

Invitation to Quote

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

**Subject: PS17122 Executive Search for the following positions:
UKRI Executive Chair roles for the MRC, STFC and one other
Council**

Sourcing reference number: PS17122

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

Registered in England and Wales as a limited company. Company Number 6330639.
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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

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	<p>£70,000.00 excluding VAT</p> <p>There will be 3 campaigns altogether, covering 3 executive roles at £70,000.00 (for the search and advertisement only elements of the advertisement campaigns).</p> <p>However the successful supplier will need to be flexible over the third, currently undisclosed Executive Chair campaign – as this is not guaranteed to go ahead as part of this contract. Therefore we expect suppliers to quote per campaign with this in mind.</p> <p>The three campaigns are:</p> <ul style="list-style-type: none"> • Executive Chair, Medical Research Council (UKRI) • Executive Chair, Science and Technology Facilities Council (UKRI) • Executive Chair, one other Council (UKRI)
3.5	Process for the submission of clarifications and Bids	<p>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here.</p> <p>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.</p>

Section 3 - Timescales

3.6	Date of Issue of Contract Advert and location of original Advert	12/06/17 Contracts Finder
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	16/06/17 11:00am
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	19/06/17 14:00pm
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	23/06/17 11:00am
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	06/07/17 14:00pm
3.12	Anticipated Award date	06/07/17
3.13	Anticipated Contract Start date	11/07/17
3.14	Anticipated Contract End date	31/10/17
3.15	Bid Validity Period	60 Days

Section 4 – Specification

Introduction:

UK Research and Innovation (UKRI), is a new research and innovation body which will be set up to strengthen the strategic approach to future challenges and maximise value from government's investment of over £6bn per annum in research and innovation. It will deliver a strengthened, unified voice for the UK's research and innovation funding system, facilitating the dialogue with government and partners on the global stage. It will build on the UK's world class research and innovation performance enabling the system to respond rapidly and effectively to current and future challenges.

Delivering these benefits requires strong and empowered leadership within UKRI. The creation of UKRI will retain the key characteristics of the current system that have underpinned the UK's success, such as discipline leadership and autonomy, and dual funding. UKRI is merging of the existing functions of the seven Research Councils, Innovate UK, and the Higher Education Funding Council for England's (HEFCE) (to be known as Research England) research and knowledge exchange functions.

These bodies will remain distinct as Councils of UKRI, each led by an Executive Chair – a high profile and significant position.

Aims of the UKRI Executive Chairs

The UKRI Executive Chairs will support the UKRI Board to be a strong, unified voice for science, research and business-led innovation, both in facilitating the dialogue with government and partners on the world stage.

The Executive Chair will be a powerful position focussed on key strategic planning and decision making within their Council's area of expertise. They will report to UKRI's Chief Executive Officer, but will have a significant degree of delegated autonomy and authority over discipline- and subject-specific matters.

These individuals will also work with the UKRI Board and other Councils' Executive Chairs to deliver best value from the research and innovation funding system.

Further information on the aims of the UKRI Executive Chairs can be found at Appendices A and B.

Essential criteria for the UKRI Executive Chair roles (MRC, STFC and one other Council)

The job specification below is still under refinement, and the exact wording may change subject to Ministerial views. However, the duties of the role will be broadly as outlined below.

The successful candidates will be able to command confidence and represent their Councils at the highest level of academia, business and beyond and be able to demonstrate the following:

Skills, Experience and Standing:

- A highly respected expert of international standing with a proven track record;
- An inspirational communicator able to command confidence and have credibility across their sector and with other key stakeholders;

Strategic Vision:

- An ability to develop and drive forward a clear and strategic vision for their discipline through the development of high quality, value for money programmes built on a thorough understanding of the landscape;
- An ability to take a broad view of their Council's objectives and of issues arising across the range of the disciplines within the Council's remit;
- An ability advise on major business developments which imply a significant change in their Council'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 successfully led cultural change and organisational development;
- Experience of managing and building capability of a cadre of skilled employees and programme managers and an ability to inspire and motivate colleagues at all levels in the organisation;

Breadth of Understanding:

- An in depth understanding of current developments in the full spectrum of their Council's relevant subject matter and interests; and
- An understanding of the impact of the areas within their Council's remit to the cultural, social and economic wellbeing of the country.

