

# Invitation to Quote



**Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) - Economic and Social Research Council (ESRC)**

**Subject: ESRC Postdoctoral Fellows (PDF) Development Programme**

**Sourcing Reference Number: PS23245**

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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.

### 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](#).

### **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 (UKRI)**

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](http://www.ukri.org)

### **Economic and Social Research Council (ESRC)**

ESRC is the UK's largest funder of research on the social and economic questions facing us today. Their research shapes public policy and contributes to making the economy more competitive, as well as giving people a better understanding of 21st century society.

<https://esrc.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	<b>UK Research and Innovation (UKRI) - Economic and Social Research Council (ESRC)</b> Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL
3.2.	Buyer name	Alexandra Williams
3.3.	Buyer contact details	<a href="mailto:professionalservices@uksbs.co.uk">professionalservices@uksbs.co.uk</a>
3.4.	Maximum value of the Opportunity	Total Contract value £75,000.00 Excluding VAT
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.25. 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, unless formally advised to do so by UKSBS.</b>
Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Thursday 17 <sup>th</sup> August 2023 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Friday, 1 <sup>st</sup> September 2023 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Tuesday, 5 <sup>th</sup> September 2023
3.9.	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal ( <b>the Deadline</b> )	Monday, 11 <sup>th</sup> September 2023 11:00
3.10.	Date / time Bidders should be available if face to face clarifications are required	WC Monday, 18 <sup>th</sup> September 2023 or WC *Monday 25 <sup>th</sup> September 2023  * Where interviews take place on WC 25 <sup>th</sup> September all dates will shift back by 1 week
3.11.	Anticipated notification date of successful and unsuccessful Bids	WC Monday, 18 <sup>th</sup> September 2023
3.12.	Anticipated Contract Award date	WC Monday, 25 <sup>th</sup> September 2023
3.13.	Anticipated Contract Start date	WC Monday, 2 <sup>nd</sup> October 2023
3.14.	Anticipated Contract End date	Thursday, 31 <sup>st</sup> October 2024
3.15.	Bid Validity Period	90 Days

## Section 4 – Specification

### 1. Introduction

#### Background

Developing social science leadership capability and connecting research and policy are key features of [ESRC's strategic priorities](#). Our focus on developing leadership capability recognises the changing funding landscape and a shift towards increasing numbers of larger, collaborative and challenge-orientated projects that reach across disciplinary, sectoral, and international boundaries. This has required us to revisit the capabilities we are developing in our researchers at all career stages and ensure that we have a strong pipeline able to work within and lead these types of major projects, but also to engage with, understand and interpret policy problems and co-produce research and solutions with policy stakeholders and other non-academic audiences.

The Flinders (2020) [leadership report](#) commissioned by the ESRC emphasised the need for formalised and well-supported researcher development structures and also to strengthen skills to engage with policy and the range of users outside of academia. Our [Review of the PhD in the Social Sciences](#) also highlighted the importance of recognising the variety of environments researchers go on to operate within and that associated skills may not be sufficiently promoted at the doctoral stage. also highlighted the importance of recognising the variety of environments researchers go on to operate within and that associated skills may not be sufficiently promoted at the doctoral stage.

Awareness of the important contribution that social science research makes to help shape public policy and inform public debates has grown enormously in recent years. For example, by supporting industrial growth and economic development; improving understanding of social and political change globally and exploring social implications of major advances in relation to science and technology<sup>1</sup>. Support and opportunities for social science researchers to engage with policy can be variable across disciplines and institutions as well as career stage, and a core aspect of developing social science leadership capability, also involves developing researcher skills to ensure they can engage productively with policy and offer new ways of framing policy questions and options.

In addition, the COVID-19 pandemic had considerable effect on researchers at all career stages and has compounded pressures that many Early Career Researchers (ECRs) face, exacerbating challenges around limited funding, highly competitive job markets, balancing professional and personal commitments, and general career uncertainties<sup>2 3 4</sup>. The longer-term impacts of the pandemic continue and recent evidence shows that ECRs had been adversely affected in terms of development opportunities, research activities and career prospects<sup>5 6</sup>. Engagement with PDFs in early 2021 also highlighted their interest for connecting with each other and strengthening their networks, in part to compensate for the

<sup>1</sup> Find out how the people and projects we invest in make an impact on our lives and the world we live in here: [ESRC research outcomes and impact – UKRI](#) highlighting the importance and relevance of social science to society, policy, and public services.

