



Invitation to Quote

Invitation to Quote (ITQ) on behalf of the Department for Business, Energy & Industrial Strategy (BEIS)

Subject UK SBS PS17209 Executive Search for the following positions: UKRI Executive Chair roles for two Councils

Sourcing reference number: PS17209

Table of Contents

Section	Content
1	About UK Shared Business Services Ltd.
2	About our Customer
3	Working with UK Shared Business Services Ltd.
4	Specification
5	Evaluation model
6	Evaluation questionnaire
7	General Information
Appendix	Appendix A: BBSRC Executive Chair Job Description Appendix B: Draft EPSRC Executive Chair Job Description Appendix C: Background information that will be available to candidates

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 Our Customer

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- Developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- Ensuring that the country has secure energy supplies that are reliable, affordable and clean
- Ensuring the UK remains at the leading edge of science, research and innovation; and
- Tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.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	Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	<p>£48,000 excluding VAT</p> <p>There will be 2 campaigns altogether, covering 2 executive roles at £48,000 (for the search and advertisement only elements of the advertisement campaigns).</p> <p>The two campaigns are (subject to change):</p> <ul style="list-style-type: none"> • Executive Chair, Biotechnology and Biological Sciences Research Council (UKRI) • Executive Chair, Engineering and Physical Sciences Research Council (UKRI)
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	11/09/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	15/09/2017 11:00am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer	18/09/2017 14:00pm

	through Emptoris	
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	22/09/2017 14:00
3.10	Date/time Bidders should be available if face to face/telephone clarifications are required	N/A
3.11	Anticipated rejection of unsuccessful Bids date	27/09/2017 14:00
3.12	Anticipated Award date	02/10/2017
3.13	Anticipated Contract Start date	06/10/2017
3.14	Anticipated Contract End date	31/03/2018
3.15	Bid Validity Period	60 days

Section 4 – Specification

Introduction:

UK Research and Innovation (UKRI), is a new research and innovation body which will be set up to strengthen the strategic approach to future challenges and maximise value from government's investment of over £6bn per annum in research and innovation. It will deliver a strengthened, unified voice for the UK's research and innovation funding system, facilitating the dialogue with government and partners on the global stage. It will build on the UK's world class research and innovation performance enabling the system to respond rapidly and effectively to current and future challenges.

Delivering these benefits requires strong and empowered leadership within UKRI. The creation of UKRI will retain the key characteristics of the current system that have underpinned the UK's success, such as discipline leadership and autonomy, and dual funding. UKRI is merging of the existing functions of the seven Research Councils, Innovate UK, and the Higher Education Funding Council for England's (HEFCE) research and knowledge exchange functions (to be known as Research England).

These bodies will remain distinct as Councils of UKRI, each led by an Executive Chair – a high profile and significant position.

Aims of the UKRI Executive Chairs

The UKRI Executive Chairs will support the UKRI Board to be a strong, unified voice for science, research and business-led innovation, both in facilitating the dialogue with government and partners on the world stage.

The Executive Chair will be a powerful position focussed on key strategic planning and decision making within their Council's area of expertise. They will report to UKRI's Chief Executive Officer, but will have a significant degree of delegated autonomy and authority over discipline- and subject-specific matters.

These individuals will also work with the UKRI Board and other Councils' Executive Chairs to deliver best value from the research and innovation funding system.

Further information on the aims of the UKRI Executive Chairs can be found at Appendices A B. Please note the job specifications (Appendices A and B) are still under refinement, and the exact wording may change subject to Ministerial views. However, the duties of the role will be broadly as outlined.

Essential criteria for the UKRI Executive Chair roles (BBSRC and EPSRC, subject to change)

The job specification below is still under refinement, and the exact wording may change subject to Ministerial views. However, the duties of the role will be broadly as outlined below.

