

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Science and Technology
Facilities Council (STFC)**

Subject Contracting Authority **STFC Event Management System**

Sourcing reference number **PS17158**

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

Registered in England and Wales as a limited company. Company Number 6330639.
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UKSBS
Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>

Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation, whose goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

STFC support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The organisation's large-scale scientific facilities in the UK and Europe are used by more than 3,500 users each year, carrying out more than 2,000 experiments and generating around 900 publications.

The combination of access to world-class research facilities and scientists, office and laboratory space, business support, and an environment which encourages innovation has proven a compelling combination, attracting start-ups, SMEs and large blue chips such as IBM and Unilever.

Examples of funded research

- STFC is providing the design infrastructure for the £23bn UK microelectronics sector that underpins strategically important industries worth £78bn to the UK economy
- STFC's ISIS facility and its users, working in partnership with the NHS, developed a novel material to improve the treatment of cleft lip and palate, speeding up healing times and reducing operating costs
- STFC's Synchrotron Radiation Source was used to understand how conventional anti-malarial drugs work, allowing the development of more effective treatment to reduce the devastating global impact of malaria
- STFC's ISIS facility is identifying new materials that can safely and conveniently store hydrogen, enabling the development of hydrogen-fuelled cars reducing reliance on fossil fuels and cutting carbon emissions

www.stfc.ac.uk

Section 3 - Working with the Contracting Authority .

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Science and Technology Facilities Council Polaris House North Star Avenue Swindon SN2 1SZ
3.2	Buyer name	Professional services
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£38,000 excluding vat
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. 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.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	29/08/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	05/09/2017 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	07/09/2017 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	12/09/2017 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	18/09/2017
3.11	Anticipated selection and de selections of Bids notification date	20/09/2017

3.12	Anticipated Award date	20/09/2017
3.13	Anticipated Contract Start date	25/09/2017
3.14	Anticipated Contract End date	24/09/2020
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

STFC is a world-leading multi-disciplinary science organisation, and our goal is to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world. Our strength comes from our distinct but interrelated functions:

- Universities: we support university-based research, innovation and skills development in astronomy, particle physics, nuclear physics, and space science
- Scientific Facilities: we provide access to world-leading, large-scale facilities across a range of physical and life sciences, enabling research, innovation and skills training in these areas
- National Campuses: we work with partners to build National Science and Innovation Campuses based around our National Laboratories to promote academic and industrial collaboration and translation of our research to market through direct interaction with industry
- Inspiring and Involving: we help ensure a future pipeline of skilled and enthusiastic young people by using the excitement of our sciences to encourage wider take-up of STEM subjects in school and future life (science, technology, engineering and mathematics)

We support an academic community of around 1,700 in particle physics, nuclear physics, and astronomy including space science, who work at more than 50 universities and research institutes in the UK, Europe, Japan and the United States, including a rolling cohort of more than 900 PhD students.

The STFC Scientific Computing (SCD) and ASTeC Departments run many workshops and conferences throughout the year, and require a bespoke event management system, addressing the specific requirements (see section 6) identified by the managers of SCD and ASTeC departments workshops and conferences.

Aims

The reason for this tender exercise is that STFC require an Event Management Service to replace a service which is coming to its end-of-life. The replacement service needs to allow for the bespoke creation of workshops and conferences for the SCD and ASTeC Department workshops and conferences, and match the very specific requirements in the requirements section below.

The purpose of this evaluation process is to identify which bid best matches the very specific requirements set out below, and offers the most economically advantageous solution.

Objectives

The objectives are to implement a replacement Cloud based Event Management Service that will:

- Allow select STFC staff to create new events through the Event Management Service web interface and to allow for a variety of customisation options during event creation (as specified in the detailed requirements section), which are then published to a

- specified web address.
- Allow Members of the public and specifically the scientific and academic communities the ability to:
- View details of events online (Subject Matter, Session detail, Dates, Location, Speakers, Delegates, Accommodation Options, and Prices etc.)
- Register online and make payment for events
- Allow select STFC staff the ability to manage events from start to finish through the Event Management Service web interface (seeing lists of delegates, managing communications to delegates, managing delegates payments etc.)

Background to the Requirement

The current event management system allows for bespoke creation of workshops and conferences for the SCD and ASTeC Department workshops and conferences.

The Scientific Computing Department provides large scale HPC facilities, computing data services and infrastructure at both Daresbury Laboratory and Rutherford Appleton Laboratory.

The department also includes world leading experts in a number of scientific fields including computational chemistry, computational engineering, materials science, band theory, computational biology, advanced research computing, atomic and molecular physics, numerical analysis, software engineering, data services, petascale storage, scientific information and scientific computing technology.

The **Accelerator Science and Technology Centre (ASTeC)** was created in 2001 as a Centre of Excellence for study of the production, acceleration and delivery of charged particle beams.

Our Centre was born out of decades of advanced particle accelerator research and development within the STFC national labs at Daresbury and Harwell, delivering internationally leading large-scale science facilities. This included the operation of the SRS synchrotron radiation facilities, supporting the delivery of research toward three Nobel prizes.

Charged particle accelerators are at the heart of numerous frontier projects in science and technology, including large scale international research facilities for particle and nuclear physics and major UK centres such as synchrotron sources for neutrons and photons. Alternative but much smaller solutions apply to medical and industrial applications.

