

Invitation to Quote



Invitation to Quote (ITQ) on behalf of UK Research and Innovation
Subject: Endemic Livestock Diseases Initiative Project Coordinator
Sourcing Reference Number: PS22389

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

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

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

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

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

Privacy Statement

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

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

- We will keep your data safe and private.
- We will not sell your data to anyone.

- 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

Section 3 – Working with the Contracting Authority

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

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Research and Innovation Polaris House, North Star Avenue, Swindon SN2 1FL
3.2.	Buyer	Nicola Turner
3.3.	Buyer contact details	ProfessionalServices@uksbs.co.uk
3.4.	Maximum value of the Opportunity	The maximum budget for full completion of this project is £115,000.00 excluding VAT
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.1.11. 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, unless formally advised to do so by UKSBS.

Section 3 - Timescales		
3.6.	Date of posting of Contract advert to Contracts Finder	Wednesday 15 th February 2023
3.7.	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Tuesday 21 st February 2023 11.00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Wednesday 22 nd February 2023
3.9.	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal (the Deadline)	Wednesday 1 st February 2023 11.00
3.10.	Anticipated notification of proposed Contract award to unsuccessful bidders	Monday 13 th March 2023
3.11.	Anticipated Contract Award Date	Wednesday 15 th March 2023
3.12.	Commencement of Contract	Monday 20 th March 2023
3.13.	Completion of Contract	30 September 2026

Section 4 – Specification

1. Introduction

The Biotechnology and Biological Sciences Research Council (BBSRC) is part of UK Research and Innovation, non-departmental public body sponsored by the Department for Business, Energy and Industrial Strategy (BEIS).

BBSRC invests in world-class bioscience research and training on behalf of the UK public. Our aim is to further scientific knowledge, to promote economic growth, wealth and job creation and to improve quality of life in the UK and beyond.

For more information about BBSRC, our science and our impact, see: <https://bbsrc.ukri.org>.

2. Aims

BBSRC are looking to appoint an individual or team with expertise of engaging with the farmed animals/ livestock sector, with a specific interest in animal health, to deliver co-ordination activities for the Endemic Livestock Diseases Initiative, and to carry out monitoring and evaluation of the initiative.

In the UK, endemic livestock diseases are the main barrier to improving productivity, and have direct negative impacts on animal welfare and greenhouse gas emissions in terms of individual animals and the livestock production system more broadly. However, the terrestrial livestock industry has not been able to make significant reductions in the incidences or the impacts of livestock endemic diseases. A significant amount of the costs and wider issues associated with endemic diseases in livestock are primarily linked to the farm level. Relative to national level populations, many of these diseases impact a small number of livestock, yet for an individual farm the implications can be considerable.

The Endemic Livestock Diseases Initiative (ELD) aims to meaningfully reduce the overall level and impact of endemic disease on the UK livestock sector, to improve productivity and the health and welfare of animals. The initiative brings academia and businesses together to co-create novel prevention and intervention solutions. ELD has been established as a multi-stage initiative to develop a flagship, strategic collaborative research and development programme consisting of:

- Phase 1: two distinct investments
 - i. Catalysing Partnerships (short projects of up to £50K which lasted between 5-6 months, which concluded at the end of March 2022)
 - ii. Priming Partnerships (12 month projects of £125k to £250k starting June – Sept 2022, ending May-August 2023)
 which combined have led to a total of 22 research projects being funded.
- Phase 2: focusses on longer, larger research and innovation partnerships that purposefully engage farmers in solution development through collaborative R&D.

These projects will be between £500k - £1m in scale and will require a 10% cash and/or in-kind contribution from collaborating businesses. Circa 7-10 projects are expected to start April – June 2023, and last up to 36 months.

The initiative is funded by BBSRC, Defra, Daera and Scottish Government. Collaboration is at the core of this initiative, with an emphasis on co-creating solutions with end users such as farmers and vets.