The successful candidates will be able to command confidence and represent their Councils at the highest level of academia, business and beyond and be able to demonstrate the following:

Skills, Experience and Standing:

- A highly respected expert of international standing with a proven track record;
- An inspirational communicator able to command confidence and have credibility across their sector and with other key stakeholders;

Strategic Vision:

- An ability to develop and drive forward a clear and strategic vision for their discipline through the development of high quality, value for money programmes built on a thorough understanding of the landscape;
- An ability to take a broad view of their Council's objectives and of issues arising across the range of the disciplines within the Council's remit;
- An ability advise on major business developments which imply a significant change in their Council's role or activities and on its exposure to and management of risk;

Leadership and Management:

- Proven leadership and management skills with an understanding of change management and evidence of having successfully led cultural change and organisational development;
- Experience of managing and building capability of a cadre of skilled employees and programme managers and an ability to inspire and motivate colleagues at all levels in the organisation;

Breadth of Understanding:

- An in depth understanding of current developments in the full spectrum of their Council's relevant subject matter and interests; and
- An understanding of the impact of the areas within their Council's remit to the cultural, social and economic wellbeing of the country.

Further essential criteria for the UKRI Executive Chair roles

- An ability to lead a complex organisation with a range of diverse and vocal stakeholders, as well as having a collaborative approach to partnership working across an organisation;
- An understanding of change management and evidence of having led the successful implementation of significant cultural change and organisational development within a large organisation that has both national and international visibility;
- An ability to reflect and express authoritatively the perspective and views of stakeholder communities, while contributing corporately to UKRI's successful pursuit of its mission; and
- An ability to develop and drive forward a clear and strategic vision for the organisation.

Additional duties of UKRI Executive Chair roles

1. Advise the UKRI Board on the recruitment of members of the Council
2. Chair Council meetings in a way that facilitates the pursuit of the Council's objectives and gives due consideration to the interests of all stakeholders of Council business
3. Feed into, and aid, UKRI in developing and making the case to government for continued public investment in research and innovation as an essential pre-requisite for a competitive knowledge economy. This could include information relating to:
 - a. Providing an appropriate recognition of impact and scientific excellence
 - b. Effectively allocating Grand Challenges Funding to address key national priorities throughout the UK
4. Provide day-to-day management of the Council in pursuit of its objectives as set out in its Strategic Delivery Plan, providing the leadership and vision necessary to maintain and develop high-quality outcomes from its research portfolio
5. Provide advice and documentation to the UKRI Board and government on matters that they deem appropriate, including but not limited to: the Council's priorities and strategic directions; Strategic Delivery Plans; and responses to relevant Parliamentary Questions
6. Work to improve the links between the Council, the institutions it supports, and national and international science funding and policy agencies, and learned and professional institutions
7. Work effectively with BEIS to develop and implement policies relating to research and innovation.

Further details on the roles are set out in Appendices A and B, and additional information on UKRI available to candidates in Appendix C.

Scope

The appointed search and recruitment firm will be required to deliver search requirements for the vacancies in order for the successful applicants to be appointed at various stages. The councils specified in the tender may be subject to change; therefore the successful supplier will need to be flexible.

These posts are not currently regulated by the Commissioner for Public Appointments (OCPA). However, the campaign process will still aim to follow the best practice according to those appointment principles.

Requirement:

The successful organisation will be required to undertake the following work:

- Attend planning meetings and discuss search and campaign requirements with the

Independent Panel Member(s), both appointment teams and other key stakeholders to agree the search, advertising strategies and timetable;

- Provide search and selection services ensuring a strong and diverse field of candidates;
- Give support and advice on the preparation of recruitment documents and ensure applicant packs are made available in alternative formats if requested;
- To respond to requests for applications via post and e-mail. To receive, log and acknowledge applications about the post and answer any queries by email or telephone;
- Advise on advertising text and negotiating with media on prices for placing external adverts, plus placing advert; and bringing the advert to the attention of names of potential applicants (the team are considering the following publications/websites for advertisements: Times and any other publications/websites which are relevant to the vacant position;
- Provide weekly campaign updates and statistics on the search and selection, including diversity; and
- Attend a wash up meeting after the advertisement closes to discuss the pool of candidates and debrief.

