has a fundamental challenge with youth unemployment – the World Bank reports that the current rate stands at 55%<sup>2</sup> and the Next Generation South Africa report by the British Council clearly identifies that “young people demonstrate that where they have clear goals, coupled with a clear action plan to realise these goals, they are more likely to succeed in getting a job or growing their own businesses”.

Diverse teams produce better outcomes and encouraging UK and South African young innovators to work together to share ideas and create business ideas to solve fundamental global challenges is vitally important.

The funding for the pilot programme comes from the UK's aid budget meaning all projects must be awarded in line with the Official Development Assistance (ODA) commitment and follow the ODA guidelines. The support to undertakings in the EU also falls under [State aid](#) rules <https://www.gov.uk/guidance/state-aid> and the appointed supplier will be expected to ensure both State aid compliance (including necessary checks) and ODA rules are followed and reported against as required.

### Aims

The aim of the tender exercise is to find and procure a delivery partner to run the pilot Global

<sup>1</sup> <https://www.un.org/development/desa/youth/world-youth-report/wyr2018.html>

<sup>2</sup> World Bank (2019) <http://www.worldbank.org/en/country/southafrica/overview>.



Young Innovators programme (for 12 months from 1st October 2020). Innovate UK's aims for the programme are:

- Developing new global peer groups - bringing together young innovators (aged 18-30) from the UK and developing countries, specifically in South Africa, to learn from each other, experience new perspectives and work collaboratively to address fundamental global challenges
- Creating opportunities for young people to contribute their ideas and develop new solutions to solving critical global challenges
- Enabling young people to develop crucial business skills and develop their ideas into viable businesses through funding and support
- Building equitable partnerships with community organisations, businesses as ambassadors and NGOs in partner developing countries to frame challenges and support young innovators
- Identifying, supporting and celebrating the innovators and leaders of the future

Bidders are invited to identify in their proposal any opportunities for innovation in the methods of delivery and to propose new or alternative approaches.

The support is to be facilitated by a blend of both in person and online to enable equal participation for all young people, independent of location.

### **Objectives**

Specific objectives of the programme are:

- Developing new global peer groups – bringing together young innovators (aged 18-30) from the UK and South Africa
- Engaging and building equitable partnerships with stakeholders in South Africa and UK who support young people
- Providing business support and coaching to young people to develop their entrepreneurial skills and ideas into viable businesses
- Enabling young people to contribute their ideas and develop new solutions to critical global challenges
- Delivering funding to young people with great ideas
- Creating new role models and case studies
- Promoting gender equality and social inclusion
- Measuring and demonstrating impact
- Informing future iterations of the programme

### **Background to the Requirement**

In 2018, Innovate UK joined the UKRI partnership for the Global Challenge Research Fund (<https://www.ukri.org/research/global-challenges-research-fund/>) as the strategic lead for Innovation and Commercialisation. The Global Challenge Research Fund (GCRF) is a £1.5 billion fund announced by UK government in late 2015 to support cutting edge research that addresses challenges faced by developing countries. GCRF forms part of the UK's Official Development Assistance (ODA) commitment (<https://www.gov.uk/government/publications/official-development-assistance/official-development-assistance>), which is monitored by the Organisation for Economic Cooperation and Development (OECD).

Innovate UK is the UK's Innovation Agency (<https://www.gov.uk/government/organisations/innovate-uk>), part of UK Research and Innovation, driving productivity and sustainable economic growth by investing in high-potential entrepreneurs and businesses across the UK that have the ambition and potential to grow and scale and contribute to society through innovation. At Innovate UK, we firmly



believe that promoting diversity and inclusion in business innovation in the UK will bring huge economic and societal benefits. Diversity within businesses is proven to contribute to enhanced performance and commercial success and a great idea for innovation can come from anyone.

We adopt a two-pronged approach in our work to promote equality, diversity and inclusion. We deliver targeted interventions where we have evidence of under representation in business innovation and there is a clear role for Innovate UK to make a positive difference. We also work to embed equality, diversity and inclusion at every stage in delivering our support for business to make our programmes more inclusive and more visible to new audiences.

Our approach with targeted interventions is to shine a spotlight where there is under representation in business innovation. To address this, we focus efforts on finding new people/organisations to work with that have great ideas for business innovation and fantastic potential. We provide access to the right support at the right time to ensure this potential is realised and we share the stories of the people we work with to inspire others. For more information on Innovate UK's work to promote diversity and inclusion see here: <https://www.gov.uk/government/collections/innovate-uk-diversity-and-inclusion>.

Global Young Innovators, outlined in this specification, is a new pilot programme funded through the GCRF ODA budget. The programme is designed to bring together, support, fund and champion young innovators from the UK and developing partner countries to address and solve global challenges.

