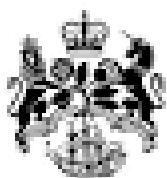


# Invitation to Quote



Department for  
Business & Trade

**Invitation to Quote (ITQ) on behalf of Department for Business and Trade (DBT)**

**Subject: EDUcation and outreach towards building sKills for future Automated Technology**

**Sourcing Reference Number: GSS23896**

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## Section 1 – About UK Shared Business Services

### Putting the business into shared services

UK Shared Business Services Ltd (UKSBS) 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.

UKSBS 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), UKSBS' 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 UKSBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UKSBS to deliver two major procurement categories (construction and research) across Government.

UKSBS 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 (UKSBS) 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 UKSBS 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>

## **DBT – Privacy Notice**

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

### **YOUR DATA**

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;  
Names and contact details of employees proposed to be involved in delivery of the contract;  
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

#### *Purpose*

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

#### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

#### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

#### *Retention*

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

## **Your Rights**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

## ***International Transfers***

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely in the UK and European Economic Area. Where your personal data is stored outside the UK and EEA it will be subject to equivalent legal protection through the use of Model Contract Clauses.

## **Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## **Contact Details**

The data controller for your personal data is:

The Department for Business & Trade (DBT)

You can contact the Data Protection Officer at:

DBT Data Protection Officer, Department for Business & Trade, The Old Admiralty Building,  
Admiralty Place, London, SW1A 2DY

Email: [dataprotection@trade.gov.uk](mailto:dataprotection@trade.gov.uk)

## Section 2 – About the Contracting Authority

### Department for Business and Trade (DBT)

We are the department for economic growth. We support businesses to invest, grow and export, creating jobs and opportunities across the country.

DBT is a ministerial department, supported by [19 agencies and public bodies](#).

We will:

- advise, support, and promote British businesses wanting to grow and export
- shape our rules to ensure businesses thrive, markets are competitive, and consumers are protected
- open up new markets for businesses by removing barriers and striking trade deals
- secure global investment from businesses and investors
- champion free trade, economic security, and resilient supply chain

## 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	Department for Business and Trade Old Admiralty Building Admiralty Place London SW1A 2DY United Kingdom
3.2.	Buyer name	Abigail Woods
3.3.	Buyer contact details	<a href="mailto:CoreServices@uksbs.co.uk">CoreServices@uksbs.co.uk</a>
3.4.	Estimated value of the Opportunity	£37,000.00
3.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the Jaggaer eSourcing portal. Guidance on how to obtain support on using the Jaggaer eSourcing portal can be found in Section 7.25. 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, unless formally advised to do so by UKSBS.</b>

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Wednesday 10 <sup>th</sup> January 2024
3.7.	Latest date / time ITQ clarification questions shall be received through the Jaggaer eSourcing Portal	Friday 19 <sup>th</sup> January 2024 11:00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through the Jaggaer eSourcing Portal	Monday 22 <sup>nd</sup> January 2024
3.9.	Latest date and time ITQ Bid shall be submitted through the Jaggaer eSourcing Portal ( <b>the Deadline</b> )	Tuesday 30 <sup>th</sup> January 2024 11:00
3.10.	Anticipated notification date of successful and unsuccessful Bids	Tuesday 13 <sup>th</sup> February 2024
3.11.	Anticipated Contract Award date	Friday 16 <sup>th</sup> February 2024
3.12.	Anticipated Contract Start date	Monday 26 <sup>th</sup> February 2024
3.13.	Anticipated Contract End date	Friday 31 <sup>st</sup> January 2025
3.14.	Bid Validity Period	90 Days



## Section 4 – Specification

### 1. PURPOSE

1.1 This specification sets out the Department For Transport's and the Department For Business And Trade's (The Authority) – including the Centre For Connected And Autonomous Vehicles (CCAV) – requirement for a supplier to deliver an education and research project focusing on presenting young people with engaging educational experiences linked to Connected And Automated Mobility (CAM), and relating these experiences to career opportunities for the future.

1.2 The Requirement is for the development and delivery of engaging resources for primary school children at Key Stage 2 (KS2) and their teachers to explore CAM through the lens of Science, Technology, Engineering and Maths (STEM) materials. The resources/the programme is to be evaluated in terms of their impacts on children's interest in STEM/CAM and lessons learned for future educational programmes implemented by CCAV.