<sup>2</sup> Levine, F. J., et al. (2021) "Voices from the Field: The Impact of COVID-19 on Early Career Scholars and Doctoral Students." *American Educational Research Association (AERA)* [\[accessed here\]](#)

<sup>3</sup> Woolston, C. (2020) "Pandemic darkens postdocs' work and career hopes." *Nature* 585.7824: 309-312 [\[accessed here\]](#)

<sup>4</sup> Byrom, N. (2020). COVID-19 and the Research Community: The challenges of lockdown for early-career researchers. *Elife*, 9, e59634. [\[accessed here\]](#)

<sup>5</sup> Schadeberg, Amanda, et al. (2022) "Productivity, pressure, and new perspectives: impacts of the COVID-19 pandemic on marine early-career researchers." *ICES Journal of Marine Science* 79.8: 2298-2310. [\[accessed here\]](#)

<sup>6</sup> Lokhtina, I. A., et al. (2022). The impact of the COVID-19 pandemic on early career researcher activity, development, career, and well-being: the state of the art. *Studies in Graduate and Postdoctoral Education*, (ahead-of-print). [\[accessed here\]](#)

financial pressures arising from COVID-19 and the extent to which ROs are having to scale back development opportunities.

In light of this, we have since revisited the capabilities we are developing in our researchers, to ensure that we have a strong pipeline able to lead larger, collaborative and challenge-orientated projects, as well as work across a variety of environments. A key component of this talent pipeline is the investment that ESRC makes in the Postdoctoral Fellowship Scheme (referred to as PDFs hereafter) which supports over 90 fellows a year. The Postdoctoral Fellowship Scheme is aimed at researchers that have completed their PhD at a research organisation that is part of a Doctoral Training Partnership (DTP) and are within 12 months of passing their viva voce. The funding aims to allow PDFs to consolidate their PhD through developing publications and networks, as well as their research and professional skills. Enabling this cohort to flourish in a changing research environment is vital for the future of the social sciences.

### **Pilot Programme Overview**

In late 2021, we decided to enhance and expand the support we offer our PDFs by commissioning the design and delivery of a two-year pilot development programme. 30 places were made available for ESRC-funded PDFs each year, and fellows were invited to apply for a place and commit to participating in all activities over the year-long programme, running in parallel to their fellowship.

The pilot programme, designed by [Sealey Associates](#), consisted of the following core elements:

- One-to-one career coaching with an expert
- Group mentoring sessions on a topic selected by the PDFs, with a relevant academic or professional
- Six virtual ‘mini-crucible’ workshops, each with a distinct skills development focus
- A collaborative, team-based event, held in person to tackle real-life policy challenges and acting as a platform to develop pump-priming project ideas
- The opportunity to apply for pump priming awards to support activity that builds on learning from the programme with the aim to catalyse collaboration and co-production, as well as enhance leadership skills development, peer to peer learning, stakeholder engagement and networking.

Having evaluated the first year of the programme, and with growing evidence from the success of the second year, the pilot development programme has been of clear value to PDFs. Feedback received has indicated that fellows have:

- developed leadership capabilities and greater self-awareness in relation to their careers
- improved understanding of how to apply their expertise/research to real-world policy or industrial challenges
- have increased confidence working within complex networks, connecting with, and conveying the importance of their research to non-technical audiences and in ways that policy makers find useful and accessible
- developed skills enabling them to analyse the current political landscape around issues relevant to their research

Evaluation of the two-year pilot programme to date clearly speaks to the success and value of formalised crucible-style interventions. The final year of the pilot is due to finish in September 2023, and we are committed to continuing our support through similar

interventions and are looking to commission another year-long development programme for PDFs commencing their awards in October 2023.

