



# Invitation to Quote

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

**Subject UK SBS UK SBS Square Kilometre Array Evaluation**

**Sourcing reference number BLOJEU-CR17021STFC**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
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VAT registration GB618 3673 25  
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**UKSBS**  
  
*Shared Business Services*

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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 customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers 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 customers. 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 its customers, 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 Customers.

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

## Section 2 – About Our Customer

### 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](http://www.stfc.ac.uk)

## Section 3 - Working with UK Shared Business Services Ltd.

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	Customer Name and address	<p>Science and Technology Facilities Council (STFC)</p> <p>Rutherford Appleton Laboratory Harwell Campus Didcot OX11 0QX</p> <p>Please note that the majority of the work is likely to take place at:</p> <p>Science and Technology Facilities Council Polaris House North Star Avenue Swindon SN2 1SZ</p> <p>and</p> <p><b>SKA Organisation</b> Jodrell Bank Observatory Lower Withington Macclesfield Cheshire, SK11 9DL, UK</p>
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£40,000 Excluding VAT
3.5	Process for the submission of clarifications and Bids	<p><b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>.</b></p> <p><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></p>

### Section 3 - Timescales

3.6	Date of Issue of Contract Advert and location of original Advert	09/02/2017
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	16/02/2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	20/02/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	28/02/2017 14:00
3.10	Anticipated rejection of unsuccessful Bids date	13/03/2017
3.11	Anticipated Award date	13/03/2017
3.12	Anticipated Contract Start date	15/03/2017
3.13	Anticipated Contract End date	31/08/2017
3.14	Bid Validity Period	60 Days

## Section 4 – Specification

### Introduction

The Science and Technology Facilities Council (STFC) wishes to commission an evaluation study on the Square Kilometre Array (SKA) Headquarters, based on the University of Manchester's Jodrell Bank site. The aim of the study is two-fold; it should measure and demonstrate the social and economic impact from the SKA Headquarters to date, providing an evidence-based understanding of public and private investment. Secondly, the project should develop an Evaluation Framework to measure and capture the impact of the Headquarters in future years.

### Background

STFC's vision is to maximise the impact of our knowledge, skills, facilities and resources for the benefit of the United Kingdom and its people. In 2010, STFC set out a ten-year strategy<sup>i</sup> to deliver this vision, through our three strategic goals of world-class research, world-class innovation, and world-class skills. Capturing and reporting this impact to Government and other key stakeholders is a key part of our remit and charter. As part of this remit, we are required by BEIS to produce evidence of the impact from our programmes, projects and facilities, as set out in the BEIS Evaluation Plan<sup>ii</sup> published in January 2016.

The SKA Radio Telescope project is one of the highest priority science projects for the UK. The aim of the project is to build the largest and most sensitive radio telescope ever, which will test some of the key questions of physics and astrophysics. For example testing Einstein's theory of gravity, looking back into the dark ages of the universe before the first stars were formed, and building our understanding of the existence of dark energy and matter. To achieve this, the SKA will need to capture and process data volumes equivalent to the world's global internet traffic, in real time. The SKA is a true Big Data and energy efficient computing challenge, aligned to the Government's strategies in these fields: it will drive transformative technological innovation in Big Data computing and data handling with huge potential for societal and economic benefit.

The project is currently in its design phase and is scheduled to move to construction in 2018. The project is aiming to build 200 dishes in the Karoo Desert of South Africa and around 130,000 low frequency antennas in the Western Desert of Australia in the first phase of the project. The UK won the competition to host the Global Headquarters of the SKA Observatory in April 2015. The SKA Organisation (a company limited by guarantee) has been based at Jodrell Bank since November 2011 and is funded by 10 member Countries. The location of the HQ at this site is directly strengthening the relevant regional and national economy. All the UK investment to date has been in the HQ and in research programmes in universities and research institutes. From 2018, the UK will be contributing to the capital and operational costs of the construction phase, but this is **not within the scope of the initial evaluation study** (as shown in Table 1 below).