1.3 This project will initiate a programme of engagement activities which will see children and young people being provided opportunities to engage with technologies and resources relating to CAM towards the longer-term aim of nurturing the STEM/CAM skillset of young people in the UK. Not taking this opportunity now will miss a key cultural moment for inspiring positive attitudes and optimism towards the introduction of CAM transport within those who are most likely to benefit from it. This positivity is central to the overriding aim of ensuring young people are equipping themselves for future careers in CAM through an interest in stem. Other activities will include widening the audience for similar learning packages to the other key stages and college/further & higher education cohorts, work-based training and apprenticeships and targeted internship opportunities to engage with CAM projects. This requirement details a pilot which is a necessary first step into the programme to establish the extent to which such engagement is a valid means of communicating CAM /stem to young people and the findings will shape the nature of future approaches.

### 2. BACKGROUND TO THE CONTRACTING AUTHORITY

2.1 The Department for Transport (DfT) work with our agencies and partners to support the transport network that helps the UK's businesses and gets people and goods travelling around the country. We plan and invest in transport infrastructure to keep the UK on the move.

2.1.1 Our priorities are:

2.1.1.1 boosting economic growth and opportunity

2.1.1.2 building a One Nation Britain

2.1.1.3 improving journeys

2.1.1.4 safe, secure and sustainable transport

2.2 The Department for Business and Trade (DBT) are the department for economic growth. We support businesses to invest, grow and export, creating jobs and opportunities across the country.

2.3 The Centre for Connected and Autonomous Vehicles (CCAV) is a joint DBT and DfT unit. Established in 2015, CCAV is an expert policy unit that is working with industry and academia to make everyday journeys safer, greener, more efficient and more inclusive. To do this, CCAV is shaping the safe and secure introduction of self-driving

vehicles and services on UK roads and leading the government's wider Future of Transport programme.

### **3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

3.1 The project is aimed towards improving awareness and perceptions of CAM specifically in younger generations and will contribute towards a broader aim of ensuring the skillset of the future workforce meets the needs of the CAM sector. Stakeholders in the CAM industry have raised the issue of a skills gap within the UK which has resulted in difficulty recruiting for roles within the CAM sector.

3.2 Current younger generations are likely to experience increasing automation in transport throughout their formative years. A timely opportunity exists to encourage interest in developing skills relevant to the CAM industry. One way to achieve this is to ensure that young people have real-world experiences with CAM concepts and technologies throughout their years in education. Crucially, framing these early experiences around potential future career options may inspire learners to seek educational experience relevant to CAM, for example through selecting courses and training opportunities in STEM subjects.

3.3 Therefore, the main aim of the project is towards presenting young people with engaging educational experiences linked to CAM and relating these experiences to opportunities for the future.

3.4 This project comprises a pilot that will see the creation of pre-packaged learning resources that can be used independently by teachers to guide their KS2 classes through a learning experience linked to CAM. These packages of resources will be piloted amongst a small sample of primary schools, and feedback will be gathered with the aim of evaluation of the resources. The completion of this pilot will inform the scope, focus and timing of the wider programme of education work.

### **4. DEFINITIONS**

Expression or Acronym	Definition
DfT	Department for Transport
DBT	Department for Business and Trade
CCAV	Centre for Connected and Autonomous Vehicles
APS	Automated Passenger Service
CAV	Connected and Automated Vehicle
CAM	Connected and Automated Mobility
STEM	Science, Technology, Engineering and Maths
KS2	Key Stage 2
SEN	Special educational needs
GSR	Government Social Research
SBR	Social and Behavioural Research

### **5. SCOPE OF REQUIREMENT**

5.1 The following research questions will be addressed:

5.1.1 Can we engage younger children in topics relating to both STEM and CAM through dedicated resources?

5.1.2	To what extent will this engagement provide an initial interest in STEM/CAM as a subject of study and/or for a future career path?
5.1.3	What lessons can be learned regarding how to engage learners in CAM focused STEM, which can be applied to future efforts in this area as well as to future large-scale upskilling activities?
5.2	Key Stage 2 (KS2) has been selected for this pilot work as education at this stage, whilst becoming more subject-based, is also conducted in a more open-ended way before children enter Key Stage 3 in which topics studied - and therefore lessons - become more specialised. The project will capitalise on enquiry-based learning approaches used during this key stage, in which children are invited to question concepts and objects in order to build an understanding of how things work. Therefore no other educational/training phases are within scope of this pilot.
5.3	Whilst every effort shall be made to make resources inclusive to those with special educational needs (SEN), the target population for this project is mainstream schools and as such specific resources for children in specialist educational settings will not be within scope. Future activities will consider how SEN children/students/trainees can best be engaged with the subject of CAM/STEM.
<b>6.</b>	<b>THE REQUIREMENT</b>
6.1	The project aims to present young people with a positive engagement with CAM focussed STEM resources. Key project outcomes are as follows:
6.1.1	Ensuring young people in schools have a positive and engaging exposure to CAM technologies;
6.1.2	Providing opportunities to consider how STEM can contribute towards future transport;
6.1.3	Raising awareness and providing interest for potential career paths in CAM;
6.1.4	Providing children with an applied experience of how STEM subjects can contribute to the world around them.
6.2	Methodology:
6.2.1	The key activities will involve the following:
6.2.1.1	Development of packages of resources (including for example artefacts and multimedia resources as well as instructional materials) for Key Stage 2 (KS2) children which can be distributed to schools to help improve awareness and perceptions of CAM technologies as well as generating awareness of careers and opportunities in CAM.
6.2.1.2	Preparing a dissemination and evaluation plan for ensuring these resources can be provided to schools, and their usage and effects can be monitored.
6.2.1.3	Piloting the packages within selected schools and evaluating their impacts over the short term.
6.2.2	30 mainstream UK schools will be engaged in the project, class sizes and number of classes engaged within each school will be variable. The Supplier is required to identify schools to approach, with some input from the research team. Some criteria will be used, including type of school and location (proximity to a CAM testbed and/or CAM employers will be prioritised).

