



# Invitation to Quote

Invitation to Quote (ITQ) on behalf of **UK Research and Innovation - STFC**

**Subject: Development of Web Application: Formeric Platform**

**Sourcing Reference Number: IT18164**

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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](#).

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

### **Science and Technology Facilities Council (STFC)**

STFC is a world-leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale.

<https://stfc.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- STFC Polaris House Swindon SN2 1FL
3.2	Buyer name	UK SBS ICT Procurement
3.3	Buyer contact details	UK SBS ICT Procurement  Polaris House,  North Star Avenue,  Swindon,  SN2 1FF  ICTProcurement@UKSBS.co.uk
3.4	Estimated value of the Opportunity	£60,000.00 excluding VAT
3.5	Process for the submission of clarifications and Bids	<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>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	16/07/2018
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	07/08/2018 at 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	09/08/2018 at 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	15/08/2018 at 14.00
3.10	Date/time Bidders should be available if face to face clarifications are required	Not required

3.11	Anticipated notification date of successful and unsuccessful Bids	24/08/2018
3.12	Anticipated Award date	28/08/2018
3.13	Anticipated Contract Start date	30/08/2018
3.14	Anticipated Contract End date	01/03/2019
3.15	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Introduction

The Science and Technology Facilities Council (STFC) is one of Europe's largest research organisations. We are trusted to support, enable and undertake pioneering projects in an amazing diversity of scientific fields. Through world-class facilities and people, we are driving ground-breaking advances in science and technology. STFC comprises a number of different departments each focussing on distinct scientific and technical domains. At the STFC Hartree Centre, we utilise the UK's premier supercomputing environment, researchers and software developers, to provide an outcome based collaborative research and development service. The Hartree Centre aims to support UK industry and academia in development of better products, services, processes and software.

### 2. Aims

Through the Hartree Centre, STFC are developing a minimal viable product (MVP) to enable organisations with scientific research and development departments to engage with high performance computer (HPC) modelling and simulation. Through easy access to HPC modelling and simulation, the Hartree Centre aims to help researchers understand the underlying behaviour of their products.

This project aims to develop a website-based platform to drive a radical change in speed of formulated product design (e.g., home and personal care products) for the consumer goods and chemicals industry. The website will be known as the Formeric platform. The Formeric platform will allow users to select chemicals to simulate on the cloud, monitor the progress of their simulations and to display reports and visual results once simulations are complete. Reports will be available for download once simulations are complete.

This tender exercise concerns the development of the Formeric platform and associated material.

### 3. Objectives

We require a team to develop:

- a. The Formeric platform website, which links to STFC developed methods, to enable users to deploy simulations to the cloud (simulations will run on amazon web services - AWS).
- b. Databases for storing simulation input and output data, in addition to user data.
- c. E-commerce functionality. This will allow users to pay for compute time and simulations on the Formeric platform.
- d. Appropriate security policies and procedures to manage user data.
- e. Associated marketing website containing details of the Formeric platform.
- f. Development of Formeric branding.

#### **4. Background to the Requirement**

**Key Audience:** Target users for the Formeric platform are expected to be scientists and engineers in organisations that produce liquid formulated products in the chemicals industry. Users are expected to have minimum knowledge of computing and IT.

**Current status:** Currently, no websites, domain names or hosts have been developed or purchased for the Formeric platform. However, this situation may change prior to commencement of the project. Appropriate domain names may need to be purchased as part of the project.

STFC have gathered user requirements and preferences for the Formeric platform from potential end users. This data will be shared with the successful supplier.

**Platform User Categories:** There will be two different user categories for the Formeric platform: standard users and account managers

A standard user of the Formeric platform will be able to login and develop new formulated products (e.g., laundry liquid or shampoo) from an organizational chemical palette. New formulations will be saved in a database for each standard user. These saved formulations can be selected to perform specific experiments according to those available to the organization. The standard user will input specific details for each simulated experiment as required i.e. the concentrations of chemicals. A list of previously simulated experiments will be available for the Standard User to review and interrogate results. In terms of administration, the Standard User will be able to check their individual allocations of compute resource and will be able to maintain their contact details, in addition to passwords etc.

