

# Request for Proposal



**Request for Proposal (RFP) on behalf of the Engineering and Physical Sciences Research Council.**

**Subject: Ion Beam**

**Sourcing reference number: PR16007**

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

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**UKSBS**  
*Shared Business Services*

## **Section 6 – Selection and award questionnaires**

### **Section 6 – Selection questionnaire**

#### **6.1 Introduction**

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at

<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

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

## PART 'A' ORGANISATION AND CONTACT DETAILS

<b>SEL1.1</b>	<b>Please complete the below table</b>																							
Bidder guidance	Bidders should answer "not applicable" where a response is not applicable																							
Scoring criteria	For information only																							
Bidder response	<table border="1"> <tr> <td colspan="2">Table</td></tr> <tr> <td>Full Name of the Supplier Completing the RFP</td><td></td></tr> <tr> <td>Registered Company Address line 1</td><td></td></tr> <tr> <td>Registered Company Address line 2</td><td></td></tr> <tr> <td>Registered Company Address line 3</td><td></td></tr> <tr> <td>Registered Company Address line 4</td><td></td></tr> <tr> <td>Registered Company Address line 5</td><td></td></tr> <tr> <td>Registered Company Address line 6</td><td></td></tr> <tr> <td>Bidders Company Number</td><td></td></tr> <tr> <td>Bidders Charity Number</td><td></td></tr> <tr> <td>Bidders VAT Number</td><td></td></tr> </table>		Table		Full Name of the Supplier Completing the RFP		Registered Company Address line 1		Registered Company Address line 2		Registered Company Address line 3		Registered Company Address line 4		Registered Company Address line 5		Registered Company Address line 6		Bidders Company Number		Bidders Charity Number		Bidders VAT Number	
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<b>SEL1.2</b>	<b>Name of the Bidders immediate and parent company + Ultimate Parent Company</b>
Bidder guidance	<p>The Bidder should state not applicable where the response is not applicable.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring criteria	For information only
Bidder Response	Free text

<b>SEL1.3</b>	<b>Please Select from the below options to indicate your trading status</b>
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Bidder Guidance	The Bidder should select from the following options; i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Other (please specify in the comments box)
Scoring Criteria	For information only
Bidder Response	Selection

<b>SEL1.4</b>	Please select from the below options to indicate whether any of the following classifications apply to you	
Bidder guidance	Please select from the following options: i) Voluntary, Community and Social Enterprise (VCSE) ii) Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Public service mutual  *See EU definition of SME: <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</a>	
Scoring criteria	For information only	
Bidder response	Selection	

<b>SEL1.5</b>	<b>State the contact details for enquires in relation to your response to this questionnaire.</b>	
Bidder guidance	The Bidder should state the contact name, title, postal address, e-mail address and telephone number	
Scoring criteria	For information only	
Bidder response	Contact name	Free text
Bidder response	Contact title	Free text
Bidder	E-mail address	Free text

response		
Bidder response	Telephone number	Number

<b>SEL1.6</b>	<p>Please select from the options below to indicate whether you are</p> <p>a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself or</p> <p>b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services t or</p> <p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services</p> <p>; or</p> <p>d) Bidding as a consortium but not proposing to create a new legal entity; or</p> <p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).;</p>	
Bidder guidance	<p>The Bidder shall either respond <b>a, b, c, d</b> or <b>e</b>.</p> <p>If the bidders selects an option other than A, please provide details of your proposed bidding model <b>as an attachment</b> that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p> <p>If your response is d please provide details of your consortium members and your lead member.</p> <p>If your response is e, please provide the details of d and the name of your Special Purpose Vehicle</p>	
Scoring criteria	For information only	
Bidder response	<p>Drop down menu –</p> <p>a, b, c, d, e</p>	

<b>SEL1.7</b>	<p><b>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</b></p>	
Bidder	Bidders from the UK shall answer ' <b>not applicable</b> '	

guidance	<p>Bidders from outside the UK shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> they should provide the registration number in the comment box</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.8</b>	<p><b>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</b></p>
Bidder guidance	<p>Bidders shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> please provide additional details within the comment box of what is required and confirmation that you have complied with this.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring criteria	For information only
Bidder response	Free text

## PART 'B' – GROUNDS FOR MANDATORY REJECTION

<b>SEL2.1</b>	<p><b>Grounds for mandatory rejection – Bidder guidance – UK SBS is required by law (under the Public Contracts Regulations 2015) to exclude you from participating further in a procurement if you cannot answer 'no' to every question in this section (SEL2.2 to SEL2.10.) If you answer "yes" to any of these questions, it is very unlikely that your application will be accepted. You may wish to seek clarification before completing this form.</b></p> <p><b>Any supporting information in response to Q SEL2.2 to SEL2.10 should be provided in SEL2.11.</b></p>
Bidder guidance	Bidders shall answer <b>Yes</b> they understand this requirement
Bidder response	Yes

