



Invitation to Quote

Invitation to Quote (ITQ) on behalf of Government Office for Science (Go-Science)

Subject: Commission to layout and format work and figures for the Government Office for Science

Sourcing Reference Number: PS18137



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 Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
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Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>

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.

Our Customers

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](#).

Section 2 – About the Contracting Authority

GO-Science

The Government Office for Science (GO-Science) works with the Department for Business Innovation and Skills. The office ensures that government policies and decisions are informed by the best scientific evidence and strategic long-term thinking

Responsibilities

GO-Science is responsible for:

- giving scientific advice to the Prime Minister and members of the Cabinet, through a programme of projects that reflect the priorities of the Government Chief Scientific Adviser
- ensuring and improving the quality and use of scientific evidence and advice in government (through advice and projects and by creating and supporting connections between officials and the scientific community)
- providing the best scientific advice in the case of emergencies, through the [Scientific Advisory Group for Emergencies \(SAGE\)](#)
- helping the independent [Council for Science and Technology](#) provide high level advice to the Prime Minister

Further information can be found at:

<https://www.gov.uk/government/organisations/government-office-for-science>

Section 3 - Working with Government Office for Science

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	Government Office for Science (Go-Science) 5th Floor Spur 2 Victoria Street London SW1H 0ET
3.2	Buyer name	Liz Vincent
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Maximum value of the Opportunity	£30,000 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	03/05/2018 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	08/05/2018 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	09/05/2018
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	11/05/2018 14:00
3.10	Anticipated notification date of successful and unsuccessful Bids	21/05/2018
3.11	Anticipated Award date	21/05/2018
3.12	Anticipated Contract Start date	25/05/2018
3.13	Anticipated Contract End date	01/02/2019
3.14	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

1. Introduction to the Government Office for Science and Foresight

The UK Government Office for Science (GO-Science) supports the Government's Chief Scientific Advisor in ensuring that the Government has access to, and uses, the best science and engineering advice. It is located within the Department for Business, Energy and Industrial Strategy (BEIS), but is professionally independent of it.

The Foresight programme sits within GO-Science and develops projects using the latest scientific evidence and futures analysis to address complex issues and provides strategic options for policy. Foresight projects examine public policy issues where science might be part of the solution, or a scientific topic where potential applications and technologies are yet to be realised. This provides Government with evidence to help them think systematically about the future and provides signposts for policymakers in tackling future challenges.

1.1. About Foresight [Future of Mobility]

The Foresight Future of Mobility project is run from within the UK Government Office for Science (GO-Science). The Future of Mobility project was launched to try to understand the broad question '*What benefits/ opportunities could the transport system of the future provide and what are the implications for Government and society?*'

Transport is a key enabler, effecting where people work, their commute modes and times, and the costs of moving people and goods. Mobility choices impact on a broadly on things ranging from individual health and wellbeing, to the economy and the environment. The Department for Transport (DfT) are the key customer for this project, however there is cross Whitehall engagement in the project, including from the Department for Health, Department for Environment, Food & Rural Affairs, Ministry for Housing, Communities and Local Government, the Treasury and the Cabinet Office.

This specification has 3 outputs: A final report, Evidence Reviews and a Slide pack. The details of the specific taskings are in the next section.

2. Aims and Objectives of the Project

Specification for design

We are seeking an experienced design firm that are able to take draft material from Go-Science and ensure that it is attractively laid out, in ways that help the reader, and highlight key messages. The emphasis is on the aesthetics of the report.

Details of task. There are 4 parts to the task.

You will work with a range of material provided by the GO-Science project team. The material will include peer reviewed research reports.

Part 1: Produce, format and layout the Final Report

You will take the final text (a copy editor and writer has been commissioned separately), and produce with input from Go-Science a visually appealing report. This will use the Go-science design template. It will involve judgement as to impactful ways to present material on the page. This will likely involve redrawing graphs (see Part 2 below) so that they are in the same colour palette as the rest of the report. It will also involve offering advice on layout/ emphasis on the page, the front and back covers. The length of the final report is unclear, but 100- 200 pages is likely.

