Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation – Innovate UK

Subject: Future Flight Industrial Strategy Challenge: Aviation Safety Case Research

Sourcing Reference Number: CR20057

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

Version 3.0

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 Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities 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.

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

https://www.uksbs.co.uk/use/pages/privacy.aspx

For details on how the Contracting Authority protect and process your personal data please follow the link below:

https://www.ukri.org/privacy-notice/

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Innovate UK

Innovate UK works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy. They drive growth by working with companies to de-risk, enable and support innovation.

https://www.gov.uk/government/organisations/innovate-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	UK Research and Innovation – Innovate UK Polaris House North Star Avenue Swindon SN2 1FL
3.2.	Buyer name	Alexandra Richards
3.3.	Buyer contact details	Research@uksbs.co.uk
3.4.	Maximum value of the Opportunity	£100,000.00 Excluding VAT
3.5.	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Tuesday, 12th May 2020 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Thursday, 21st May 2020 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Friday, 22nd May 2020
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Friday, 5th June 2020 11:00
3.10.	Clarifications if required	Tuesday, 9th June 2020
3.11.	Anticipated notification date of successful and unsuccessful Bids	Friday, 26th June 2020
3.12.	Anticipated Contract Award date	Friday, 26th June 2020
3.13.	Anticipated Contract Start date	Friday, 3rd July 2020
3.14.	Anticipated Contract End date	Wednesday, 16th December 2020
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

1. Background

The Future Flight Challenge, one of 23 Industrial Strategy Challenges, seeks to develop a novel aviation system capable of safely operating novel models of air transportation incorporating drones, urban/ rural air mobility and sub-regional all electric aircraft. Aircraft will have degrees of autonomy and will support the development and execution of delivery services, inspection services, passenger mobility services.

The Aviation sector has a long history of operating a highly sophisticated safe system which has evolved incrementally over 100 years. Aircraft development are approved against exacting standards of certification and this continues into all avenues of the aviation system – air worthiness of the aircraft, safety and security systems of passengers engaging with airlines and airports, after care of aircraft. Safety touches every element of the aviation system and yet a globally documented approach of the whole system is not known to exist.

The insertion of aircraft such as those listed above present significant technological, regulatory and commercial challenges. Aircraft performance, aircraft communication, business models, air space management, use of different aspects of airspace for different aircraft types, it is an extensive list of challenges to be overcome. The Future Flight Challenge seeks to consider challenges that have been identified through consultation and on an ongoing basis. It is felt though that a greater understanding of the aviation safety case of a future aviation system is essential to the challenge and will ultimately be globally valuable to influence emerging regulation and adoption of novel modes of air transportation.

To help the challenge team and the broader system there is a need to consider a total system safety case. The Future Flight Challenge Team are therefore seeking the services of an organisation or consortium of organisations (business or research based) to look at the total system aviation safety case including such elements as:

- Aircraft certification
- Flight operations
- Airport operations
- Air Traffic Management including controlled and uncontrolled airspace
- Human factors
- Degrees of system redundancy
- Maintenance

This is not intended to be exhaustive and will be developed as the study progresses. Consortia members must though demonstrate a robust understanding of the current aviation safety systems as well as an understanding of how the aviation sector is changing as it seeks to adopt new aircraft types and services.

The Future Flight Challenge is supporting the establishment of new aviation systems to accept new classes of electric (or hydrogen) air vehicles with likely high degrees of

autonomy. The vehicles envisaged range from drones to air mobility vehicles to sub-regional, fixed wing aircraft. The vehicles themselves present a disruptive technological step forwards but many aspects of the aviation systems must also change radically. A few examples are highlighted below:

- These new classes of aircraft will increase the volume of aircraft operations and are likely to be delivered, at least in part, as a result of on-demand services rather than scheduled flights. Aviation systems globally are based on a high level of order and structure, the aviation system will have to adapt to incorporate on demand capabilities.
- It is likely that the Airspace Traffic Management systems will include a much higher level of autonomy that today. This could be provided centrally of via a federated system of conflict avoidance. In either case a full understanding of the safety implications is essential.
- Today airspace is typically split to some degree between different classes of vehicle. The Future Flight vision anticipates a much degree of integration.
- It is plausible that autonomous flight control (pilotless) will be required to deal with the volumes and precision required and that aircraft will be required to interact with each other directly to achieve a detect and avoid capability.
- For the drone segment, early flying beyond visual line of sight will be required.
- Ideally all these aircraft, including drones, will be able to share the same fully controlled airspace as airlines and the uncontrolled airspace today used by General Aviation, etc.
- The vision to use air mobility vehicles in urban environments will bring such aircraft near to the city scape with the attendant collision risks with buildings as well as each other and the complexity of micro-meteorological phenomena such as localised wind-shear.
- Not an airworthiness issue, but there will be a need to provide safe solutions for high voltage charging and/or hydrogen provision airside.

