



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of **Natural Environment  
Research Council****

**Subject UK SBS **IT150075** Implementation of a Flexitime Solution**

**Sourcing reference number **IT150075****

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

Registered in England and Wales as a limited company. Company Number 6330639.  
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VAT registration GB618 3673 25  
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**UKSBS**  
  
*Shared Business Services*

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# Section 1 – About UK Shared Business Services

## Putting the business into shared services

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

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

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

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

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

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

## Our Customers

### Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

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

## Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

***‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’***

**John Collington**

**Former Government Chief Procurement Officer**

## Section 2 – About Our Customer

### Natural Environment Research Council

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

### Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

### NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

[www.nerc.ac.uk](http://www.nerc.ac.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                             | National Oceanography Centre<br>Waterfron Campus<br>European Way<br>Southampton<br>Hampshire<br>SO14 3ZH   |
| 3.2                         | Buyer name  | ICT Procurement  |
| 3.3                         | Buyer contact details                                 | 01793 867005 or<br>ictprocurement@uksbs.co.uk  |
| 3.4                         | Estimated value of the Opportunity                    | £23,000  |
| 3.5                         | Process for the submission of clarifications and Bids | <b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b> |

| Section 3 - Timescales |  |                                |
|------------------------|--|--------------------------------|
| 3.6                    | Date of Issue of Contract Advert and location of original Advert   | 08/10/2015<br>Contracts Finder |
| 3.7                    | Latest date/time ITQ clarification questions should be received through Emptoris messaging system                | 23/10/2015<br>14.00            |
| 3.8                    | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 26/10/2015<br>14.00            |
| 3.9                    | Latest date/time ITQ Bid shall be submitted through Emptoris   | 29/10/2015<br>14.00            |
| 3.10                   | Date/time Bidders should be available if face to face clarifications are required                                | Not Applicable                 |
| 3.11                   | Anticipated rejection of   | 05/11/2015                     |

|      |                                 |            |
|------|---------------------------------|------------|
|      | unsuccessful Bids date          | 11.00      |
| 3.12 | Anticipated Award date          | 05/11/2015 |
| 3.13 | Anticipated Contract Start date | 09/11/2015 |
| 3.14 | Anticipated Contract End date   | 08/11/2018 |
| 3.15 | Bid Validity Period             | 60 Days    |

## Section 4 – Specification

The National Oceanography Centre (NOC) requires a flexitime recording solution to replace the current system that will go out of support this calendar year. The NOC is located over two sites (Liverpool & Southampton) and require one system that can be hosted and administered at one site but operates over both sites. Each site will require a clocking terminal placed strategically within each building initially, however there may be a future requirement to add additional terminals in the Southampton site, therefore a quote regarding the installation of additional terminals at a future date following implementation is required as well as a response to the initial request.

The system should be based on a self-service model where employees have the ability to update their own clocking records with line manager approval added, reducing the central administration to creating new starters, amending core employee information, bulk updates and exception reporting.

Implementation, licensing and support should cover an initial 3 year period.

This document lists the detailed technical and functional requirements which will be used to assess and choose the new Flexitime recording solution to be implemented.

Please note that throughout this document, the following grading system is used:

- Mandatory – the requirement MUST be met and included in the baseline tender by any prospective solution
- Desirable – the requirement MAY be met by any prospective solution

### Technical Requirements

These requirements focus primarily on the network and systems infrastructure of any new systems, rather than specific functionality.