## **2. Scope**

### **Overview**

We are inviting bidders to set out an approach to deliver a one-year development programme for PDFs, building on the success of the initial two-year pilot (as described above). The programme will run for one academic year, starting October 2023, recruiting one cohort of 30 PDFs to participate in all scheduled activities within the programme, whilst also opening-up some of these as free-standing elements to the entire cohort of 2023 ESRC PDFs. The programme must be a flexible offering giving ESRC-funded postdoctoral fellows awarded in the 2023 intake two options:

1. to apply and commit to the full one-year programme (up to ~30 available spaces)
2. to participate in specific elements only; some events within the programme will act as free-standing activities for those not participating in the full programme (able to accommodate around 90 fellows).

We welcome innovative ideas, but the design of the development programme must contain a series of themed/focused events with a policy challenge as a core component and build on the success of the previous two-year pilot programme, as well as similar initiatives, such as the Crucible model (see below) that have come to be considered an important innovation in the researcher development and leadership space.

### **The Programme Offer**

The provision offered should be the delivery of a series of themed events with a policy focused 'challenge' component at its core. Bidders are expected to describe how the full programme will be distinctive to other opportunities that PDFs may have access to, and sufficiently attractive so that participating in the full programme offers clear added value and meets objectives 1-11 as identified below. The programme must be tailored to reflect individual fellows' development needs and could include coaching or mentoring opportunities.

The programme must include an in-person policy-challenge workshop, the opportunity to bid for one of three pump priming awards, as well as additional tailored interventions targeted towards specific fellows' needs. Examples include one-to-one coaching or mentoring sessions, but we encourage bidders to be innovative and flexible to consider novel interventions and approaches. The delivery of the policy-challenge workshop will be handled by the supplier, but the ESRC office will work in partnership with them to identify the challenge using our connections into government departments. Bidders should clearly outline where within the programme the policy-challenge workshop will feature, how participants will be encouraged to reflect and learn from it, and how other events in the programme relate to it. The programme must also include the opportunity for PDFs to bid for a pump priming award (three £5k awards are available within the budget), which should showcase the submission of collaborative bids developed by the PDFs that have been created and nurtured through this programme. We envisage these aspects of the programme to be available to the 30 PDFs participating in the full programme, but bidders are expected to explain their approach for the delivery and design of the programme and which other activities will act as free-standing events for the wider cohort of ESRC PDFs.

Activities should be context-driven and action-orientated and offer experiential learning opportunities through a variety of interactive formats and session types, including challenge-

led, experiential, skills development, masterclasses, informal networking. Events should be structured in such a way as to facilitate the formation of cohorts who will progress together through the training and development programme and should consider how the cohort will sustain links after the programme. Bidders are expected to consider how they will ensure the cohort approach is maintained and not diluted when opening up specific sessions to the full cohort of ESRC PDFs.

Events should be run in an inclusive and accessible way and bidders are asked to consider a virtual approach, with the potential for two face-to-face meetings in the UK to help facilitate networking and participation. These should be between PDFs themselves and more widely with policy makers and influential research and innovation leaders for example. Costs associated with attendance of this event should be met within the contract value and must be in line with the UKRI Travel and Subsistence policy as set out in Appendix A UK RESEARCH AND INNOVATION TRAVEL AND SUBSISTENCE POLICY below.

Bidders are encouraged to design an innovative and novel approach to achieve the core aims/objectives of the programme as identified below, which is an attractive offer, given the pressures on time that PDFs will face. This must be considered to ensure that committing to the full one-year programme is still seen as sufficiently valuable, despite aspects of the programme being open to all 2023 ESRC PDFs. Therefore, bidders are also asked to consider how this development programme provision will offer additional opportunities beyond what would be available to a PDF within their own organisation.

The programme must be a flexible offering with specific opportunities for all ESRC PDFs to participate, with a clear distinction between the year-long programme and free-standing elements. However, the full programme must have clear added value for those participating in all activities to ensure it is a bespoke, tailored offering of clear benefit to the cohort of 30 PDFs, whilst also being designed in such a way that free-standing elements can be opened-up to the full cohort of ESRC PDFs to improve accessibility of the programme. We are not prescriptive about which activities within the programme should be opened up for all ESRC PDFs to attend, however, we envisage that this will at least include a facilitated networking event with the opportunity to meet in person. Otherwise, bidders have the flexibility to identify and justify which activities throughout the year will be open to all, for example, this may include some virtual skills development sessions.

