



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Low Pay Commission

**Subject An Investigation into the Impact of the Minimum Wage on
Employment and Hours**

Sourcing reference number BLOJEU-CR150085LPC

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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UKSBS

Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business 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](#).

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

Low Pay Commission (LPC)

The Low Pay Commission (LPC) is an independent public body (sponsored by The Department for Business, Innovation and Skills: BIS) that advises the Government about the National Minimum Wage. There are 9 Low Pay Commissioners drawn from a range of employee, employer and academic backgrounds. All the commissioners serve in an individual capacity. They are supported by a small secretariat, which has 8 members of staff.

The Low Pay Commission makes evidence-based recommendations based on:

- commissioned and independent research;
- analysis of relevant data regarding the state of the economy and the impact of the minimum wage;
- consultations with employers, workers and their representatives;
- written and oral evidence from a wide range of organisations; and
- fact-finding visits across the UK to meet employers, employees and representative organisations.

<https://www.gov.uk/government/organisations/low-pay-commission>

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	Low Pay Commission 8th Floor Fleetbank House 2-6 Salisbury Square London EC4Y 8JX
3.2	Buyer name	UK Shared Business Services
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£20,000 to £60,000 Excluding VAT
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	22/10/2015 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	30/10/2015 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	3/11/2015 14.00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	16/11/2015 11.00
3.11	Anticipated rejection of unsuccessful Bids date	23/11/2015 14.00
3.12	Anticipated Award date	30/11/2015
3.13	Anticipated Contract Start date	30/11/2015
3.14	Anticipated Contract End date	October 2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

PROJECT SUMMARY

1. The Low Pay Commission (LPC) again wishes to explore the impact of the National Minimum Wage (and the National Living Wage) on key variables in the economy. The LPC invites tenders for an assessment of the impact of the minimum wage on employment and hours. While the Commission is interested in the effect on employment and hours outcomes arising from recent increases in the NMW, we are particularly keen to receive applications that take an innovative approach to understanding the broader impacts on employment outcomes. These may include, but are not restricted to, the use of novel data sources such as previously unexploited data sources or new forms of data such as employer payroll data; impacts on flows of workers into and out of minimum wage jobs; and the longer-term impacts of the minimum wage since its introduction. We would also be interested in whether the impact has differed between groups in the labour market such as by age, gender, skill groups and geography.

BACKGROUND

2. The minimum wage has been in place for more than sixteen years. Over that time the LPC has monitored its impact on employment in the aggregate economy, and in low-paying sectors in particular, using a number of data sources and methodologies. We have examined in detail data from national surveys to give trends in wages and employment across different sectors and groups of workers; conducted our own surveys of firms in low-paying sectors; commissioned research in particular areas of interest; and consulted a wide range of employer organisations, trade unions, research organisations and individuals through meetings and visits.

3. An important part of assessing the impact of the minimum wage is to examine the effect on the labour market. This is a sensitive area because critics of minimum wages often cite the adverse employment effects resulting from them. The LPC's 2015 Report contains our most recent assessment of the impact of the minimum wage to date.¹ The report analyses the impact of the minimum wage on earnings and pay differentials; employment and hours; training and productivity; profitability and prices; and business start-ups and failures. Overall it found that the steady rise in the minimum wage meant that more employers than previously were affected, both directly, as more employees were being paid at the minimum wage, and indirectly, as it exerted a growing influence on pay-setting and pay structures. However, the research conducted or commissioned by the Commission (and independent research) suggests that the minimum wage has so far had limited adverse effects on employment levels but that businesses may have adjusted hours, reduced non-wage benefits, increased prices to their customers and squeezed profit margins. More recent evidence suggests that employment outflows among part-time females paid at the minimum wage may have increased somewhat at the introduction of the NMW and through the recession.

4. In previous research, five general approaches have been adopted by researchers to identify employment and hours effects: the use of aggregate, time series data; the use of individual data; the use of the geographical variation in coverage and bite; the use of industry or firm data; and case studies.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/413415/The_National_Minimum_Wage_Low_Pay_Commission_Report_2015.pdf

5. The international research (OECD, 1998; Neumark and Wascher, 2004 and 2008) using time series data across countries has generally showed that minimum wages have had a statistically significant negative impact on employment. However, the general consensus of the research conducted in the UK finds no such strong results. Indeed, studies using time series of industries have generally found no evidence of a negative impact of (Wages Council set) minimum wages on employment in the UK in the 1980s.