| Ref No | Requirement   | Grading   |
|--------|---|-----------|
| TR.01  | 2 clocking terminals are required, one located at the Southampton site and one at the Liverpool site  | Mandatory |
| TR.02  | Application to be hosted on one site with accessibility from terminals and desktops across both sites   | Mandatory |
| TR.03  | Application should be based on Microsoft SQL Server technology.   | Desirable |
| TR.04  | The core software must be compatible with MS Windows operating systems  | Mandatory |
| TR.05  | The core software must be compatible with Apple Mac and Windows PC's  | Mandatory |
| TR.06  | If the application is web based it must support the use of Web Browsers for Data Entry and Reporting, including but not limited to current versions of Microsoft Internet Explorer, Safari, Firefox and Google Chrome, running on both MS Windows and Linux operating systems | Mandatory |
| TR.07  | Ability to work with Mifare 1K cards currently used for Access Control system   | Desirable |
| TR.08  | Software must be licensed for use by 250 non-concurrent active users  | Mandatory |

|       |  |           |
|-------|--|-----------|
| TR.09 | Infrastructure must be able to cope with use by a minimum of 50 concurrent logins  | Mandatory |
| TR.10 | There is a requirement to access the system remotely to enable homeworkers and employees that are travelling access                                      | Mandatory |
| TR.11 | System should make use of Active Directory, and allow single sign-on based upon it, preventing the need for additional logon credentials                 | Desirable |
| TR.12 | System Administrator access required to enable reset of login passwords when necessary   | Mandatory |
| TR.13 | Supplier to provide technical support for the system, contactable via both e-mail and telephone covering 8.30am – 5.00pm Monday to Friday (UK time zone) | Mandatory |
| TR.14 | There must be the ability to back up data on a daily basis that the system can be rolled back to as a contingency  | Mandatory |
| TR.15 | Ability to interface with the NOC HCM solution in the future to receive data to auto-population entries for periods of absence                           | Desirable |

## Functionality Requirements

These requirements focus on detailed functionality requirement.

| Ref No | Requirement  | Grading   |
|--------|--|-----------|
| FR.01  | Ability to create records for all employees within NOC to include: <ul style="list-style-type: none"> <li>Employee Name</li> <li>Employee Staff Record Number</li> <li>Employee Department</li> <li>Employee's Line Manager</li> <li>Employee total working hours per work</li> <li>Employee shift pattern (for part time workers)</li> <li>Employees email address</li> </ul> | Mandatory |
| FR.02  | Ability to assign a set of core hours against all full time employees i.e. 10:00 – 12:00 & 14:00 – 15:00   | Mandatory |
| FR.03  | Ability to create exceptions that are flagged against a record when core hours are not worked  | Mandatory |
| FR.04  | Ability to apply a set of core hours to all full time employees  | Mandatory |
| FR.05  | Ability to create multiple shift patterns for part time workers and apply as necessary are also required   | Mandatory |
| FR.06  | Ability to enter credits for non-working days (bank holidays or building closure days) on mass for all employees from a central administration point via a user with specific system administration rights   | Mandatory |
| FR.07  | Ability for an employee to register a clocking entry at either a terminal using their card or via the application on their desktop/laptop  | Mandatory |
| FR.08  | Ability for an employee to see their balance as at the close of the previous day when registering a clock entry at a terminal  | Mandatory |
| FR.09  | The following options should be available when recording a clock entry: <ul style="list-style-type: none"> <li>Start shift</li> <li>Start lunch</li> <li>End lunch</li> <li>End shift</li> </ul>   | Mandatory |
| FR.10  | If an employee: <ul style="list-style-type: none"> <li>Clocks in but does not clock out</li> <li>Does not clock in but clocks out</li> </ul> The system should record the clock entries but will not credit any hours  | Mandatory |