6.2.3	The Supplier will develop surveys to evaluate teacher's experience and reflections on the impact of the resources. Surveys will be completed by teachers on behalf of their students. Short surveys will be completed by all teachers, some may be invited to give longer form responses. These surveys will be distributed in a number of ways to ensure maximum completion rate, e.g. paper surveys will be distributed with class resources, and online survey links will be made available to all participating schools/teachers.
6.2.4	The Supplier will be required to identify and measure the immediate/short-term impacts of pilot, for example number of students engaged, ease of use of resources, relevance to the school/class and so on. Reflecting on the pilot will enable the supplier to consider whether any longer-term impacts can be measured during future education work.
6.2.5	Some demographic information about the classes that use the resources will be collected, for example number of students, academic year group, number of SEN children. It is important that individual students and teachers are not identifiable from this data.
6.2.6	The Supplier will have the option to consider different mechanisms of dissemination of materials, for example through school sponsorship by CAM organisations.
6.3	There will be the following methodological and ethical considerations:
6.3.1	Whilst the project will engage children, no data will be collected directly from children, rather teachers will answer evaluations on their experiences of using the resources with the children. Full informed consent will be secured before teachers respond to research materials. Teachers/schools will be provided with materials to send to parents informing them of the aims of the study, where necessary.
6.3.2	It is important that the resources developed during this work tie into the national curriculum, as failing to create a meaningful link to the existing programme of classroom learning is likely to result in low uptake of the resources and potentially confusion for children. If schools are to use the resources, there should be a clear educational advantage for doing so. It is important that the development work is conducted in collaboration between experts in the field of CAM and STEM as well as those with extensive knowledge and experience of creating learning resources for KS2.
6.4	The Authority requires the following activities and outputs:
6.4.1	Presentation on the identified needs of learners and teachers as well as the identified topics to be included within the resources.
6.4.2	Presentation on the materials and instructions to be provided to schools. This will include a product specification of the packages and plan for supporting teachers to use the resources.
6.4.3	Production of resources to be delivered to schools, including compilation of items and artefacts, multimedia resources, instructional materials and packaging. A meeting will be held to confirm production.
6.4.4	A written dissemination and evaluation plan and presentation which will outline:
6.4.4.1	how resources will be delivered to schools;

6.4.4.2

how schools have been identified;

6.4.4.3

when the materials will be delivered;

6.4.4.4

a management plan to outline how schools will be supported and how evaluation data will be collected.

6.4.4.5

This plan will also include the approach to evaluation ensuring immediate impacts can be measured, along with an ethical assessment to ensure ethical compliance.

6.4.4.6

This plan may also include plans relating to externally supported dissemination e.g. through CAM organisation sponsorship.

6.4.5

Delivering the pilot, in which resources will be sent to schools and impacts are measured. This will include liaison with schools to ensure that resources have been received and used, and evaluation materials have been completed. The Authority requires that evaluation results are reported alongside reflections on the project to inform future approaches.

7.

KEY MILESTONES AND DELIVERABLES

7.1

The following high-level Contract milestones/deliverables shall apply throughout the contract. Please note, the timings here are subject to change (they may be delayed subject to approval).