6. Data on individuals have been used by researchers to assess the impact of the minimum wage on employment and unemployment. The impacts of the introduction of the minimum wage and subsequent upratings have been investigated, including those covering the period since the onset of recession. In general, these studies have again found little adverse impact of the minimum wage on employment. However, a couple of recent studies have found negative effects on the employment of female part-time workers on introduction of the minimum wage and during the recession in some econometric model specifications.

7. Taking advantage of variations in pay across geography, researchers have used spatial analysis to investigate the impact of the minimum wage on employment. They have compared the probability of employment or employment growth in the lowest wage areas with the probability of employment or employment growth in slightly higher wage areas. In general this research has also found very little impact of the minimum wage on employment.

8. In contrast to these findings, using data on firms and industries rather than individuals, one study found that the minimum wage had adversely affected employment growth in the lowest-paying areas. However, other studies using firm and industry data have found no such adverse employment effects.

9. As well as employment, researchers have also investigated the impact of the minimum wage on hours. There appears to be more evidence of effects with regards to hours than employment. A few studies have found significant reductions in hours as a result of the introduction or subsequent increase in the minimum wage, although none of these found that the reductions in hours were sufficient to reduce weekly earnings. The adverse employment and hours effects that have been found in some studies have generally been stronger for young people than adults.

10. Other studies have looked at the impact of the minimum wage on unemployment. Taking three approaches – following individuals over time; using the geographic variation; and using predicted entry wages – these studies have generally concluded that the minimum wage has had no adverse negative effect on the probabilities of unemployed adults entering work or on job entry rates. Indeed, some studies have found positive effects on labour supply.

11. Case studies have also been conducted looking at both firms and industries. These have also generally found little adverse impact on employment. The exception to this was social care, where an early study found some adverse employment effects on introduction of the minimum wage. However, more recent studies of this sector have found that firms are now more likely to absorb increased labour costs by reducing profits.

12. The National Minimum Wage framework is changing with the introduction of the National Living Wage (NLW), which will increase the wage floor for those aged 25 and over to £7.20 an hour in April 2016. This is 50 pence higher than the National Minimum Wage (NMW) uprating, covering those aged 21 and over, that came into effect on 1 October 2015. Indeed, the NLW will be 10.8 per cent higher than the NMW was in September 2015, when the NMW was £6.50. That increase will be

the largest monetary increase (70 pence) in the NMW in any year (October-September) since it was introduced in 1999.

13. As part of our continuing evaluation, we wish to assess the impact of the latest minimum wage uprating's and the introduction of the National Living Wage on the demand for, and supply of, labour – covering effects on both jobs and hours, particularly during and after the severe economic recession that the UK has just experienced.

AIMS AND OBJECTIVES

14. The key aim of the project is to investigate the effect of the National Minimum Wage and give early indications of the introduction of the National Living Wage on the employment and hours outcomes of low-paid workers and firms in low-paying sectors. The LPC is also particularly interested in how increases in the NMW have affected employment and hours, as the UK has continued to recover slowly from recession.

15. A further aim of the project is to build a greater understanding of the broader employment effects arising from minimum wages. We would therefore encourage applicants to consider novel approaches to estimating the impacts that are differentiated from previous analysis conducted on behalf of the Commission. We would invite applicants to consider alternative or new data sources that have been under-exploited.

16. Recent analysis from the US and Canada find that increases in the minimum wage, rather than reducing employment, changes the flows into and out of jobs. For example, Dube, Lester and Reich (2014) find reductions in workers' transitions into and out of jobs. We invite applicants to consider whether this phenomenon is apparent in the UK context. Other recent studies include analysis of payroll data, such as that of a large retail company in the United States by Giuliano (2013), and a look at the impact of minimum wage changes on turnover rates using individual data (Brochu and Green, 2013).

17. We would also consider a careful meta-analysis of existing studies on minimum wage effects. The proposed research should also aim to improve the understanding of the different impacts on sub-groups within the labour market and the economic conditions that may result in poor employment outcomes.

