

Invitation to Quote



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

Subject: Innovation and Business Analysis Tool

Sourcing Reference Number: DDaT19124



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

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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Version 3.6

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Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities. Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

For details on how the Contracting Authority protect and process your personal data please follow the link below:

<https://www.ukri.org/privacy-notice/>

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Section 3 - Working with the Contracting Authority

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority name and address	UK Research and Innovation Polaris House North Star Avenue Swindon SN2 1UE
3.2	Buyer name	Sophie Mumford
3.3	Buyer contact details	DDaTProcurement@uksbs.co.uk
3.4	Maximum value of the opportunity	Maximum contract value is £163,200.00 excluding VAT for the full three year contract period.
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	09/08/2019 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	15/08/2019 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	16/08/2019
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	21/08/2019 14:00
3.11	Anticipated notification date of successful and unsuccessful Bids	02/09/2019
3.12	Anticipated Award date	06/09/2019
3.13	Anticipated Contract Start date	13/09/2019
3.14	Anticipated Contract End date	12/09/2022
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

Enterprise Europe Network (EEN) – helping ambitious innovative high growth businesses to grow and scale globally.

Innovate UK, part of UK Research and Innovation, is responsible for leading the Enterprise Europe Network (EEN) in England, Northern Ireland and Wales (ENIW). It is delivered by a consortium (located across the whole of the ENIW geography), of **21** organisations, comprising **c267** people including **190** innovation and internationalisation advisers working directly with SMEs, so they can:

- Commercialise their innovations better
- Access international markets
- Access funding and finance
- Grow and Scale
- Succeed Globally
- Access IP support

EEN is a key resource for Innovate UK to ensure high growth potential businesses in the UK (including those in receipt of Innovate UK grants and loans and winners of the diversity and inclusion competitions) are given the support and guidance necessary to grow and scale in the UK and globally. The Network provides local to national to international connections, with reach into **69** countries. Over the last 4 years, ENIW has supported over **10,500** SMEs leveraging connectivity with other Innovate UK services. This includes helping over **3000** SMEs with intensive one-to-one innovation coaching and mentoring; **2250** SMEs to form international agreements, for tech transfer, R&D and innovation partnerships and commercial collaboration; and helping SMEs raise over **£199m** in public/private finance since 2016. The split of EEN services can be visualised as follows:



At the top of the pyramid, EEN delivers the Innovate UK Scale Up Service. For ambitious companies capable of 50 to 100% plus annual growth, small cohorts of businesses receive intensive support from the Innovate UK Scale Up Service utilising its novel Scale Up Board offer and methodology. The Board comprises a group of high calibre business advisers, operating collectively providing a matrix of skills and connectivity including Finance, Mergers & Acquisitions, International Markets, Intellectual Property, Supply Chains, Scale up Leadership and Talent Management.

Named/assigned Scale Up Directors work with companies as a single point of contact, but draw on the collective resources, skills and connectivity of 'the Delivery Board'.

A vital feeder service for this cohort of companies, positioned to provide growth focussed support for innovative businesses with international ambition, including SMEs awarded the Innovate UK funded, Innovate 2 Succeed (i2s) offer. Designed to maximise the effectiveness of public and private funding mechanisms, unlocking barriers to growth and improving the innovation management and commercialisation effectiveness of such companies, it offers up to 9 days intensive one to one support, linking across the whole span of EEN support and the resources available through the Innovate UK and UKRI family.

EEN Advisers contact all Innovate UK SME grant and loan beneficiaries to understand the needs of their businesses and to put in place the support and help the business need to overcome any barriers that they may face. This includes intensive one to one support to enhance their innovation management capacity delivered via the specialist 'Innovate 2 Succeed' (i2s) service. Bespoke versions of i2s for Innovate UK initiatives are provided for other Innovate UK initiatives e.g. Women in Innovation winners and the Global Business Innovation Programme.

In addition, specialist EEN Advisers provide key account management support, coach matching and access to business acceleration services for winners of the EU Horizon 2020 SME Instrument (part of the European Innovation Council (EIC) Pilot).

Global Partnering and Single Market Access services are not described here.

Background to the Requirement

The Network's activities are delivered by regional partners 'on the ground' across the country. Each of the partners in the EEN ENIW Consortium has a team of specialist innovation, internationalisation and funding advisers providing growth focused business support for SMEs across England, Northern Ireland and Wales.

In order to improve the capacity of R&D intensive SMEs to increase their growth in line with the level of investment, Innovate UK support is designed to develop their innovation management skills and processes, providing connectivity to the right help at the right time across the innovation and growth ecosystem, ensuring access to Innovate UK's and UKRI's world class resources. Thus, accelerating their growth and scaling potential, in turn providing specialist scale up support and access to investors for a select group of these companies.