## **Scope**

### **Requirement**

We invite bids from both single companies and consortia. Partners can include UK organisations, organisations from South Africa and/or organisations from anywhere else in the world. The Supplier will need to be able to provide business support to all eligible award holders from the UK and South Africa.

For travel and subsistence rates, please refer to [UKRI's Travel and Subsistence Policy](https://www.ukri.org/files/termsconditions/rcukukriterms/travel-subsistence-and-expenses-pdf/) <https://www.ukri.org/files/termsconditions/rcukukriterms/travel-subsistence-and-expenses-pdf/>.

The following section provides the key responsibilities and outputs required for the tender. Suppliers are asked to detail additional outputs which, based on their chosen methodology, can be evidenced as adding value to the programme.

The supplier will deliver the following work packages:

#### **1. Develop new global peer groups – key responsibilities and outputs include:**

- a. Recruiting the right young people and business owners (12-15 from both South Africa and the UK, 24-30 in total) with great ideas through a competitive application process – creating a fair, balanced and high-quality portfolio, in collaboration with Innovate UK
- b. Ensuring that gender equality and social inclusion are considered
- c. Delivering at least 2, 5-day bootcamp events (in South Africa and the UK) to be attended by the Global Young Innovators award holders (between October 2020-October 2021)
  - i. The first event (South Africa) must include a hackathon style activity focused on innovation and one or more Sustainable Development

#### Goals

- ii. The second event (UK) must include pitching opportunity with judges to assess the best innovative project plans for funding
- iii. Hotels and venues should be no more than 2 hours travel time from an international airport
- iv. We are open to suppliers facilitating site visits as part of the bootcamp week
- d. Encouraging peer networking and the development of new collaborations between award holders in the UK and South Africa
- e. Providing travel and subsistence costs for any UK and overseas travel required as part of your submission. This should include both your employees and award holders. All travel and subsistence costs must be in alignment with UKRI's Travel and Subsistence Policy <https://www.ukri.org/files/termsconditions/rcukukriterms/travel-subsistence-and-expenses-pdf/>.
- f. Collecting and reporting to Innovate UK insights and feedback from event attendees in order to track the success of the programme related to partnerships and impact – Innovate UK wants to hear about the ideas young people have for solving global challenges

The Supplier must work with South African and UK youth support organisations and partners to build the pipeline of young people across South Africa and UK to participate in the programme and frame the challenges addressed. The Supplier will be responsible for creating the agenda and leveraging support from partners in South Africa and the UK. The Supplier will be responsible for all elements of the event delivery including booking of venue, refreshments, travel and hotels.

#### **2. Provide business support – key responsibilities and outputs include:**

- a. Providing each award holder (24-30 award holders in total) with an innovation champion (mentor) who will provide key pre start-up and early stage business support including pitching, marketing, communications, value proposition etc
- b. Supporting the creation of an action plan for every successful award holder - innovation champions (mentors) will be responsible for progress of these
- c. Providing tailored business support to the young people and businesses taking part in the programme (e.g. stage of business, location, specific challenges faced)
- d. Helping young people and businesses taking part in the programme to develop pitches and project plans necessary to access seed funding for up to 6-month projects as part of the programme
- e. Providing ongoing ad hoc support and networking introductions throughout the duration of the programme by answering any questions or support needs award holders have
- f. If successful for seed funding, ensuring that award holders are signposted to appropriate support after their projects have closed

The business support package must be tailored to the individual and must reflect the needs of award holders in both South Africa and the UK i.e. a one size fits all approach will not be appropriate.

**3. Seed funding for young innovators – key responsibilities and outputs include:**

- a. Developing fair and robust assessment criteria for the seed funding e.g. progress on action plans, expected impact, ambition of the individual
- b. Ensuring that gender equality and social inclusion is embedded throughout the process and in funded projects
- c. Delivering smooth grant payments to successful GYI award holders
- d. Monitoring grant payments and expenditure and reporting to Innovate UK on this e.g. ensuring that any expenditure is receipted and costs can be justified

The seed funding (£150,000.00) forms part of the overall tender value. Projects must have a specific focus on addressing a Sustainable Development Goal in the South African context. Funded projects can be led by a single applicant or joint applicants. The primary impact of the innovative project must be in South Africa and we would encourage each project to include a South African young innovator.

**4. Communications– key responsibilities and outputs include:**

- a. Developing and promoting inspirational content – to raise the profile of young innovators participating in the programme
- b. Creating new role models, case studies, success stories, press opportunities and demonstrating the value of the programme and the ideas developed
- c. Promoting the way young people involved in the programme are working together to solve global challenges and the value of this
- d. Issuing at least 2 press notices throughout the programme
- e. Ensuring alignment with the Innovate UK Young Innovators programme in terms of branding and campaign activity e.g. #IdeasMeanBusiness campaign and branding.