Deliverables:

- Through executive search, suitably qualified, high calibre applicants are identified and drawn from a strong field applying for the vacancy;
- Advertising is proportionate (placed in the relevant publications outlined above) and relevant to attract high calibre applicants for the vacancies;
- Through executive search, of those applicants who declare their diversity information, we would expect the diversity profile of candidates to meet the Government's aspirations on diversity: 50% male and 50% female; 10% (BAME) Black, Asian and Ethnic Minority;
- All recruitment documents are accessible and professional;
- All contact made with applicants and potential applicants by the successful organisation is delivered professionally;
- Research is delivered to a high standard in the right format to meet both Departments' needs and delivered on time;
- The pre-sift process results in a strong field of applicants progressing through the recruitment process;
- The pre-sift results are accepted by the selection panel members as accurate against the agreed criteria;
- Diversity data is accurately recorded and applicants completed forms are submitted to both appointments team; and
- Ensure that the service is delivered on time and to a high standard with key stakeholders providing positive feedback on the consultant's added value.

You will be expected to:

- Keep in touch on a regular basis with the key contacts in the appointments team throughout the process and, if any issues arise, get in touch without delay so these can be resolved together;
- Update your contacts on a regular basis throughout the search period;
- Attend meetings when required;
- Have at least one meeting with senior stakeholders and keep in touch as required;

- Supply a list of applicants approached and provide a report on search activities and outcome. When undertaking the search and following up recommendations, to ensure that potential applicants understand that this is an open competition and that appointments are based on merit;
- Deliver the stages covered in the programme of work, in partnership with the points of contact in both appointment teams ensuring all recruitment documents have had the necessary clearance before they are used;
- Participate in an evaluation review at the end of the appointments process to share what went well and any areas identified for improvement;
- Be familiar with the Commissioner for Public Appointments Code of Practice April 2012 and the Cabinet Office Making and Managing Appointments, Best Practice Guidance;
- Retain key documents for the competitions, as required under the Commissioners Code and forward to both appointment teams;
- Handle sensitive personal data securely. You are asked to note that personnel working on this assignment should not hold any data of a personal nature relating to applicants on an unencrypted laptop, drive or memory stick;
- Head all documents / emails that contain information about applicants with the following protection marking “official sensitive”; and
- Ensure the quality of standards, as set out in your proposal, are delivered throughout this assignment.

Proposed project process timetable (subject to change):

BBSRC Executive Chair recruitment –

- Campaign to go live – late September 2017
- Sift – early November 2017
- Appointment to be confirmed – January 2018

EPSRC Executive Chair recruitment timetable - To be confirmed

You will be working primarily with a named contact from the BEIS public appointment teams, who will be responsible for:

- contract management of the search and recruitment consultancy, ensuring the campaign delivers its key milestones and success criteria resulting in high calibre candidates appointed to the posts;
- project managing the campaign to ensure the campaign remains on track and any risks / issues are mitigated / addressed;
- working with the appointed consultants on the content of appointment documentation and advertising to ensure high quality of standards are delivered;
- working with the consultants on a targeted diversity campaign; and
- liaising with BEIS Minister’s offices, Parliamentary Unit and Communications as part of the appointments process.

The campaign will also be supported by colleagues from across the department who will carry out specific roles in the successful delivery of the campaign and appointment on-boarding. The appointments team will also be liaising closely with the relevant policy team throughout the campaign.

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	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
Quality	AW6.1	Compliance to the Specification

Scoring criteria

Evaluation Justification Statement

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	AW6.2	<p>Demonstrating expertise and resources to deliver the requirement.</p> <p>Bidders are to detail how they will utilise their available resources and associated expertise including acumen and creativity to achieve the aims and deliverables of the specification.</p>	30%
Quality	AW6.3	<p>Methodology and Approach</p> <p>Bidders are to provide a proposed methodology and approach for achieving the aims and deliverables of this contract in accordance with the specification. This must include but is not limited to:</p> <ul style="list-style-type: none"> • Awareness of challenges; • Research of the breadth of markets; • Approach to bring this vacancy to market; • How suitable candidates will be identified; • How this specific role will be approached; • How diverse candidates will be identified. 	50%

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: $\text{Score}/\text{Total Points} \times 50$ ($80/100 \times 50 = 40$)

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.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](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)

- [Freedom of information Act](#)

Appendix A

BBSRC Executive Chair Job Specification

We are seeking an inspirational individual with international standing and a proven track record to lead the Biotechnology and Biological Sciences Research Council (BBSRC) as its Executive Chair, once it becomes one of the nine Councils of UK Research and Innovation in April 2018.

