

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of the Department for Business,
Energy & Industrial Strategy (BEIS)**

**Subject UK SBS PS17069 Executive Search for the following
positions: Economic and Social Research Council (ESRC) Chief
Executive Officer/ Executive Chair.**

Sourcing reference number PS17069

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

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS

Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About our Customer</u>
3	<u>Working with UK Shared Business Services Ltd.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	Appendix A: Key Information for the Candidate Pack

Section 1 – About UK Shared Business Services

Putting the business into shared services

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

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

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

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

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

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

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, 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 Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

Section 2 – About Our Customer

Department for Business, Energy & Industrial Strategy (BEIS)

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

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

Our priorities for 2016 to 2017 include:

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

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

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

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

Department for Business, Energy & Industrial Strategy achievements include:

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

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

Section 3 - Working with UK Shared Business Services Ltd.

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

Section 3 – Contact details		
3.1	Customer Name and address	Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London, SW1H 0ET
3.2	Buyer name	Jack Noden
3.3	Buyer contact details	professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£30,000.00 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	05/04/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	10/04/2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	11/04/2017 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	13/04/2017 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	Not applicable
3.11	Anticipated rejection of unsuccessful Bids date	21/04/2017 14:00
3.12	Anticipated Award date	21/04/2017
3.13	Anticipated Contract Start date	01/05/2017

3.14	Anticipated Contract End date	31/08/2017
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Overview:

The Economic and Social Research Council (ESRC) is a public body operating as an executive non-departmental public body accountable through the Director General Business and Science (DGBS), to the Secretary of State for Business, Energy and Industrial Strategy and the Minister for Universities and Science. The primary objectives of the ESRC are:

- to promote and support high-quality basic, strategic and applied research and related postgraduate training in the social sciences;
- to advance knowledge and provide trained social scientists, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life;
- to provide advice on, and disseminate knowledge and promote public understanding of, the social sciences.

In 2016/17 ESRC's budget is around £192 million. At any one time ESRC supports over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.

The creation of UK Research and Innovation (UKRI) represents the largest reform of the research and innovation funding landscape in the last 50 years. A new, independent, non-departmental public body, it will bring together the functions of the seven Research Councils, Innovate UK, and the research and knowledge exchange functions of the Higher Education Funding Council for England (HEFCE) (to be known as Research England). The Higher Education and Research Bill (HERB) is currently progressing through Parliament, and still subject to parliamentary approval.

The ESRC will be established as one of nine Councils within UKRI with delegated autonomy and authority and individual delegated budgets set by the Secretary of State for Business, Energy and Industrial Strategy (SoS BEIS) in April 2018. The Executive Chair will continue to be responsible for funding decisions within the ESRC's subject matter remit and the objectives of the ESRC will not change as a consequence of its incorporation within UKRI. However, ESRC will benefit from the significantly enhanced capability that UKRI will bring - in a context of rising budgets for research and innovation. This includes a single UKRI corporate centre with capability and expertise befitting from economy of scale; much increased flexibility in developing multidisciplinary activity and joint working between the Councils; and a stronger more joined up voice within government.

Aims of the ESRC Chief Executive Office (CEO)/ Executive Chair

Government are seeking an inspirational social scientist with international standing and proven track record to lead the Economic and Social Research Council - initially as its Chief Executive and subsequently as its Executive Chair as it is established as one of the nine

Councils within UK Research and Innovation in April 2018. As part of UK Research and Innovation's executive committee the Executive Chair will have an important role in determining how these benefits are manifested in UK Research and Innovation and a critical role in championing and increasing the impact of the social sciences within UK Research and Innovation, government and the UK more widely.

The successful candidate will lead the activity of the Council itself and in addition play a critical role in shaping the new structures and ways of working within UK Research and Innovation. The post holder will be ESRC CEO until April 2018 and then transition to become Executive Chair of ESRC within UKRI taking on responsibility for strategy and delivery of ESRC's remit and of one or more areas of shared capability for UKRI on behalf of all of the Councils.

Further information on the responsibilities of the ESRC CEO/ Executive Chair can be found at Appendix A.