Investment	Funded by	Amount (£M)	Included in initial evaluation study?
UK contribution to SKA Headquarters to date	STFC	11	Yes
Extension to SKA Headquarters	STFC, Manchester University and Cheshire East Council	16.5	Yes
SKA-related research in UK universities and research institutes to date	STFC	35	Yes
UK contribution to SKA telescope construction capital costs (from 2018)	STFC	92	No
UK contribution to SKA telescope operational costs (over 10 years from 2018)	STFC	85	No

**Table 1 - Summary of UK Investment in SKA**

The SKA Organisation has grown since 2011 from around 30 to approximately 60 people working at the headquarters building, and £11million of UK money has been invested in it so far (see Table 1). A recent £16.5 million investment (from STFC, the University of Manchester and Cheshire East Council)<sup>iii</sup> will extend the current facilities within the next year, enabling capacity of the building to reach 135 staff. The HQ coordinates the entire global effort to design and build the SKA Radio Telescope. The HQ contains the legal, policy, industry, admin, comms, science and engineering departments for the project office. The HQ and the wider Jodrell Bank site regularly host international meetings which address science, technical, and organisational issues for SKA.

The SKA is a high profile project in the UK and has been supported by the PM and other senior politicians. The HQ itself has had visits from both of the previous Science Ministers, George Osborne and current BEIS minister Greg Clark.

### **Objectives**

The objective for this project is the production of a report which demonstrates the socio-economic impact that the SKA HQ has had both locally, regionally and to the UK economy. In addition, as part of the formal monitoring and evaluation requirements of the project, we require the development of an Evaluation Framework including a set of metrics to measure

the current and future impact of the Campus.

The report should contain both quantitative and qualitative data, and evidence that will allow STFC to demonstrate the wide range of impacts that the HQ has produced and may be expected to produce in the future. Tenders should outline appropriate methodologies for undertaking this study. These methodologies should be credible and externally recognised by BEIS, HMT and other key stakeholders.

The approach will be finalised in discussion with the successful bidder, but the following areas should be included:–

### **Stage 1: Socio-economic impact from the SKA HQ**

The evaluation should **characterise and measure the benefits of the SKA HQ** to the regional and national **economy and wider society** where possible to date, via case studies including qualitative and quantitative impacts. Specific aspects should include:

- A description of the SKA HQ and its funding
- An **outline of the benefits** from the **£11M** invested so far in the **SKA HQ** facility and the further **£16.5M** to be invested in the HQ extension against stated aims including mapping the flow of inputs, outputs and impacts derived.
  - Breakdown of the total economic impact to the UK economy through direct employment, employee spending, visitor spending, purchase of goods and services from suppliers
  - Qualitative feedback from suppliers about how and where interaction with the HQ has added value to their business and analysis of how this aspect could be developed in the future
- An **outline of the benefits** from the **circa £35M** invested so far in **research supporting SKA** carried out by UK universities and research institutes. This work will be carried out in conjunction with STFC and information on allocation of funding will be provided.
  - Case studies of packages of design work carried out by Cambridge, Manchester, Oxford, Southampton, and UCL universities and the Rutherford Appleton, Daresbury, and UK ATC sites
  - Wider benefits such as increased skills capacity and community benefits

### **Stage 2: Evaluation Plan**

As a major stakeholder in the project, BEIS requests that the SKA project in the UK has a robust Evaluation Plan to support the forthcoming £177 million package of investment (£92M capital and £85M operational) it is making towards the construction phase of the telescope (this will be assessed in a future evaluation study). Specific aspects should

include:

- The development of a **logic model** to understand how the investment relates to activities, benefits and ultimately wider impact, and help the SKA HQ link investment activities to economic benefit going forward
- Using Stage 1 as a baseline, a **framework and robust methodology** for measuring and tracking the benefits, such as:
  - Capturing the contracts that could potentially be won by UK industry
  - Technical innovations and spin-offs
  - New research and development knowledge through access to instrument time
  - Increased skills capital
- **Recommendations as to how the framework should be implemented** to support SKA staff in planning and working towards realising those benefits, and in the ongoing monitoring of key benefits and impacts as part of the next performance review. This should detail for example; what to capture at early, mid-stage and late stage, responsibilities for performance management, appropriate measures and key performance indicators for individual benefits, and benefits owners.