7.2

The following Contract milestones/deliverables shall apply:

Milestone / Deliverable	Description	Timeframe or Delivery Date
WP1: Development of educational resources		
M1.1	Review of the needs of KS2 and curriculum areas for learning about CAM and STEM topics and how they relate to potential careers.	Within 3 months of contract initiation
M1.2	Identification of the materials and topics that are relevant to this learning stage.	Within 3 months of contract initiation
M1.3	Identifying the needs of teachers for engaging their young people with the resources.	Within 3 months of contract initiation
D1.1	Written report (slide pack) of findings on needs of learners & teachers, topics and items	Within 3 months of contract initiation
D1.2	Product specification (slide pack) of resources and meeting with CCAV to confirm.	Within 4 months of contract initiation
D1.3	Assembly of resources aimed at inspiring interest in STEM/CAM for KS2 into packages that are easy to disseminate and can be used with minimal support. Meeting with CCAV to confirm production of resources.	Within 6 months of contract initiation
WP2: Development of a dissemination and evaluation plan		

M2.1	Identify and recruit 30 schools to receive resources, and liaison with these schools throughout the project.	Within 8 months of contract initiation
M2.2	Consider mechanisms for dissemination e.g., school sponsorship by CAM organisations.	Within 8 months of contract initiation
M2.3	Develop evaluation materials and mechanisms to ensure the immediate impact of the resources can be assessed.	Within 8 months of contract initiation
M2.4	Ensure ethics processes are in place (e.g. information sheets and consent forms for teachers).	Within 8 months of contract initiation
D2.1	Written dissemination plan (slide pack) including sampling framework, school numbers, survey materials, timings and mechanisms.	Within 8 months of contract initiation
D2.2	Meeting with CCAV to confirm dissemination approach and update on recruitment.	Within 8 months of contract initiation
<b>WP3: Pilot</b>		
M3.1	Managing the piloting of the resources with approximately 30 schools at KS2. Meeting with CCAV to confirm initiation of pilot.	Within 9 months of contract initiation
M3.2	Gathering feedback and data for an evaluation of immediate/short-term impacts. Meeting with CCAV to confirm conclusion of pilot.	Within 10 months of contract initiation
D3.1	Evaluation reporting and plan for revision of materials for future work, based on feedback from the pilot. Written report (slide pack) summarising the pilot. Meeting with CCAV to wrap up and discuss lessons learned for next stages of the programme.	Within 11 months of contract initiation
7.3	The Supplier should provide estimated timings for their proposed approach. The Supplier must indicate clearly where the Authority will be expected to contribute. Reporting timelines should also be included for all research elements and, if the above milestones are not able to be met, please advise what is possible to carry out in the time available and what may need to come later.	
7.4	The plan should also be accompanied by a breakdown of the resources in person days allocated to each area of work (a resource profile) and at what levels of seniority.	
<b>8.</b>	<b>MANAGEMENT INFORMATION/REPORTING</b>	
8.1	It is anticipated that weekly project review meetings shall be held to discuss progress and agree next steps. Weekly meetings will be conducted either via teleconferencing or face-to-face depending on the stage of the project, availability of key staff and safety requirements. The Contractor will be expected to circulate brief progress	

reports prior to each meeting and minutes following the meeting. The frequency of these meetings maybe reduced overtime as required.

8.2 Outputs are expected as per Section 6.4

## **9. VOLUMES**

9.1 N/A

## **10. CONTINUOUS IMPROVEMENT**

10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

10.2 The Supplier should present new ways of working to the Authority during quarterly Contract review meetings.

10.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

## **11. QUALITY**

11.1 The Supplier must set out their approach to quality assurance in their documents.

11.2 Research quality and integrity

11.2.1 The Authority seeks to conduct its research and analysis with high standards of quality and integrity. In doing so, we seek to comply with the principles of the Concordat to support research integrity, the UK's national policy statement on research integrity (see Government Office for Science guidance on implementing the Concordat to Support Research Integrity within government). This means:

- Upholding the highest standards of rigour and integrity in all aspects of research and analysis;
- Ensuring research and analysis is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards; and
- Supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice, and support for the development of researchers and analysts.

11.2.2 The Authority expects all individuals involved with the Supplier's delivery of this contract, including researchers, analysts, support staff, managers and administrators, to abide by the research integrity principles set out in this specification.

11.2.3 The Supplier must seek to ensure that the integrity of research and analysis for this requirement is maintained. Breaches in research integrity, such as any research misconduct, can take many forms, including:

11.2.3.1 fabrication: making up results, other outputs (for example, artefacts) or aspects of research, including documentation and participant consent, and presenting and/or recording them as if they were real;

11.2.3.2 falsification: inappropriately manipulating and/or selecting research processes, materials, equipment, data, imagery and/or consents;

11.2.3.3 plagiarism: using other people's ideas, intellectual property or work (written or otherwise) without acknowledgement or permission; and

