



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **UK Space Agency**

Subject UK SBS **Mission X 2017 - Programme Management in the
UK**

Sourcing reference number **PS16182**

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

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

Shared Business Services

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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 Innovation and Skills (BIS) 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

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £9.1 billion a year to the UK economy and directly employs 28.900 with an average growth rate of almost 7.5%.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes via programmes such as the National Space Technology Programme and FP7 and works closely with national and international academic, education and community partners.

UK Space Agency achievements include:

- Implementing Government £10m National Space Technology Programme to support the development of UK technology and services/applications using space data. The first four flagship programmes totalled £6m, matched by £5m from industry.
- The Climate and Environmental Monitoring from Space facilities at the International Space Innovation Centre, supported by £400,000 funding, will make satellite data available to space businesses and institutions, particularly those which do not have the infrastructure to exploit Earth observation data.
- Chaired and led the International Charter 'Space and Major Disasters', to task Earth observation satellites quickly to provide data following a major disaster

www.bis.gov.uk/ukspaceagency

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	UK SPACE AGENCY Polaris House North Star Avenue Swindon SN2 1SZ
3.2	Buyer name	Becky Eldridge
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£90,000.00 excluding VAT The initial contract duration is for 12 months with a maximum possible budget of £45,000.00 excluding VAT. There is a possible 1 year contract extension with a maximum budget of £45,000.00 excluding VAT. The total contract value shall not exceed £90,000.00
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	16/09/2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	23/09/2016 11am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	28/09/2016 11am

3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	30/09/2016 11am
3.10	Anticipated rejection of unsuccessful Bids date	w/c 03/10/2016
3.11	Anticipated Award date	w/c 03/10/2016
3.12	Anticipated Contract Start date	12/10/2016
3.13	Anticipated Contract End date	12/10/2017
3.14	Bid Validity Period	60 Days

Section 4 – Specification

Mission X 2017

Summary

Mission X is an international programme currently being implemented in 28 different countries and led by NASA. It uses the inspiration of astronaut training to engage and educate school children from 8 to 12 years old in fitness and diet – encouraging them to adopt healthy lifestyles and understand the underlying science. This contract is to manage the programme for the 2016-17 academic year in the UK, with a possible contract extension to manage the programme for the 2017-18 academic year.

Background

The UK Space Agency is an executive agency of the Department for Business, Energy and Industrial Strategy. We are responsible for all strategic decisions on the UK civil space programme and provide a clear, single voice for UK space ambitions.

We are at the heart of UK efforts to explore and benefit from space; we are responsible for ensuring that the UK retains and grows a strategic capability in space-based systems, technologies, science and applications. We lead the UK's civil space programme in order to win sustainable economic growth, secure new scientific knowledge and provide benefit to all citizens.

We work to:

- co-ordinate UK civil space activity
- encourage academic research
- support the UK space industry
- raise the profile of UK space activities at home and abroad
- increase understanding of space science and its practical benefits
- inspire our next generation of UK scientists and engineers
- license the launch and operation of UK spacecraft
- promote co-operation and participation in the European Space programme

One of our key responsibilities is to inspire and train a growing, skilled UK workforce of space technologists and scientists. To do this the UK Space Agency has an Education and Skills Strategy that can be found here: <https://www.gov.uk/government/publications/uk-space-agency-education-skills-and-outreach-strategy-2016>

In summary, the main objective of this strategy is to ensure that as many young people as possible are inspired by space to study, and keep studying, STEM subjects to tertiary level ensuring a skilled and enthusiastic workforce for high tech industries (including space) in the future.

It addresses two distinct, though related, issues:

1. Space has demonstrated a remarkable power to inspire widespread interest in science, technology, engineering and mathematics (STEM) and provides exciting contexts for the teaching of a range of subjects

2. Growth of the space sector is hampered by the scarcity of UK graduates and technicians with relevant skills and qualifications.