<b>SEL2.2</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.3</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 OR been convicted of the common law offence of bribery.</b></p>
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Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.4</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of the offence of bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.5</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has powers administrative, management or supervisory of representation, decision or control been convicted of the offence of fraud, where the offence relates to fraud affecting the financial interests of the European Communities financial interests of the European Union as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities. In relation to;</b></p> <p><b>(a) the common law offence of cheating the Revenue;</b>  <b>(b) the common law offence of conspiracy to defraud;</b>  <b>(c) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;</b>  <b>(d) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;</b>  <b>(e) fraudulent evasion within the meaning of section 170 of the</b></p>
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	<p><b>Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;</b></p> <p><b>(f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</b></p> <p><b>(g) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;</b></p> <p><b>(h) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or</b></p> <p><b>(i) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.6</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of any offence:</b></p> <p><b>(a) listed—</b></p> <p style="padding-left: 40px;"><b>(i) in section 41 of the Counter Terrorism Act 2008; or</b></p> <p style="padding-left: 40px;"><b>(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; or</b></p> <p><b>(b) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraphs SEL2.6(a) above.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.7</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of money laundering within the meaning of Section 340(11) and 415 of the Proceeds of Crime Act 2002.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.8</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.9</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of;</b> <b>(a) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004;</b> <b>(b) an offence under section 59A of the Sexual Offences Act 2003;</b> <b>(c) an offence under section 71 of the Coroners and Justice Act 2009;</b> <b>(d) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</b>
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	<b>(e) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</b> <b>(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</b> <b>(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.</b>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.10</b>	<b>Are you in breach of your obligations relating to the payment of taxes or social security contributions and / or has it been established by a judicial or administrative decision, having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established, that your organisation is in breach of obligations related to the payment of tax or social security contributions?</b>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.11</b>	<b>If you have selected Yes to any of the questions SEL2.2 to SEL2.10 you should set out the full facts of the relevant incident and any remedial actions taken. The information provided will be taken into account by UK SBS in considering whether or not your response will be permitted to proceed any further.</b>
Bidder guidance	If the Bidder has answered 'No' to questions SEL2.2 to SEL2.10 they should answer 'Not applicable'. Maximum character count – 4096 characters
Scoring criteria	Supporting information to SEL2.2 to SEL2.10
Bidder response	Text

## PART 'C' – GROUNDS FOR DISCRETIONARY REJECTION

<b>SEL3.1</b>	<b>Grounds for discretionary rejection – UK SBS is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot provide a compliant answer to questions SEL3.2 to 3.8, it is possible that your application might not be accepted. In the event that any of the following do apply, please add an attachment as a response to the question detailing the full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by UK SBS in considering whether or not you will be able to proceed any further in respect of this procurement.</b>
Bidder guidance	Bidders shall answer Yes they understand this requirement
Bidder response	Drop down menu - Yes

<b>SEL3.2</b>	<b>Within the past three years has your organisation violated applicable obligations referred to in Regulation 56(2) in the fields of environmental, social and labour law Established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time.</b>
Bidder guidance	Bidders shall answer Yes or no  Yes- Please provide supporting information as an attachment to this question.  No – Pass
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.3</b>	<b>Please confirm within the past three years your organisation is not bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where It is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.</b>
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Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.4</b>	<b>Please confirm that within the past three years your organisation has not been found guilty of grave professional misconduct, which renders its integrity questionable.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.5</b>	<b>Please confirm that your organisation has not entered into any agreements or arrangements with other economic operators aimed at distorting competition. This declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.6</b>	<b>Please confirm that, within the past three years if your organisation has had a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively</b>
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	<b>remedied by other, less intrusive, measures, this declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</b>
Bidder Guidance	<p>Bidders shall answer Yes or no</p> <p>Yes – Please provide supporting information as an attachment to this question</p> <p>No - Pass</p> <p>UK SBS may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.</p> <p>Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in an attachment to this question. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.</p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.7</b>	<b>You confirm that the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;</b>
Bidder guidance	<p>Bidders shall answer Yes or no</p> <p>Yes- Please provide supporting information as an attachment to this question.</p> <p>No – Pass</p> <p>UK SBS may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.</p> <p>In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more</p>

	recent performance on new or existing contracts (or to confirm that nothing has changed).
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.8</b>	<b>Within the past three years, has your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions</b>
Bidder guidance	Bidders shall answer Yes or no  Yes- Please provide supporting information as an attachment to this question.  No – Pass
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.9</b>	<b>Within the past three years, has your organisation;</b> (i) been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or <b>(ii)</b> has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015;Or <b>(iii) Undertaken to;</b> (a) unduly influence the decision-making process of the contracting authority, or <b>(b)</b> obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure <b>(iv)</b> negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
Bidder guidance	<b>Bidders shall answer Yes or no</b> <b>Yes- Please provide supporting information as an attachment to this question.</b> <b>No – Pass</b>



Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.10</b>	<p><b>From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012;</b></p> <p><b>i) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; or</b></p> <p><b>ii) Been found to be incorrect as a result of:</b></p> <p><b>a. HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or</b></p> <p><b>b. A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or</b></p> <p><b>c. The failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.</b></p>
<b>Bidder Guidance</b>	<p>The bidder shall answer Yes or No</p> <p>Yes= Fail</p> <p>No= Pass</p> <p>You may provide details of any mitigating factors that you consider relevant and that wish the authority to take into consideration. This can include, for example:</p> <ul style="list-style-type: none"> <li>• Corrective action undertaken by the Supplier to date;</li> <li>• Planned corrective action to be taken;</li> <li>• Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or</li> <li>• Changes in financial, accounting, audit or management procedures since the OONC.</li> </ul> <p>In order that the authority can consider any factors raised by the Supplier, the following information should be provided:</p> <ul style="list-style-type: none"> <li>• A brief description of the occasion, the tax to</li> </ul>

	<p>which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.</p> <ul style="list-style-type: none"> <li>• Where the OONC relates to a DOTAS, the number of the relevant scheme.</li> <li>• The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended.</li> <li>• The level of any penalty or criminal conviction applied</li> </ul>
<b>Scoring Criteria</b>	Mandatory Pass/ Fail
<b>Bidder response</b>	Drop down menu – Yes / No

<b>SEL3.11</b>	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	<p>The Bidder shall choose from the following options;</p> <p>A. N/A – our turnover is less than £36M</p> <p>B. Yes – information attached</p> <p>C. No (with justification) – we are not compliant but will be prior to commencement of a contract</p> <p>D. No – we are not and will not be compliant at the time of award of the contract</p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

## PART 'D' – ECONOMIC AND FINANCIAL STANDING REGULATION 24

SEL4.1	<p><b>Please provide one of the following to demonstrate your economic/financial standing;</b></p> <ul style="list-style-type: none"> <li>a. A copy of the audited accounts for the most recent two years</li> <li>b. A statement of the turnover, profit &amp; loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</li> <li>c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</li> <li>d. Alternative means of demonstrating financial status if any of the above is not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</li> </ul>
Bidder guidance	<p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial capacity and stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial capacity and stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down – Yes I have enclosed Attachment(s)

