

Invitation to Quote

**Invitation to Quote (ITQ) on behalf of the Biotechnology and
Biological Sciences Research Council (BBSRC)**

**Subject BBSRC Development of a Responsible Research and
Innovation (RRI) Framework in ERA CoBioTech**

Sourcing reference number UK SBS BLOJEU-CR17086BBSRC

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

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UKSBS
Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	N/A

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 Contracting Authorities improve efficiency, generate savings and modernise.

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

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

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

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

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

Our Customers

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

UK SBS currently manages £700m expenditure for its Contracting Authorities.

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

Section 2 – About the Contracting Authority

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of seven Research Councils that work together as Research Councils UK (RCUK). BBSRC is funded by the Government's Department for Business, Energy & Industrial Strategy (BEIS) and has an annual budget of around 509M (for 2014-2015), investing in some of the most exciting and innovative bioscience research projects on behalf of the UK public, supporting around 1,600 scientists and 2,000 research students in universities and institutes across the UK.

BBSRC's guiding mission is to further scientific knowledge, promote economic growth, wealth and job creation, and improve quality of life in the UK and beyond. BBSRC funds research in:

- plants (we are the principal public funder of plant science in the UK)
- microbes
- animals (including humans)
- tools and technology underpinning biological research

Examples of funded research

- Spinout company Tissue Regenix¹⁶, founded by 2009 Innovator finalists Professors Eileen Ingham¹⁷ and John Fisher¹⁸ from the University of Leeds, uses a novel technique to remove living cells from tissues, leaving a scaffold that can be transplanted between different people without risk of rejection.

www.bbsrc.ac.uk

Section 3 - Working with the Contracting Authority .

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

Section 3 – Contact details		
3.1	Contracting Authority Name and address	The Biotechnology and Biological Sciences Research Council, Polaris House, North Star Avenue, Swindon, SN2 1UH
3.2	Buyer name	Jenny Stratton
3.3	Buyer contact details	Research@uksbs.co.uk
3.4	Estimated value of the Opportunity	£27,200.00 Excluding VAT
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	07/08/2017 Location: Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	16/08/2017 14.00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	21/08/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	05/09/2017 14.00
3.10	Anticipated selection and de selections of Bids notification date	14/09/2017
3.11	Anticipated Award date	18/09/2017
3.12	Anticipated Contract Start date	02/10/2017
3.13	Anticipated Contract End date	02/03/2018
3.14	Bid Validity Period	60 Days

Section 4 – Specification

1. Introduction

Within ERA CoBioTech¹, BBSRC is leading on work package 6 “Developing a Strategic Agenda for ERA CoBioTech”. The aim of this work package is not only to provide the strategic vision but also to influence the wider biotechnology research community in Europe. A key part of this work is the development of a best practice Responsible Research and Innovation (RRI) framework.

About ERA CoBioTech

The ERA-Net Cofund on Biotechnologies (ERA CoBioTech) was set up in 2016 in response to the Horizon 2020 topic “Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing”, a topic which aims to address the obstacles encountered by Key Enabling Technologies (KET) as well as current societal challenges like food security and the sustainable supply of biomass³.

The key mission of ERA CoBioTech is to:

- Maximise synergies between current mechanisms of biotechnology research funding in Europe
- Foster the exchange of knowledge across borders
- Highlight the benefits of a bio-based economy for society
- Maintain and strengthen Europe’s position in biotechnology

ERA CoBioTech builds on three previous ERA-Nets ERA-IB⁴, ERASynBio⁵ and ERASysAPP⁶. These ERA-Nets promoted knowledge exchange across borders and helped to develop industrial biotechnology, synthetic and systems biology by coordinating national efforts.

About BBSRC

The Biotechnology and Biological Research Council (BBSRC) is one of the seven research councils which form Research Councils UK (RCUK). It is funded by the government’s Department for Business, Energy and Industrial Strategy (BEIS) and invests about £450 million per year in world-class bioscience, people, and infrastructure in universities and institutes across the UK⁷.

BBSRC supports UK researchers in their work within and beyond the UK and has been at the forefront of developing strategic visions and agendas for several European ERA-Net programmes.

¹ <https://www.cobiotech.eu/>

² <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52012DC0341&from=EN>

³ http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-leit-nmp_en.pdf#page=27

⁴ <http://www.era-ib.net/>

⁵ <https://www.erasysbio.net/>

⁶ <https://www.erasysapp.eu/>

⁷ <http://www.bbsrc.ac.uk/>

2. Aims

Responsible Research and Innovation

By leading the work on WP6, BBSRC is not only responsible for developing a strategic vision for ERA CoBioTech, but also to generate a best practice Responsible Research and Innovation (RRI) framework.