The free-standing activities are in response to feedback from the two-year pilot programme, which indicated that many ESRC PDFs were unable to commit to the full year-long programme of activities. Therefore, bidders should consider how they will ensure activities are inclusive and accessible. Bidders must explain their approach for the delivery and design of the programme including which activities will be opened up to the full cohort of ESRC PDFs.

### **PDF Recruitment**

All fellows funded through the ESRC Postdoctoral Fellowship Scheme in 2023 will be contacted and invited to apply and 30 spaces will be available<sup>7</sup>. It should be clear that by applying for one of the 30 full spaces, PDFs will be expected to participate in all aspects. There should also be opportunities for all PDFs to engage in some activities which will be open as free-standing events to all. The supplier will handle the recruitment of participants for the programme and PDFs will be required to submit an expression of interest demonstrating their commitment to the programme. Bidders should set out any other appropriate mechanisms and criteria for selecting 30 ESRC PDFs to participate in the programme, which should be through a fair and transparent process.

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<sup>7</sup> ESRC will contact PDFs directly before providing contact details to the successful bidder.

## Evaluation

On-going evaluation will need to be a key factor to inform future plans and development activities; and to measure the success of this programme. Success indicators for this programme will include the establishment of a cohort of individuals that have an enhanced understanding of the ESRC; strengthened collaborations and networks outside of own institutions/disciplines; cultivated leadership capabilities and communication skills by exposing them to real-world challenges; capable of working in diverse workplaces and building inclusive teams; accessible and inclusive events catered to PDFs needs. We also want the cohort to feel well-equipped and empowered to make career choices and seek out opportunities after the programme. Bidders should also consider how participants will realise the benefits of these awards beyond the programme. Therefore, the programme must include evaluation time, and ESRC will work with the successful supplier to consider how this offering will be evaluated along with the previous two-year pilot programme. The aim of the evaluation will be to reflect on and evaluate whether the programme has satisfactorily met all required deliverables, aims and objectives; and to consider any lessons learned which will inform plans for future opportunities.

### 3. Aims & Objectives

Core aims of this PDF development programme are to:

- Establish a vibrant cohort of researchers who have developed networks and peer support outside of their own discipline, institution, and academia
- Develop leadership capabilities that will enhance self-awareness and equip participants to make informed career choices
- Equip the fellows to operate in diverse workplaces and build inclusive teams
- Expose fellows to real-world policy challenges and enabling researchers to apply their expertise to address and learn from them
- Build familiarity of working within complex networks and how to connect with policy stakeholders and other non-academic audiences
- Enhance fellows' research communication skills, in particular the ability to convey the importance of research to non-technical audiences and in ways that policy makers find useful and accessible
- Develop skills enabling fellows to analyse the current policy landscape around issues relevant to their research
- Facilitate greater awareness of the role of ESRC, how it operates and the support mechanisms available to ECRs

To meet the aims as set out above, bidders should address the following objectives:

1. Include an element of co-design, with PDFs, to create a development programme that provides an attractive and valuable offer to the ESRC PDFs
2. Offer a series of themed and focused professional development events spanning a one-year period, which utilise a variety of interactive formats and session types such as experiential, skills development, masterclasses, informal networking, and other relevant activities considered important to build a community. Bidders should ensure the time commitment (especially if participating in the full programme) is manageable for PDFs given the other pressures on their time
3. For the PDFs participating in the full programme, include an in-person policy challenge workshop, developed in partnership with ESRC, requiring participants to work collaboratively, then reflecting on the learning gained from the exercise; and an opportunity to bid for one of three £5k Pump Priming awards.
4. The events/activities should be inclusive, with at least two face-to-face meetings over the year. These should take the form of (1) a facilitated networking and welcome event

for the entire cohort of ESRC PDFs to attend and (2) a separate policy-challenge workshop for those participating in the full programme. Any face-to-face event will be based in the UK and the successful supplier should determine location once cohort members have been recruited, taking an inclusive approach to location and venue.