	11.2.3.4	failure to meet: legal, ethical and professional obligations, for example by: not observing legal, ethical and other requirements for research participants;
	11.2.3.5	breach of duty of care for research participants, including failure to obtain appropriate informed consent;
	11.2.3.6	misuse of personal data, including inappropriate disclosures of the identity of research participants and other breaches of confidentiality.
	11.2.4	The Supplier is required to declare to the Authority any breaches in research integrity in delivery of this requirement so that the Supplier and Authority can agree on any remedial action.
	11.2.5	Further details of the research quality and integrity expected for this requirement are detailed in the following sub-sections covering: conduct of research and analysis, research ethics, research and analysis output quality, and report formats and accessibility.
11.3	Conduct of research and analysis	
	11.3.1	Suppliers must be able to offer an appropriate level of expertise and experience and be able to deliver the research and analysis outputs. Proposals should detail team members' expertise and experience in the appropriate section.
	11.3.2	Suppliers should state what relevant professional memberships and standards their principal team members hold and adhere to.
	11.3.3	Suppliers should detail any professional quality accreditations they hold and quality systems they use.
	11.3.4	Suppliers should follow appropriate analytical government guidance including the Green Book, Magenta Book and Aqua Book, where applicable. They should follow the guidance in any relevant modules of the Authority's Transport Analysis Guidance.
	11.3.5	Suppliers should detail how quality will be assured in delivery of the contract. This should cover how research and analysis plans, instruments, analysis and reports will be quality assured. This should also include how the work of any sub-contractors will be quality assured. The roles held by individual team members in quality assurance should be explained.
	11.3.6	The supplier should describe whatever internal governance arrangements are in place to support the delivery of good-quality research and analysis within their organisation, beyond the specific arrangements for delivery of this project.
	11.3.7	The supplier must co-operate fully with the governance arrangements established by the Authority, such as a project steering group or R&D governance board, and any independent peer review that is arranged by the Authority.
	11.3.8	At the Authority's request, the supplier must facilitate inspection of key research processes by members of the Authority or a third party contractor. This might entail observation of data collection, data processing or file storage arrangements. Such observation would be purely for the purpose of verifying research quality and must be fitted



	within the constraints of data protection, research ethics and commercial confidentiality.
11.4	Research ethics
11.4.1	DfT is committed to promoting high ethical standards in the conduct of the research and analysis it funds and commissions. We expect suppliers to conduct research to appropriate ethical standards.
11.4.2	Potential suppliers must identify any ethical sensitivities or risks in their proposals and detail proposed arrangements for mitigation and ongoing monitoring.
11.4.3	Research must follow the principles outlined in the Government Social Research (GSR) Professional Guidance on 'Ethical Assurance for Social and Behavioural Research in Government', where applicable:
11.4.3.1	Principle 1: Clear and defined public benefit
11.4.3.2	Principle 2: Sound application, conduct and interpretation
11.4.3.3	Principle 3: Data protection regulations
11.4.3.4	Principle 4: Specific and informed consent
11.4.3.5	Principle 5: Enabling participation
11.4.3.6	Principle 6: Minimising personal and social harm
11.4.4	For further details on these principles see the GSR guidance here: <a href="https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government">https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government</a>
11.4.5	Any data collection undertaken using online software must adhere to the standards that public sector bodies are expected to meet. These are detailed in the Web Content Accessibility Guidelines 2.1 ( <a href="https://www.w3.org/TR/WCAG21/">https://www.w3.org/TR/WCAG21/</a> ) and summarised on gov.uk ( <a href="https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag">https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag</a> ). The Supplier must ensure that they have access to the appropriate software in advance of the Contract commencing.
11.5	Research and analysis output quality
11.5.1	Suppliers should take note of the following guidelines for producing research outputs. These are intended to ensure that the reporting process is efficient and produces outputs of good quality that will be acceptable for the Authority.
11.5.2	All reports and other outputs of the Contract must use language that a non-analyst would understand and have clear policy-relevant messages. Sentences, headings and paragraphs must be short and concise. Slang and jargon must be avoided. Where technical terms must be used, a glossary must be provided. An exception to these guidelines may be technical documentation that is intended for a specialist audience.
11.5.3	Reports must be written in the third person and refer to analytical findings in the past tense. The Supplier must ensure the style and tense used does not change throughout the report. Drafts must be consistent in language and acronyms, use of footnotes and use of references throughout.