|       |  |           |
|-------|--|-----------|
|       | to the employee balance for the day  |           |
| FR.11 | <p>If an employee:</p> <ul style="list-style-type: none"> <li>• Clocks out for lunch but does not clock back in</li> <li>• Does not clock out for lunch but clocks back in</li> </ul> <p>The system should record the clock entries and also automatically deduct 30 minutes as a lunch break from the employee balance for the day</p>  | Mandatory |
| FR.12 | The system should automatically deduct 30 minutes as a lunch break if an employee does not make any clocking entries for lunch   | Mandatory |
| FR.13 | Ability for employees to view their time recording records via an application as outlined in FR.06   | Mandatory |
| FR.14 | Ability for line managers to view the time recording records of the employee records assigned to them as in FR.12  | Mandatory |
| FR.15 | <p>Ability for employees to make adjustments on a daily basis due to an anomaly caused by:</p> <ul style="list-style-type: none"> <li>• No clocking entries recorded for the day</li> <li>• Clocked in but did not clock out</li> <li>• Did not clock in but clocked out</li> <li>• No clocking entry recorded for lunch</li> <li>• Clocked out for lunch but did not clock back in</li> <li>• Did not clock out for lunch but clocked back in</li> </ul> <p>Or a combination of the above</p> | Mandatory |
| FR.16 | Ability for employees to make adjustments where all entries have been clocked for the day but an additional entry is required i.e. for a doctor's appointments   | Mandatory |
| FR.17 | All adjustments require entry of an adjustment type from a pre-defined list as a mandatory field   | Mandatory |
| FR.18 | Ability to add a free text note to an adjustment entry   | Mandatory |
| FR.19 | Adjustments to records by employees will require line manager approval before they update the record   | Mandatory |
| FR.20 | Requests for approvals will show on the line managers screen when they log into the web portal   | Mandatory |
| FR.21 | Emails will be sent to line managers from the system when an approval is required for an employee  | Mandatory |
| FR.22 | Ability for line managers to 'approve' or 'reject' adjustments   | Mandatory |
| FR.23 | Ability to add free text notes to a rejection informing of the rejection reason  | Mandatory |
| FR.24 | Adjustments made for employees by a user with system administration rights will not require line manager authorisation   | Mandatory |
| FR.25 | Full audit trail of all clocking entries and adjustments which are date, time & person stamped must be recorded  | Mandatory |
| FR.26 | A flexi period should consist of a full calendar month   | Desirable |
| FR.27 | A credit balance must not exceed 22.5 hours at the end of a flexi period. The ability is required to reduce all employee balances that are over this value back to the limit without having to undertake this action on an employee record by record basis   | Desirable |
| FR.28 | The ability to produce a report showing all clocking entries and adjustments for a single employee over a specified data range   | Mandatory |
| FR.29 | The ability to produce a report of all employees in excess of the credit balance limit at the end of the flexi period, providing the employee name, department and final balance   | Mandatory |

|       |   |           |
|-------|---|-----------|
| FR.30 | The ability to produce a report of all employees with a deficit of 15 hours or more at any point during a flexi period, providing the employee name, department and current balance | Mandatory |
|-------|---|-----------|

## 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 ( $5+5+6 = 16 \div 3 = 5.33$ ))

| Pass / fail criteria |        |   |
|----------------------|--------|---|
| Questionnaire        | Q No.  | Question subject  |
| Commercial           | FOI1.1 | Freedom of Information Exemptions                             |
| Commercial           | AW1.1  | Form of Bid   |
| Commercial           | AW1.3  | Certificate of Bona Fide Bid                                  |
| Commercial           | AW3.1  | Validation check  |
| Commercial           | AW4.1  | Contract Terms  |
| Price                | AW5.5  | E Invoicing   |
| Price                | AW5.6  | Implementation of E-Invoicing                                 |
| Quality              | AW6.1  | Compliance to the Mandatory items in Specification            |
| Quality              | AW6.2  | Delivery Date   |
| -                    | -      | 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              | 50%           |
| Quality       | AW6.3 | Account Management | 30%           |
| Quality       | AW6.4 | Proposed Solution  | 15%           |
| Quality       | AW6.6 | Implementation     | 5%            |

## 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 50

Evaluator 4 scored your bid as 50

Your final score will  $(60+60+50+50) \div 4 = 55$

**Price elements** will be judged on the following criteria.

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

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

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

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

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

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

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

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

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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

## **Section 6 – Evaluation questionnaire**

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

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

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's ☺

#### DO:

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

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

### DO NOT

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

## Some additional guidance notes

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

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

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

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

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

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

## USEFUL INFORMATION LINKS

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