5. Encourage cross-disciplinary collaboration, peer support and opportunities to strengthen relationship building.
6. Enhance leadership capabilities, to enable participants to lead teams, spread best practice in research integrity and promote diversity and inclusion.
7. Provision to administer additional pump priming awards, within the contract budget, which promotes cross-disciplinary collaboration.
8. Embed reflective practice throughout the programme, enabling PDFs to consider their leadership practice and the diversity of career choices, which will also feed into the evaluation of the programme
9. Ensure longevity of benefit to participants beyond the duration of the programme itself
10. Work closely with ESRC, providing regular (minimum fortnightly to start with) progress reviews via email, phone, or video conferencing in advance of and after each event/deliverable.

All core aims/objectives must be met for the PDFs participating in the full programme, but we appreciate that this may not be possible for those fellows opting to participate in the open activities only. Bidders should make clear which elements will be open to all 2023 ESRC PDFs versus those participating in the full programme, but we expect that the policy-challenge workshop and the pump priming opportunity, as well as other tailored/bespoke activities, to be available for the PDFs participating in the full programme, rather than the full cohort.

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

##### **Additional Considerations for Researcher Development**

##### **The Crucible Model**

The initial two-year pilot programme commissioned in 2021 aimed to emulate the success of the Crucible model, which is widely recognized as a crucial innovation in researcher development and leadership. Bidders are encouraged to take inspiration from similar initiatives to cultivate a new and bespoke development programme, which will continue to add significant value to current investment in PDFs. We welcome innovative ideas, but the design of the development programme should derive ideas from the content and successes of the previous two-year pilot programme as described above.

Crucible initiatives have been considered an important innovation in researcher development for building dynamic research leadership capacity and enabling ECRs to engage with interdisciplinary approaches as an intervention 'systematically considered' rather than just an add on to suit Funders' needs. Crucible style events can help researchers understand engagement beyond the academic community to demonstrate the impact of their research; cultivate engagement with other communities helping them feel more empowered to engage with wider stakeholders; and ease feelings of isolation experienced by many young academics. Broader, and longer-term benefits through participation alone has been cited such as, Improved confidence, raised-profile, better communication, and interdisciplinary working skills, along with various career development benefits.

In line with the Flinders report, we envisage these types of development initiatives to be centred around co-production and co-design; built around experiential learning, providing unique and dynamic opportunities for ECRs to meet researchers and innovators beyond their own institution and discipline, ultimately cultivating new skills in new contexts whilst

fostering lasting professional networks. Bridle's research (2018) also noted 'that further support should be made available for early-career researchers to access interdisciplinary encounters, as well as to offer seed-funding and follow-up activities'.

### **Leadership Development**

Building on current Crucible offerings has enabled the ESRC to adopt a stronger 'leadership lens' and significantly enhance the value of existing investments, whilst also helping to progress equality, diversity, and inclusion. Flinders (2020) noted that social science leadership interventions should include:

*a capacity to enthuse, ignite and sustain an intellectual vision that is inclusive, flexible, and open to challenge...[and] an ability to take that vision beyond academe in order to demonstrate the social relevance of that research, and therefore why the social sciences matter. Research leadership is therefore increasingly tied to notions of innovation, entrepreneurship, and ambassadorial skills.*

The policy-challenge focus for this development programme recognises that leadership in terms of coproduction and collaboration with non-academics is a valuable and necessary skill to broaden the impact of research and career opportunities outside of traditional academic trajectories.

While there have been previous examples of initiatives that have successfully brought academics and policymakers into conversation (e.g. UK in a Changing Europe Programme); and indeed, some postdoctoral researchers may have experience of working in government and with policy, other traditional academic and research careers do not always provide formal training or exposure to the inner workings of government, public policy, or communicating research findings to broad audiences. The policy-challenge component of this programme provides a focus point for leadership development to connect researchers' skills for employment outside academia, as well as demonstrate the real-world tangible impacts arising from their research. Therefore, the supplier will be expected to accommodate varied understanding and expertise across the cohort.

