



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department for Business, Innovation, & Skills (BIS)**

**Subject UK SBS Identifying social as in the BEIS Longitudinal Small Business Survey**

**Sourcing reference number BLOJEU-CR16091BIS**

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

## Section 2 – About Our Customer

### Department for Business, Innovation and Skills (BIS)

The Department for Business, Innovation & Skills (BIS) is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BIS also protects consumers and reduces the impact of regulation.

BIS is a ministerial department, supported by 47 agencies and public bodies.

Our priorities for 2016 to 2017 include:

- business and enterprise
- competitiveness and exports
- science and innovation
- apprenticeships and skills
- higher education
- labour markets

We have around 2,500 staff working for BIS plus around 500 people working for UK Trade & Investment in the UK.

Our partner organisations include 9 executive agencies employing around 14,500 staff.

We have BIS offices in London, Sheffield, Billingham, Cardiff, Darlington, Glasgow, Manchester, Nottingham, Runcorn and Watford.

### Department for Business, Innovation and Skills achievements include:

- Funding 457,000 apprenticeship starts in 2010-11 Academic Year
- Committing £75 million to support innovation in technology-based SMEs
- Helping 25,000 UK businesses (mainly SMEs), employing over 13 million people, to make the most of opportunities for growth in overseas markets; Growth Accelerator is a new Department for Business funded-service to help up to 26,000 small and medium enterprises (SMEs) grow as much as they can over three years. Working with an experienced coach, businesses will receive a personalised growth plan, training and workshops, networking and peer to peer support. SMEs can also learn how to develop their leadership and management capability.
- With the Cabinet Office, leading the review of 1,200 regulations across Government as part of the Red Tape Challenge, more than half of which will be scrapped or improved.

<http://www.bis.gov.uk>

## Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Department for Business, Innovation and Skills (BIS) 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£80,000 excl VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. 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.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	13/09/2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	<b>23/09/2016</b> 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	<b>27/09/2016</b>
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	<b>03/10/2016</b> 14:00
3.10	Anticipated rejection of unsuccessful Bids date	<b>13/10/2016</b>
3.11	Anticipated Award date	<b>13/10/2016</b>
3.12	Anticipated Contract Start date	<b>24/10/2016</b>
3.13	Anticipated Contract End date	31/01/2017
3.14	Bid Validity Period	60 Days

## Section 4 – Specification

### 1. Introduction

There is a HMG manifesto commitment ‘to give more people the power and support to start their own social enterprise’.

As part of this the Office for Civil Society (OCS, formerly in Cabinet Office and now in DCMS) and BEIS support social enterprise and, historically, the Cabinet Office has produced a bi-annual report on social enterprise market trends in the UK.<sup>1</sup> The analysis in these reports has been drawn from the BEIS Longitudinal Small Business Survey (LSBS).

This new research is being commissioned in response to changing market trends. There has been an increase in businesses that are making a long-term commitment to social or environmental impact but are also making profits. These organisations can take a variety of organisations forms (including traditional CLSs, registered social enterprises and CICs). This research aims to enable HMG to better understand these businesses and to test and improve the data collecting methodologies used in relation to social enterprises/mission-led businesses. The concept of social enterprise is quite difficult to define and so there are some challenges with the historical self-identification process. This research should ensure that HMG has the most robust and accurate data on social enterprise market trends in the UK.

The research will be commissioned and managed by BEIS and is jointly funded by BEIS and the Office for Civil Society in DCMS.

### 2. Aims

The key aims of the research are to:

- a. Develop and fully test a set of questions that will, as far as possible, accurately identify organisations as social enterprises and mission-led businesses.
- b. Produce an estimate of the prevalence of social enterprises and mission-led businesses within the overall SME population in 2016.
- c. Provide headline data on the characteristics and performance of social enterprises and mission-led businesses within the overall SME population in 2016.
- d. Inform the development of a definition of social enterprise to be agreed across HMG for data collection purposes
- e.

This will be done in two phases, as below.