### **Existing data**

STFC has data on the annual contributions to the SKAO HQ from STFC and other member countries. A breakdown of the funding awarded to UK research programmes to date is also available. The SKAO are supportive of this study and will provide more detailed information as required.

### **Methodology**

The company should undertake in depth research on SKA HQ and its associated impacts using both primary and secondary evidence from a variety of sources including previous publications, the web, STFC and SKAO staff, SKAO accounts, the University of Manchester and other relevant sources. The research should also include strategic partners of Jodrell Bank such as the Local Enterprise Partnership and Cheshire East Council.

They should develop a conceptual framework or Benefits Realisation Plan, which describes the potential impacts from the SKA HQ, a robust methodology for capturing the qualitative and quantitative impacts from the HQ and future data capture requirements to track future impacts from the HQ. Submitted tenders should include a brief discussion of any difficulties likely to be faced in different evaluation methodologies and how these would be addressed.

We would expect access to any methodologies and analysis carried out in the project. We also require access to the data sets and raw interview transcripts that are produced as part of the work.

### **Deliverables**

The primary audience for the report is BEIS and other Government departments, particularly HMT. The main output of the project will be a study report which includes the areas detailed above. A summary report of a few pages long for a more general audience should also be delivered. We would also expect a final presentation of the report to be given to key STFC staff and other stakeholders (such as SKAO). We also require an

interim report on findings around half way through the project which will feed into STFC's corporate strategy.

The key impacts and high level messages from the report must be upfront and clear. These should be pulled out in the executive summary and summary report of the project. Credible quantitative and qualitative analysis should be carried out on all aspects of the impact data. We expect the study to provide a rich source of data that could be used for marketing and PR purposes through things like case studies and press releases.

### **Timescales & cost**

We expect the project will cost in the region £40,000 and it should be delivered in summer 2017. We would expect that the project will take around 6 months to be completed.

Outline timescales are given below –

Tender released	Early February 2017
Tender decision	Early March 2017
Project start	March 2017
Project delivered	August 2017

<sup>1</sup> <http://www.stfc.ac.uk/about-us/our-purpose-and-priorities/corporate-strategy/>

<sup>1</sup> <https://www.gov.uk/government/publications/bis-evaluation-plan-2016>

<sup>1</sup> <https://www.skatelescope.org/skahq/>

### **Terms and Conditions**

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

## Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Commercial	AW4.2	Justification
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
<b>Evaluation Justification Statement</b>			
In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS 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	Project Plan and Risk management	15%
Quality	PROJ1.3	Methodology	30%
Quality	PROJ1.4	Project Team and Capability to Deliver	15%

## 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: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

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: 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.

Once the evaluation process and due diligence is complete, should the result of the process result in a tied place(s) then the supplier(s) who scored the highest total in the Quality criterion shall be considered the successful supplier and shall be awarded the opportunity .

Should the above still result in a tie we will go to a secondary tie decision which will be who scored the highest total in the Price criterion (Question AW5.2) they shall be considered the successful supplier and shall be awarded the opportunity.

## **Section 6 – Evaluation questionnaire**

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

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

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

## Section 7 – General Information

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

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 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 typically 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 your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise 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 Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer 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 Customer 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 may 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.
- 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 UK SBS.
- 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 if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS 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 UK SBS 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 UK SBS 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, UK SBS 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 UK SBS 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 From 2nd April 2014 the Government is introducing 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>

UK SBS 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](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

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- <sup>i</sup> <http://www.stfc.ac.uk/about-us/our-purpose-and-priorities/corporate-strategy/>
- <sup>ii</sup> <https://www.gov.uk/government/publications/bis-evaluation-plan-2016>
- <sup>iii</sup> <https://www.skatelescope.org/skahq/>