3. Objectives

The coordinators will add value to the Endemic Livestock Diseases Initiative by:

- **Undertaking networking and dissemination activities:** to support engagement between academic project teams, project partners, as well as the livestock sector more broadly. The coordinator(s) will ensure that all project partners and collaborators can fully engage in the initiative, by fostering an open innovation environment, and providing an inclusive space for collaboration around shared challenges. These may take the form of, but are not limited to: networking events for award holders and collaborators, and end of project events.
- **Project monitoring:** working with project teams and industry partners to understand and record project progress and outputs against the programme objectives, and communicate these to BBSRC. The coordinator(s) will also lead regular meetings between project teams, and attend regular catchups between the coordinator(s) and BBSRC. These meetings may be virtual or in-person as appropriate.
- **Communications:** Ensuring project teams, project partners, BBSRC and co-funders are kept informed about the progress of the initiative, signposting opportunities for sector of wider public engagement with the Initiative to maximise the translation and impact of the investment.
- **Reporting and maximising impact:** capturing and reporting on outcomes of Phase 1 and Phase 2 of the initiative to enable BBSRC to demonstrate the impact of its investment and support the wider dissemination of project outcomes.

The coordinator(s) will be expected to demonstrate the following skills and experience:

1. Detailed knowledge of the livestock agriculture sector, ideally with a specialist understanding of livestock health
2. Detailed understanding of the relevant scientific research base in the UK, and how UKRI and BBSRC investments support this.
3. Awareness and understanding of the wider research and policy landscape as it relates to the livestock sector.
4. Practical experience of project co-ordinating or project managing industry-academia research collaborations.

5. Practical experience of facilitating collaboration between academia and industry.
6. Practical experience of stakeholder engagement, ideally within the livestock sector.
7. Practical experience of co-ordinating and facilitating stakeholder engagement events and/or workshops.
8. Excellent written and verbal communication skills, with experience of communicating effectively with diverse audiences.
9. Demonstrable experience of delivering thorough project evaluation reports, within an allocated timeframe.
10. Personal Skills
 - a. exceptional communication, networking and interpersonal skills
 - b. effective facilitator in both commercial and academic arenas
 - c. capacity to build trust and gain the respect of the academic community and the capability to engage effectively with Industry Members, and beyond.
 - d. team player attitude to encourage a collaborative ethos across the Initiative.

4. Background to the Requirement

The Business Interaction Unit at BBSRC supports and drives strategic engagement and co-investment in pre-competitive areas with bioscience and biotechnology businesses, as well as businesses in other sectors and industries with relevant interests, to ensure academic-business collaborations deliver maximum impact across the UK and globally. BBSRC funds collaborative R&D between academia and business via a number of funding mechanisms, including [Industrial Partnership Awards](#), [Link Awards](#) and the newly launched [Prosperity Partnerships](#), as well as via multiple strategic funding opportunities every year. Among the strategic funding opportunities launched by the Business Interaction Unit this year are the [Diet and Health Open Innovation Research Club](#), and the [Novel Crop Pests and Diseases Call](#).

The Endemic Livestock Diseases Initiative was launched in 2021 after extensive stakeholder engagement across the livestock sector and with policy makers. Thus far, 11 Catalysing Partnerships projects were funded, which ended in Spring 2022. A further 11 Priming Partnerships projects have started between June-September 2022, and will be running for 12 months. BBSRC expects to fund between seven to ten projects in total in the Phase 2: CR&D round of the Initiative, with the projects lasting no longer than 36 months. A total of £9.35 million is being invested in the Endemic Livestock Diseases Initiative by BBSRC, Defra, Daera and Scottish Government. Effective coordination, monitoring and evaluation of the initiative is vital to ensure the aims and objectives of the investment are met, and maximum impact can be realised.

The Endemic Livestock Diseases Initiative is aligned to the BBSRC strategic priorities of:

- [Bioscience for an integrated understanding of health](#)
- [Bioscience for sustainable agriculture and food](#)
- [One Health](#)
- [Welfare of managed animals](#)

The [government food strategy](#) continues to highlight the importance of controlling endemic diseases in farmed animals to ensure a thriving farming sector. Furthermore, the strategy also sets out that another part of supporting a thriving farming sector is to ensure that the animals and crops we keep and grow are healthy and well-cared for, which also benefits the health and welfare of humans.