A comprehensive design template, including fonts, size, colour palette range, style guide and will be provided to the successful bidder.

Part 2: Figures for the Final Report

You will need to look at the final report, and convert low resolution diagrams, graphs or maps into higher resolution ones. There is likely to be some degree of duplication with the redrawing in task 3 and 4 below. However there are likely to be other additional figures. The number of figures in the final report is still unclear. Past reports have differed widely on the number of figures they include.

We estimate around 60-80 figures will be included. These will need to be changed so that the colour scheme fits that of the final report. In addition infographics / bespoke diagrams – usually with quotes / figures, and an illustrative icon. It is estimated around 10 of these will be needed.

Part 3: Figures for Evidence Reviews

Aside from the final report, another important part of the project will be the 29 Evidence Reviews. We have commissioned separately a company to proof read and lightly edit those reviews and transfer them to our word template. As part of this work, figures will be identified that are low quality, or inaccurate. So the third part of this tender will be redrawing low quality materials. For example a graph, or map that is low resolution.

The evidence reviews are currently undergoing minor changes. There are currently 276 figures in the reports. We think this total figure is unlikely to rise above 300 figures in the reports. Of these we estimate 40-50 will need redrawing, or replacing with a sharper version. Most of these are low quality graphs or maps or imagery being redrawn.

You will need to use colours from the colour palette, and follow our style guide on this.

Part 4: Design/layout of and figures for the Slide Pack

You will be expected to look at a slide pack of our evidence material, (around 80-100 slides) and work to improve the layout, and the visual impact of the content. This could include, reordering material, highlights/ emphasis etc. This would involve ensuring consistent use of colour, typeface, font, and feel through the pack, and likely redrawing graphs so that they are in the same colour range.

Again a colour palette, style guide and templates would be provided for this.

Quality expectations

These products will be used to inform discussion with policy makers and some will be published on our website, so must not detract from the high quality name and brand associated with the Government Office for Science

The successful bidder must be able to demonstrate working to the quality requirements below:

Accessibility: Any material you provide must meet government accessibility requirements. As it is really important to Go-Science that people are not constrained from accessing our material. Examples include: Alternative text to be created for all illustrations and charts, Interactive bookmarks to be added to aid navigation, All body copy and diagram text to be of easily legible size. However More detailed guidance is given at the link below.

<https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction>

Clarity – Diagrams/ pictures / layouts used are in a clear and readable style.

Impactful Presentation – Diagrams/pictures/layouts present material in a way that adds to the impact of the content, and helps the reader understand the points being made.

Volume – The successful bidder will need to demonstrate they are able to cope with the volume of material in scope, and are used to dealing with large amounts of material competently, and clearly.

Attention to Detail and Coherence – The successful bidder will need to demonstrate they are able to maintain consistent style and presentation, both within documents, and across the range of material. This is to ensure that all of the work both looks and feels part of a joined whole. You will need to ensure that use of typeface and font is consistent, within and across documents

We are currently changing our branding, (and the material and templates) will be available to the successful bidder. A style guide will be given to the successful bidder.

Examples of past reports are at the link below.

<https://www.gov.uk/government/collections/foresight-projects>

Confidence: Any material is provided to you in strict confidence, and cannot be shared, put online or published.

A time table is provided in Section 3 for deliverables

Parts 1,2 and 3 will be published online on the gov.uk website. We will need permission for any additional infographics, materials or insets that the successful bidder generates to be put online. This includes copyright.

3. Suggested Methodology

The materials provided must be put into standard Go-Science templates (which will be provided). This will include consistency of typeface, font, presentation etc. This presentation template will be passed to the successful bidder when both parties have signed and agreed the contract.