11.5.4	All findings and statements should be accompanied by reference to, and explanation of, the supporting evidence. Any caveats on applying the evidence must be made clear in the reporting.
11.5.5	Research methods should be described succinctly in the main text. Further detail that would allow a technical peer reviewer to understand the research methods and ascertain their quality should be provided in a technical annex. Methodological decisions and issues in data collection and analysis that may have affected the research findings should be explained.
11.5.6	Reports should begin with an Executive Summary of 2-5 pages in length. This should be suitable for use as a stand-alone summary of the research findings. It should clearly identify the main points arising of policy relevance.
11.5.7	The Supplier should schedule a report planning meeting with the Authority. This should take place when data collection and analysis has been conducted and before drafting of the report begins. For this meeting, the Supplier should provide a suggested outline of the report contents and a narrative of the main points that will be covered and the emerging conclusions. Discussion and agreement on these points in advance, confirmed in writing, should make the report writing process more efficient and minimise wasted effort by the Supplier and Authority.
11.5.8	The Supplier must build in time in the work schedule for thorough quality assurance of reporting outputs to ensure they have been thoroughly checked before submission and so are free from spelling and grammatical errors. The schedule must build in time for these review processes.
11.5.9	The Supplier must allow adequate time in the work schedule for the Authority to review draft reports and return comments. Any comments provided by the Authority must be fully addressed within the agreed timescales.
11.6	<b>Report formats and accessibility</b>
11.6.1	All reports intended for publications must be submitted to DfT as both MS Word and Adobe PDF files. Both files must meet the latest government minimum accessibility standards set out by the Public Sector Bodies Accessibility Regulations 2018. This is currently set at Web Content Accessibility Guidelines 2.1 level AA (WCAG 2.1). Guidance on GOV.UK for making document accessible is helpful to be used in addition to WCAG 2.1. The supplier may decide to undertake this accessibility work themselves, use a third-party, or DfT's PDF accessibility specialist (Dig Inclusion) to ensure the required standard is met. (Making sufficient allowance for any additional cost and time this would entail).
11.6.2	Evidence that the publication meets level AA against WCAG 2.1 must also be provided by the contractor alongside delivery of the report if they or a third-party complete the accessibility work, including who has done the accessibility work. Adobe PDF accessibility checklist or PDF Accessibility Checker (PAC 3) are both acceptable options to initially check for accessibility. The contractor or the third-party should then also independently assess whether the document is fully accessible and meets WCAG 2.1. Suppliers must ensure they budget to engage DfT's

	PDF accessibility specialist (Dig Inclusion) to check accessibility compliance of PDF files supplied by themselves or third-parties.
11.6.3	All digital services, including surveys and forms, must have an accessibility statement. See this sample statement and these examples from the Department of Transport to see the legal requirements of what needs to be covered.
11.6.4	More information can be found at the following sites:
11.6.4.1	Level AA of the Web Content Accessibility Guidelines (WCAG 2.1) <a href="https://www.w3.org/TR/WCAG21/">https://www.w3.org/TR/WCAG21/</a>
11.6.4.2	Publishing accessible documents on GOV.UK <a href="https://www.gov.uk/guidance/publishing-accessible-documents">https://www.gov.uk/guidance/publishing-accessible-documents</a>
11.6.4.3	Make your Word documents accessible to people with disabilities <a href="https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d">https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d</a>
11.6.4.4	Create and verify PDF accessibility (Acrobat Pro) <a href="https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html">https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html</a>
11.6.5	The Supplier must allow adequate time for this accessibility work to be completed and checked in the work schedule.
11.7	Sign-off for the quality assurance must be done by someone of sufficient seniority within the contracting organisation to be able take responsibility for the work done. Acceptance of the work by the Authority will take this into consideration. The Authority reserves the right to refuse to sign off outputs which do not meet the required standard specified in this document.
11.8	The Supplier will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contract is undertaken in accordance with the MRS Code of Conduct and Government Social Research Code.
11.9	The Authority reserves the right to request an audit of the project against the commitments made in the Supplier documents and subsequent contract.
11.10	The Supplier should be willing to facilitate the Authority's research staff to attend fieldwork as part of the quality assurance process.
11.11	Experience
11.11.1	The Authority expect that the supplier will have access to expertise in the following areas;
11.11.1.1	Development of engaging learning materials to be used independently by teachers of KS2 children, including the collation of artefacts and creation of instructional materials;
11.11.1.2	STEM National Curriculum at KS2;
11.11.1.3	The CAM/CAV sector more broadly, including knowledge of the key stakeholders, technologies and innovations, transport and mobility considerations, and so on.
11.11.1.4	Liaison with schools and teachers;
11.11.1.5	Evaluation of educational impacts.