5. Scope

BBSRC would like to invite tenders to deliver the role of Endemic Livestock Diseases Coordinator(s) for the period of 03 March 2023 – 30 September 2026 (43 months).

The coordinator(s) will lead the monitoring of ~30 active projects, as well as the evaluation of these ~ 30 projects, and carry out an overall evaluation of the initiative as a whole, supplying a final evaluation report suitable for internal use by BBSRC and the initiative's co-funders (Defra, Daera and Scottish Government).

The coordinator(s) are expected to keep in regular contact with BBSRC throughout the duration of this project with quarterly meetings and additional communications.

The co-ordinator(s) will be expected to deliver the following outputs to ensure that the Endemic Livestock Diseases Initiative fully delivers on the objectives of the initiative:

Outputs

- Coordinator(s) initiated networking and dissemination events ensure Project leads are supported and well connected with other project teams and project partners within the Endemic Livestock Diseases Initiative, including industry and SMEs. Additionally, Project Partners are fully engaged and supported throughout the initiative.
- Coordinator(s) monitors the projects and BBSRC is kept updated about the projects progress, via regular meetings or written updates from the coordinator(s).
- Effective routes to dissemination of outputs of the Initiative are developed and implemented by the Coordinator(s), including dissemination events, and written or audio-visual case studies for general and specialist audiences to ensure outputs of the programme are communicated.
- Evaluation of the individual components of the initiative are produced by the Coordinator (s) (catalysing, priming and phase 2).
- A final evaluation of the whole Initiative produced by the Coordinator(s) post project conclusions in 2026 which enables BBSRC and co-funders to fully identify all outcomes of the Initiative, and signposts future opportunities for investment in endemic livestock diseases CR&D, as well as highlighting any lessons learned.

6. Requirement

The winning bidder will be appointed to take the lead on the activities outlined in this document. This should be supported by administrative resource to ensure timely communication, reporting and invoicing to BBSRC.

The coordinator(s) will be responsible for delivering the following activities:

1. Progress and impact monitoring - Mandatory

- a. Engage with Priming Partnerships Projects in the final half of their projects to learn more about the project progress, findings, and benefits and challenges of collaboration. These meetings may be virtual or in-person/site visits as appropriate.
- b. Ongoing monitoring of the Phase 2: CR&D projects throughout their duration. The coordinator(s) will lead regular quarterly meetings between project teams and attend individual award holders meetings. The coordinator will arrange quarterly catchups between themselves and BBSRC. These meetings may be virtual or in-person/site visits as appropriate.

2. Evaluation of the projects at investment and initiative level – Mandatory

- a. A retrospective evaluation report of the catalysing projects and any achievements since the final reports in April 2022 (report due June 2023)
- b. A comprehensive survey to capture any outcomes post final reports of Priming Partnership award holders and their project partners between March – June 2023
- c. An evaluation report of the Priming Partnership projects once these have been completed.
- d. An evaluation report of the phase 2 projects once these have completed
- e. A final evaluation report of the Initiative once the Phase 2 CR&D projects have been completed, which enables BBSRC and co-funders to fully identify all outcomes of the Initiative, and signposts future opportunities for investment in endemic livestock diseases CR&D, as well as highlighting any lessons learned.

3. Design and deliver a series of networking and dissemination activities for live and finished projects (circa 2 per annum for the duration of the contract) to maximise information sharing and impact of the investments.– Mandatory

- a. A Priming Partnerships cohort event at the end of the awards in May/June 2023 to coincide with the beginning of Phase 2 CR&D projects.
- b. A series of cohort workshops for the Phase 2 CR&D projects to bring together project teams to share interim findings and share learnings.
- c. A final event at the end of the Phase 2 CR&D projects to share research outcomes, and explore the legacy of the initiative.