Further essential criteria for the UKRI Executive Chair roles

- An ability to lead a complex organisation with a range of diverse and vocal stakeholders, as well as having a collaborative approach to partnership working across an organisation;
- An understanding of change management and evidence of having led the successful implementation of significant cultural change and organisational development within a large organisation that has both national and international visibility;
- An ability to reflect and express authoritatively the perspective and views of stakeholder communities, while contributing corporately to UKRI's successful pursuit of its mission; and
- An ability to develop and drive forward a clear and strategic vision for the organisation.

Additional duties of the UKRI Executive Chair

1. Advise the UKRI Board on the recruitment of members of the Council
2. Chair Council meetings in a way that facilitates the pursuit of the Council's objectives and gives due consideration to the interests of all stakeholders of Council business
3. Feed into, and aid, UKRI in developing and making the case to government for continued public investment in research and innovation as an essential pre-requisite for a competitive knowledge economy. This could include information relating to:
 - a. Providing an appropriate recognition of impact and scientific excellence
 - b. Effectively allocating Grand Challenges Funding to address key national priorities throughout the UK
4. Provide day-to-day management of the Council in pursuit of its objectives as set out in its Strategic Delivery Plan, providing the leadership and vision necessary to maintain and develop high-quality outcomes from its research portfolio
5. Provide advice and documentation to the UKRI Board and government on matters that they deem appropriate, including but not limited to: the Council's priorities and strategic directions; Strategic Delivery Plans; and responses to relevant Parliamentary Questions
6. Work to improve the links between the Council, the institutions it supports, and national and international science funding and policy agencies, and learned and professional institutions
7. Work effectively with BEIS to develop and implement policies relating to research and innovation.

Scope

The appointed search and recruitment firm will be required to deliver search requirements for the vacancies in order for the successful applicants to be appointed at various stages throughout 2017.

These posts are not currently regulated by the Commissioner for Public Appointments (OCPA). However, the campaign process will still aim to follow the best practice according to those appointment principles.

Further details on the roles are set out in Appendices A and B.

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 who 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 successful organisation 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.

You 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:

- **Campaign to go live – early July 2017**
- **Sift – Late August 2017**
- **Appointment to be confirmed – October / November 2017**

You 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.

The job specifications (Appendices A and B) are still under refinement, and the exact wording may change subject to Ministerial views. However, the duties of the role will be broadly as outlined.

BEIS reserves the right to withdraw the requirement for the Executive Chair for the unspecified Council.

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 the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	AW6.1	Compliance to the Specification

Scoring criteria			
<p>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.</p>			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Demonstrating expertise and resources to deliver the requirement.	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.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 the Contracting Authority.
- 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 the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks

the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

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

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

- 7.41 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>

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

USEFUL INFORMATION LINKS

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

Appendix A

MRC Executive Chair Job Specification

In April 2018, the MRC 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).

The Medical Research Council (MRC) works to improve the health of people in the UK – and around the world – by supporting excellent science, and training the very best scientists.

The heart of MRC's mission is to improve human health through world-class medical research. To achieve this, it supports research across the biomedical spectrum, from fundamental lab-based science to clinical trials, and in all major disease areas. It works closely with the NHS and the UK Health Departments to deliver its mission, and gives a high priority to research that is likely to make a real difference to clinical practice and the health of the population.

MRC in figures (2015/16):

- Employs around 2,000 people in the UK
- Budget of £928m, including:
 - £506m on grants to researchers in universities, medical schools and research institutes
 - £172m on programmes within MRC's own units and institutes
 - £167m on programmes within university units and the Francis Crick Institute
 - £66m on studentships and fellowships in universities, medical schools and research institutes (approx. 1,400 postgraduate students 370 fellows in March 2016)
 - £16m for international subscriptions

The job specification below is still under refinement, and the exact wording may change subject to Ministerial views. However, the duties of the role will be broadly as outlined below.

Key duties/ objectives of the MRC Executive Chair during the transition period¹

1. Represent the MRC's future leadership within the UKRI Implementation Programme, supporting the transition of MRC's functions and making decisions on the organisational structure, design and processes of the MRC.
2. Work with the UKRI Board and other Councils' Executive Chairs, to best deliver value from the research funding system and from the overall science and innovation funding system; as well as supporting the UKRI Board to be a strong, unified voice for science, research and innovation, both in facilitating the dialogue with government and partners on the world stage.

¹ The 'transition period' will be the time between being appointed, and UKRI being formally established on April 1st 2018.