Essential criteria for the ESRC CEO/ Executive Chair

The successful candidate will be able to command confidence and represent the ESRC at the highest level of academia and beyond and be able to demonstrate the following:

Skills, Experience and Standing:

- A highly respected social scientist of international standing with a proven track record;
- Inspirational communicator able to command confidence and have credibility across both the wide academic domain of the social sciences and key stakeholders;

Strategic Vision:

- An ability to develop and drive forward a clear and strategic vision for the social sciences through the development of high quality, value for money, programmes built on a thorough understanding of the landscape;
- Ability to take a broad view of the ESRC's objectives and issues arising across the range of the social sciences;
- Advise on major business developments which imply a significant change in the Agency's role or activities and on its exposure to and management of risk;

Leadership and Management:

- Proven leadership and management skills with an understanding of change management and evidence of having led successfully cultural change and organisational development;
- Experience of managing and building capability of a cadre of skilled employees and programme managers and able to inspire and motivate colleagues at all levels in the organisation;
- Act as the Accounting Officer over the transition period and be accountable for some £200 million pa of largely public funding and be capable of discharging it with

diligence and probity;

Breadth of Understanding:

- In depth understanding of current developments in the full spectrum of the UK social sciences disciplines relevant to the work of the ESRC; and
- Understand and demonstrate the highest standards of research in the UK social sciences and its wider relevance to and impact on the cultural, social and economic wellbeing of the country.

Scope:

The appointed search and recruitment firm will be required to deliver search requirements for the vacancy in order for the successful applicant to be appointed by August 2017.

The Bill specifies that the Executive Chairs of the nine Councils of UKRI will be ministerial appointments regulated by the Commissioner for Public Appointments (OCPA).

Further detail on the role is set out in Appendix A.

Requirement:

The successful organisation will be required to undertake the following work:

- Attend planning meetings and discuss search and campaign requirements with the Independent Panel Member(s), both appointment teams and other key stakeholders to agree the search, advertising strategies and timetable;
- Provide search and selection services ensuring a strong and diverse field of candidates;
- Give support and advice on the preparation of recruitment documents and ensure applicant packs are made available in alternative formats if requested;
- To respond to requests for applications via post and e-mail. To receive, log and acknowledge applications about the post and answer any queries by email or telephone;
- Advise on advertising text and negotiating with media on prices for placing external adverts, plus placing advert; and bringing the advert to the attention of names of potential applicants (the team are considering the following publications/websites for advertisements: Times and any other publications/websites which are relevant to the vacant position);
- Provide weekly campaign updates and statistics on the search and selection, including diversity; and
- Attend a wash up meeting after the advertisement closes to discuss the pool of candidates and debrief.

Deliverables:

- Through executive search, suitably qualified, high calibre applicants are identified and drawn from a strong field applying for the vacancy;
- Advertising is proportionate (placed in the relevant publications outlined above) and relevant to attract high calibre applicants for the vacancies;
- Through executive search, of those applicants which declare their diversity information, we would expect the diversity profile of candidates to meet the Government's aspirations on diversity: 50% male and 50% female; 10% (BAME) Black, Asian and Ethnic Minority;
- All recruitment documents are accessible and professional;
- All contact made with applicants and potential applicants by the consultants is delivered professionally;
- Research is delivered to a high standard in the right format to meet both Departments' needs and delivered on time;
- The pre-sift process results in a strong field of applicants progressing through the recruitment process;
- The pre-sift results are accepted by the selection panel members as accurate against the agreed criteria;
- Diversity data is accurately recorded and applicants completed forms are submitted to both appointments team; and
- Ensure that the service is delivered on time and to a high standard with key stakeholders providing positive feedback on the consultant's added value.

The successful supplier will be expected to:

- Keep in touch on a regular basis with the key contacts in the appointments team throughout the process and, if any issues arise, get in touch without delay so these can be resolved together;
- Update your contacts on a regular basis throughout the search period;
- Attend meetings when required;
- Have at least one meeting with senior stakeholders and keep in touch as required;
- Supply a list of applicants approached and provide a report on search activities and outcome. When undertaking the search and following up recommendations, to ensure that potential applicants understand that this is an open competition and that appointments are based on merit;
- Deliver the stages covered in the programme of work, in partnership with the points of contact in both appointment teams ensuring all recruitment documents have had the necessary clearance before they are used;
- Participate in an evaluation review at the end of the appointments process to share what went well and any areas identified for improvement;
- Be familiar with the Commissioner for Public Appointments Code of Practice April 2012 and the Cabinet Office Making and Managing Appointments, Best Practice Guidance;
- Retain key documents for the competitions, as required under the Commissioners Code and forward to both appointment teams;
- Handle sensitive personal data securely. You are asked to note that personnel working on this assignment should not hold any data of a personal nature relating to

applicants on an unencrypted laptop, drive or memory stick;

- Head all documents / emails that contain information about applicants with the following protection marking “official sensitive”; and
- Ensure the quality of standards, as set out in your proposal, are delivered throughout this assignment.