4. Communications – Mandatory

- a. Ensuring that opportunities for additional funding available through UKRI, Govt Departments and industry are signposted to award holders.
- b. Engaging with project teams and project partners to help BBSRC identify emerging pre-competitive research needs.

- c. Facilitating cross initiative dissemination to ensure maximum value is delivered from the cohort and that these outputs are captured at a programme level.
 - d. Encouraging wider stakeholder engagement with the initiative. This may be via, but is not limited to:
 - i. developing written or audio-visual content under the guidance of UKRI and co-funders' communications teams.
 - ii. co-ordinating external engagement events targeted at the livestock sector and the wider public.
- to maximise industry and wider public engagement with research outcomes, and highlight the benefits of collaborative research between academia and industry.

The coordinator(s) may meet with BBSRC to plan and review activities and any follow up actions arising out of the activities detailed above.

7. Timetable

ACTIVITY	Estimated Time Required
1. Progress and impact monitoring <ul style="list-style-type: none"> Engage with catalysing award holders to capture any additional outcomes post final reports. Arrange and lead quarterly meetings(including an introductory meeting and a close out meeting) with each of the Priming Partnerships projects to learn more about the project progress and outcomes, as well as the benefits and challenges of collaborating with industry and end users. Ongoing monitoring of the Phase 2: CR&D projects throughout their duration. Arrange and lead regular quarterly meetings between project teams. Attend quarterly catchups with BBSRC to provide updates on the projects and highlight any opportunities or challenges. 	10-15 days (annually) Up to 57 days (for full contract of 43 months)
2. Evaluation of the projects at an investment and initiative level <ul style="list-style-type: none"> In consultation with BBSRC (and AHDB) design and deliver a comprehensive survey of the catalysing awards to capture any outcomes post final reports. June 2023 In consultation with BBSRC, design and deliver a comprehensive survey of the Priming Partnerships award holders and their project partners between March – June 2023. 	10-15 days (annually) Up to 57 days (for full contract of 43 months)

<ul style="list-style-type: none"> • <i>Compile an interim evaluation summary of the Priming Partnerships scheme, suitable for internal use by BBSRC and co-funders, highlighting successes as well as opportunities for improvement.</i> • <i>In consultation with BBSRC, design and deliver a comprehensive survey of the Phase 2: CR&D award holders and their project partners between April – June 2026.</i> • <i>Compile and deliver a final evaluation report of the Endemic Livestock Diseases Initiative (suitable for internal use by BBSRC and co-funders) once the Phase 2 CR&D projects have been completed, which enables BBSRC and co-funders to fully identify all outcomes of the Initiative, and signposts future opportunities for investment in endemic livestock diseases CR&D, as well as highlighting any lessons learned.</i> • <i>In consultation with BBSRC, compile and deliver a high level summary report of the final evaluation report, which is suitable for wider (digital) publication and dissemination by BBSRC and co-funders.</i> 	
<p>3. Design and deliver a series of networking and dissemination activities (circa 2 per annum for the duration of the contract) to maximise information sharing and impact of the investments.</p> <ul style="list-style-type: none"> • <i>In consultation with BBSRC, plan and deliver a cohort event to coincide with the end of the Priming Partnerships Projects and the beginning of the Phase 2 CR&D projects, to facilitate networking and information sharing across the individual and collective cohorts.</i> • <i>In consultation with BBSRC, plan and coordinate a series of series of cohort workshops throughout the duration of the Phase 2 CR&D projects to bring together project teams to facilitate networking, share interim findings, and maximise opportunities for dissemination and translation of findings to industry.</i> • <i>In consultation with BBSRC and co-funders, plan and deliver a final dissemination event/ activities at the end of the Phase 2 CR&D projects to share research outcomes, and explore the legacy of the initiative.</i> 	<p>10-15 days (annually) Up to 57 days (for full contract of 43 months)</p>
<p>4. Communications</p> <ul style="list-style-type: none"> • <i>Engage regularly with project teams to highlight further funding opportunities available through UKRI, Government Departments and industry are signposted to award holders.</i> 	<p>5-6 days (annually) Up to 22.5 days (for full contract of 443 months)</p>