**5. Measuring impact – key responsibilities and outputs include:**

- a. Working with Innovate UK to report on the impact of the Global Young Innovators programme
- b. Completing an Equality Impact Assessment
- c. Conducting research and providing Innovate UK with advice on potential future work with developing partner countries (at least 4-5) to better support young innovators to turn their ideas into a business (with a particular focus on LMIC countries on the ODA DAC list - <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2020-flows.pdf>)
- d. Creating a list of lessons learned and recommended improvements, based on evidence, to inform potential future rounds of the Global Young Innovators programme

Considering the current Covid-19 pandemic, we would also encourage bidders to consider how all elements of the Global Young Innovators programme could be delivered virtually dependant on travel restrictions.

Please note:

- All material and intellectual property developed as part of this tender will be owned by UKRI. UKRI reserve the rights to use any material developed post contract across any programme and/or Supplier. Please see Terms and Conditions for full details

- The supplier will be required to ensure they have relevant Travel Insurance in place to cover their employees and partners for any UK and overseas travel
- The supplier is responsible for providing travel and subsistence costs for any UK and overseas travel required as part of their submission. This should include both their employees and programme participants (young innovators)
- The supplier is responsible for collecting and reporting feedback to Innovate UK from award holders, event attendees, partner organisations, innovation champions, investors and technical experts in order to track success of the programme with regards to partnerships and impact.
- The supplier will be required to engage with Innovate UK Equality, Diversity and Inclusion and Evaluation Teams
- Promoting gender equality and social inclusion should be incorporated into all activities as per the International Development (Gender Equality) Act 2014 (<https://www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/>)
- Safety and security is exceptionally important for the delivery of this programme. The supplier is responsible for evidencing this in their proposal and continually through their work
- The supplier is responsible for the selection or approval of projects for grant funding
- The supplier is responsible for monitoring grant recipients tracking grant delivery and project progress
- All activities should be ODA compliant

### **Bullying and harassment**

UK Research and Innovation condemns all forms of harm and abuse, including bullying and harassment.

UK Research and Innovation take a zero-tolerance approach to harm and abuse to any individual employed through or associated with our programmes in all contexts. This applies in humanitarian or fragile and conflict-affected settings, in other field contexts, or within the international or UK R&D community which we fund. We expect business and other institutions to promote the highest standards in organisational culture and have in place the systems and procedures required to prevent and tackle all incidents of harm and abuse (<https://www.ukri.org/files/about/policy/edi/ukri-position-statement-bullying-and-harassment-pdf/>).

### **Reporting**

#### **KPIs**

- Number and value of new partnerships and collaborations (broken down by type, e.g. young innovator, support organisation, investor, mentor, customers etc)
- Proportion and value (£) of total projects addressing each SDG
- Success rates i.e. number of applications vs successful young innovators for both phases of the programme
- Diversity of applicants and award holders (collection of diversity data) e.g. particularly across gender, age, ethnicity and disability status
- Impact on young people, their ideas and businesses supported – business growth, validating business model, developing new product/service, accessing additional investment, their plans for the future
- Number of physical outputs from seed-funded projects (e.g. citable documents, prototypes, creative products etc)

- Total and unique elements of further funding leveraged by award holders
- Total instances of policy influence with illustrative case studies
- Instances and case studies where innovations/practical solutions have been demonstrated/used in South Africa
- Impact of solutions developed and challenges in South Africa and globally
- Reach and engagement with communications material produced
- Number of success stories and/or case studies created
- Extent to which action plans are executed by young people throughout the duration of the programme
- Media coverage and the reach of the campaign e.g. number of success stories and/or case studies created
- Intention of young innovators at the end of the Global Young Innovators programme e.g. to apply for other GCRF programmes
- Quality of applications for seed funding in second stage of programme

Please note that the above may be subject to change and will be discussed on appointment of successful Supplier.

#### **Timetable**

<b>Date</b>	<b>Milestone</b>
October 2020	Planning, awareness raising with partners, communications
November 2020	Competition to open and award holders selected
December 2020	First bootcamp event (South Africa)
January 2021	Ongoing business support and peer to peer activities
February 2021	Ongoing business support and peer to peer activities
March 2021	Second bootcamp event (UK)
April 2021	Projects live
May 2021	Projects live
June 2021	Projects live
July 2021	Projects live
August 2021	Projects live
September 2021	Projects to finish, final reports submitted to Innovate UK

The maximum total contract over the 1-year duration is £580,000.00 excluding VAT

#### **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.

#### **Annex A - Schedule of Processing, Personal Data and Data Subjects**

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be the subject of a formal amendment to this Contract.