Proposed project process timetable:

ESRC CEO/ Executive Chair recruitment –

- **Campaign to go live – May 2017**
- **Sift and interviews through – June 2017**
- **Candidates to meet Jo Johnson MP (TBC) – July 2017**
- **No.10 approval required – August 2017**
- **Appointment to be confirmed – August 2017**

The successful supplier will be working primarily with a named contact from the BEIS public appointment teams, who will be responsible for:

- contract management of the search and recruitment consultancy, ensuring the campaign delivers its key milestones and success criteria resulting in high calibre candidates appointed to the posts;
- project managing the campaign to ensure the campaign remains on track and any risks / issues are mitigated / addressed;
- working with the appointed consultants on the content of appointment documentation and advertising to ensure high quality of standards are delivered;
- working with the consultants on a targeted diversity campaign; and
- liaising with BEIS Minister’s offices, Parliamentary Unit and Communications as part of the appointments process.

The campaign will also be supported by colleagues from across the department who will carry out specific roles in the successful delivery of the campaign and appointment on-boarding. The appointments team will also be liaising closely with the relevant policy team throughout the campaign.

Terms and Conditions

Bidders are to note that any requested modifications to UK SBS 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, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 (5+5+6 =16÷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	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Expertise and Resources	30%
Quality	PROJ1.2	Methodology and Approach	50%

Evaluation of criteria

Non-Price elements

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

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

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

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

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

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

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

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

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

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.
All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

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

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

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

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

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

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

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: 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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

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

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

DO NOT

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

Some additional guidance notes

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

the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

USEFUL INFORMATION LINKS

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

Appendix A: Key Information for the Candidate Pack

We are seeking an inspirational social scientist with international standing and proven track record to lead the Economic and Social Research Council - initially as its Chief Executive and subsequently as its Executive Chair as it is established as one of the nine Councils within UK Research and Innovation in April 2018. As part of UK Research and Innovation's executive committee the Executive Chair will have an important role in determining how these benefits are manifested in UK Research and Innovation and a critical role in championing and increasing the impact of the social sciences within UK Research and Innovation, government and the UK more widely.

The Economic and Social Research Council (ESRC) is a public body operating as an executive non-departmental public body accountable through the Director General Business and Science (DGBS), to the Secretary of State for Business, Energy and Industrial Strategy and the Minister for Universities and Science. The primary objectives of the ESRC are:

- to promote and support high-quality basic, strategic and applied research and related postgraduate training in the social sciences;
- to advance knowledge and provide trained social scientists, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life;
- to provide advice on, and disseminate knowledge and promote public understanding of, the social sciences.

In 2016/17 ESRC's budget is around £192 million. At any one time ESRC supports over 4,000 researchers and postgraduate students in academic institutions and independent research institutes.

The creation of UK Research and Innovation (UKRI) represents the largest reform of the research and innovation funding landscape in the last 50 years. A new, independent, non-departmental public body, it will bring together the functions of the seven Research Councils¹, Innovate UK, and the research and knowledge exchange functions of the Higher Education Funding Council for England (HEFCE) (to be known as Research England). The Higher Education and Research Bill (HERB) is currently progressing through Parliament, and still subject to parliamentary approval.

The ESRC will be established as one of nine Councils within UKRI with delegated autonomy and authority and individual delegated budgets set by the Secretary of State for Business, Energy and Industrial Strategy (SoS BEIS) in April 2018. The Executive Chair will continue to be responsible for funding decisions within the ESRC's subject matter remit and the objectives of the ESRC will not change as a consequence of its incorporation within UKRI. However, ESRC will benefit from the significantly enhanced capability that UKRI will bring - in a context of rising budgets for research and innovation. This includes a single UKRI corporate centre with capability and expertise befitting from economy of scale; much

¹ The Arts and Humanities Research Council (AHRC), the Biotechnology and Biological Research Council (BBSRC), the Engineering and Physical Sciences Research Council (EPSRC), the Economic and Social Research Council (ESRC), the Medical Research Council (MRC), the Natural Environment Research Council (NERC), and the Science and Technology Facilities Council (STFC)

increased flexibility in developing multidisciplinary activity and joint working between the Councils; and a stronger more joined up voice within government.

Key Duties:

The post of Chief Executive will arise on 1 September 2017 when the present Chief Executive's term ends. The successful candidate will lead the activity of the Council itself and in addition play a critical role in shaping the new structures and ways of working within UK Research and Innovation. The post holder will be ESRC CEO until April 2018 and then transition to become Executive Chair of ESRC within UKRI taking on responsibility for strategy and delivery of ESRC's remit and of one or more areas of shared capability for UKRI on behalf of all of the Councils.

Responsibilities of Economic & Social Research Council CEO in transition to UK Research and Innovation

The Chief Executive is appointed by the Secretary of State for Business, Energy & Industrial Strategy (BEIS) as the Chief Executive and Deputy Chair of the Council. The Chief Executive will remain the Accounting Officer appointed by the BIS Permanent Secretary and Principal Accounting Officer until April 2018. The Chief Executive is responsible for providing both the academic and managerial leadership of the ESRC and for the overall direction and management of ESRC staff and other resources.