The first of these presents an opportunity to use *space for education* and the second is a problem that can be addressed by using *education for space*.

Mission X: Train Like an Astronaut is one of the Agency's programmes that aims to deliver these aims, primarily *space for education*. Mission X is an international programme currently being implemented in 28 different countries and led by NASA with involvement from ESA. It uses the inspiration of astronaut training to engage and educate school children from 8 to 12 years old in fitness and diet – encouraging them to adopt healthy lifestyles and understand the underlying science.

The UK has been involved in Mission X since the start – running a pilot version in 2011 and growing the numbers of participants each year. It has worked closely with NASA and ESA to implement the programme, adjust the activities and improve the registration process for schools. The programme takes the form of an eight-week challenge that runs from January to March each year. It consists of a series of modules related to astronaut training – some are physical (e.g. running, assembling, testing reaction times) and others are related to science (e.g. analysing the key ingredients in foods, designing structures to simulate bone). Activities are generally carried out in teams (usually a class of children) and points scored when the whole team completes the activity successfully. The points can be logged on the Mission X web site (trainlikeanastronaut.com) and are pooled (somewhat like air miles) to get the mascot, Flat Charlie, to the Moon. This turns the challenge into an international collaboration rather than a competition.

The challenge in the UK is suitable for both upper primary and lower secondary pupils. Many of the most successful experiences have resulted from secondaries working with their feeder primaries, sharing their specialist teachers and facilities (PE and science) while delivering outreach and promotion to pupils and parents from the feeder primary schools. In secondaries it works best if there is support from both science and PE departments as well as from the head teacher. In primaries it helps to link different elements of the curriculum together around the inspirational common theme of space.

All necessary teaching materials are available both from the NASA-run Mission X web site and from the ESERO-UK eLibrary. The latter also includes UK-specific teaching guides to ensure relevance to the UK teaching practices and curricula.

Schools register directly on the Mission X web site and registration details are checked and signed off by each participating country.

The total number of UK participants has grown year on year and has now reached around 35,000 pupils in around 400 schools (more than all of the other participating countries combined).

The task

The contractor will be responsible for

- promoting the programme to schools in order to re-engage existing schools (a database of contacts is available) and to recruit new ones,
- overseeing registrations by schools (this is mostly done by schools through the NASA web site, but requires UK validation to avoid spurious registrations),
- ensuring that the resources are accessible and relevant to UK curricula and suited to UK teaching practices (they are available through both the NASA-run site and the UK's ESERO-UK site as part of the National STEM Centre's eLibrary – see <https://www.stem.org.uk/mission-x>),
- supporting teachers through training sessions, online advice and other means as appropriate, in order to deliver the challenge in their schools themselves
- providing updates on the project and relevant opportunities to teachers through a regular monthly electronic newsletter (in collaboration with the UK Space Agency),
- providing regular written reports to the Agency on progress, spend, plans and events to support invoices,
- briefing the Agency through weekly teleconferences (or less frequently as agreed outside the challenge window) and participating in monthly international teleconferences
- evaluating the impact in the UK and collecting feedback,
- participating in the annual international partners face to face meeting (probably in Norway in 2017),
- providing UK report for inclusion in the combined international report put together by NASA in May. The target is to increase numbers of students registered each year by 20% on the previous year.
- working with the UK space education resource office (ESERO-UK) to distribute the teaching resources, conduct teaching training and run a UK-facing website.

Scale and milestones

In 2016, the challenge was completed by 35,400 pupils in about 400 groups (mostly schools, but some informal groups such as Scouts and home educators). The figure for 2015 was around 25,000. Our target is to continue to increase numbers at around 20% per year.

Timescales – need to start in October to allow time for schools to prepare for the challenge in January 2017.

Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, 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
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	PROJ2.1	Project Plan	32%
Quality	PROJ2.2	Training with confidence	16%
Quality	PROJ2.3	Evaluation	16%
Quality	PROJ2.4	Communication plan	16%

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.

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](#)