SEL4.3	<p><b>Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b></p> <p>If yes, please provide the name in the text box below and provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a</p>
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	<p>guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p> <p>If no, please response N/A</p>
Bidder Guidance	<p>Please provide your response in the text box below</p> <p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p>
Scoring Criteria	Pass/fail
Bidder response	Text

<b>SEL4.4</b>	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5m  Public Liability Insurance = £5m  Professional Indemnity Insurance = £5m  Product Liability Insurance = £5m</p>
<b>Bidder Guidance</b>	<p>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p>Yes= Pass</p> <p>No= Fail</p>
<b>Scoring Criteria</b>	Mandatory Pass fail
<b>Bidder response</b>	Drop down menu – Yes / No



## PART 'E' - TECHNICAL AND PROFESSIONAL ABILITY

<b>SEL5.2</b>	<b>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.3</b>	<b>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</b>
Bidder Guidance	The Bidder Shall answer yes or no  Yes = Fail  No = Pass
Scoring Criteria	Mandatory Pass/Fail
Bidder response	Drop down menu – Yes / No

<b>SEL5.4</b>	<b>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</b>
Bidder Guidance	The Bidder shall answer yes or no  Yes – Fail*  No – Pass  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to

	prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.5</b>	<b>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</b>
Bidder Guidance	The Bidder Shall answer yes or no Yes = Pass No = Fail
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu – Yes / no

<b>SEL5.6</b>	<p><b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b></p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail*</p> <p><b>No</b> – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.7</b>	<b>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in SEL5.6 apply to these other organisations?</b>
Bidder Guidance	The Bidder Shall answer yes or no Yes = Pass No = Fail
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.8</b>	<p><b>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement,</b></p> <p><b>I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</b></p> <p><b>I also declare that there is no conflict of interest in relation to the authority's requirement.</b></p> <p><b>Name:</b></p> <p><b>Role in organisation:</b></p> <p><b>Date:</b></p>
Bidder guidance	<p>Bidders shall answer Yes they make this declaration. And complete the table below.</p> <p><i>Your answers to these questions will form part of any contract between</i></p>



	<p><i>your company and UK SBS.</i></p> <p><i>This Declaration shall be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership e.g. Finance Director, Director or, in the case of a partnership, a senior or controlling partner.</i></p>
Bidder response	Drop down menu - Yes

SEL5.11	<p><b>Do you have previous experience of providing a similar service / facility to the requirement? Please provide an overview of the activities you undertook while running this or a similar service / facility.</b></p> <p><b>The overviews should include the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Evidence that the bidders have previously run a service / facility similar to this requirement.</b></li> <li><b>2. Evidence that a high quality service was provided to customers of this service.</b></li> </ol> <p><b>Both of these criteria must be met within the overview in order to achieve a pass.</b></p> <p><b>Where the bidder is part of a Consortia they should evidence the relative aspects of the service/facility and clearly state the attribution to each consortium member</b></p> <p><b>Bidders should include contact information including name of organisation, contact name, email and phone number.</b></p> <p><b>UK SBS make no commitment to contact the organisation; it does however reserve the right to contact the organisation at any time in the procurement to validate the content of the Bidders answer.</b></p>
Bidder Guidance	<p>This question is to provide evidence that the bidder is capable of delivering such a service. Previous experience does not need to have been under an EPSRC or research council scheme, however we do need to see that the bidders have the skills and capability to run this facility at the level of quality expected for a national facility.</p> <p>In your answer, please ensure you:</p> <ul style="list-style-type: none"> <li>• Give evidence of skills and expertise to run a service/facility similar to this requirement.</li> <li>• Demonstrate your understanding of how these types of facilities</li> </ul>

	<p>successfully operate.</p> <p>Bidder to attach the case studies as pdf documents which should be no longer than 2 A4 sides per case study</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Text

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for you information to be disclosed under the FOIA or EIR in FOI1.1</b></p> <p><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table ‘N/A’ (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA or</p>
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	EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (not applicable).	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if UK SBS believes that the suggested exemptions or exceptions have not been applied properly, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

## **Section 6 – Award questionnaire**

6.2 The Award questionnaires are located within the e-sourcing tool.

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

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

## COMMERCIAL QUESTIONNAIRE

### RFP Governance

<b>AW1.1</b>	<p><b>FORM OF BID</b></p> <p>I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the UK SBS may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the RFP, and any contract entered into by UK SBS or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP I agree and accept the justification for the UK SBS's evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this RFP I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
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Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW1.2</b>	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was</p>
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	<p>necessary to obtain insurance premium quotations for the preparation of the Bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information / documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No



## Executive summary

AW2.1	<p><b>Executive Summary</b>  The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder (but excluding all pricing/financial information).</p> <p>The objective of the executive summary is to provide a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p> <p>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</p> <p>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</p> <p>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</p>
<b>Bidder guidance</b>	<p>EPSRC are looking for bidders to summarise the key features of the response that will enable the bidder to provide the required service to reach the science needs of the UK Engineering and Physical Sciences community.</p> <p>Any information submitted over and above the specified limit will be disregarded.</p> <p>Attachments are permitted but limited to 2 sides of A4</p>
<b>Scoring criteria</b>	<p>Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.</p>
<b>Bidder response</b>	<p><b>Attachment</b></p>

## Compliance to the Contract Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the attached Contract Terms ‘S2 Services Purchasing Contract – High Value’</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted to achieve a Pass. See question AW4.2 for the supplier to create a justification.</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