Leadership development should also be viewed in addition to managerial or organisational terms and focus on the capacity to run increasingly large and complex research projects, centres, programmes, or institutes, as well as research mobility outside of academia. There should be a balanced emphasis on researcher development and leadership capability in relation to the diversity of career choices, and bidders must articulate an approach to leadership that is constantly adapting to a changing context while being culturally sensitive. The approach should embrace collaboration and inter-disciplinarity and focus on creating new research platforms through innovative spaces and activities whilst also being scientifically accessible.

Therefore, this tender builds on the previous two-year pilot development programme, which was a first step towards establishing a formalised and well-supported researcher development structure. We also acknowledge the wider applicability of many of the Flinders' recommendations beyond this particular early career researcher (ECR) stage and beyond the social sciences. A separate procurement exercise is underway for a pilot ESRC Research Leaders Development Network to develop a leadership development offer for mid-career and senior social scientists. This work will be commissioned separately and is out of scope of this tender, but bidders may wish to consider how they will connect across and utilise this as an opportunity to expand networks.

### **5. Requirement**

## **Specific Requirements**

Bidders should set out their approach for the programme, informed by the crucible model as well as other similar initiatives, including the previous two-year ESRC PDF Development Programme Pilot. Bidders must provide a detailed forward plan of all proposed activities for the programme, outlining the programme content and what activities would act as standalone element open to the wider cohort of fellows. Detailed plans should also include how the programme meets objectives 1-11 as stated above, details of how it will be evaluated, and an overview of the resources and expertise within the team.

Bidders are encouraged to suggest additional and / or alternative innovative activities and provide a rationale for their inclusion. Bidders are encouraged to think innovatively in terms of how they propose to address the aims/objectives, and how committing to the full programme of activities will be attractive and valuable beyond those activities which will be open to full cohort of PDFs.

Within the proposal, Bidders should address the following:

### **Programme Content**

- Details of all activities and events within the proposed programme including which activities will act as free-standing elements and open to the full cohort of ESRC PDFs.
- How the programme meets the aims and objectives above
- Rationale for activities chosen as free-standing elements and how bidders will ensure that this does not dilute the value for those participating in the full programme whilst maintaining a cohort approach
- Range of activities and methodology and how this is appropriate to the whole of the PDF cohort, noting the diversity of fields, disciplines, and backgrounds
- Communication and dissemination activities that are appropriate for the diversity of PDFs and which effectively link PDFs into appropriate wider networks to support their development as researchers and advocates for ESRC

### **Equality, Diversity, and Inclusion (EDI), and Ethical Plans**

- There should be clear evidence of mechanisms to enable all programme activities to be inclusive and supportive of the full diversity of PDFs to participate, and there should be evidence of appropriate monitoring to ensure proposed plans are effective.
- There should be clear evidence of the mechanisms and criteria used for shortlisting and selecting each cohort of PDFs
- An Equality Impact Assessment indicating that potential impacts of the Programme have been considered and a clear plan by which to ensure PDFs are linked to and inspired by a diverse range of people from a variety of backgrounds and experiences as a result of the activities
- Evidence of the quality of plans to ensure any associated ethical issues are identified and addressed, including any responsible innovation and governance issues

### **Bidders' Ability to Deliver the Proposed Programme**

- Bidders will be expected to demonstrate that they have the necessary expertise to undertake this project, explicitly linking how the skills of the project team will enable the successful delivery of their proposed approach and that the appointed team has the competencies required to effectively deliver the project.
- Bidders must be able to demonstrate their understanding of researcher/academic development within the social sciences and must be able to demonstrate expertise in

design and delivery of professional development programmes of this kind. We recognise consortium bids can enable bidders to compile teams with the breadth of expertise required.

- Bidders will be asked to demonstrate that enough time has been committed by individuals in the team to deliver the programme of work proposed. Roles, responsibilities, and time commitments of team members need to be set out clearly in bids.
- Presence of an appropriate balance of skills in the project team and representative diversity and disciplinary spread should also be demonstrated.