An Account Manager will have the ability to operate as a Standard User, in addition to other functions regarding the purchase of computing allocation and the distribution of allocations to other users / user groups. For organisations with only a single user, this user type will be the default. An Account Manager will have the responsibility for approving all subsequent registration requests from a particular organisation and can set the individual user level (Account Manager or Standard User) for all users.

**STFC Team:** The STFC team comprises an innovation manager, a scientific technical project leader and two computational scientists.

The innovation manager has responsibility for identifying potential future commercial opportunities for the Formeric platform. The scientific technical project leader has responsibility for project management and delivery of the platform and modelling and simulation methods. The two computational scientist have responsibility for developing codes and tools to enable the modelling and simulation.

**Roles and Responsibilities:** The key role of the STFC team is to develop the cloud-based modelling and simulation capabilities that interface to the Formeric platform. The role of the supplier is to work with STFC staff to develop the Formeric platform (and associated material such as databases, marketing website and branding) to meet the requirements (summarised below).



Expected Skills and expertise of the Supplier:

Essential skills and expertise:

- ☐ Provide a multi-disciplinary team, including user research, service design, front-end and back-end developers
- ☐ Have expertise in designing and building customer portals
- ☐ Have expertise and knowledge of NoSQL and SQL databases
- ☐ Have expertise with deploying solutions from the cloud
- ☐ Have expertise of organising hosting arrangements for web services
- ☐ Be knowledgeable in and engage with agile methodologies
- ☐ Be able to meet the timescales within the description
- ☐ Be able to provide the required solution within the budget range provided

Desirable skills and expertise criteria:

- ☐ Expertise of working in collaboration with different organisations of different backgrounds
- ☐ Expertise of working with a scientific team

Other: It is anticipated that the outputs of this project will provide the basis for future investment and revenue generation for a spin-out company.

## **5. Scope**

Included:

The scope of the proposed specification is

- a) the development of a marketing website
- b) associated company branding (e.g., logo's and theme),
- c) the development of a functional web platform (The Formeric platform).
- d) development of databases to manage user data, user simulation inputs and outputs and to enable effective ecommerce.

Excluded:

- a) Development of interfaces to AWS required to run simulations
- b) Workflow for completing simulations
- c) Development of content relating to simulation inputs and outputs – this data will be provided via the STFC team or from outputs of simulations

## **6. Requirement**

1. Delivery of a marketing website, with appropriate branding, databases, and the Formeric platform
2. Security policies and procedures up to the latest standards
3. Developed websites must be GDPR compliant (although no real personal data will be shared as part of this tender exercise)
4. Delivery within the specified budget of £60,000, exclusive of VAT, before 28th February 2019
5. STFC must own all rights to the developed websites, branding and other IP, which STFC will be free to develop further.
6. Source code and detailed documentation to enable STFC to maintain and develop the solutions in the future.
7. Regular meetings with STFC staff, to be conducted on a minimum of a fortnightly basis (either by phone, in person or video conference)
8. To maintain detailed financial and accounting records for the work carried out
9. To purchase appropriate domain names and manage associated hosting (if appropriate). STFC will own the domain names for future use.

## **7. Timetable**

The work should be completed between 15th August 2018 and 28th February 2019. Completion before 28th of February 2019 is crucial to the success of the project. Please note that commencement of the project after August 2018 is permitted provided the schedule set out below can be maintained.

Specific milestones are as follows:

End of October 2018: Outline company website and branding

End of November 2018: Working company website with high quality branding

End of December 2018: Database structures developed

End of December 2018: Outline FORMERIC platform

End of February 2019: Full functioning FORMERIC platform

End of February 2019: Hand over of source-code, documentation and reporting

## **Terms and Conditions**

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

## Section 5 – Evaluation model

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

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

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

### Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ 1.9	Delivery

### 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	10%
Quality	Pro1.1	Structure of web application	20%
Quality	Pro1.2	Brand identity	15%
Quality	Pro1.3	Security	15%

Quality	Pro1.4	Source code	10%
Quality	Pro1.5	GDPR requirements	10%
Quality	Pro1.6	Project Management	10%
Quality	Pro1.7	Documentation	10%
Quality	Pro1.8	Relevant qualifications	Information only

## 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: Score/Total Points multiplied by 50 ( $80/100 \times 50 = 40$ )

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

## **Section 6 – Evaluation questionnaire**

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

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



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

### DO NOT

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

## Some additional guidance notes

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

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> 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](#)