<ul style="list-style-type: none"> • <i>Engage regularly with project teams and project partners to support BBSRC's horizon scanning activities, helping to identify competitive and pre-competitive research needs.</i> • <i>Facilitate cross initiative dissemination to ensure maximum value is delivered from each cohort of investments.</i> • <i>In consultation with BBSRC, develop targeted communications activities (e.g. industry and/or public engagement activities, written or a/v content) to maximise industry and wider public engagement with research outcomes, and highlight the benefits of collaborative research between academia and industry.</i> 	
TOTAL	35 – 51 days (annually) Up to 193.5 days (for full contract of 43 months)

Conflict of interest

Bidders will be required to state any conflict of interest related to the existing Endemic Livestock Diseases Initiative, i.e., if they belong to organisation that currently receives funding as part of the initiative. Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided.

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 of Bids

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.

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

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

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Qualification	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Commercial	AW5.4	Maximum Budget
Commercial	AW5.5	E Invoicing
Technical	AW6.1	Compliance to the Specification
Technical	AW6.2	Variable Bids
-	-	Invitation to Quote response received on time within the Jaggaer eSourcing Portal
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings / scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	20%	20%
Technical	PROJ1.1	Understanding the Project Environment	80%	20%
Technical	PROJ1.2	Ability to deliver		40%
Technical	PROJ1.3	Methodology and Approach		20%

Evaluation of criteria

Non-Commercial Elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

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

Commercial 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 Commercial criterion.

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

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

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

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

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

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

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

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

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

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

Evaluation process

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"> ITQ logged upon opening in alignment with UK SBS's procurement procedures. Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UK SBS, the Contracting Authority or

	the eSourcing Portal beyond the bidder control are responsible for late submission.
Compliance check	<ul style="list-style-type: none"> • Check all Mandatory requirements are acceptable to the Contracting Authority. • Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	<ul style="list-style-type: none"> • Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.
Clarifications	<ul style="list-style-type: none"> • The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> • Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.
Due diligence of the Bid	<ul style="list-style-type: none"> • the Contracting Authority may request the following requirements at any stage of the Procurement: <ul style="list-style-type: none"> ○ Submission of insurance documents from the Bidder ○ Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder ○ Taking up of Bidder references from the Bidders Customers. ○ Financial Credit check for the Bidder
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> • To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.

Section 6 – Evaluation Response Questionnaire

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

Guidance on how to register and use the Jaggaer eSourcing portal is available at

<https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date / time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the Section 3 of the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise the eSourcing portal 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 Jaggaer eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails.
- 7.10 Do complete all questions in the evaluation response questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's Ⓜ

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via the Jaggaer eSourcing portal. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk

Phone 08000 698 632

Email customersupport@jaggaer.com

Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Response Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UK SBS.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Jaggaer eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Jaggaer eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliance checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliance checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.
- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the Jaggaer eSourcing Portal.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.43 The Government revised its Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the previous Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

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

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

USEFUL INFORMATION LINKS

- [Contracts Finder](#)
- [Equalities Act introduction](#)

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

8.0 Freedom of information

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

9.0. Timescales

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

10.0. The Contracting Authority's Contact Details

- 10.1 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 eSourcing tool to the designated UK SBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the 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 “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Call Off Contract”	means the document set out in Schedule 3 of the Contract
“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 ITQ relating to the submission of a Bid
“Competed Supplies/Services”	means the competed supplies / services which will be Ordered from the Contract following a Mini-Competition and are set out at Schedule 3 of the Contract
“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 Contracts Finder Notice
“Contracting Authority”	A public body regulated under the Public Procurement 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 ITQ
"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
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. NOTE: This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Supplier(s)”	means the organisation(s) awarded the Contract

“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within <u>Section 4 Specification</u>
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