1. The contact details of the Contracting Authority Data Protection Officer are: David Hyett, UKRI Data Protection Officer, dataprotection@ukri.org
2. The contact details of the Suppliers Data Protection Officer are: david.hyett@ukri.org
3. The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	Young people who apply to take part in the programme and those who are successful as award holders. Applicants and award holders will have to provide their equality, diversity and inclusion details – age, gender, disability status and ethnicity. The supplier will handle personal data required for travel and it is likely they will also have to provide their address and bank details if they are successful in the seed funded element of the programme. It is likely that the supplier will store some form of information on partners, speakers and facilitators who engage with the events.
Duration of the processing	Contract start date to 01/10/2021 or contract end date, whichever is earlier.
Nature and purposes of the processing	Personal data will be processed using public task as a lawful basis to manage and understand a business's state of play and provide guidance of how it can improve. It will also be processed to undertake analysis and support the evaluation of the programme. This may involve using equality, diversity and inclusion data.
Type of Personal Data	Personal data includes:  Name

	<p>Address</p> <p>Date of birth</p> <p>Email address</p> <p>Work locations</p> <p>Telephone number</p> <p>Bank details</p> <p>Equality, diversion and inclusion data including gender, ethnicity, age and disability status</p>	
Categories of Data Subject	<p>Global Young Innovator competition award holders</p> <p>Events and bootcamp attendees</p>	
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Data will be kept for no longer than the end of the contract period. At which time the supplier will hand over any requested data to UKRI/ Innovate UK. At this time the supplier and all its contractors will also ensure online all data is removed from all devices, both internal and external, and all sensitive documents and materials are destroyed using a secure waste disposal service.	

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## Section 5 – Evaluation model

### 5.1. Introduction

- 5.1.1. The evaluation process will be conducted to ensure that Bids are evaluated fairly to ascertain the bidders who can demonstrate the required skills qualities, technical ability and capacity, commercial stability and experience to ensure successful performance of the Contract.
- 5.1.2. The evaluation team may comprise staff from UK SBS and the Contracting Authority, and any specific external stakeholders the Contracting Authority deem required

### 5.2. Evaluation of Bids

- 5.2.1. Evaluation of Bids shall be based on a Selection questionnaire and Award criteria as clearly defined in the e-sourcing tool.

### 5.3. SELECTION questionnaire

- 5.3.1. The Selection questionnaire shall be marked against the following Selection pass / fail and scoring criteria.
- 5.3.2. The selection questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria.

Selection Pass/fail criteria		
Questionnaire	Q No.	Question subject
<b>Selection Questionnaire Part 1: Potential Supplier Information</b>		
Section 1	1.3	Contact details and declaration
<b>Part 2: Exclusion Grounds</b>		
Section 2	2.1 (a)(i)	Participation in a criminal organisation
Section 2	2.1(a)(ii)	Corruption
Section 2	2.1(a)(iii)	Fraud
Section 2	2.1(a)(iv)	Terrorist Offences or offences link to terrorist activities
Section 2	2.1(a)(v)	Money laundering or Terrorist financing
Section 2	2.1(a)(vi)	Child Labour and other forms of trafficking in human beings
Section 2	2.2	Self cleaning
Section 2	2.3(a)	Payment of tax or social security
Section 3	3.1 (a)	Breach of environmental obligations
Section 3	3.1 (b)	Breach of social obligations
Section 3	3.1 (c)	Breach of labour law obligations
Section 3	3.1(d)	Bankruptcy
Section 3	3.1(e)	Guilty of grave professional misconduct
Section 3	3.1(f)	Distorting competition
Section 3	3.1(g)	Conflict of Interest
Section 3	3.1(h)	Prior involvement in procurement process

Section 3	3.1(i)	Prior performance of contract
Section 3	3.1(j)(i)	Serious Misrepresentation
Section 3	3.1(j)(ii)	Withholding information
Section 3	3.1(j)(iii)	Unable to provide supporting documentation for ESPD
Section 3	3.1(j)(iv)	Influenced the decision-making process
<b>Part 3: Selection Questions</b>		
Section 4	4.1	Audited accounts
Section 5	5.1	Wider group
Section 5	5.2	Parent Company Guarantee
Section 5	5.3	Other Guarantee
Section 6	6.1	Relevant experience and contract examples
Section 7	7.1	Compliance under Modern Slavery Act 2015
Section 8	8.1(a)	Insurance
Section 9	9.2	Systems to manage supply chain
Section 9	9.3	Procedures for resolving disputes
Section 9	9.5	Meeting the requirements of the code/standards
Section 9	9.6	Confirmation of 30 days payment
Section 9	9.7	Payments to supply chain
Section 9	SEL5.5	Health and Safety Policy
Section 9	SEL5.6	Enforcement/remedial orders in relation to the Health and Safety Executive
Section 9	SEL5.7	Breaching environmental legislation
Section 9	SEL5.8	Checking sub-contractors for infringement of environmental legislation
Section 9	SEL5.9	Unlawful discrimination
Section 9	SEL5.10	Checking sub-contractors for unlawful discrimination
Section 9	SEL 2.10	Cyber essentials
Section 9	SEL2.12	General Data Protection Regulation (GDPR) Act and Data Protection Act 2018
Section 9	FOI1.1	Freedom of information
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.	

