



Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **Department for Business, Innovation and Skills (BIS)**
Subject **UK SBS Search Services for the Chief Executive Officer, Arts and Humanities**
Research Council
Sourcing reference number **UK SBS PS150152**

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

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UKSBS

Shared Business Services

Section 6 – Evaluation questionnaire

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

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																									
Scoring criteria	For information only																									
Bidder response	<table border="1" style="width: 100%; background-color: yellow;"> <tr> <td colspan="2" data-bbox="408 676 1404 712">Table</td> </tr> <tr> <td data-bbox="408 721 906 772">Bidders full legal name</td> <td data-bbox="912 721 1404 772"></td> </tr> <tr> <td data-bbox="408 781 906 833">Address line 1</td> <td data-bbox="912 781 1404 833"></td> </tr> <tr> <td data-bbox="408 842 906 893">Address line 2</td> <td data-bbox="912 842 1404 893"></td> </tr> <tr> <td data-bbox="408 902 906 954">Address line 3</td> <td data-bbox="912 902 1404 954"></td> </tr> <tr> <td data-bbox="408 963 906 1014">Address line 4</td> <td data-bbox="912 963 1404 1014"></td> </tr> <tr> <td data-bbox="408 1023 906 1075">Town / City</td> <td data-bbox="912 1023 1404 1075"></td> </tr> <tr> <td data-bbox="408 1084 906 1135">Country</td> <td data-bbox="912 1084 1404 1135"></td> </tr> <tr> <td data-bbox="408 1144 906 1196">Post code (or equivalent)</td> <td data-bbox="912 1144 1404 1196"></td> </tr> <tr> <td data-bbox="408 1205 906 1256">Bidder contact</td> <td data-bbox="912 1205 1404 1256"></td> </tr> <tr> <td data-bbox="408 1265 906 1317">Telephone No.</td> <td data-bbox="912 1265 1404 1317"></td> </tr> <tr> <td data-bbox="408 1326 906 1377">Email</td> <td data-bbox="912 1326 1404 1377"></td> </tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
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FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to bid for UK SBS’s requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand 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, including the ITQ, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority’s evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder	The Bidder shall answer Yes or No

guidance	Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW3.1	<p>In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the following questions as a validation check prior to the award of any Contract.</p> <p>If the Bidder fails to meet UK SBS' expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p> <p>The validation check document is located in RFx Attachments and attached to this question.</p> <div style="text-align: center;">  <p>AW3.1 ITQ Validation check.pdf</p> </div>
Bidder guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	<p>Yes I have understood that I need to complete the validation check in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p>

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes – Pass</p> <p>No with justification – In this situation where the Bidder must demonstrate to UK SBS’s satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass.</p> <p>When responding ‘No with justification’ the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a “Yes” or “No” response from the bidder and evaluate the bid accordingly.</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

AW4.2	<p>Success rate and policy</p> <p>Please provide details of your success rate for recruiting for vacancies. Please provide this as a percentage (%).</p> <p>Please also provide details of your policy concerned with when you are unsuccessful in recruiting for the vacancy. This policy should include the cost to the customer, the next steps and any feedback you intend to provide to aid the eventual fulfilment of the vacancy.</p>
Bidder guidance	<p>Maximum of 500 words</p> <p>Attachment permitted</p>
Scoring criteria	For Information Only
Bidder response	

PRICE QUESTIONNAIRE

PROJ2.1	<p>Payment policy</p> <p>The payment policy for this requirement is as follows:</p> <ul style="list-style-type: none"> • The supplier will be paid a fixed administration charge for providing the service. • In addition to this fixed administration charge, the supplier will be paid a fixed rate for each vacancy successfully filled. • In the case that no vacancies are successfully filled, the customer will only pay the fixed administration charge for the service. <p>This fixed administration charge and fixed rate per vacancy successfully filled is to be stated when completing the Pricing Schedule in questions PROJ2.2 and PROJ2.3.</p>
Bidder guidance	Yes or No answer
Scoring criteria	Pass/Fail
Bidder response	

PROJ2.2	<p>Fixed administration charge for the service</p> <p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section. In this schedule you are expected to provide:</p> <ul style="list-style-type: none"> • A fixed administration charge for the service <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
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Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>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 lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="408 1093 1393 1442"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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Scoring criteria	Maximum Marks 10%																								
Bidder response	Yes I have completed and uploaded the price schedule																								