As part of UK Research and Innovation's Executive Committee, the Executive Chair will have a critical role within UK Research and Innovation and in championing and increasing the impact of biotechnological and biological research.

The BBSRC's Executive Chair may also be responsible for leading and delivering one or more cross cutting areas for UK Research and Innovation, on behalf of all the Councils.

The Biotechnology and Biological Sciences Research Council:

The BBSRC works to lead world-class 21st century bioscience, promoting innovation in the bioeconomy and realising benefits for society within and beyond the UK.

The heart of BBSRC's mission is to promote and support high quality research and innovation relating to the understanding and exploitation of biological systems and provide trained scientists and engineers to advance knowledge and technology, contributing to UK economic competitiveness and wellbeing.

As well as supporting inter- and cross-disciplinary work with the other research councils and Innovate UK, BBSRC works closely with Government through DEFRA and DFID, the Higher Education Funding Councils and with industry through a variety of approaches, including collaborative groups with companies designed to promote the translation and take-up of the outcomes of BBSRC-supported research.

BBSRC is strongly focused on enabling and supporting impact from the outputs and outcomes of the research in which it invests. This is achieved by working with research-intensive and other bioscience-using businesses in the major industrial sectors that are supported by BBSRC-science. These include agriculture and food, biopharmaceuticals, biorenewables and bioenergy and the wider industrial biotechnology sector.

In 2016/17 the BBSRC's gross research expenditure (funded by the BEIS budgetary allocation and contributions from other bodies) was around £440 million. It also employs around 650 domestic staff. At March 2015, it was supporting over 2,000 postgraduate students and 370 fellows in universities and research institutes.

The BBSRC will be established as one of nine Councils within UK Research and Innovation in April 2018, with delegated autonomy and authority, and with an individual delegated budget set by the BEIS Secretary of State. The Executive Chair will continue to be responsible for funding decisions within the BBSRC's subject matter remit and for the health of the discipline in the UK. The historic mission and objectives of the BBSRC will not change as a consequence of its incorporation within UK Research and Innovation. However, the BBSRC will benefit from the significantly enhanced capability that UK Research and Innovation will bring, in a context of rising budgets for research and innovation. This includes

a single UK Research and Innovation strategic, analytic and corporate centre with capability and expertise benefitting from economy of scale; much increased flexibility in developing multidisciplinary activity and joint working between the Councils; and a stronger more joined up voice within government.

Key Duties:

The successful candidate will become the BBSRC Executive Chair on 1 April 2018, taking on responsibility for strategy and delivery of BBSRC's remit. Like the other Executive Chairs, they may also be responsible for leading and delivering one or more cross cutting area for UK Research and Innovation, on behalf of all the Councils.

While UK Research and Innovation will not be legally established until 1st April 2018; certain responsibilities of the role – such as the successful candidate feeding their views into the BBSRC Council Member appointment process and working with the leadership of UK Research and Innovation to launch the new organisation – will need to start well in advance of this date. With this in mind, there may be scope for the successful candidate to work in some capacity prior to 1 April 2018.

Responsibilities of the BBSRC's Executive Chair

Main Responsibilities will be to:

- Lead and manage the BBSRC and its staff in the successful delivery of its objectives, providing the inclusive leadership, and the vision to develop the quality, outputs and impacts of its research, skills and capital investment portfolio;
- Work with, and Chair, the BBSRC Council to lead and develop BBSRC's strategic approach to the funding of research, in relation to both directed and responsive-mode programmes, to the funding of postgraduate and skills training and its investment in major longer term capital projects; and to ensure that the UK develops its world class position in the biological sciences, supported by the Council's 'Senior Independent Member';
- Actively engage and consult with the academic community, charities, government and industry to develop and catalyse new ideas and communicate the strategic outputs. This will involve close engagement with stakeholders in the full range of industries interested in the biological sciences, including the biopharmaceutical industry, diagnostics and medical devices, food and medical informatics companies;
- Be a core member of the UK Research and Innovation Executive Team, led by and accountable to the UK Research and Innovation CEO, to deliver best value from the overall science and innovation funding system and actively contribute to the development and implementation of the strategy of UK Research and Innovation Act to ensure UK Research and Innovation provides a strong, unified voice for science, research and innovation in the UK and globally, both in facilitating the dialogue with government and partners on the world stage;
- Work collaboratively across UK Research and Innovation Councils to foster interdisciplinary work and build on collective capabilities, providing support and challenge when required. This may include specific responsibility for the strategy and delivery of one or more cross cutting area on behalf of all the Councils.