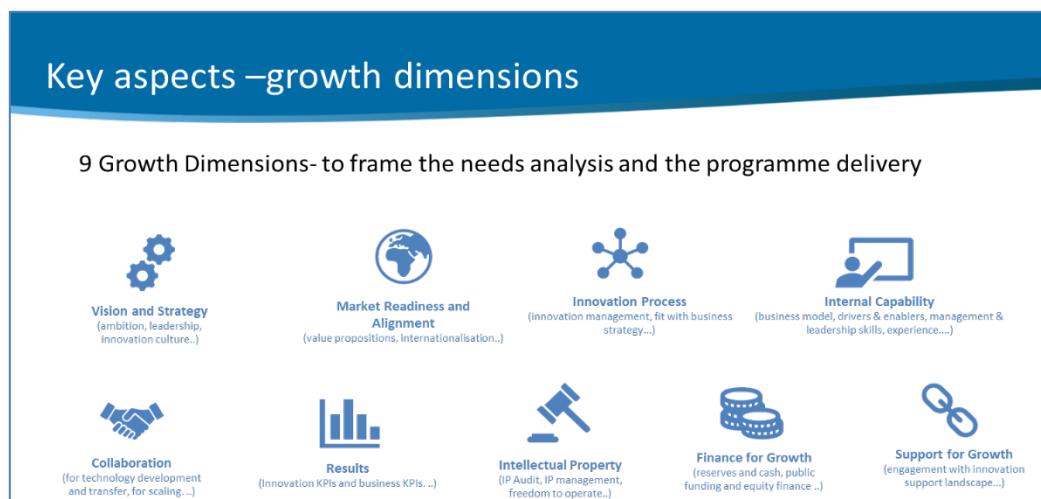
The Innovate UK Strategic Delivery Plan sets out this intention. Further, in the context of Horizon 2020, there is a clear scope for EEN ENIW to encourage more companies to exploit the link between innovation and internationalisation. SMEs with a track record of innovation are more likely to export, export successfully and generate growth than non-innovating firms. However, as identified they also too often lack the innovation management capacity to ensure they can bring their ideas profitably to market in the first instance, the know how to identify and enter these markets and the finance to sustain growth.

To overcome these barriers and to deliver sustainable long-term growth, it is important to embed capacity in the companies and not provide a short-term solution. The Innovate2Succeed programme is built around the CEN/TS 16555 & ISO 56004 frameworks for innovation management and its assessment. It is designed to enhance the innovation management capacity of SMEs through providing them with knowledge and practical support to embed innovation management processes in the company so they are able to manage their

innovation more effectively in the future and as a result ensure the growth of the company and ultimately the economy.

For this to happen, EEN ENIW will have to ensure the identification of the right companies with the right ambition, whose product or idea is near market with an international dimension; that lead to radical changes in how the business runs (product, processes, services, marketing etc.) and that are expected to launch the company into new markets (or indeed create markets) to promote growth, and create high return on investment.

It is expected that the tool will be able to support analysis along the following dimensions of growth:



- Vision and Strategy
- Market Readiness and Alignment
- Innovation Process
- Internal Capability
- Collaboration
- Results
- Intellectual property
- Finance for Growth
- Support for growth

Supporting Innovate UK, H2020 (and subsequently Horizon Europe, its successor program) innovation services further, EEN ENIW will harness the core EEN services to provide an integrated offer for maximum connectivity, facilitating a high value Key Account Management (KAM) approach and maximising the take up of the SME Instrument (SMEI) Coaching offer, ensuring that there will be for England, Northern Ireland and Wales enterprises, the right expert hands-on advice and support to those we believe have the most potential to achieve global scaling.

Use of the tool is required for two principle types of activity:

The first action is to identify and provide in-depth support to innovative small and medium sized businesses that have the potential to benefit from innovation funding support and are capable of growth and successful scaling through internationalisation, but are at the stage where their innovation and growth processes and procedures lack the efficiency and incision to maximise their ideas. This intensive support to high growth SMEs (often in receipt of Innovate UK funding) focuses on three key growth personas: Seed, Early Stage, and Growth;

to spearhead Innovate UK growth and scaling support offer. The objective of the service is to support and accelerate clients' ability to grow whilst making sure their innovation systems and processes are appropriate to their persona and that they are coherent with international best practice (as defined by CEN/TS 16555 & ISO 56004, see Appendix A). The business analysis tool sought here will form a critical step in the initial need's analysis activity of this support.