- 5.3.3. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.
- 5.3.4. The evaluation model below shall be used for this RFP which will be determined to two decimal places.
- 5.3.5. Questions marked 'for information only' do not contribute to the scoring model.
- 5.3.6. During the evaluation stage, the intention is that only Bidders who achieve a Pass of all the Mandatory and Discretionary requirements of the RFP will be considered for award stage evaluation.

#### 5.4. AWARD questionnaire

- 5.4.1. The award questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

Award Pass/fail criteria		
Questionnaire	Q No.	Question subject
Commercial	AW1.1	Form of Bid
Commercial	AW1.2	Bid validity period
Commercial	AW1.3	Certificate of bona fide Bid
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and fixed price
Price	AW5.3	Maximum Price
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.7	Security for overseas travel
-	-	Request for Proposal response – received on time within the e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of the any of the selection stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria.		

- 5.4.2. The Award stage of due process shall be marked against the following Award scoring criteria.
- 5.4.3. The evaluation model below shall be used for this RFP which will be determined to two decimal places.
- 5.4.4. Questions marked ‘for information only’ do not contribute to the scoring model.

Award 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 RFP. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding	20%

Quality	PROJ1.2	Methodology – Developing Peer Groups, Business Support and Communications	20%
Quality	PROJ1.3	Methodology – Delivery of Funding and Measuring Impact	15%
Quality	PROJ1.4	Programme Plan	10%
Quality	PROJ1.5	Project Team and Capability to Deliver	10%
Quality	PROJ1.6	Risk and Mitigation	5%

## Award Evaluation of criteria

### Non-Price elements

Each question will be evaluated 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 award question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your

final score as follows:

**Example**

Evaluator 1 scored your bid as 60  
Evaluator 2 scored your bid as 40  
Evaluator 3 scored your bid as 80  
Evaluator 4 scored your bid as 60  
Your final score will  $(60+40+80+60) \div 4 = 60$

**Price elements** will be evaluated 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:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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

## 5.5. Evaluation process

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

Stage	Summary of activity
Receipt and Opening	<ul style="list-style-type: none"><li>RFP logged upon opening in alignment with UK SBS's procurement procedures.</li><li>Any RFP Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.</li></ul>
Compliance check	<ul style="list-style-type: none"><li>Check all Mandatory requirements are acceptable to the Contracting Authority.</li><li>Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li></ul>
Scoring of the Bid	<ul style="list-style-type: none"><li>Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the Selection criteria.</li></ul>
Clarifications	<ul style="list-style-type: none"><li>The Evaluation team may require written clarification to Bids</li></ul>
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"><li>Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the</li></ul>

	Selection criteria.
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> <li>To confirm contents of the letters to provide details of scoring and relative feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.</li> </ul>

## **Section 6 – Selection and award questionnaires**

### **Section 6 – Selection questionnaire**

#### **6.1. Introduction**

The Selection questionnaires are located in the within the e-sourcing tool.