- Maximise efficiency and ensure value for money from public investment
- Represent and develop positive relationships between the BBSRC and its numerous and diverse stakeholders in government and public funding agencies, higher education institutions, academic and research communities, business, especially bioscience-using industries, and the public at large and internationally;

Person Specification:

The Department for Business, Energy and Industrial Strategy wishes to attract the highest calibre of candidates with the appropriate academic standing for this role. The successful candidate will be able to command confidence and represent the BBSRC at the highest level and be able to demonstrate the following:

Skills, Experience and Standing

- A highly respected bio-scientist of international standing with a proven track record;
- An inspirational communicator able to command confidence and have credibility across both the academic domain of the biological sciences and the broader stakeholder landscape;

Strategic Vision

- An ability to develop, lead and manage a clear and strategic vision for the biological sciences through the development of high quality, value for money programmes built on a thorough understanding of and engagement with the stakeholder landscape.
- An ability to take a broad view of the BBSRC's objectives and issues arising across the range of the biological sciences;
- An ability to advise on major business developments which bring a significant change in the Council's role or activities and on its exposure to and management of risk;

Leadership and Management

- Proven leadership and management skills with a deep understanding and experience of change management and evidence of having successfully led cultural change and organisational development;
- Experience of managing and building capability of a cadre of skilled employees and programme managers and able to inspire and motivate colleagues at all levels in the organisation;

Breadth of Understanding

- In depth understanding of current developments in the full spectrum of the biological science disciplines landscape and other areas relevant to the work of the BBSRC; and
- An ability to understand and demonstrate the highest standards of research in the biological disciplines and its wider relevance to and impact on the cultural, social and economic wellbeing of the country.

Appendix B

Draft EPSRC Executive Chair Job Specification

We are seeking an inspirational individual with international standing and a proven track record to lead the Engineering and Physical Sciences Research Council (EPSRC) as its Executive Chair, once it becomes one of the nine Councils of UK Research and Innovation in April 2018.

As part of UK Research and Innovation's Executive Committee, the Executive Chair will have a critical role within UK Research and Innovation and in championing and increasing the impact of research and training in engineering and the physical sciences.

The EPSRC's Executive Chair may also be responsible for leading and delivering one or more cross cutting areas for UK Research and Innovation, on behalf of all the Councils.

The Engineering and Physical Sciences Research Council:

EPSRC holds a large budget delivering a key departmental priority to support universities, science and research in building a strong, innovative economy. EPSRC invests c£800m per year in research and oversees a range of key capital projects and investments. EPSRC supports 6454 scientists and 8500 PhD students in academic institutions and policy research institutes throughout the UK. The EPSRC portfolio of programmes entails having strong partnerships with HEIs, industry, international partners/ organisations, and with government departments across Whitehall.

Key Duties:

The successful candidate will become the EPSRC Executive Chair on 1 April 2018, taking on responsibility for strategy and delivery of EPSRC's remit. Like the other Executive Chairs, they may also be responsible for leading and delivering one or more cross cutting area for UK Research and Innovation, on behalf of all the Councils.

Responsibilities of the EPSRC's Executive Chair

Main Responsibilities will be to:

- Lead and manage the EPSRC and its staff in the successful delivery of its objectives, providing the inclusive leadership, and the vision to develop the quality, outputs and impacts of its research, skills and capital investment portfolio;
- Work with, and Chair, the EPSRC Council to lead and develop EPSRC's strategic approach to the funding of research, in relation to both directed and responsive-mode programmes, to the funding of postgraduate and skills training and its investment in major longer term capital projects; and to ensure that the UK develops its world class position in the engineering and physical sciences, supported by the Council's 'Senior Independent Member';
- Actively engage and consult with the academic community, charities, government and industry to develop and catalyse new ideas and communicate the strategic outputs. This will involve close engagement with stakeholders in the full range of industries interested in the engineering and physical sciences.