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<sup>1</sup> See: Cabinet Office, Social Enterprise Market Trends 2014: <https://coanalysis.blog.gov.uk/2016/05/03/social-enterprise-market-trends/> and 2012: <https://www.gov.uk/government/publications/social-enterprise-market-trends>

### **3. Objectives**

#### **Phase 1: Develop questions and approach, for inclusion in LSBS 2017, that will identify and define social enterprises and mission-led businesses**

- i. To develop, test and refine a set of questions that will accurately identify and define the position of organisations on a spectrum of impact-focused organisations (e.g. spanning charities, social enterprises, mission-led businesses, socially or environmentally motivated businesses through to purely commercially orientated businesses).
- ii. To use this process to develop an index that can be used to accurately map organisations onto this spectrum and to establish the range of index scores that will be relevant to the categories of organisation on this spectrum.
- iii. To provide a clearly defined set of questions and approach that can be used in the 2017 LSBS to categorise organisations and allow for meaningful secondary analysis of the characteristics, business behaviours and performance of these organisations.

#### **Phase 2: Survey SMEs to provide headline data on the social enterprise population for 2016**

- iv. Conduct a survey of SMEs and use the survey data of this project to provide evidence-based and reliable estimates of proportions of UK businesses in each of these categories.
- v. To develop high-level data on the characteristics, business behaviours and performance of the organisations in each of these categories for 2016.

To provide evidence to inform the development of a new common definition of social enterprises that is acceptable to both DCMS and BEIS. This definition should aim to reflect the categories defined in ii

### **4. Background to the Requirement**

The Small Business Survey (SBS) has been conducted since 2003 and is the BEIS' flagship survey of small and medium sized enterprises. The survey provides data on small business performance and the key factors that affect this. These data are very widely used within BEIS, by other government departments and by a range of external stakeholders. In 2015, the established biennial cross sectional survey was developed into a longitudinal survey in which the same panel of businesses will be re-interviewed each year up to 2020.

The SBS has normally included a section of questions that were used to identify social enterprises within the overall sample. This allowed an estimate to be made of number of social enterprises in the UK and analysis of their characteristics, behaviours and performance.

In recent years, some questions have been raised about the reliability of the data on social enterprises collected within SBS. To address these concerns, we recently commissioned a

resurvey of SBS 2014 respondents that were categorised as social enterprises. This research highlighted a number of areas of concern with the approach and questions historically used in SBS surveys. First, there are a number of different definitions of what constitutes a social enterprise, with BIS/BEIS and CO using different definitions. Second, to date, SBS questions have sought to identify a discrete set of 'social enterprises'. This has been problematic because in addition to enterprises that clearly meet accepted definitions there are also 'mission-led businesses' and socially or environmentally motivated businesses that meet some but not all of these criteria. Third, it is clear that many respondents were misinterpreting some if not all of the questions in SBS. Finally, there can be some challenges with surveys that involve a degree of self-identification.

The SBS 2014 questionnaire is readily accessible on the BIS/BEIS pages of gov.uk. We will provide the successful provider with detailed findings from the recent study before the inception meeting.

The various different definitions are below:

- **Social enterprise (OCS definition):** OCS defines a social enterprise as one that reinvests at least 50% of its profits and self-identifies as 'close' or 'very close' to the definition in the BIS Small Business Survey
- **Social enterprise (BIS, now BEIS, definition):** BEIS defines a social enterprise as one that reinvests at least 75% of its profits and self identifies as a 'very close' to the definition in the BIS Small Business Survey

**Mission-led business:** Earlier this year OCS launched the Mission-led Business Review which aims to better understand businesses that are both profit-making and making a long term commitment to social impact. We recognise that this is a fluid and evolving market and so exact definitions are difficult. For the purpose of the Call for Evidence the working definition of a mission-led business is a business that can fully distribute its profits (i.e., does not have an asset lock); identifies an intention to have a positive social impact as a central purpose of its business; makes or intends to make (depending on stage of development) a long-term or binding commitment to deliver on that intention through its business and operations (e.g., has a mission lock or is taking steps to embed the mission formally); reports on its social impact to its stakeholders

## 5. Scope

Proposals for this research should be designed to meet our objectives as efficiently as possible. However, it is imperative that results provide rigorous evidence-based findings in relation to each of the objectives.

The successful provider will be required to provide a detailed workplan and draft research instruments to the project inception meeting.