### **Management and Resources**

- Evidence of an effective management structure that has appropriate expertise and plans in place to deliver and manage the contract
- Evidence of the appropriateness and justification of the requested resources, including timelines, and the value for money represented through the programme, including any leveraged funds (if applicable)
- Assurance that all key personnel will commit the amount of time to the contract as identified in the proposal and costing, with a description of how any necessary changes in staff will be managed to maintain the quality of delivery

### **Monitoring and Evaluation**

- A detailed forward plan of all proposed activities for the programme, and how the Bidder will evaluate and measure the success of the development programme, noting the objectives and upon completion of supported activities, information provided to the ESRC should include details of all those who benefited from the activity, the immediate impacts and expected long term impacts of the programme. It is important that we are able to evaluate the effectiveness and value of participating in the full programme, in comparison to the open sessions.
- Build in reflective practice throughout the programme, enabling PDFs to reflect on their development, leadership practice and careers, and consider how this will feed into evaluation of the programme

### **Pump Priming Awards**

A key opportunity for the PDFs participating in the full programme, will involve bidding for one of three pump priming awards. The supplier will make these awards available to successful collaborative bids (up to three £5000 awards available). Therefore, bidders must:

- Outline how they will administer and manage the pump priming funds and have clear effective mechanisms and criteria for the awarding the pump priming funds, this should include peer review and an applicant response stage.
- Outline where within the programme this opportunity will feature and how it will be used to embed learning from the programme and catalyse collaboration across the PDFs.
- Decisions for award of pump priming should be provided to the ESRC and prior to this, the team should work with the ESRC to select appropriate peer reviewers as part of the decision-making process

Funding for these awards (£15,000.00 total available) must be drawn from the supplier's overall budget, and the supplier will be responsible for administering the funds through their own finance systems.

**Interview**

Interviews will take place the week commencing Monday, 18<sup>th</sup> September 2023 (subject to confirmation). Bidders will be required to make provision for this date and have the necessary resources and skill sets available to attend and represent your organisation with regard to your tender submission. The maximum number of representatives is limited to three. Please refer to question PROJ1.5 for the full details of the interview structure.

**Working with ESRC**

A close working relationship between the ESRC Skills and Methods Team and the successful supplier's team will be vital throughout the programme. The Skills and Methods team are responsible for the area of researcher skills development and methodological development and innovation in the ESRC. It is made up of a team of 10, and a case officer/project lead will be assigned from within the team to work closely with the supplier throughout the delivery of the programme. Regular (minimum fortnightly to start with and reducing as the programme progresses) progress reviews will take place via email, phone or video conferencing detailing any planned or completed activities to date, risks/ issues, and where applicable, any feedback from cohort members. An Independent Advisory Group will also be appointed, for which ESRC will provide the secretariat. Suppliers will be expected to attend quarterly meetings and provide input into the meeting agenda and papers, as well as delivering key updates and reporting information to the group.

All delivery of events will be the responsibility of the successful supplier.

**Payment**

The total contract award will be divided over the year and payment will be made in four equal instalments (each equivalent to 12.5% of the total budget), in line with the following schedule:

1. After receipt and approval from ESRC of the development programme plan
2. After delivery and evaluation of the first welcome event
3. 6 months into the contract
4. After completion and evaluation of final scheduled activity

**Key Risks**

Key risks associated with the procurement include PDFs not being able to prioritise the full programme offer above other commitments, but this will be partly mitigated by opening-up specific activities for all PDFs to attend, as well as continuity, which will be dependent on the outcomes of the activities in terms of sustainability of the programme and benefits overtime.

**6. Timetable**

Contract Start: October 2023  
 PDF Recruitment: October – November 2023  
 Programme Start: November 2023  
 Programme Activities: November 2023 - August 2024  
 Contract End: September 2024

**7. 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.

**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 of Bids

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.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

After evaluation and if required moderation 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÷3 = 5.33)

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Qualification	SEL1.10	Information security requirements
Qualification	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Qualification	AW4.3	Contracts with suppliers from Russia or Belarus
Commercial	AW5.3	Firm and Fixed Price
Commercial	AW5.4	Maximum Budget
Commercial	AW5.5	E Invoicing
Technical	AW6.1	Compliance to the Specification
Technical	AW6.2	Variable Bids
-	-	Invitation to Quote response received on time within the Jaggaer eSourcing Portal
		In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.