1. The material is in the correct template (slide pack, evidence review, report)
2. The figures and tables used throughout are of high quality, and coloured in such a way as to both be consistent with the colour palette, and to ensure the material is clear.
3. The material is laid out attractively, and in ways that make points clearly to the reader.
4. **Any material you provide must meet government accessibility requirements.**

These are listed in full at the link here:

<https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction>

But include:

- Alternative text to be created for all illustrations and charts
- Interactive bookmarks to be added to aid navigation

All body copy and diagram text to be of easily legible size

4. Deliverables

Timeframes for delivery

We believe that the delivery dates outlined below are attainable for the piece of work we are commissioning; however, if you feel that you are unable to meet any of the delivery dates please include the outline dates of what you can do within your quality question response. It is also worth noting that the Government office for Science is dependent on receiving much of this material from outside parties, which can introduce delay's into the process. We envisage the overwhelming majority of material to be arriving by early-mid April, the end of April a realistic fall back if delays not within our control occur. If there are delays, we will work with the successful bidder on deadlines that work for both parties.

1. Timescales

Stage 1		
1	GO-S provides to initial material to contractor	25/05/18
2	Go-S provides prioritised list of figures, and passes initial material.	25/05/18

3.	Part 3 complete. All figures from reviews complete	05/06/18
4	Part 4 slide pack. A first draft complete	11/06/18
Stage 2		
5	Materials for parts 1 and 2 passed to the successful bidder (Contingent on Copy editor/write).	Early –Mid June
6	Part 2 complete. All figures in report	TBA but likely 3 weeks after material has been passed
7	Part 1 complete	TBA but likely 3 weeks after material has been passed
8	Parts 1, 2 and 4 will be iterated and change. It is likely further material / changes will be incorporated. In general we would hope that each set of changes would be achievable within 1 week.	
9	The report will then be subject to extensive comment and change. It is likely that will be reapproached with a second draft	22/07/18 (estimate)
10	Iteration of report and slide packs	
11	Given that redrafting could be extensive, and there could be delays with the material, we envisage closure of the report should not be later than 01/02/19	01/02/19

To note that Step 5 is contingent on receipt of external material. It is possible that external parties could miss these deadlines, and so this date could become mid-June. The material will be passed to the successful bidder when received. If step 5 is delayed a new deadline will be agreed in discussion with the successful, bidder, likely with Steps 6 and 7 around 3 weeks after passing the material.

If material is passed late for step 5, then all successive deadlines would be subject to discussion.

Deliverables:

All fulfilling government accessibility guidelines.

<https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction>

Part 1: After repeated iteration. A final report, with figures clearly readable, and in impactful layout, in pdf, and format suitable for printing in the Go-Science colour palette.

Part 2: All Figures for the final report, high resolution, and in the correct colour palette (soft copy).

Part 3: Figures for evidence reviews. All figures completed, in high resolution and in the correct colour palette. In a format for easily incorporating into the Word

template by the proofreading company.

Part 4. A well designed slide pack, with high resolution figures, impactful layout, in the correct colour palette, and material in the Go-Science template.

To note parts 1,2 and 3 are intended to be published on the gov.uk website. These will be under crown commercial copyright. Anything that is provided copyright permission will also need to be given to Go-Science so that it can go up on the gov.uk website.

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
Commercial	AW6.2	Non-Disclosure agreement
Price	AW5.1	Maximum Budget
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 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	25%
Quality	PROJ1.1	Project Plan and Timescales	20%
Quality	PROJ1.2	Project Team and Capability to Deliver	45%
Quality	PROJ1.3	Methodology	10%

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. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 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.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 the Contracting Authority 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 must 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 as part of the evaluation process.
- 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 the Contracting Authority. / UKSBS.
- 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 60 days or your Bid will be rejected.
- 7.34 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.
- 7.35 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 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.

- 7.39 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, 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.

- 7.41 The Government is introducing 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](#)