## 6. Requirement

The provider will be required to work closely with the BEIS/DCMS team throughout the



conduct of this research. To this end, there will be at least four meetings with officials during the study – an inception meeting and three steering group meetings. These meetings will be held in London.

We envisage that the research will be based on telephone surveys of UK SMEs (0 to 249 employees).

The research will involve two phases.

1). The first stage will be used to define and test questions that will accurately map organisations onto the spectrum described above. Interviews for the first stage will necessarily be in depth and will require open questions and will necessarily be conducted by interviewers with in depth knowledge of the issues involved. The provider would be expected to undertake both cognitive and usability testing of these survey questions.

2). Interviews for the second stage, which relates to objectives iv and v, will be more suitable for a conventional CATI based approach.

The sampling strategy should reflect the project objectives. The samples needs to sufficiently large to provide clearly reliable findings for all of the objectives. Both samples should be as representative as possible of the overall SME population. However, we recognise that for Phase 1 in particular the sample cannot be fully representative of the overall SME population. As a minimum tenders should set out what the tendering organisation believes are the minimum sample sizes for each phase of the project needed to provide reliable data and discuss any limitations likely to be associated with these sample sizes. Tenderers may also wish to suggest options for larger samples and describe the pros and cons of these alternatives. Tenders should also be clear on what quotas will be used to provide for the best possible balance between representativeness and costs.

We expect that the sampling strategies will, as far as possible, mirror those used in SBS. IDBR as the sampling base for registered businesses and D&B for unregistered enterprises .

The questions to be used for the phase 2 survey, on the characteristics, behaviours and performance of organisations, should as far as possible, mirror those used in LSBS.

## **7. Outputs**

The provider is expected to provide the following:

### **Phase 1:**

- Full, cleaned, datasets for use of HMG
- A draft report after phase 1 which addresses the relevant objectives and includes:
  - Recommended questions for inclusion in future surveys including LSBS and a draft script for asking these questions
  - Details of the proposed index including any weightings etc.
  - Details of the index scores to be used to categories different types of organisation.
  - An evidence-based discussion on the likely accuracy of these categorisations.

### **Phase 2: A final report**

- Key content from the phase 1 report.
- Full details of the sample sets used for HMG use
- A suggested HMG definition of social enterprise and a rationale for this
- A final report covering headlines stats for the state of social enterprise in the UK in 2016 (e.g., stage of development, leadership characteristics, profitability, employee numbers and profile, markets served, growth, etc.)
- Ideally this final report would enable data analysis and segregation by company age, size, geography and sectors at a minimum.
- 

The provider will also need to provide the dataset(s) described in section 8.

The final report and all related outputs, survey materials and data remain the intellectual property of DCMS and BEIS.

## 8. Data

The provider is expected to provide:

- Full, cleaned, datasets for use of HMG
- Documentation to allow the data to be used by HMG
- Full details of the sample sets used
- 

The final report and all related outputs, survey materials and data remain the intellectual property of DCMS and BEIS.

## 9. Timetable

We anticipate that the project should be completed within 13-14 weeks of commissioning.

Stage one of the research should begin by mid-October and be completed by the end of week six. Outputs from this stage will be presented to the Steering Group at this time.

Stage two should follow immediately from stage 1 in order to provide data for 2016.

A draft final report, covering all of the project objectives, should be produced by week 14.

So long as the data collection is completed in 2016, the final report can be delivered in early 2017.

Activity	Weeks	Date
Contract award	1	10/10/2016
Stage 1 begins	1	10/10/2016
Inception meeting	1	13/10/2016 or 14/10/2016
Interim draft report due	6	18/11/2016
Stage 2 begins	6	18/11/2016
Data collection ends	12	30/12/2016
Draft final report due	TBD	Jan 2017
Final report due	TBD	Jan 2017

## **10. Tender responses**

The maximum value of this tender is £80,000 and the potential provider is expected to demonstrate value for money in their approach to this research.

## 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 ( $5+5+6=16\div3=5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
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	PROJ1.1	Understanding	12%
Quality	PROJ1.2	Project Plan and risk Management	12%
Quality	PROJ1.3	Methodology	28%
Quality	PROJ1.4	Project Team and Capability to Deliver	8%
Quality	PROJ1.5	Interview	20%

## 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](#)