<b>AW4.2</b>	<b>Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.</b>
Bidder guidance	<p>The Bidder shall provide a Contract mark up utilising track changes detailing the relevant clause, a summary of the proposed mark up of the clause and the justification for the mark up of the clause.</p> <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ they must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Where a proposed mark up, rejection of a clause or justification for change has been provided UK SBS will consider if it considers the request justifiable. In the event that UK SBS does not consider the response justifiable the response will receive a Fail and not be considered.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	<p>Drop down menu</p> <p>‘N/A’</p> <p>‘I have answered AW4.1 ‘No with justification’ and attach modifications / requested / justification’.</p>

## PRICE QUESTIONNAIRE

AW5.1	Please confirm your price shall remain firm and fixed for full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

AW5.2	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £1,000,000.</p> <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£1,000,000</td><td>0</td><td>100</td></tr><tr><td>£1,200,000</td><td>20%</td><td>80</td></tr><tr><td>£1,400,000</td><td>40%</td><td>60</td></tr><tr><td>£1,500,000</td><td>50%</td><td>50</td></tr><tr><td>£1,750,000</td><td>75%</td><td>25</td></tr><tr><td>£2,000,000</td><td>100%</td><td>0</td></tr><tr><td>£3,000,000</td><td>200%</td><td>0</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£1,000,000	0	100	£1,200,000	20%	80	£1,400,000	40%	60	£1,500,000	50%	50	£1,750,000	75%	25	£2,000,000	100%	0	£3,000,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£1,000,000	0	100																							
£1,200,000	20%	80																							
£1,400,000	40%	60																							
£1,500,000	50%	50																							
£1,750,000	75%	25																							
£2,000,000	100%	0																							
£3,000,000	200%	0																							
Scoring criteria	Maximum Marks 20.00%																								
Bidder response	Drop down menu – Yes																								

<b>AW5.3</b>	<b>Bidders maybe requested to provide open book policy to demonstrate how the annual charge is calculated (e.g. Staff, training, equipment, profit etc).</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes - we will provide open book costing – Pass</b></p> <p><b>No - we will not provide open book costing – Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, , No





<b>AW5.6</b>	<b>Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.</b>
<b>Bidder guidance</b>	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
<b>Scoring criteria</b>	Mandatory Pass / Fail
<b>Bidder response</b>	Drop down menu - Yes, No

<b>AW5.8</b>	<p><b>Bidders are required to complete the Excel Payment Schedule attached in the ‘RFX attachments’ section in the e-sourcing tool.</b></p> <p><b>All prices shall be provided showing a breakdown exclusive of VAT (or equivalent TAX) and showing VAT separately where applicable on the spreadsheet.</b></p> <p><b>Bidders are required to justify if VAT is not applicable on their costs – see question AW5.10 for further information.</b></p>
<b>Bidder guidance</b>	Bidders are to attach a document providing evidence of their payment schedule for the proposed facility.
<b>Scoring criteria</b>	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.
<b>Bidder response</b>	Attachment

<b>AW5.9</b>	<b>Invoices will be paid quarterly in arrears against deliverables. The successful supplier will be required to complete a deliverables report to accompany the invoice each quarter setting out the deliverables for payment in that quarter</b>
<b>Bidder guidance</b>	<p>Bidders are required to indicate their agreement to provide the deliverables report for each invoice.</p> <p>The Bidder shall answer yes or no</p> <p>Yes – Pass No – Fail</p>
<b>Scoring criteria</b>	Mandatory Pass/Fail



<b>AW5.10</b>	<b>VAT may be applicable to all or some of the bidders costs for this requirement. It is essential to EPSRC that all costs of the proposed facility across the 3+2 years contract term clearly identify if VAT is applicable or not. Any areas that are shown in AW 5.8 where VAT has not been applied must be accompanied by written confirmation from HMRC which should be provided as an attachment.</b>
<b>Bidder guidance</b>	<p>Bidders are required to confirm that any VAT exemptions identified are accompanied by confirmation from HMRC.</p> <p>Yes – VAT is applicable to all costs shown in AW5.8 or yes VAT exceptions apply and there is supporting HMRC confirmation attached - Pass</p> <p>No – VAT has not been applied to all areas and has not been confirmed by HMRC – Fail</p> <p>Attachments are permitted.</p>
<b>Scoring criteria</b>	Mandatory Pass/Fail
<b>Bidder response</b>	Drop down menu – Yes, No

#### TECHNICAL QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.3</b>	<p><b>Evidence for core technical capabilities:</b></p> <p><b>Ion Beam Services:</b></p> <p><b>Please provide evidence of the proposed facility's technical</b></p>
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	<p><b>capabilities in ion beam and implantation, irradiation and analysis, to at least the minimum specification requirements.</b></p> <p><b>Please detail any innovation or added value that you can provide in addition to that outlined in the specification.</b></p>
Bidder guidance	<p>EPSRC are looking for bidders to provide details of the range of scientific instrumentation and supporting infrastructure that will be available to deliver the required service. Bidders must confirm, with evidence where applicable, that the facilities meet at least the minimum requirements. If the bidder is providing any additional service as part of their facility on top of the capabilities listed in the requirements, please describe them here. The bidder should provide technical particulars of the service, along with an explanation of how the inclusion of this service in the facility adds value to the user community, and complements the core technical capabilities of the ion beam services.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 13.50%</p> <p>Attachments are permitted but limited to 8 sides of A4</p>
Bidder response	Attachment

<b>AW6.4</b>	<p><b>Evidence for core technical capabilities:</b></p> <p><b>Pre &amp; Post Processing Facilities:</b></p> <p><b>Provide details of pre-processing facilities to be provided, to at least the requirements set out in the specifications, explaining how these are appropriate to the requirements of users.</b></p>
Bidder guidance	<p>EPSRC are looking for bidders to provide details of the range of scientific instrumentation and supporting infrastructure that will be available to deliver the required service. Bidders should confirm, with evidence where applicable, that the facilities meet at least the minimum requirements of the specifications.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 4.50%</p> <p>Attachments are permitted but limited to 8 sides of A4</p>
Bidder response	Attachment