Key duties/ objectives of the MRC Executive Chair from the launch of UKRI from April 2018

1. Lead and manage the MRC 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 and postgraduate portfolio in a challenging public spending context;
2. As part of the UKRI's executive team, contribute to the development and implementation of the UKRI-wide Research and Innovation Strategy and policy as required on behalf of the MRC; as well as working collaboratively across UKRI Councils, building on collective capabilities and providing support and challenge when required.
3. Chair the MRC's Council and work with Council members to provide strategic oversight and accountability for activity and funding of medical research throughout the UK which supports research and innovation, taking decisions on scientific and research matters pertaining to these institutions. Where funding activities relate to specific research disciplines, these decisions can be made with input from relevant experts in the UKRI Council. This role will include:
 - Developing a Strategic Delivery Plan for medical research policy and funding, consistent with the overarching Research and Innovation Strategy set by the UKRI Board, and submitting these to the UKRI Board for approval
 - Taking decisions on the prioritisation of the MRC's hypothecated budget within the delegated remit as specified by legislation and guidance from BEIS, and within UKRI's overall controls, systems and processes as specified by the CEO as UKRI's Accounting Officer
 - Engaging and consulting with the community to develop ideas and disseminate strategic outputs
 - Appointing and setting terms and conditions of any academic, specialist and research staff within MRC, within delegated limits.
4. Ensure that medical research across the UK plays a full part in supporting economic recovery and growth, demonstrating this and the many wider contributions that serve the public interest.
5. Implement government policy and funding priorities for medical research in a way that enhances its international competitiveness and builds capacity to deliver world-class, ground-breaking research with impact. This will include:
 - Supporting research excellence wherever it is found
 - Recognising, promoting and incentivising the wider impacts of research on economic growth, health and social wellbeing and quality of life
 - Fostering the development of early career research talent
 - Contributing to development and implementation of open access/ open data agenda
 - Supporting and enhancing the physical and intellectual infrastructure and environments that underpin high-quality research

6. Deploy research capital funding to maintain excellent research infrastructure across the UK, and to stimulate strategic research collaborations across the UK between HEIs and the business/ charities which help support economic growth, including building local collaboration and addressing [grand/ industrial] challenges.
7. Represent MRC to its numerous and diverse stakeholders in government and public funding agencies, higher education institutions, academic and research communities, industry organisations and the public at large (and internationally).

Skill and Experience

1. Knowledge and understanding of the medical research sector within the UK
2. Experience working on medical research policy functions and funding
3. An ability to lead a complex organisation with a range of diverse and vocal stakeholders
4. An understanding of change management and evidence of having led the successful implementation of significant cultural change and organisational development within a large organisation that has both national and international visibility
5. An ability to reflect and express authoritatively the perspective and views of stakeholder communities, while contributing corporately to UKRI's successful pursuit of its mission
6. An ability to develop and drive forward a clear and strategic vision for the organisation

Appendix B

STFC Executive Chair Job Specification

In April 2018, the Science and Technology Facilities Council (STFC) 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).

The STFC was established in 2007. It supports research, innovation and skills in particle physics, astronomy, nuclear physics and space science through UK universities and participation in major international collaborations. It designs, builds, operates and exploits world-leading, large scale facilities in the UK for the physical and life sciences. It also plays an important role in enabling access to international facilities and supports innovation in areas within its remit. Its Science and Innovation campuses help businesses thrive by promoting academic and industrial collaboration and encouraging translation of research to market applications.

STFC in figures (2016/17):

- Employs 1,723 staff
- Budget of £609m
- Funds around 800 PhDs in universities
- Supports over 1,700 academics working in astronomy, nuclear and particle physics
- Provides access for 3,600 people to the UK's large science facilities

The job specification below is still under refinement, and the exact wording may change subject to Ministerial views. However, the duties of the role will be broadly as outlined below.

Key duties/ objectives of the STFC Executive Chair during the transition period²

1. Represent the STFC's future leadership within the UKRI Implementation Programme, supporting the transition of STFC's functions to the STFC, and making decisions on the organisational structure, design and processes of the STFC.
2. Work with the UKRI Board and other Councils' Executive Chairs, to best deliver value from the research funding system and from the overall science and innovation funding system; as well as supporting the UKRI Board to be a strong, unified voice for science, research and innovation, both in facilitating the dialogue with government and partners on the world stage.