Main Responsibilities will be to:

- Lead and manage the ESRC in its successful pursuit of its objectives providing the leadership, drive, and vision necessary to maintain and develop the quality and outputs of its research, postgraduate and capital investment portfolio;
- Significantly enhance recognition of the ESRC as a major contributor to world-class research in the social sciences both nationally and internationally;
- Work with a part-time Chair and Council to lead and develop ESRC's strategic approach to the funding of research, in relation to both directed and responsive-mode programmes, to the funding of post graduate and skills training and its investment in major longer term capital projects; and to ensure that the UK develops its world class position in social science;
- Drive up the economic impact of ESRC spending and provide leadership to the academic community on the impact agenda;
- Maximise efficiency and ensure value for money from public investment;
- provide day to day leadership and management of the ESRC including clearly and proactively fulfilling the responsibilities inherent to the role of Accounting Officer;
- Promote and foster interdisciplinary work across the ESRC and with other Research Councils;
- represent and develop positive relationships between the ESRC and its numerous and diverse stakeholders in government and public funding agencies, higher education institutions, academic and research communities, third sector, industry and the public at large and internationally, seek and respond to stakeholder feedback;
- Act as a member of the senior team led by the UK Research and Innovation CEO designate, Sir Mark Walport, to drive the creation and implementation of UK Research and Innovation;
- To lead the organisation through a period of change, ensure it plays its part in shaping ESRC's place within UK Research and Innovation and the set-up of shared capability functions and develop skills and capability including in programme management.

Economic and Social Research Council Executive Chair post launch of UKRI in April 2018

The Executive Chair remains an appointment of the Secretary of State for Business, Energy & Industrial Strategy (BEIS).

Main Responsibilities will be to:

- As part of the UK Research and Innovation Executive Team work with the UK Research and Innovation Board to best deliver value from the overall science and innovation funding system and contribute to the development and implementation of the UK Research and Innovation -wide Research and Innovation Strategy;
- Act to ensure UK Research and Innovation is a strong, unified voice for science, research and innovation, both in facilitating the dialogue with government and partners on the world stage
- Significantly enhance recognition of the ESRC as a major contributor to world-class research in the social sciences both nationally and internationally;
- Lead and manage the ESRC in its successful pursuit of its objectives providing the leadership, drive, and vision necessary to maintain and develop the quality and outputs of its research, postgraduate and capital investment portfolio;
- Work with ESRC Council to lead and develop ESRC's strategic approach to the funding of research, in relation to both directed and responsive-mode programmes, to the funding of post graduate and skills training and its investment in major longer term capital projects; and to ensure that the UK develops its world class position in social science;
- Work collaboratively across UK Research and Innovation Councils to foster interdisciplinary work and build on collective capabilities, providing support and challenge when required. This may potentially include specific responsibility for the strategy and delivery of one or more shared capabilities, presenting opportunities for an Executive Chair to develop UK Research and Innovation functions within their experience and expertise that work on behalf of all of the Councils;
- Maximise efficiency and ensure value for money from public investment;
- Represent and develop positive relationships between the ESRC and its numerous and diverse stakeholders in government and public funding agencies, higher education institutions, academic and research communities, third sector, industry and the public at large and internationally;
- Continue to drive forward the programme of transformational change to create UK Research and Innovation and transition from the current funding landscape as a core member of the senior team led by and accountable to the UK Research and Innovation CEO;
- Deliver any legacy AO responsibilities arising for ESRC as part of the transition.

The Role:

The successful candidate will be able to command confidence and represent the ESRC at the highest level of academia and beyond and be able to demonstrate the following:

Skills, Experience and Standing

- A highly respected social scientist of international standing with a proven track record;

- Inspirational communicator able to command confidence and have credibility across both the wide academic domain of the social sciences and key stakeholders;

Strategic Vision

- An ability to develop and drive forward a clear and strategic vision for the social sciences through the development of high quality, value for money, programmes built on a thorough understanding of the landscape;
- Ability to take a broad view of the ESRC's objectives and issues arising across the range of the social sciences;
- Advise on major business developments which imply a significant change in the Agency's role or activities and on its exposure to and management of risk;

Leadership and Management

- Proven leadership and management skills with an understanding of change management and evidence of having led successfully cultural change and organisational development;
- Experience of managing and building capability of a cadre of skilled employees and programme managers and able to inspire and motivate colleagues at all levels in the organisation;
- Act as the Accounting Officer over the transition period and be accountable for some £200 million p/a of largely public funding and be capable of discharging it with diligence and probity;

Breadth of Understanding

- In depth understanding of current developments in the full spectrum of the UK social sciences disciplines relevant to the work of the ESRC; and
- Understand and demonstrate the highest standards of research in the UK social sciences and its wider relevance to and impact on the cultural, social and economic wellbeing of the country.