<b>AW6.5</b>	<b>Evidence for core technical capabilities:</b>
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	<b>Simulation, Modelling and Analysis Tools:</b>  <b>Provide details of simulation, modelling and analysis tools available to users, and explain how these tools are sufficiently appropriate for supporting experimental capabilities.</b>
Bidder guidance	EPSRC are looking for bidders to provide details of the range of scientific instrumentation and supporting infrastructure that will be available to deliver the required service. Bidders should confirm, with evidence where applicable, that the facilities meet at least the minimum requirements.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP Document  Maximum marks 4.50%  Attachments are permitted but limited to 8 sides of A4
Bidder response	Attachment

<b>AW6.6</b>	<b>Advancing state of the art:</b>  <b>Please describe measures that you will take in managing this facility to ensure technical advancement to maintain state of the art capabilities, compatibility with novel materials, and sustaining a national leadership role.</b>
Bidder guidance	Your answer should include evidence that the staff involved in managing this facility are research-active in their field, with commensurate planned research activities over the next five years to best enable innovation and technical advancement for this facility.  You must outline a plan of activities that will contribute to the facility's leadership in sustaining excellent quality research in this field at an internationally recognised level.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP Document  Maximum marks 11.25%  Attachments are permitted but limited to 4 sides of A4
Bidder response	Attachment

<b>AW6.7</b>	<b>Sample preparation, transportation and storage:</b>  - Confirm that the facility will manage appropriate procedures for the safe preparation, transportation and storage of any hazardous, degradable or biological samples. This should include certification where there is a regulatory requirement. - Explain how you will deal with any information relating to
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	<b>commercially sensitive/confidential samples.</b> <b>- Confirm that and appropriate non-disclosure agreements must be set in place to deal with such eventualities.</b>
Bidder guidance	<p>EPSRC are looking for bidders to provide details of the supporting sample preparation, transportation and storage infrastructure that will be available to deliver the service.</p> <p>This can include examples of practices you will follow when dealing with different types of sample, and any relevant certification of conformance for aspects of the facility.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 11.25%</p> <p>Attachments are permitted but limited to 4 sides of A4</p>
Bidder response	Attachment

<b>AW6.8</b>	<b>Equipment accommodation</b>  Confirm that the site/s will have appropriate equipment accommodation for the duration of the contract period.
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

## SERVICE DELIVERY QUESTIONNAIRE

<b>PROJ1.0</b>	<b>Service Capacity</b>  Throughout the duration of the contract it is also expected that the facility will utilise the equipment to the <b>maximum operating capacity</b> . Therefore please give details of the facility's planned processing capacity, including explaining how you intend to do this, allowing for weekend and overnight access and accounting for scheduled
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	<b>downtime (details of scheduled downtime will be covered in a later question).</b>
Bidder guidance	EPSRC expects bidders to demonstrate they will be able to give continued service for 24 hours a day, 7 days a week. Bidders will be scored based on how well they are able to maximise their processing capacity.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP Document  Maximum marks 4.50%  Attachments are permitted but limited to 4 sides of A4
Bidder response	Attachment

<b>PROJ1.1</b>	<b>Service Operation</b> <b>Please confirm that the facility site(s) defined in the bid will be fully operational from the start of the contract without out a need for immediate or extensive equipment upgrades that would disrupt service.</b>
Bidder guidance	Bidders should confirm that they are able to start the contract with fully operational existing equipment. If this is not possible, bidders must provide a suitable justification for why this is not possible in order to pass.
Scoring criteria	The Bidder shall answer Yes, No with justification or No  Yes with attachment submitted – Pass  No with justification submitted – Pass  No – Fail  Attachments are permitted but limited to 4 sides of A4.
Bidder response	Pass/fail

<b>PROJ1.2</b>	<b>Planned Equipment Upgrades</b>  <b>EPSRC needs to understand what routine service and preventative agreements will be in place to ensure that equipment is operative at the maximum available level. Provide a timetable for anticipated upgrades (if any) to machinery, illustrating that these will be completed with minimal disruption to service.</b>  <b>This response should also include details any of anticipated capital funding requirements including the timescales of when this might occur during a potential 3+2 year contract, and how this cost will be met. If any new equipment is to be phased in to the facility the justification behind the timing/upgrade must be demonstrated.</b>
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Bidder guidance	<p>Bidders will be scored on how well they are able to minimise disruption to service for any upgrades, in line with the value to the facility of these upgrades. Bidders should therefore explain how any upgrades would enhance or further optimise the facility's capability, and justify their timing and any service disruption.</p> <p>If no upgrades are planned, bidders must state this along with justification.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 3.00%</p> <p>Attachments are permitted but limited to 4 sides of A4</p>
Bidder response	Attachment

<b>PROJ1.3</b>	<p><b>Maintenance Contracts</b></p> <p><b>Please provide details of any planned maintenance contracts including call out times for core business hours and outside business hours to cover 24h/day 7 day a week operations (you can evidence this with details of any existing agreements), and confirm that these will cause the minimum disruption to service provision.</b></p>
Bidder guidance	Bidders must be able to demonstrate that they have suitable maintenance contracts for all sites, and adequate backup plans in the event of unforeseen circumstances.
Scoring criteria	<p>Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.</p> <p>Attachments are permitted but limited to 4 sides of A4</p>
Bidder response	Attachment

<b>PROJ1.4</b>	<p><b>Disaster Recovery</b></p> <p><b>Please give details of your proposed disaster recovery plan including but not limited to what contingency plans will be in place for all the facility sites in event of material or equipment breakdown</b></p>
Bidder guidance	Bidders should provide details of their disaster recovery plan.
Scoring criteria	<p>The Bidder shall answer Yes or No</p> <p>Yes with attachment submitted – Pass</p> <p>No – Fail</p> <p>Attachments are permitted but limited to 4 sides of A4</p>