RESEARCH METHODS AND DATA SOURCES

18. Potential contractors should specify the techniques, econometric or otherwise, that they intend to employ. Tenders should also state which data are to be used, and give some indication of their strengths and limitations and in particular whether the available data will restrict the analysis in any way. Appropriate data sources for this type of analysis might be the Labour Force Survey, the Annual Survey of Hours and Earnings and the British Household Panel Survey/Understanding Society. The LPC is keen to receive applications that seek to use new data sources or methodologies.

18. The research should use up to date, appropriate, econometric techniques, in line with recent studies. It is essential that the methodology and analysis stands up to external scrutiny by professional academics, economists, statisticians and analysts. The tender should outline the time period of the data to be analysed.

PROPOSED TIMETABLE

19. The timetable for the project is as follows:

Deadline for submission of tenders:	16 November 2015
Selection of contractor:	Mid-late November 2015
Meeting to discuss scope and methodology	Late November 2015
Presentation of initial analysis and emerging findings at research workshop:	March/April 2016 (date tbc)
Preliminary report of further analysis:	Date agreed on an individual basis
Presentation of interim findings at research symposium:	July/Aug/Sept 2016 (date tbc)
Presentation to Commissioners:	September 2016 (date tbc)
Interim report:	30 September 2016
Presentation of further analysis and findings at research workshop:	March/April 2017 (date tbc)
Draft final report:	Date agreed on an individual basis
Presentation of findings at research symposium:	July/Aug/Sept 2017 (date tbc)
Presentation to Commissioners:	September 2017 (date tbc)
Final report:	30 September 2017
Publication:	November 2017

20. Potential contractors should provide a provisional timetable to meet the above requirements and take account of the following stages of project design and reporting:

- Finalising the contract. Initial meeting with LPC Secretariat to finalise timetable, scope, methodology and working arrangements.
- Meeting to discuss initial analysis.
- Presentation of progress at the research workshop in March/April 2016 (date to be confirmed).
- Submission of preliminary report.
- Meeting to discuss preliminary findings.
- Presentation of preliminary findings at the research symposium in July/August/September 2016 (date to be confirmed).
- Non-technical presentation of preliminary findings to Commissioners in October 2016 (date to be confirmed).
- Main analysis
- Submission of interim report.
- Meeting to discuss interim findings.
- Presentation of interim findings at the research workshop in March/April 2017 (date to be confirmed).
- Submission of draft final report
- Presentation of findings at the research symposium in July/August/September 2017 (date to be confirmed).
- Non-technical presentation of findings to Commissioners in September 2017 (date to be confirmed).
- Submission of final report.

21. The contractor will be expected to meet at the LPC to discuss their proposed research scope, methodology and data sources and make a presentation of initial findings at a workshop in March/April 2016 (date to be confirmed). Comments on initial drafts of the report can be expected,

and the timetable should allow for subsequent revisions. The contractor will be expected to participate in a whole day symposium in July/August/September 2016 (date to be confirmed), in which they will be invited to present provisional findings to a group including academic experts, government analysts, policymakers and members of the LPC. In addition, the contractor will also be expected to present those findings in a non-technical way to the Commissioners at their Commission meeting in September 2016 (date to be confirmed). These results may be used in the Low Pay Commission October 2016 Report. Contractors will also be expected to present further results at a research workshop in March/April 2017 (date to be confirmed), and then final results at the research symposium in July/August/September 2017 (date to be confirmed) and a non-technical summary to Commissioners in September 2017 (date to be confirmed). The results of the final report may be used in the Low Pay Commission October 2017 Report and published in November 2017.

OUTPUTS

22. The initial primary audience for this work will be the LPC. The main output of the study will be a report, detailing the aims and objectives of the research, the methodology adopted and the main findings. The report should include a brief non-technical Executive Summary. Ten bound copies of the final report and an electronic copy (preferably Word and pdf format) for the LPC website will be required. The LPC will make the findings publicly available, and a synopsis of the report will be included in the Low Pay Commission's October 2016 and 2017 Reports.

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	AW6.2	Understanding the Requirements	32%
Quality	AW6.3	Proposed Methodology and Data Sources	24%
Quality	AW6.4	Ability to Deliver	24%

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

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

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

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)