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

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



## **Section 6 – Award questionnaire**

6.2. The Award questionnaires are located within the e-sourcing tool.

6.3. Guidance on completion of the questions 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

### 7.1. Introduction

- 7.1.1. The Contracting Authority wishes to establish a Contract for the provision of Global Young Innovators Pilot Programme]. The Contracting Authority is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as may be amended from time to time) (the “Regulations”). This is a Contract being procured under the OJEU Open Procedure
- 7.1.2. The Contracting Authority is procuring the Contract for add for its exclusive use.
- 7.1.3. UK SBS and the Contracting Authority logo, trademarks and other identifying marks are proprietary and may not be incorporated in the Companies response without or the Contracting Authority’s written permission.
- 7.1.4. The Bidder shall indemnify and keep indemnified UK SBS and the Contracting Authority against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Bidder of this document.
- 7.1.5. If there is any doubt with regard to the ambiguity of any question or content contained in this questionnaire then PLEASE ASK a clarification question, but please ensure that your question is via the formal clarification process in writing to the UK SBS representative nominated. No approach of any kind in connection with this opportunity should be made to any other person within or associated with UK SBS or the Contracting Authority. All information secured outside of this named contact shall have no legal standing or worth and should not be relied upon.
- 7.1.6. It remains the responsibility of the Bidder to keep UK SBS and the Contracting Authority informed of any matter that may affect continued qualification
- 7.1.7. Prior to commencing formal evaluation, Submitted Responses will be checked to ensure they are fully compliant with the Pass / Fail criteria within the Evaluation model. Non-compliant Submitted Responses may be rejected by the Contracting Authority. Submitted Responses which are deemed by the Contracting Authority to be fully compliant will proceed to evaluation. These will be evaluated using the criteria and scores detailed in the matrix set out in [Section 5](#).
- 7.1.8. Whilst it is the Contracting Authority’s intention to purchase the majority of its services under this Contract Arrangement from the Supplier(s) appointed this does not confer any exclusivity on the appointed Suppliers. The Contracting Authority and any relevant Other Public Bodies reserve the right to purchase any and services (including those similar to the supplies services covered by this procurement) from any Supplier outside of this Contract.
- 7.1.9. The Contracting Authority reserves the right not to conclude a Contract as a result of the current procurement process. Bidders should review the contents of Section 7 paragraph 7.8.1 when considering submitting their Response.
- 7.1.10. The services covered by this procurement exercise have NOT been sub-divided into Lots.
- 7.1.11. The Contracting Authority shall utilise the Delta eSourcing Procurement Tool available at <https://uksbs.delta-esourcing.com/> to conduct this procurement. There

will be no electronic auction following the conclusion of the evaluation of the Request for Proposal (RFP) responses. Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. All enquiries with respect to problems or functionality within the tool may be submitted to Delta eSourcing on 0845 270 7050

- 7.1.12. Please utilise the messaging system within the e-sourcing tool located at <https://uksbs.delta-esourcing.com/> within the timescales detailed in [Section 3](#). if you have any doubt as to what is required or will have difficulty in providing the information requested. Bidders should note that any requests for clarifications may not be considered by the Contracting Authority if they are not articulated by the Bidder within the discussion forum within the e-sourcing tool.
- 7.1.13. Bidders should read this document, Stage One: Overview Section. messages and the evaluation questionnaires carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection of the Response. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the services and contractual obligations. These instructions constitute the Conditions of Response. Participation in the RFP process automatically signals that the Bidder accepts these Conditions.
- 7.1.14. All material issued in connection with this RFP shall remain the property of the Contracting Authority and/or as applicable relevant OPB and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to the Contracting Authority or securely destroyed by the Bidder (at the Contracting Authority's option) at the conclusion of the procurement
- 7.1.15. The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abide by the terms of these instructions and the Conditions of Response.
- 7.1.16. The Bidder shall not make contact with any other employee, agent or consultant of UK SBS or the Contracting Authority or any relevant OPB or Customer who are in any way connected with this procurement during the period of this procurement, unless instructed otherwise by the Contracting Authority.
- 7.1.17. The Contracting Authority shall not be committed to any course of action as a result of:
- 7.1.17.1. issuing this RFP or any invitation to participate in this procurement ;
  - 7.1.17.2. an invitation to submit any Response in respect of this procurement;
  - 7.1.17.3. communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement; or
  - 7.1.17.4. any other communication between UK SBS, the Contracting Authority and/or any relevant OPB (whether directly or by its agents or representatives) and any other party.
- 7.1.18. Bidders shall accept and acknowledge that by issuing this RFP the Contracting Authority shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all of the services for which Responses are invited.
- 7.1.19. The Contracting Authority reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement.
- 7.1.20. Bidders should not include in the Response any extraneous information which has not been specifically requested in the RFP including, for example, any sales

literature, standard terms of trading etc. Any such information not requested but provided by the Bidder shall not be considered by the Contracting Authority.

- 7.1.21. If the Bidder is a consortium, the following information must be provided: full details of the consortium; and the information sought in this RFP in respect of each of the consortium's constituent members as part of a single composite response. Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as indicated in the relevant section of the selection questionnaire SEL1.9 specifically refers. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the RFP. However, please note the Contracting Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 19(6) of the Regulations. The Contracting Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Contracting Authority so that it can make a further assessment by applying the selection criteria to the new information provided and consider rejection of the Response if the Contracting Authority reasonably consider the change to have a material impact of the delivery of the viability of the Response.

## **7.2. Bidder conference**

- 7.2.1. A Bidders' Conference will not be held in conjunction with this procurement.

7.2.2.