Bidder response	Yes/No
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<b>PROJ1.5</b>	<b>Equipment Location &amp; Equipment Accommodation:</b>  <b>EPSRC need to be satisfied</b> <b>a) that the location of the site/s is/are readily accessible to EPSRC researchers,</b>  <b>Please provide details of the facility site(s) and location (s), including transport routes.</b>
Bidder guidance	EPSRC are looking for bidders to demonstrate that the facility site(s) will have good transport (public and road) links to enable convenient travel for members of the EPSRC researchers community list of grants with locations will be made available once an NDA has been signed see Proj 1.16 for details.  .
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP Document  Maximum marks 3.00%  Attachments are permitted but limited to 4 sides of A4
Bidder response	Attachment

<b>PROJ1.6</b>	<b>Site(s) user facilities and welfare</b>  <b>Please provide details of Facility-specific security of the site, systems and procedures on site to maintain safety and welfare of facility users, including details of working environment and user amenities.</b>
Bidder guidance	EPSRC are looking for bidders to show that they have considered site security and user welfare. Please describe details of how site access is secured (such as secure key access/user registration), and give information on available working environment and amenities (e.g. desk space, site café etc.) that will be available to users if required.
Scoring criteria	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.  Attachments are permitted
Bidder response	Attachment

<b>PROJ1.7</b>	<b>Service Access for Users:</b>  <b>A) Please describe the process for allocating and managing service</b>
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	<p><b>access as set out in the requirements.</b></p> <p><b>B) Online/web based remote accessibility for this facility at some level is required. This could include access to data, data processing and analysis, and access to expert advice. The expectation is that users will be able to access an online portal to track status of samples and interrogate data, and that this capability will be live within the first three months of the contract.</b></p>
Bidder guidance	<p>A) Bidders should provide a clear explanation of a simple, transparent process for allocation of service access with primary considerations of quality and ensuring that researchers of different experiences and backgrounds are not put at any disadvantage. A comprehensive response will include details of:</p> <ul style="list-style-type: none"> <li>• the process for prioritising applications and samples, including but not limited to quality assessments.</li> <li>• how allocation to users with different experience levels will be managed.</li> <li>• Policies for detecting and dealing with inappropriate usage of the facility.</li> <li>• Envisaged access times available for use of the facility by EPSRC users.</li> <li>• Any options for a percentage of the facility to be open to researchers beyond EPSRC's remit e.g. interdisciplinary researchers and business customers.</li> <li>• Your approach to allocating time set aside for facility team use</li> <li>• Assistants with users who may not understand how their experiment may or may not be possible at the facility, including early intervention</li> </ul> <p>B) Clearly show how websites and online access will work, and to outline the nature of the expected web access and capabilities.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document Maximum marks 3.00% split as A = 2.25% and B = 0.75%. The Evaluators will consider and score both elements separately.</p> <p>Attachments are permitted but limited to 6 sides of A4</p>
Bidder response	Attachment

<b>PROJ1.8</b>	<p><b>Technical Support and Training</b></p> <p><b>It is expected by EPSRC that all users will have access to expert advice in all aspects of Ion Beam irradiation, implantation and analysis:</b></p> <p><b>A) Please provide details of the technical advice and support, from application to interpretation, which will be available to users at all, levels of expertise.</b></p> <p><b>B) Please give details of user training provision for users including</b></p>
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	<p><b>but not limited to:</b></p> <p><b>The level of training provided and who will carry out the training.</b></p> <p><b>What training plans will be available for new and experienced users? Include any online resources that will be readily available</b></p> <p><b>Timescales for delivering training from time of request to completion of training.</b></p>
Bidder guidance	EPSRC expect to see a professional approach to expert advice technical help and support. This should include how the users and facility can best be served with training, included the time expected and benefits to users and facility running.
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 3.00%</p> <p>Split as A = 1.50%; B = 1.50%.</p> <p>Elements A &amp; B will be evaluated separately for an overall score.</p> <p>Attachments are permitted but limited to 6 sides of A4</p>
Bidder response	Attachment

<b>PROJ1.9</b>	<p><b>Non-Disclosure Agreement</b></p> <p><b>Bidders are to sign and agree to the Non-Disclosure Agreement which is attached. In order to receive information concerning EPSRC grant usage of the current facility and details about staff that potentially may qualify for TUPE (Transfer of Undertakings (protection of Employment)) .</b></p>
Bidder guidance	<p>The Bidder shall answer Yes or No and attach the signed Non-Disclosure Agreement</p> <p>Yes, the Non-Disclosure Agreement is signed and attached – Pass</p> <p>No, with Justification (if not required)</p> <p>No, Non-Disclosure Agreement is not signed or attached – Fail</p>
Scoring criteria	Pass/fail
Bidder response	Yes/No

PROJ1.10	<p><b>People and Management: Management structures</b></p> <p><b>Please provide a staffing and management plan, which must include:</b></p> <ul style="list-style-type: none"> <li><b>A) Organogram of the proposed organisational and management structure of the facility,</b></li> <li><b>B) Justification for the number and allocation of staff funded through the contract.</b></li> <li><b>C) Evidence for the nominated Facility Director's international standing in the field of ion beam implantation, irradiation and analysis, demonstrating that they have the skills required to effectively manage strategy and personnel associated with the facility.</b></li> </ul> <p><b>These responses must include details of how any subcontractors (partner organisations) are incorporated into the facility.</b></p>
Bidder guidance	<p>Bidders will receive a pass for demonstrating a staffing and management appropriate to the need of the facility. A each section will score a pass for satisfying the following conditions:</p> <ul style="list-style-type: none"> <li>A) Providing a clear organogram, showing lines and authority and responsibility of key posts and details of any identified deputies.</li> <li>B) Full justification for the number and allocation of staff must be provided.</li> <li>C) The response for Facility Director should provide evidence of current status within the Ion Beam user community, demonstrating why they are the most appropriate person for this role.</li> </ul> <p>Attachments are required, with 2 side of A4 for part A; up to 4 sides of A4 for part B; and up to 2 sides of A4 for C.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 3.00%</p> <p>Split as A = 1%; B = 1% C = 1%.</p> <p><b>Parts A, B and C carry equal weighting, and will be assessed independently.</b></p>
Bidder response	Attachment