All the above and more are addressable issues but the fact that all may require development concurrently presents a formidable challenge. The cardinal requirement is that the overall system-of-systems must achieve <u>at least</u> the same levels of safety as the highly honed current airline aviation system.

It is suggested that the current system's safety levels have been achieved as much by learning and incremental improvement over many decades as through a top-down design approach. The full basis of the safety case may not be fully understood and hence the impact of changing any of the constituent parts may not be known, let alone the impacts of changing many of them together.

As a final challenge, many of the vehicle manufactures in this space are newer entrants looking to run at a pace nearer to tech companies than aerospace ones.

There is a critical need to collate the current understanding of the basis of aviation system safety, highlight the potential changes under a Future Flight vision and identify key safety requirements and components of the new system. Without such a study, it is conceivable

that all the different elements of the new aviation system could be developed and qualified in isolation without an understanding of whether the whole system itself is tenable.

To date, it is not known of any other work taking place on such a broad basis. It is also not believed that any one organisation has the experience and expertise to conduct this activity alone. Research published such as Uber Elevate or Roland Berger's Aircraft Electrical Propulsion focus on the challenges of technology rather than the whole system.

The Future Flight Challenge was formerly launched in August 2019 and is a programme of three Phases. The first phase, now complete, led to an invite only workshop of some 150 businesses, research bodies and universities to consider the Future Flight Challenge in terms of approach, research themes, cross cutting areas of research and areas of additional study required.

The Future Flight Team is executing additional areas of study in 2 other areas; the potential markets and economics of the challenge and secondly the social economics of the challenge. The 3rd area identified was a greater understanding of the aviation wide safety case.

Phase II will launch in May with contracts anticipated to begin work in the Autumn of 2020. All programmes must consider the safety implications of their endeavours but there is a need to be able to consider these developments against a unified backdrop. It is therefore necessary to execute a research study to consider the current and future aviation safety case against which developments can be considered.

The work will be executed by a consortia of research organisations for and on behalf of the UK Research and Innovation Future Flight Challenge. The Future Flight Challenge Director is accountable for the study with day to day responsibility resting with one of two Innovation Leads in the Future Flight Team.

A maximum budget of £100k has been allocated to this research study. Travel and expenses can be added to the schedule of invoicing providing all necessary expenditure is evidenced.

2. Aims and Objectives of the Project

Given the belief that no such similar study has been conducted, it is not possible to describe the exact approach. Instead we will look to take an incremental approach and re-focus the work specification as insights and results emerge. It is expected that the bidder will describe an approach as part of their proposal which will form part of the consultation to initiate the work.

It is proposed to take a broad-based but pragmatic approach to understanding the issues and design space in the first instance. Should this highlight critical areas for further and deeper study, this will be considered after the initial work is complete.

So far as possible, we wish to use public domain safety information to avoid launching repetitive, detailed and time-consuming study work at this stage.

It is hoped that this activity can be led a consortium of UK research bodies. It is expected that several organisations will be consulted including other universities, the CAA and any appropriate private companies. The Future Flight Challenge Advisory Group will provide input to the study as it evolves.

The work has 4 customer groupings:

1) The Future Flight Team and Advisory Group - to inform the strategy, roadmap and portfolio selection for the challenge.
2) The funded participants - to optimise work content, to inform design requirements and minimise risks to overall solution viability
3) The aviation industry globally – to keep the UK aligned globally and to show UK thought leadership
4) The wider public to inform discussions around safety of the new vehicles and use cases.

The degree to which the work is published is yet to be decided but it is anticipated that some form of publication will be produced for wide dissemination.

The objective of this research is therefore to:

- Produce a framework that describes both the current and future safety cases for aviation's systems to inform the Future Flight Challenge as it invests £300m into research and development programmes that are developing future aviation system components.

The research will inform the portfolio of projects that the Challenge is investing in, enable greater collaboration and will provide insight to consortia as their programmes develop.

3. Suggested Methodology

This study will consider the aviation system in its entirety. The definition of the system will be a focus of discussion between the consultants and the future flight team but will need to reflect

- Aircraft certification
- Flight operations
- Airport operations
- Air Traffic Management including controlled and uncontrolled airspace
- Human factors
- Degrees of system redundancy

- Maintenance
- Regulatory bodies involved in influencing adoption and ultimately enforcing new regulations aimed at safe operations

It is anticipated at this stage that integration into a wider transportation system is out of scope.

The work will evolve as the research develops as a result of regular interactions with the Innovation Lead and Challenge Director of the Future Flight Team. Regular check points and review points will be scheduled and executed both face to face and via virtual meeting technologies as required.

The research should consider the air vehicle types of the Future Flight Challenge, namely drones, urban / rural air mobility and carbon neutral sub-regional aircraft.