11.12 Another useful source of guidance and advice that will help Potential Providers and the resulting work be of the highest quality is:

11.12.1 The Government Social Research Code, in particular those that relate to GSR Products

<http://www.civilservice.gov.uk/networks/gsr/gsr-code>

11.13 Potential Providers should refer to these pieces of guidance and advice, stating how they will be used.

## **12. STAFF AND CUSTOMER SERVICE**

12.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

12.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

12.2.1 The following skills are considered particularly important for this work:

12.2.1.1 STEM teaching and learning for KS2;

12.2.1.2 The CAV/CAM industry;

12.2.1.3 Development of teaching and learning resources;

12.2.1.4 School liaison;

12.2.1.5 Evaluation of educational experiences.

12.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

## **13. SERVICE LEVELS AND PERFORMANCE**

13.1 The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1.1	Attendance	Attendance at regular and ad-hoc meetings to ensure the day-to-day running of the project	100%
1.2	Attendance	Attendance at review meetings	100%
2.1	Communications	Emails and phone calls to be acknowledged within 2 working days	100%
3.1	Reporting	D1.1, D1.2 and D1.3 to be delivered within 3, 4 and 6 months of contract initiation respectively.	100%
3.2	Reporting	D2.1 and D2.2 to be delivered within 8 months of contract initiation	100%
3.3	Reporting	D3.1 to be delivered within 11 months of contract initiation	100%
3.4	Reporting	Finance and progress reviews to be reported at monthly intervals with ad-hoc meetings where needed.	100%
3.5	Reporting	Risk management to be reported at monthly intervals with any issues raised within 1 working day of identification	100%

	3.4	Invoicing payments and	Invoices to be submitted within 7 working days of the end of the claim month and with expenditure breakdown	100%
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13.2 The Supplier should set out their quality assurance plans for the work they undertake, describing both how their processes will ensure the work requires the minimum of comment and re-drafting and how it will be reviewed to avoid errors.

13.3 Where the Authority identifies poor performance against the KPIs, the Supplier shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 5 working days from the date of notification at the Authority’s premises (or if not possible, via video conference).

**14. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

14.1 The Supplier must have a data protection policy and this should be detailed in their documentation.

**15. PAYMENT AND INVOICING**

15.1 The project will be paid for in arrears via instalments at agreed project milestones (to be determined at the outset of the project). The Supplier must provide an invoice showing the pre-agreed cost for services undertaken.

15.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

15.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. The total invoiced value must not exceed the maximum cost as set out in the proposal and would not normally be expected to exceed the estimated cost.

15.4 Invoices MUST state a relevant Purchase Order Number and be sent to:  
DfT Shared Services Centre  
5 Sandringham Park  
Swansea  
SA7 0EA  
or via email - [SSA.invoice@sharedservicesarvato.co.uk](mailto:SSA.invoice@sharedservicesarvato.co.uk)

**16. CONTRACT MANAGEMENT**

16.1 Attendance at Contract Review meetings on a quarterly basis shall be at the Supplier’s own expense.

**17. LOCATION**

17.1 The location of the Services will be carried out at the supplier’s premises.

**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 of Bids

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 UKSBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

To maintain a high degree of rigour in the evaluation of your bid, a process of commercial moderation will be undertaken to ensure consistency by all evaluators.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	SEL1.2	Employment breaches/ Equality
Qualification	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Qualification	SEL2.12	General Data Protection Regulations (GDPR) Act and Data Protection Act 2018
Qualification	FOI1.1	Freedom of Information
Qualification	AW1.1	Form of Bid
Qualification	AW1.3	Certificate of Bona Fide Bid
Qualification	AW3.1	Validation check
Qualification	AW3.2	Conflict of Interest Declaration
Qualification	AW3.2.1	Conflict of Interest Declaration Supporting Information
Qualification	AW4.1	Compliance to the Contract Terms
Qualification	AW4.2	Changes to the Contract Terms
Qualification	AW4.3	Contracts with suppliers from Russia or Belarus
Commercial	AW5.3	Firm and Fixed Price
Technical	AW6.1	Compliance to the Specification
-	-	Invitation to Quote response received on time within the Jaggaer eSourcing Portal
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.

Evaluation Envelope	Q No.	Question subject	Maximum Marks	
			Overall	Breakdown
Commercial	AW5.1	Price	20%	20%
Technical	PROJ1.1	Technical Expertise of Team	80%	15%
Technical	PROJ1.2	Methodology		25%
Technical	PROJ1.3	Risk Register		15%
Technical	PROJ1.4	Project Management		15%
Technical	PROJ1.5	Social Value		5%
Technical	PROJ1.6	Social Value		5%

## Evaluation of criteria

### Non-Commercial 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 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. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.

**Example**  
 Evaluator 1 scored your bid as 60  
 Evaluator 2 scored your bid as 60  
 Evaluator 3 scored your bid as 40

The convened meeting came to a consensus that the final recorded score to given to your submission against this question should be 60, with the justification and reasons for this score recorded.