<b>PROJ1.11</b>	<p><b>People and Management: Staff Management and Development</b>  <b>EPSRC needs to see sufficient plans for managing and developing the skills of key staff, as well as handling changes in staffing. Please give details on the following:</b></p> <p><b>A) Plans for staff development and training. To include detailed arrangements of career progression for staff operators at the facility, focusing on long term career development for staff on fixed term contracts.</b></p> <p><b>B) Details on how changes in key facility staff will be handled and approved including but not limited to succession plans, short-term cover, contingency plans for unexpected loss of key staff. Confirm that any changes, or intentions, to change the team will be expressed to EPSRC as soon as the bidder becomes aware of the situation.</b></p>
Bidder guidance	<p>EPSRC expects to see a comprehensive, fair and reasonable process for both the training and development of key staff, along with adequate management to deal with any expected or unexpected changes in staffing.</p> <p>Attachments are required, with up to 4 sides for part A and 4 sides for part B.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 3.00%</p> <p>Parts A and B carry equal weighting, and will be assessed independently.</p>
Bidder response	Attachment

<b>PROJ1.12</b>	<p><b>People and Management: Recruitment Policy</b>  <b>Bidders are asked to provide an overview of the facility-specific recruitment policies and procedures.</b></p>
Bidder guidance	<p>Bidders are to provide an overview of the recruitment policies and procedures which will be in place at the facility</p> <p>There must be a fair and transparent recruitment and decision making process.</p> <p>An attachment is permitted</p>
Scoring criteria	<p>Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.</p>
Bidder response	Attachment

<b>PROJ1.13</b>	<b>People and Management: (Quality assurance)</b>  <b>Please provide detail of what quality assurance measures and checks you will have in place throughout the life time of the contract including across any proposed formal subcontracting arrangements with partner organisations, confirming that any subcontractors adhere to the requirements of this facility, and confirming that subcontractors will have continuity of service throughout the life of the contract.</b>
Bidder guidance	Details of the proposed quality assurance with formal subcontractor arrangements should include information on how bidders intend to monitor their services through the contract.
Scoring criteria	Scoring will be based on 0-100 scoring methodology as stated in the RFP Document  . Attachment is permitted but limited to 4 sides of A4  Maximum marks 3.00%
Bidder response	Attachment

<b>PROJ1.14</b>	<b>Charging Models</b>  <b>It is essential that the bidder provides convincing evidence that the proposed model provides maximal value to the UK engineering and physical sciences research community, while ensuring the long term sustainability of the facility.</b>  <b>What is the proposed charging model for the facility for the duration of the contract term and how will it be implemented?</b>  <b>Bidders should explain how costs will be recouped through charging, including details of the different user groups who will be requesting access to the facility, their requirements, access route and associated charges as well as any other contributions by third parties towards the facility.</b>  <b>A detailed plan on how the charging model will be implemented from the start of the contract should also be included.</b>
Bidder guidance	It is absolutely essential that Bidders fully address this question and seriously consider the long term future and sustainability of this facility.  Bidders need to demonstrate how a charging model for the facility will be phased in during the course of the contract and how this will contribute to the facilities long-term sustainability. <b>Bidders should provide justification for</b>

	<p>their proposed charging model.</p> <p>Attachments are permitted but limited to 6 pages of A4.</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 4.50%</p>
Bidder response	Attachment

<b>PROJ1.15</b>	<p><b>Communications and External Interfaces</b></p> <p><b>Please provide a clear communications plan, detailing how communications and external interfaces will be managed.</b></p>
Bidder guidance	<p>It is necessary that sufficient detail is provided in order for EPSRC to understand how information about the available capabilities and access to the facility is disseminated externally. This can include details of website, user meetings, outreach events and dissemination material, and should cover:</p> <ul style="list-style-type: none"> <li>• How you will aim to attract the different and new types of users to the facility</li> <li>• How you will ensure and measure impact of the facility</li> <li>• How the facility and staff will play a scientific leadership role in the scientific community both nationally and internationally?</li> </ul> <p>Attachments are permitted</p>
Scoring criteria	<p>Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.</p>
Bidder response	Attachment

## PERFORMANCE AND REPORTING QUESTIONNAIRE

<b>PROJ2.0</b>	<p><b>Data Protection for Information and Storage</b></p> <p><b>EPSRC expects the facility proposed by the bidding organisation to have in place appropriate and robust systems and procedures to store and manage research data in order to ensure there is sufficient Data Protection during collection, storage &amp; processing. Provide documentary policy evidence specific to the facility of the Data</b></p>
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	<p><b>Protection Systems to be used, including all sites and subcontractors if appropriate.</b></p> <p><b>It is essential for EPSRC that the facility proposed will have appropriate procedures and checks to maintain complete records for all materials used for each epitaxy growth operation.</b></p> <p><b>EPSRC expects the facility to have a common IP approach across the site(s), or subcontractors if appropriate. Provide details of the foreground and background IPR procedures specific to the facility and how this will be managed with a single point of contact.</b></p>
Bidder guidance	<p>Bidders are to attach a document which gives evidence of the Data Protection Systems for the proposed facility.</p> <p>Successful bids will show that research data can be stored and accessed by users and will outline the mechanisms to achieve this</p> <p>IPR procedures will be described and the management of the IPR explained.</p> <p>Attachments are permitted</p>
Scoring criteria	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.
Bidder response	Attachment

<b>PROJ2.1</b>	<p><b>Transition Plan</b></p> <p><b>Please submit a completed transition plan and Gantt chart for the start of the contract period.</b></p>
Bidder guidance	<p>Bidders are required to submit a completed transition plan and Gantt chart for the start of the contract period. The chart must be easy to interpret and satisfy EPSRC that the facility will start the contract without issues.</p>
Scoring criteria	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification – pass</p> <p>No – Fail</p> <p>Attachments are permitted but limited to 4 sides of A4 plus the Gantt chart</p>
Bidder response	Attachment