Key duties/ objectives of the STFC Executive Chair from the launch of UKRI from April 2018

1. Lead and manage the STFC in its successful pursuit of its objectives providing the leadership, drive, and vision necessary to maintain and develop the quality and

² The 'transition period' will be the time between being appointed, and UKRI being formally established on April 1st 2018.

outputs of its research and postgraduate portfolio in a challenging public spending context;

2. As part of the UKRI's executive team, contribute to the development and implementation of the UKRI-wide Research and Innovation Strategy and policy as required on behalf of the STFC; as well as working collaboratively across UKRI Councils, building on collective capabilities and providing support and challenge when required.
3. Chair the STFC's Council and work with Council members to provide strategic oversight and accountability for activity and funding of science research throughout the UK which supports research and innovation, taking decisions on scientific and research matters. Where funding activities relate to specific research disciplines, these decisions can be made with input from relevant experts in the UKRI Council. This role will include:
 - Developing a Strategic Delivery Plan for science policy and funding, consistent with the overarching Research and Innovation Strategy set by the UKRI Board, and submitting these to the UKRI Board for approval
 - Taking decisions on the prioritisation of the STFC's hypothecated budget within the delegated remit as specified by legislation and guidance from BEIS, and within UKRI's overall controls, systems and processes as specified by the CEO as UKRI's Accounting Officer
 - Engaging and consulting with the community to develop ideas and disseminate strategic outputs
 - Appointing and setting terms and conditions of any academic, specialist and research staff within the STFC, within delegated limits.
4. Ensure that science across the UK plays a full part in supporting economic recovery and growth, demonstrating this and the many wider contributions that serve the public interest.
5. Implement government policy and funding priorities for science in a way that enhances its international competitiveness and builds capacity to deliver world-class, ground-breaking research with impact. This will include:
 - Supporting research excellence wherever it is found
 - Recognising, promoting and incentivising the wider impacts of research on economic growth, health and social wellbeing and quality of life
 - Fostering the development of early career research talent
 - Contributing to development and implementation of open access/ open data agenda
 - Supporting and enhancing the physical and intellectual infrastructure and environments that underpin high-quality research
6. Deploy research capital funding to maintain excellent research infrastructure across the UK, and to stimulate strategic research collaborations across and beyond the UK, between HEIs and the business/ charities which help support economic growth, including building local collaboration and addressing [grand/ industrial] challenges.

7. Represent STFC to its numerous and diverse stakeholders in government and public funding agencies, higher education institutions, academic and research communities, industry organisations and the public at large (and internationally).

Skill and Experience

1. Knowledge and understanding of the science research sector within the UK
2. Experience working on science research policy functions and funding
3. An ability to lead a complex organisation with a range of diverse and vocal stakeholders
4. An understanding of change management and evidence of having led the successful implementation of significant cultural change and organisational development within a large organisation that has both national and international visibility
5. Be able to reflect and express authoritatively the perspective and views of stakeholder communities, while contributing corporately to UKRI's successful pursuit of its mission
6. An ability to develop and drive forward a clear and strategic vision for the organisation

Annex A:

Background information that will be available to candidates

The UK is recognised as a world leader in research and innovation. Our share of highly cited articles is second only to the USA's, and the UK has overtaken the US to rank first by field-weighted citation impact. The Global Innovation Index 2016 placed the UK as the third most innovative nation in the world. This strength in research and innovation is underpinned by an excellent funding system, which combines discipline leadership and autonomy, the dual funding system, and Innovate UK's business-focussed support.

Now more than ever it is important that research and innovation funding systems are able to provide their indispensable support to our research and innovation base. As these communities face new challenges and tackle ever more complex and multidisciplinary research questions, we need a strong and unified voice to represent their interests across government, across Europe and around the world.

The creation of UKRI will ensure that our research and innovation system is sufficiently strategic and agile to deliver national UK capability that drives discovery and economic growth, whilst maintaining the key characteristics of the current system that have underpinned the UK's success. The new body will seek to maximise value from government's investment in research and innovation of over £6bn per annum, and will advise the Secretary of State for Business, Energy and Industrial Strategy (SoS BEIS) on the balance of funding between research disciplines. It will lead the overall strategic direction of research and innovation funding in the UK, managing funds with cross-disciplinary impact, whilst the Research Councils, Innovate UK, and Research England will continue to provide strategic leadership to their disciplines or areas of expertise, with individual funding decisions made by the relevant experts.

This new structure strengthens the UK's strategic approach to future challenges. It will enable a greater focus on cross-cutting issues, a strong and unified voice for the UK's research and innovation community on the global stage and more effective collaboration across disciplines and between the research base and business.