For the research in the ERA CoBioTech area to contribute positively to society, it needs to be responsive to wider ethical, economic, legal, social, technological, political and other aspects. For this responsiveness to be effective, the key elements of RRI, anticipation, reflection, and engagement, need to shape the research strategy and research activities.

BBSRC invites the bidder to interpret Responsible Research and Innovation in a way which works for this context and to explain their approach.

ERA CoBioTech will have the knowledge and tools to embed RRI considerations into its strategy setting, grant funding decision making and grant monitoring processes and will support researchers to engage with the RRI agenda.

This work will build on the extensive resources and learning already amassed around RRI.

3. Objectives

Objectives of this work

1. The strategy for ERA CoBioTech is responsive to wider ethical, economic, legal, social, technological and political aspects and decisions around investment are made with a fuller understanding of the implications for different actors.
2. The ERA CoBioTech research community (applicants and evaluators) are supported to consider RRI in a way which works in their contexts and adds value to their work.

A new approach to embedding RRI is trialled and lessons are learnt and shared.

3. Background to the Requirement

Under Horizon 2020 (H2020), the EU framework for Research and Innovation, the European Commission is attempting to tackle the societal challenges of our time. In order to be successful, it has been acknowledged that Research and Innovation needs to engage all actors, from researchers to policy makers, industry, and the general public. With the rapid development of new technologies and advancements in science, unfortunately, an ever growing rift between science and society has appeared.

Responsible Research and Innovation (RRI) tries to narrow this rift by making science more accessible for society and also to stimulate discussion on how science and technology can help to build a society we want for our future generations.

H2020 has implemented RRI as a key action under its “Science with and for Society” objective and will promote RRI with actions on public engagement, open access, gender equality, ethics, and science education, and also by driving change via actions to assist with the uptake of RRI by stakeholders and institutions¹. Several RRI actions have already been funded and implemented across Europe and awareness for RRI amongst researchers rises constantly.

As ERA CoBioTech will be operating on the forefront of scientific developments in the areas of synthetic biology, systems biology and industrial biotechnology, RRI will be of importance in order to achieve our key mission to enhance and strengthen Europe’s position in biotechnology. Therefore, ERA CoBioTech will require an RRI framework which fits into the “Science for and with Society” objective of H2020 but is also tailored to the needs of the programme.

While projects resulting from the current ERA CoBioTech funding call will be measured and benefit from the RRI framework retrospectively, any future projects will have to integrate all aspects of RRI already in their applications.

¹ http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-swfs_en.pdf

4. Scope

The main work under this bid will be to generate a framework and guidance on Responsible Research & Innovation and how it can be applied to ERA CoBioTech.

This will include:

- a) **Short desk review** and analysis of previous and current RRI activities across Europe
While this framework should concentrate on RRI in the areas of science included in ERA CoBioTech, i.e. industrial biotechnology, synthetic biology, and systems biology, other more overarching recent strategic programmes should not be excluded from this desk review. E.g. the Global Challenges Research Fund (GCRF) is addressing issues similar to RRI and might be a valuable resource of information when compiling this review.
- b) **Detailed framework and guidance** on how RRI can be applied to ERA CoBioTech

on a funder and researcher level

One of the goals of ERA CoBioTech is to develop a strategic vision for biotechnology in Europe and therefore, we would anticipate aligning the RRI framework with the strategic vision. Due to this, the bidder is strongly encouraged to take part in the Strategic Workshop on 30th/31st January 2018 in Dresden, Germany.

For price evaluation purposes please include your costs for attending the Strategic Workshop in Dresden and this will be discussed in more detail at inception meeting

The RRI framework should clearly define the roles of the ERA CoBioTech funders and researchers in the context of RRI. The framework is expected to cover all aspects of RRI, including the impact of specific research on (parts of) society and how RRI is handled by employers in research, e.g. educational diversity amongst postdoctoral researchers.

This work should also result in clear guidelines for reviewers of project proposals, who are usually not social scientists, on how to judge the quality of RRI included in these projects. These guidelines should explain the difference between the RRI component of research proposals and general impact statements. The guidelines will also outline methods on how applicants will be able to critically judge the social impacts of their research without leaving a negative impact on the evaluation of the research component of their proposals.