## **7.3. Confidentiality**

- 7.3.1. Subject to the exceptions referred to in paragraph 7.3.2, the contents of this RFP are being made available by the Contracting Authority on condition that:
- 7.3.1.1. Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
  - 7.3.1.2. Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
  - 7.3.1.3. Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and
  - 7.3.1.4. Bidders shall not undertake any publicity activity within any section of the media in relation to this procurement
- 7.3.2. Bidders may disclose, distribute or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that either:
- 7.3.2.1. This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
  - 7.3.2.2. The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or
  - 7.3.2.3. The Bidder is legally required to make such a disclosure

- 7.3.3. In paragraphs 7.3.1 and 7.3.2 above the term 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.
- 7.3.4. UK SBS and the Contracting Authority may disclose detailed information relating to Responses to its employees, agents or advisers and they may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. UK SBS and the Contracting Authority also reserve the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure as explained in paragraphs 7.4.1 to 7.4.3 below).
- 7.3.5. 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. Subject to section 7.4 below, the information will not be disclosed outside Government. Bidders taking part in this RFP consent to these terms as part of the competition process.

- 7.3.6. The Government introduced its new Government Security Classifications ("GSC") classification scheme to replace the current Government Protective Marking System ("GPMS"). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:  
<https://www.gov.uk/government/publications/government-security-classifications>
- 7.3.7. The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this RFP to reflect any changes introduced by the GSC. In particular where this RFP is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

## USEFUL INFORMATION LINKS

- [Contracts Finder](#)
- [Tenders Electronic Daily](#)

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

#### **7.4. Freedom of information**

- 7.4.1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS and the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 7.4.2. In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 7.4.3. Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 7.4.4. Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 7.4.5. Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public.

#### **7.5. Response Validity**

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

#### **7.6. Timescales**

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

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

- 7.7.1. Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement must be directed through the e-sourcing tool to the designated UK SBS contact.
- 7.7.2. All enquiries with respect to access to the e-sourcing tool may be submitted to Delta eSourcing on 0845 270 7050 please note this is a free self-registration website and this can be done by completing the online questionnaire at <https://uksbs.delta-esourcing.com/>
- 7.7.3. Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the e-sourcing tool. Failure to follow this requirement will result in disqualification of the Response.

## **7.8. Preparation of a Response**

- 7.8.1. Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Bidders are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will UK SBS or the Contracting Authority, or any of their advisers, be liable for any such costs, expenses or liabilities borne by Bidders or their sub-contractors, suppliers or advisers in this process.
- 7.8.2. Bidders are required to complete and provide all information required by the Contracting Authority in accordance with the Conditions of Response and the Request for Proposal. Failure to comply with the Conditions and the Request for Proposal may lead the Contracting Authority to reject a Response.
- 7.8.3. The Contracting Authority relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.
- 7.8.4. Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by the Contracting Authority or their advisers and representatives. Bidders should notify the Contracting Authority promptly of any perceived ambiguity, inconsistency or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement.
- 7.8.5. Bidders must ensure that each response to a question is within any specified word count. Any responses with words in excess of the word count will only be considered up to the point where they meet the word count, any additional words beyond the volume defined in the word count will not be considered by the evaluation panel.
- 7.8.6. Bidders must ensure that each response to a question is not cross referenced to a response to another question. In the event of a Bidder adding a cross reference it will not be considered in evaluation.

## **7.9. Submission of Responses**



- 7.9.1. The Response must be submitted as instructed in this document through the e-sourcing tool. Failure to follow the instruction within each Section of this document, to omit responses to any of the questions or to present your response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.
- 7.9.2. The Contracting Authority may at its own absolute discretion extend the closing date and the time for receipt of Responses specified [Section 3](#).
- 7.9.3. Any extension to the RFP response period will apply to all Bidders.
- 7.9.4. Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response not being considered.
- 7.9.5. The Contracting Authority do not accept responsibility for the premature opening or mishandling of Responses that are not submitted in accordance with the instructions of this document.
- 7.9.6. The Response and any documents accompanying it must be in the English language
- 7.9.7. Bidders must submit their response through the e-sourcing tool, unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority. Responses received by any other method than requested will not be considered for the opportunity.
- 7.9.8. Responses will be submitted any time up to the date indicated in [Section 3](#). Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.
- 7.9.9. Responses received after the date indicated in [Section 3](#) 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
  - 7.9.9.1. The Bidder must demonstrate irrefutable evidence in writing they have made best endeavours to ensure the Response was received on time and that the issue was beyond their control.
  - 7.9.9.2. Any request for a late Response to be considered must be emailed to the Buyer in [Section 3](#) in advance of 'the deadline' if a bidder believes their Response will be received late.
  - 7.9.9.3. The Contracting Authority reserves the right to accept or reject any late Response without justification to the affected Bidder and make no guarantee it will consider any request for a late Response to be considered.
- 7.9.10. Do not seek changes to the Bid after responses have been submitted and the deadline (date and time) for receipt of responses has passed.

## **7.10. Canvassing**

- 7.10.1. Any Bidder who directly or indirectly canvasses any employee, or agent of UK SBS, the Contracting Authority or its members or any relevant OPB or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or

attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Response or proposed Response will be disqualified.