The second, is to provide assistance to businesses that have been successful in their applications for funding under H2020 (subsequently Horizon Europe) EIC Pilot actions e.g. the SME Instrument (SMEI) and the EIC Accelerator. Through a needs analysis mechanism (the business analysis tool sought here), examining where they will need support to gain maximum value from the grant, providing guidance in sourcing and selecting coaches for that purpose and also to access finance, to ensure these companies have maximum support to achieve their global scaling potential. Moderating the coach client relationship, facilitating integration and access to the broader EEN offer for this purpose and accompanying the beneficiary through the SMEI project. We will also segment this group further and identify the companies with the most potential to scale, providing them with our Scale-Up Manager offer, who will take the baton from the coach and work alongside the coach; utilising their international connectivity and access to finance and investment capability.

Note: Alongside the tool sought here, the i2s service will be supported by the use of the [IMP³rove™](#) - European Innovation Management Academy suite of tools, for a holistic approach to the assessment of innovation management capabilities and performances.

This combination of tools (IMP³rove™ where appropriate, plus the business analysis tool) will enable a more tailored status measurement of the company's situation early on in the interaction and ensure maximum benefit is realised by the client.

Aims and Objectives

To aid Innovate UK in delivering the services outlined above, it is seeking the support of a supplier in deploying and managing a business assessment tool to support consortium partners in assessing companies' innovation needs.

Overarching objective: To support Innovate UK in ensuring that the ENIW consortium operates to high standards, provides high value services to its client base, supporting business growth, exceeds expectations, and provides timely and useful information to internal and external stakeholders and to inform the future strategic direction of the service in England, Northern Ireland and Wales.

Objective: Business Analysis tool – To provide Innovate UK and consortium delivery partners with access to a suitable online web-based business analysis tool in accordance with the scope below. This will include training, managing access and all relevant back office functions and reporting on a monthly basis, as well as on-going support and maintenance.

Scope

The successful supplier must provide the below as a minimum:

1. Access for EEN advisors and business clients to a business analysis tool within a maximum of 14 days of the contract award date. Once live the tool should be available 24 hours a day 7 days a week which is simple to administer (no complex access needs), and easy for client companies to use (results in 15 minutes), that adds value to client businesses, Innovate UK, the consortium and stakeholders.
2. The tool should be able to produce an output compatible with Salesforce CRM.

3. A tool which can be clearly shown to be compatible with the personas (see Appendix B) and dimensions outlined in this document and meet the current European & International Specifications (CEN/TS 16555 & ISO 56004, see Appendix A) and which is suitable for partners to use when working with a company to assess their current innovation and growth status and future potential.
4. The tool must be web-based and have high availability (95% uptime or higher).
5. Initial and ongoing training for members of ENIW in use of the tool (both initial and ad-hoc) for new starters during the course of the contract. Initial training will be provided for up to 250 people, group size will be a maximum of 20 individuals. Additional sessions to be run twice a year to accommodate new staff and additional learning and development requirements. Face-to-face training will be the primary learning method to be delivered within a 2 hour commute of Central London, but online/distance learning will also be required where necessary. The successful supplier will be required to arrange every aspect of the training requirement i.e. venue hire, catering, materials and any other associated elements required to deliver the training.
6. A mechanism for gathering feedback from users (clients and ENIW staff) a minimum of once per quarter and using it to inform a regular improvement cycle in the tool's efficacy and use.
7. Regular updates and improvements to the tool as necessary to improve the user experience, data quality and overall cost effectiveness.
8. Telephone and web-based support desk service available during standard working hours (09:00-17:00 Monday-Friday excluding bank holidays).

The expected number of users will vary from month to month during the contract period with an anticipated maximum utilisation of c3,600 users per annum. As such it is required that the solution will be based on a variable cost per utilisation as opposed to a flat rate. The successful supplier will be required to charge against actual usage as opposed to a yearly flat rate. Therefore, payment will be monthly in arrears based on the actual usage. Client analysis reports/observatory data will be part of information and data held on the EEN customer relationship management tool (CRM) currently under development.

Timetable

The Contract duration shall be for a period of 3 years from 13th September 2019 to 12th September 2022.

Outputs are expected to be delivered on an ongoing basis based on client demand for the tool to September 2022.

Terms and Conditions

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

Section 5 – Evaluation model

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

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

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

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL3.12	Cyber Essentials
Commercial	SEL3.13	General Data Protection Regulations (GDPR)
Commercial	AW4.1	Contract Terms Part 1
Commercial	AW4.2	Contract Terms Part 2
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Price	AW5.7	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	AW6.3	Compliance with PD CEN/TS 16555 & ISO 56004 specification (Annex B - PD CEN/TS 16555 & ISO 56004 Description)
Quality	AW6.4	Project timeline
Quality	AW6.5	Confirmation of web-based tool and availability
Quality	AW6.6	Confirmation of support desk services availability
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
Quality	PROJ1.1	Methodology	20%
Quality	PROJ1.2	Project Team	20%
Quality	PROJ1.3	The Tool	30%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

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

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

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

- 7.41 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.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

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