Technologies associated with all modern applications of charged particle beams continue to evolve and demand associated R&D programmes to be pursued.

Staff from ASTeC have expertise in all aspects from design through construction to commissioning. In addition to specifically selected accelerator projects we are engaged in an ongoing programme of world class research and development studies.

The Event Management System currently in use by the ASTeC and SCD departments is hosted by STFC as is nearing its End-of Life. It has been decided to replace this system with a fully managed cloud based solution meeting the specific requirements set out under requirement section.

Scope

The Event Management system solution needs to allow capacity for workshops and conference events run by the STFC Scientific Computing and ASTeC Departments, with the ability to accept payments.

Over the previous 5 years, the peak amount of registrants in a year has been nearly 4,700

with the average being around 3,300.

The solution will need to allow for multiple user accounts, for the creation and management of events. A minimum of 5 individual user logins will be required, with the ability to purchase (if applicable) additional logins when necessary.

Requirement

The table below identifies the specific requirements of stakeholders from SCD and ASTeC Departments:

Requirement of	Details
SCD	(SCD) Information / home page to add details of the event
SCD	(SCD) Ability to add an agenda with option to split into different sessions
SCD ASTeC	(SCD) Need to be able to upload documents (ASTeC) Upload of presentation material by the delegate and by the event administrator.
SCD ASTeC	(SCD) Custom questions with the ability to customise each event by adding necessary question for information. This can then be queried as required to pull out the necessary information in a clean fashion (ASTeC) Custom built questions to include information such as arrival and departure dates (required for organisation of travel), what sessions they wish to take part in (required to build the programme), conference dinner (needed to ensure correct numbers are booked with venue)
SCD	(SCD) Payment page – enable payment by credit card (at no additional cost to either delegate or STFC)
SCD ASTeC	(SCD) Speakers can upload copies of their presentations to the agenda – this is a requirement of many of our events so delegates can see presentations beforehand; in some cases speakers will upload abstracts (ASTeC) Upload of presentation material by the delegate and by the event administrator.
SCD	(SCD) Delegates can log back into their account to make payments if they had not done so during registration, this enables people who may have overlooked payment to pay after registration

SCD	(SCD) Add logos to the home page, particularly important for our CIUK event whereby we attract sponsorship funding for a variety of things such as lunches, networking dinners, refreshments etc.
SCD	(SCD) Need to be able to edit the text sent in the confirmation email – EMS will provide an automatic email confirmation of registration to all delegates and the text can be different for each event.
SCD	(SCD) The main registration details are pulled out in the confirmation so delegates see exactly what they have requested and can amend this where necessary.
SCD	(SCD) Accommodation options – it's vital to have the ability to collect accommodation requirements and the system will also "add" up any costs attached to this and produce a final invoice
SCD	(SCD) The system allows delegates to print off their own receipts and reconciles outstanding payments accordingly
ASTeC	(ASTeC) Registration form collecting name, address, affiliation, email address (all contact details).
ASTeC	(ASTeC) Dietary and special requirements
ASTeC	(ASTeC) Add text regarding event that includes web links
ASTeC	(ASTeC) Upload of Programme for as many days as the event is taking place (for ASTeC events this is usually between 2-5 days) and highlight sessions
ASTeC	(ASTeC) All material/documentation for an event is available during and after the event. It is a crucial historic document storage for the event, particularly if it is one of a series of events.
ASTeC	(ASTeC) Ability to add to delegate registration whether bank transfer or cheque has been received, this then shows up in the finance report.
ASTeC	(ASTeC) Produce finance report with any additional information noted throughout the period of organisation.

ASTeC	(ASTeC) Technical support with quick response when there are issues with the booking system.
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IMPORTANT: The ease of achieving all the above will need to be taken into consideration.

Additional Requirements identified are:

- The solution must have a Web User Interface (WUI) to allow delegates to view details of events and to register online.
- Provider must be ISO-27001 (or equivalent) Compliant
- Must have the ability to remove 'inactive' information from a user record after a given amount of time (e.g. remove personal information from a registrants account after 6 months, whilst retaining the account)
- Must have the ability to delete personal data on request
- Must have the ability to Mass mail users to check whether information held is accurate and up-to-date.
- Solution must be fully cloud hosted
- Where cost is based on amount of registrant, there must be the ability to roll-over up to 1,000 registrants from any given year of the agreement into the following year of the same agreement.
- Where cost is based per registration, there must be the ability to purchase additional registrants at any point during the term of the agreement and obtain more economical per registrant pricing for the new registrant purchase.
- Agreement must include initial support and training for new users creating events, and for administrators managing the system.
- Solution must allow multiple user logins, with the ability to purchase (if applicable) additional logins when necessary.
- System uptime must be 99%+
- System must allow for support of Internet Explorer and Google Chrome and system should also support mobile devices.

Solution must be implemented and ready to use before 31st October 2017.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.7	Compliance with ISO27001
Quality	AW6.8	Price is within the indicated budget.

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	15%
Quality	AW6.2	Support	15%
Quality	AW6.3	Security	30%
Quality	AW6.4	Training	20%
Quality	AW6.5	Data Retention	15%
Quality	AW6.6	Compatibility	5%

Evaluation of criteria

Non-Price elements

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

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

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

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

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

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

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

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

Example

Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

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

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

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

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

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

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

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

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

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear , concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

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

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

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

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

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

USEFUL INFORMATION LINKS

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