## **7.11. Disclaimers**

- 7.11.1. Whilst the information in this RFP, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.
- 7.11.2. Neither UK SBS, the Contracting Authority, nor any relevant OPB's nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:
- 7.11.2.1. makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFP; or
  - 7.11.2.2. accepts any responsibility for the information contained in the RFP or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 7.11.3. Any persons considering making a decision to enter into contractual relationships with the Contracting Authority and/or, as applicable, relevant OPB following receipt of the RFP should make their own investigations and their own independent assessment of the Contracting Authority and/or, as applicable, relevant OPB and its requirements for the services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with Paragraph 7.15 of this RFP.

## **7.12. Collusive behaviour**

- 7.12.1. Any Bidder who:
- 7.12.1.1. fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or
  - 7.12.1.2. communicates to any party other than UK SBS, the Contracting Authority or, as applicable, relevant OPB the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
  - 7.12.1.3. enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
  - 7.12.1.4. enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
  - 7.12.1.5. offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act or omission,
- shall (without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

### **7.13. No inducement or incentive**

- 7.13.1. The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a Response or enter into the Contract or any other contractual agreement.

### **7.14. Acceptance of the Contract**

- 7.14.1. The Bidder in submitting the Response undertakes that in the event of the Response being accepted by the Contracting Authority and the Contracting Authority confirming in writing such acceptance to the Bidder, the Bidder will within 5 days of being called upon to do so by the Contracting Authority execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.
- 7.14.2. The Contracting Authority shall be under no obligation to accept the lowest priced or any Response.

### **7.15. Queries relating to the Response**

- 7.15.1. All requests for clarification about the requirements or the process of this procurement shall be made in through the e-sourcing tool unless where the e-sourcing tool is unavailable due to Delta eSourcing system maintenance or failure, in this instance all clarifications shall be by email to the contact defined in [Section 3](#).
- 7.15.2. The Contracting Authority will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.
- 7.15.3. In the event of a Bidder requiring assistance uploading a clarification to the e-sourcing portal they should use the contact details defined in [Section 3](#).
- 7.15.4. No further requests for clarifications will be accepted after 7 days prior to the date for submission of Responses.
- 7.15.5. In order to ensure equality of treatment of Bidders, the Contracting Authority intends to publish the questions and clarifications raised by Bidders together with the Contracting Authority's responses (but not the source of the questions) to all participants on a regular basis.
- 7.15.6. Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if the Contracting Authority at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and the Contracting Authority's response, the Contracting Authority will:
- 7.15.6.1. invite the Bidder submitting the query to either declassify the query and allow the query along with the Contracting Authority's response to be circulated to all Bidders; or
  - 7.15.6.2. request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Bidder clarifications.

- 7.15.7. The Contracting Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

## **7.16. Amendments to Response Documents**

- 7.16.1. At any time prior to the deadline for the receipt of Responses, the Contracting Authority may modify the RFP by amendment. Any such amendment will be numbered and dated and issued by the Contracting Authority to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Responses, the Contracting Authority may, at its discretion, extend the time and/or date for receipt of Responses.

## **7.17. Modification and withdrawal**

- 7.17.1. Bidders may modify their Response where allowable within the e-sourcing tool. No Response may be modified after the deadline for submission of Responses.
- 7.17.2. Bidders may withdraw their Response at any time prior the deadline for submission of Responses [or any other time prior to accepting the offer of a Contract]. The notice to withdraw the Response must be in writing and sent to the Contracting Authority by recorded delivery or equivalent service and delivered to the Head of Policy UK SBS at UK Shared Business Services Ltd, Procurement, Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1ET

## **7.18. Right to disqualify or reject**

- 7.18.1. The Contracting Authority reserves the right to reject or disqualify a Bidder where
- 7.18.1.1. the Bidder fails to comply fully with the requirements of this Request for Proposal or presents the response in a format contrary to the requirements of this document; and/or
  - 7.18.1.2. the Bidder is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or
  - 7.18.1.3. there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

## **7.19. Right to cancel, clarify or vary the process**

- 7.19.1. The Contracting Authority reserves the right to:
- 7.19.1.1. cancel the evaluation process at any stage; and/or
  - 7.19.1.2. require the Bidder to clarify its Response in writing and/or provide additional information. (Failure to respond adequately may result in the Bidder not being selected),

## **7.20. Notification of award**

- 7.20.1. The Contracting Authority will notify the successful Bidder of the Contract award in writing and will publish an Award Notice in the Official Journal of the European Union in accordance with the Regulations within 30 days of the award of the contract.
- 7.20.2. As required by the Regulations all successful and unsuccessful Bidders will be provided with an email advising the outcome of the submission of their RFP response.

## Appendix ‘A’ Glossary of Terms

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