## 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.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	10%	10%
Technical	PROJ1.1	Methodology and Approach	90%	30%
Technical	PROJ1.2	Team Composition and Capability to Deliver		20%
Technical	PROJ1.3	Understanding the Project Environment		20%
Technical	PROJ1.4	Project plan, risk management and equality, diversity, and inclusion (EDI)		10%
Technical	PROJ1.5	Interviews		10%

## Evaluation of criteria

### Non-Commercial 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 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 there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

**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  $(60+60+40+40) \div 4 = 50$

Once the above evaluation process has been undertaken and the scores are apportioned by evaluator(s) this will then be subject to an independent commercial review and moderation meeting, if required by the commercial lead, any and all changes will be formally recorded relative to the regulatory obligations associated with this procurement, so as to ensure that the procurement has been undertaken in a robust and transparent way.

**Commercial Elements** will be evaluated 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 Commercial 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:  $\text{Score/Total Points multiplied by 50}$  ( $80/100 \times 50 = 40$ )

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

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.

## Evaluation process

The evaluation process will feature some, if not all, the following phases.

<b>Stage</b>	<b>Summary of activity</b>
Receipt and Opening	<ul style="list-style-type: none"> <li>• ITQ logged upon opening in alignment with UK SBS's procurement procedures.</li> <li>• Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UK SBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.</li> </ul>
Compliance check	<ul style="list-style-type: none"> <li>• Check all Mandatory requirements are acceptable to the Contracting Authority.</li> <li>• Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li> </ul>
Scoring of the Bid	<ul style="list-style-type: none"> <li>• Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.</li> </ul>
Clarifications	<ul style="list-style-type: none"> <li>• The Evaluation team may require written clarification to Bids</li> </ul>
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> <li>• Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.</li> </ul>
Due diligence of the Bid	<ul style="list-style-type: none"> <li>• the Contracting Authority may request the following requirements at any stage of the Procurement: <ul style="list-style-type: none"> <li>○ Submission of insurance documents from the Bidder</li> <li>○ Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder</li> <li>○ Taking up of Bidder references from the Bidders Customers.</li> <li>○ Financial Credit check for the Bidder</li> </ul> </li> </ul>
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> <li>• To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.</li> </ul>

## Section 6 – Evaluation Response Questionnaire

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

**Guidance on how to register and use the Jaggaer eSourcing portal is available at**

<https://beisgroup.ukp.app.jaggaer.com/>

**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 Section 3 of 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 the eSourcing portal 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 Jaggaer eSourcing 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.
- 7.10 Do complete all questions in the evaluation response 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 the Jaggaer eSourcing portal. 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 eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk
- Phone** 08000 698 632  
**Email** [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)
- Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:  
<https://beisgroup.ukp.app.jaggaer.com/>
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. 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 Response 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 / UK SBS.
- 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 the Jaggaer eSourcing Portal.
- 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 90 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 Jaggaer eSourcing Portal.
- 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 the Jaggaer eSourcing Portal.
- 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 revised its Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> April 2014 to replace the previous 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

- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

### 8.0 Freedom of information

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UK SBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UK SBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

### 9.0 Timescales

- 9.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

### 10.0 The Contracting Authority's Contact Details

- 10.1 Unless stated otherwise in these Instructions or in writing from UK SBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this

procurement must be directed through the eSourcing tool to the designated UK SBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the Response.

## Appendix A – Glossary of Terms

TERM	MEANING
“UK SBS”	means UK Shared Business Services Ltd herein after referred to as UK SBS.
“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
“Conditions of Bid”	means the terms and conditions set out in this ITQ relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice
“Contracting Authority”	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. <b>NOTE:</b> This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UK SBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Supplier(s)”	means the organisation(s) awarded the Contract
“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within <u>Section 4 Specification</u>