- Be a core member of the UK Research and Innovation Executive Team, led by and accountable to the UK Research and Innovation CEO, to deliver best value from the overall science and innovation funding system and actively contribute to the development and implementation of the strategy of UK Research and Innovation Act to ensure UK Research and Innovation provides a strong, unified voice for science, research and innovation in the UK and globally, both in facilitating the dialogue with government and partners on the world stage;
- Work collaboratively across UK Research and Innovation Councils to foster interdisciplinary work and build on collective capabilities, providing support and challenge when required. This may include specific responsibility for the strategy and delivery of one or more cross cutting area on behalf of all the Councils.
- Maximise efficiency and ensure value for money from public investment
- Represent and develop positive relationships between the EPSRC and its numerous and diverse stakeholders in government and public funding agencies, higher education institutions, academic and research communities, business, and the public at large and internationally;

Person Specification:

The Department for Business, Energy and Industrial Strategy wishes to attract the highest calibre of candidates with the appropriate academic standing for this role. The successful candidate will be able to command confidence and represent the EPSRC at the highest level and be able to demonstrate the following:

Skills, Experience and Standing

- A highly respected individual of international standing with a proven track record;
- An inspirational communicator able to command confidence and have credibility across both the academic domain of the engineering and physical sciences and the broader stakeholder landscape;

Strategic Vision

- An ability to develop, lead and manage a clear and strategic vision for the engineering and physical sciences through the development of high quality, value for money programmes built on a thorough understanding of and engagement with the stakeholder landscape.
- An ability to take a broad view of the EPSRC's objectives and issues arising across the range of the engineering and physical sciences
- An ability to advise on major business developments which bring a significant change in the Council's role or activities and on its exposure to and management of risk;

Leadership and Management

- Proven leadership and management skills with a deep understanding and experience of change management and evidence of having successfully led cultural change and organisational development;

- Experience of managing and building capability of a cadre of skilled employees and programme managers and able to inspire and motivate colleagues at all levels in the organisation;

Breadth of Understanding

- In depth understanding of current developments in the full spectrum of the engineering and physical science disciplines landscape and other areas relevant to the work of the EPSRC; and
- An ability to understand and demonstrate the highest standards of research in the engineering and physical science disciplines and its wider relevance to and impact on the cultural, social and economic wellbeing of the country.

DRAFT

Appendix C

Background information that will be available to candidates

The UK is recognised as a world leader in research and innovation. Our share of highly cited articles is second only to the USA's, and the UK has overtaken the US to rank first by field-weighted citation impact. The Global Innovation Index 2016 placed the UK as the third most innovative nation in the world. This strength in research and innovation is underpinned by an excellent funding system, which combines discipline leadership and autonomy, the dual funding system, and Innovate UK's business-focussed support.

Now more than ever it is important that research and innovation funding systems are able to provide their indispensable support to our research and innovation base. As these communities face new challenges and tackle ever more complex and multidisciplinary research questions, we need a strong and unified voice to represent their interests across government, across Europe and around the world.

The creation of UKRI will ensure that our research and innovation system is sufficiently strategic and agile to deliver national UK capability that drives discovery and economic growth, whilst maintaining the key characteristics of the current system that have underpinned the UK's success. The new body will seek to maximise value from government's investment in research and innovation of over £6bn per annum, and will advise the Secretary of State for Business, Energy and Industrial Strategy (SoS BEIS) on the balance of funding between research disciplines. It will lead the overall strategic direction of research and innovation funding in the UK, managing funds with cross-disciplinary impact, whilst the Research Councils, Innovate UK, and Research England will continue to provide strategic leadership to their disciplines or areas of expertise, with individual funding decisions made by the relevant experts.

This new structure strengthens the UK's strategic approach to future challenges. It will enable a greater focus on cross-cutting issues, a strong and unified voice for the UK's research and innovation community on the global stage and more effective collaboration across disciplines and between the research base and business.