- c) Outline of how the **framework** and its implementation can be **evaluated and measured**

This outline should include models of how the implementation the RRI framework and guidance can be measured and evaluated at a project and at a programme level. This should take into account that feedback on the implementation of RRI can be easily obtained from funders as well as researchers during ERA CoBioTech programme meetings or project progress meetings. A proposed timeline for evaluation and measurement should be provided.

- d) Short **commentary** on the **process of producing** the framework and any **lessons learnt**

This commentary will detail how the contractor found the work and be an opportunity to reflect back and provide feedback to BBSRC and the ERA-Net on the process including what worked well, areas for improvement and opportunities for the future.

The RRI framework and evaluation outline are expected to be finished by 2nd March 2018. The desk review is expected 2 months after starting this work.

6. Requirement

Until 2nd March 2018, the contractor will be required to work towards these **mandatory** outputs:

1. Short report of desk research with a focus on the best practice identified
The contractor will look at previous and current RRI activities within Europe and analyse them in relation to their value for ERA CoBioTech. The report will be used to feed into the development of the ERA CoBioTech strategic vision.
2. Framework (or frameworks) and associated guidance
This framework will set out guidelines on how RRI can be introduced into ERA CoBioTech on a funder as well as an applicant/researcher level. It will be finished by 2nd March 2018. A preliminary framework should be available early January 2018 in order to be discussed at the strategic workshop in Dresden, Germany on 30th and 31st January 2018. The framework should be in a format that allows projects to report

against. It will be important that the framework gives applicants the space and permission to openly explore the nuance around the implications of their work, both positive and negative.

3. Outline approach for formative and summative evaluation of the framework
The framework will contain an outline how the implementation of the RRI framework can be measured on a funder and an applicant/researcher level.
4. Short commentary on the process of producing the framework and any lessons learnt from the process
This will be the opportunity for the bidder to reflect on the work and provide positive as well as negative feedback to BBSRC and ERA CoBioTech so that future similar activities can profit from this.

To reach these goals the bidder is invited to work according to this outline:

1. Desk review of existing initiatives and knowledge around RRI to:
 - a. Catalogue existing initiatives
 - b. Identify best practice and opportunities for learning
2. Develop a framework and guidance for RRI that supports those people who:
 - a. Set strategy and establish calls
 - b. Apply for funding
 - c. Assess funding applications
3. Propose an outline approach for formative and summative evaluation of the success of the framework.

Anticipated cost distribution:

It is anticipated that the cost distribution of the project components will be as follows:

- a) Desk review of existing initiatives and knowledge around RRI (up to 10%)
- b) Develop a framework and guidance for RRI (80% or over)
- c) Propose an outline approach for formative and summative evaluation of the success of the RRI framework (up to 10%)

This is for guidance only and bidders are invited to outline and justify their suggestions.

The progress of this work will be monitored by updates via email/telephone or physical meetings (**mandatory**). Regular fortnightly updates by email or phone are expected in addition to a physical meeting close to or at milestones 2 and 3, or when deemed necessary by either BBSRC or the contractor.

The contractor should take part in a strategic workshop about the strategic vision of ERA CoBioTech, which will be held on 30th and 31st of January in Dresden, Germany (**desirable**). This will be the opportunity for the contractor to meet other stakeholders involved in ERA CoBioTech and to feed the preliminary RRI framework into the development of the ERA CoBioTech strategic agenda

7. Timetable

Milestones:

- i. Desk review of existing RRI frameworks, initiatives and knowledge: finished

by mid-October 2017

- ii. Preliminary framework/framework outline: early January 2018
- iii. Attendance workshop on Strategic Vision of ERA CoBioTech: 30th/31st January 2018 (Dresden, Germany)

All work on this project will be fully completed by 2nd March 2018.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation 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, and the Contracting Authority ----- 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
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	10.00%
Quality	PROJ1.1	Understanding of the requirement and RRI Landscape	30.00%
Quality	PROJ1.2	Project Plan and Risk Management	20.00%
Quality	PROJ1.3	Methodology	20.00%
Quality	PROJ1.4	Project Team and Capability to Deliver	20.00%

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:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

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

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

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the 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: $\text{Score/Total Points} \times 50$ ($80/100 \times 50 = 40$)

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.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

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

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 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 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 who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear , concise and ideally generic contact details; telephone numbers, e-mails 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 Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority 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 or the Contracting Authority 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 must 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 as part of the evaluation process.
- 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. / UKSBS.
- 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 during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 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 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 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 . 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](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)