<b>PROJ2.2</b>	<b>Governance:</b>  <b>Indicate your agreement to a 6 monthly reporting structure with a named management board and independent steering/oversight board. Please include information on the proposed governance structure such as the remits of boards and any proposed membership.</b>
Bidder guidance	<p>EPSRC needs to be satisfied that there is appropriate internal governance and external advice stream. Bidders must have a single independent steering committee covering all aspects of the facility comprised of a mix of industrial and academic representatives EPSRC requires the bidder to have an Independent Steering Committee in place to monitor and advise on scientific matters, management etc. that relates to the operation of the proposed facility. Terms of reference of all governance bodies must be presented to and signed off by EPSRC within 6 months of the start of the contract.</p> <p>Attachments are permitted but limited to 4 sides of A4</p>
Scoring criteria	<p>Scoring will be based on 0-100 scoring methodology as stated in the RFP Document</p> <p>Maximum marks 5.00%</p>
Bidder response	Attachment

<b>PROJ2.3</b>	<b>Dispute Resolution</b>  <b>Confirm and describe the procedure or policy, as well as completing a dispute resolution and escalation plan in Annex 1 for resolving disputes between the facility and EPSRC.</b>  <b>EPSRC is looking for a dispute resolution policy that will allow disputes to be resolved professionally.</b>
Bidder guidance	<p>Bidders shall answer Yes or No</p> <p>Yes – There is a procedure/policy in place for resolving disputes between the facility and EPSRC and supporting documentation provided</p> <p>No – There is no procedure/policy in place for resolving disputes between the facility and EPSRC and no supporting documentation provided</p> <p>Attachments are permitted</p>
Scoring criteria	<p>The Bidder shall answer Yes, No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Bidder response	Drop down menu – Yes /No

<b>PROJ2.4</b>	<b>Reporting</b>  <b>Bidders are to confirm that they will be able to meet the reporting requirements as laid out by EPSRC, including quarterly deliverables reports, six-monthly service reports and an annual report. Bidders are expected to provide reasonable information to EPSRC at any time during the terms of the contract and work with EPSRC to achieve its strategic priorities. Including reasonable access to any financial accounts which are used for this requirement.</b>
Bidder guidance	<p>EPSRC expects any bidder to complete a quarterly deliverables report to accompany the invoice each quarter.</p> <p>A more detailed 6 monthly service report and a separate annual report to EPSRC is also required, including, for example, performance metrics against KPIs/SLAs, number of facility users and evidence for engagement with new user communities, supported projects, service improvements and a vision for future.</p> <p>Bidders shall answer Yes or No:</p> <p>Yes – Can confirm that the requirements laid out by EPSRC can be met and appropriate supporting documentation has been provided.</p> <p>No – Cannot confirm that the requirements laid out by EPSRC can be met and no appropriate documentation has been provided.</p>
Scoring criteria	<p>Yes/No The Bidder shall answer Yes or No.</p> <p>Yes – Pass</p> <p>No – Fail</p>
Bidder response	Drop down menu – Yes /No

<b>PROJ2.5</b>	<b>Risk Management</b>  <b>Provide details of the risk management strategy you will have in place.</b>
Bidder guidance	Bidders are to complete the attached Annex 4 Risk Management Document.
Scoring criteria	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.
Bidder response	Attachment

<b>PROJ2.6</b>	<b>Service Levels</b>  <b>The expectation of EPSRC is that as a result of this tender any</b>
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	<b>contract awarded will include mutually agreed SLAs that the facility will aspire to meet. These may include but are not limited to those given in Annex 2. Additional ones may be proposed and these will be evaluated as part of the bid. Indicate your agreement to the specified SLAs ,KPIs and reporting attached in Annex 2 and define any additional service levels you'd like to add in your response. In the submitted documentation, indicate that such data can be collected for presenting to EPSRC. These will be discussed with the successful bidder as part of the contract.</b>
Bidder guidance	EPSRC is looking for SLAs that are measurable and will allow the service to be monitored by both the Bidder and EPSRC.  Attachments are permitted but limited to 2 sides of A4 in addition to the Annex 2
Scoring criteria	Yes/No The Bidder shall answer Yes or No.  Yes I have completed and attached Annex 2 – Pass  No I have not completed Annex 2– Fail
Bidder response	Attachment

<b>PROJ2.7</b>	<b>Exit Plan</b>  <b>Please complete and provide an exit plan in the event of early contract termination or non-renewal facility at the end of term. The Exit plan template can be found in Annex 3</b>
Bidder guidance	Bidders are to provide a comprehensive exit plan.  Attachments are permitted but limited to 6 sides of A4.
Scoring criteria	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.
Bidder response	Attachment

<b>PROJ2.8</b>	<b>Environmental Issues:</b>  <b>Please give an outline of your current operational carbon footprint and say what plans you have to reduce these during the life of the contract include details of how this will be achieved and timescales</b>
Bidder guidance	An attachment is permitted
Scoring criteria	Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.
Bidder	Attachment

response	
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<b>PROJ2.9</b>	<p><b>Health and Safety:</b></p> <p><b>Please provide documentary evidence of the facility's health and safety procedures, this should be specific to operating your proposed facility and any facility sites (not your general organisation ones).</b></p> <p><b>Please detail any existing and required licenses needed to run this facility, for example, chemical handling licenses.</b></p>
Bidder guidance	<p>Bidders are to attach a document providing evidence of their Health and Safety procedures for the proposed facility. EPSRC is looking for all relevant policies to be specific to the facility, not individual stakeholders.</p> <p>Attachments are permitted</p>
Scoring criteria	<p>Information only – This question is for information purposes only and will not be scored and will not affect the evaluation of your bid.</p>
Bidder response	Attachment