PROJ2.3	<p>Fixed cost for successfully filling the position</p> <p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section. In this schedule you are expected to provide:</p> <ul style="list-style-type: none"> A fixed cost for successfully filling a position as a result of the search process. <p>A position is deemed as 'successfully filled' when the final contract of employment has been agreed and signed between the candidate and the</p>
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	<p>contracting authority.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>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 lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
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Scoring criteria	Maximum Marks 10%																								
Bidder response	Yes I have responded to provide a Price schedule response																								

AW5.5	<p>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>AW5.5 ISupplier fact sheet.pdf</p> </div> <div style="text-align: center;">  <p>AW5.5 Science Warehouse fact shee</p> </div> </div> <p>ADI Consolidated Data Upload ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes - we will utilise an e-invoicing option - Pass No - we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No
PROJ1.1	Timeframe Bidders must confirm that they are content and have the capacity and capability to work with us to achieve the timetable detailed in the specification and attach a document outlining their approach.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail

Bidder response	
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PROJ1.2	<p>Team</p> <p>Bidders are to provide a pen picture of the lead consultant and support team. Bidders must also provide the CV of the lead consultants who will be working on this requirement and the proposed lead researcher.</p> <p>The team stated in response to this question are to be fixed until the requirement is complete. Any changes, or intentions, to change the team should be expressed to the customer as soon as possible.</p> <p>Bidder shall respond Yes or No to confirm their acceptance.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	

PROJ1.3	<p>Campaign process compliant with the Commissioner for Public Appointments’ Code</p> <p>Bidders must confirm that the executive search process will follow the principles of the Code.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	

PROJ1.4	<p>Executive search and methodology</p> <p>Bidders must attach a document outlining their strategy/methodology to fulfil this requirement as detailed in the specification.</p> <p>As part of their response, bidders should consider information relating to:</p> <ul style="list-style-type: none"> managing the timeframe to appointment date;
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	<ul style="list-style-type: none"> • how they would add value in delivering search activities; • how they would manage the relationship with potential candidates.
Bidder guidance	<p>Bidder shall provide a response to the above question.</p> <p>Maximum word character – 4096 characters</p>
Scoring criteria	<p>Based on the 0-100 methodology detailed in section 5 of the ITQ document</p> <p>Maximum marks 20%</p>
Bidder response	

PROJ1.5	<p>Utilising experience and skillset</p> <p>The bidder is to provide details of how they will utilise their relevant experience and associated skillset to deliver the requirements in line with the specification.</p> <p>Within the response, bidders must provide details of how they will ensure a high quality of service throughout the delivery of this contract.</p> <p>As part of their response, bidders should consider information relating to:</p> <ul style="list-style-type: none"> • how they will ensure high standards of service delivery through their internal processes and what quality controls they have in place for the different stages of this contract;
Bidder guidance	<p>Bidder shall provide a response to the above question.</p> <p>Maximum word character – 4096 characters</p>
Scoring criteria	<p>Based on the 0-100 methodology detailed in section 5 of the ITQ document</p> <p>Maximum marks 40%</p>
Bidder response	

PROJ1.6	<p>Range of candidates</p> <p>Bidders are to outline how they will advise on the most appropriate and cost effective means of bringing this vacancy to the attention of a broad range of potential candidates, including attracting a diverse field of high calibre candidates.</p> <p>As part of their response, bidders should consider information relating to:</p> <ul style="list-style-type: none"> • their networks for searching for this appointment; • how they will be able to convince BIS, and other key stakeholders, that they have the knowledge and contacts to identify individuals who would be interested in the appointment;
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	<ul style="list-style-type: none"> • how they will encourage quality diverse candidates to apply in order for the Minister to have a choice of a strong field of diverse candidates (women, BME, declaring a disability). To note that the Governments aspiration to have 50% of all new appointments to public body boards to be women; • market intelligence on the current field for the post to be advertised.
Bidder guidance	<p>Bidder shall provide a response to the above question.</p> <p>Maximum word character – 4096 characters</p>
Scoring criteria	<p>Based on the 0-100 methodology detailed in section 5 of the ITQ document</p> <p>Maximum marks 20%</p>
Bidder response	

PROJ1.7	<p>Referees</p> <p>Bidder must provide the names and brief detail of the services delivered of two referees for who they have provided executive search and recruitment services within the past two years.</p> <p>These referees may be contacted if it is deemed necessary by the client and the bidder must ensure that they have the permission from the referees to provide their contact details.</p>
Bidder guidance	<p>Bidder shall provide a response to the above question.</p> <p>Maximum word character – 4096 characters</p>
Scoring criteria	<p>For Information Only</p>
Bidder response	