Outputs and expectations

- Review and understand the basis of the current aviation systems implicit safety case presenting the elements of the system, their interactions and interdependencies.
- Consider and compare the key differences and challenges in the potential Future Flight aviation system.
- Ensure that there are no significant omissions in the work planned to achieve safe new aviation systems.
- Inform the safety requirements for the main elements of the new aviation systems.
- Consider other publications references to safety so that effort is not duplicated as a result of this study.

It is anticipated that the consortia will provide fortnightly progress reports to the Innovation Lead with additional communications provided as when required.

Milestones of the programme must be met and any issues arising that will affect the milestones must be raised with the Innovation Lead ASAP.

4. Deliverables

Work will be carried out at the consortia members' establishments.

It is anticipated work will begin early July 2020. This agreement will be in place up to but not after December 2020.

Deliverables of the research include:

- An initial study will be produced describing the basis of the current aviation system safety case and the implications arising as a result of Future Flight Challenge
- An interim report detailing the findings and implications for a top-level safety requirement for key elements of the future aviation system

- Review of this interim report will determine the scope of the draft report to be produced.
- A draft report will be produced for review and discussion with the Future Flight Advisory Group and the Future Flight Team.
- A final report will be produced.
- An agreed communications programme will be shaped between the Future Flight Team and the consortia.

These are the outcomes of the research study. The consortium will liaise on a day to day basis with the Future Flight Innovation Lead and will engage periodically with the Challenge Director and the Advisory Group when additional input, reviews and approvals are required.

It is anticipated that the consortia will provide fortnightly progress reports to the Innovation Lead with additional communications provided as when required.

Milestones of the programme must be met and any issues arising that will affect the milestones must be raised with the Innovation Lead ASAP.

Key Milestones of this research study are detailed below.

- Work starts July 3rd

- Milestone – Initial Study on the current aviation system and the challenges that Future Flight poses to the established system – September 4th

- Milestone – Interim Review on Progress August 4th – an essential review with the Innovation Lead, Challenge Director and Consortium to consider how the research is evolving and to re-steer the programme should this be required.

- Milestone – top level safety requirements for key elements of future flight defined in a short report describing the future aviation system in comparison the current system. This will also indicate how the safety requirements can be developed concurrently by detailing the interdependencies of the requirements. – October 4th

- Milestone – Draft Report detailing the findings of the whole study with clear recommendations of what the Future Flight Challenge can influence through its investments and work with consortia. It should also detail areas where additional research is required to assure the UK of a global leadership position in the development of an internationally acceptable aviation system. – October 16th

- Milestone – Future Flight Advisory Group Consultation provides an opportunity to test the report's findings with stakeholders from both inside and outside of aviation bring a diverse perspective to the safety considerations to be made – November 16th

- Milestone Final report produced reflecting the consultation with the Future Flight Advisory Group. – December 16th

- Report publication schedule to be agreed for January 2021. Elements of the report may remain confidential to the Future Flight Challenge, but it is anticipated that publication of the study will be executed in an appropriate global setting to position the UK as a thought leader on aviation innovation execution.

The work will be supplemented by fortnightly progress report meetings between the consortia and the Innovation Lead.

Agreement to proceed at each stage will come from the Challenge Director.

Schedule for production is essential to inform consortia for Phase II of the Future Flight competition will are likely to be 3 months into a 24-month research and development activity.

This study will provide essential, holistic and transparent insight to the consortia on safety case considerations. Consortia will be asked to show how they are considering the findings of the report at biannual knowledge exchange events. The Knowledge Exchange events will be executed twice a year and it will be mandatory for Phase II consortia to attend such events to share emerging insights on their research and development programmes as part of the UK's aspiration to accelerate adoption of novel aviation system capabilities.

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.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 (5+5+6 =16÷3 = 5.33)

Pass / Fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Maximum Budget
Price	AW5.4	E Invoicing
Price	AW5.5	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.	

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	20%
Quality	PROJ1.1	Approach/ Methodology	40%
Quality	PROJ1.2	Staff to Deliver	10%
Quality	PROJ1.3	Understanding the Project Environment	20%
Quality	PROJ1.4	Project Plan and Timescales (Including Risk)	10%

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 = {weighting percentage} x {bidder's score} = 20% x 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 there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

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) ÷ 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 x 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. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority

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 Delta eSourcing 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 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 ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.

7.12 Do check and recheck your Bid before dispatch.

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

DO NOT

7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.14 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.

7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.16 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.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.22 Do not exceed word counts, the additional words will not be considered.

7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050

7.26 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.

7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.29 We do not guarantee to award any Contract as a result of this procurement

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.

7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.

7.32 If you are a Consortium you must provide details of the Consortiums structure.

7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.

7.34 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

7.35 Your bid will be valid for 60 days or your Bid will be rejected.

7.36 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.

7.37 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.

7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.

7.40 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.

7.41 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 the Delta eSourcing Portal.

7.42 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.

7.43 The Government introduced 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

- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act