Once the consensus process has been finalised, all justifications recorded and all non-priced scores are agreed, this will then be subject to an independent commercial moderation review.

**Commercial Elements** will be evaluated on the following criteria.

Price will be evaluated using proportionate pricing (lowest bid / bid \* mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.

For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:

(Maximum marks available in this example being 12.5)

Bidder A Score =  $50000/50000 \times 12.5 = 12.5$

Bidder B Score =  $50000/80000 \times 12.5 = 7.81$

Bidder C Score =  $50000/100000 \times 12.5 = 6.25$

This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.

The lowest score possible is 0.

## Evaluation process

The evaluation process will feature some, if not all, the following phases.

Stage	Summary of activity
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Receipt and Opening	<ul style="list-style-type: none"> <li>ITQ logged upon opening in alignment with UKSBS's procurement procedures.</li> <li>Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to UKSBS, the Contracting Authority or the eSourcing Portal beyond the bidder control are responsible for late submission.</li> </ul>
Compliance check	<ul style="list-style-type: none"> <li>Check all Mandatory requirements are acceptable to the Contracting Authority.</li> <li>Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.</li> </ul>
Scoring of the Bid	<ul style="list-style-type: none"> <li>Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the criteria.</li> </ul>
Clarifications	<ul style="list-style-type: none"> <li>The Evaluation team may require written clarification to Bids</li> </ul>
Re - scoring of the Bid and Clarifications	<ul style="list-style-type: none"> <li>Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Evaluation criteria.</li> </ul>
Moderation meeting (if required to reach an award decision)	<ul style="list-style-type: none"> <li>To review the outcomes of the Commercial review</li> <li>To agree final scoring for each Bid, relative rankings of the Bids</li> <li>To confirm contents of the feedback letters to provide details of scoring and relative and proportionate feedback on the unsuccessful Bidders response</li> </ul>
Due diligence of the Bid	<ul style="list-style-type: none"> <li>the Contracting Authority may request the following requirements at any stage of the Procurement: <ul style="list-style-type: none"> <li>Submission of insurance documents from the Bidder</li> <li>Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder</li> <li>Taking up of Bidder references from the Bidders Customers.</li> <li>Financial Credit check for the Bidder</li> </ul> </li> </ul>
Validation of unsuccessful Bidders	<ul style="list-style-type: none"> <li>To confirm contents of the letters to provide details of scoring and meaningful feedback on the unsuccessful Bidders Bid in comparison with the successful Bidders Bid.</li> </ul>

## **Section 6 – Evaluation Response Questionnaire**

Bidders should note that the evaluation response questionnaire is located within the **Jaggaer eSourcing Portal**.

**Guidance on how to register and use the Jaggaer eSourcing portal is available at**

<https://beisgroup.ukp.app.jaggaer.com/>

**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 Section 3 of 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 the eSourcing portal 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 Jaggaer 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.
- 7.10 Do complete all questions in the evaluation response 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 UKSBS 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 UKSBS 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 UKSBS 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 the Jaggaer eSourcing portal. 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 eSourcing portal and problems with functionality within the portal must be submitted to Jaggaer eSourcing Helpdesk

**Phone** 08000 698 632

**Email** [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

Please note; Jaggaer is a free self-registration portal. Bidders can complete the online registration at the following link:

<https://beisgroup.ukp.app.jaggaer.com/>

- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing portal. 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 Response 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 Jaggaer 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 90 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 Jaggaer eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliance checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliance 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 Jaggaer 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 revised its Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> April 2014 to replace the previous 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](#)

## **8.0 Freedom of information**

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), UKSBS or the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 8.2 In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information declaration question defined in the Question FOI1.2.
- 8.3 Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.
- 8.4 Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to UKSBS or the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 8.5 Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UKSBS or the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this ITQ Bidders are agreeing that their participation and contents of their Response may be made public.

## **9.0 Timescales**

- 9.1 [Section 3](#) of the ITQ sets out the proposed procurement timetable. The Contracting Authority reserves the right to extend the dates and will advise potential Bidders of any change to the dates.

## **10.0 The Contracting Authority's Contact Details**

- 10.1 Unless stated otherwise in these Instructions or in writing from UKSBS or the Contracting Authority, all communications from Bidders (including their sub-contractors, consortium members, consultants, and advisers) during the period of this procurement must be directed through the eSourcing tool to the designated UKSBS contact.

- 10.2 Bidders should be mindful that the designated Contact should not under any circumstances be sent a copy of their Response outside of the Jaggaer eSourcing portal. Failure to follow this requirement will result in disqualification of the Response.



## Appendix A – Glossary of Terms

TERM	MEANING
“UKSBS”	means UK Shared Business Services Ltd herein after referred to as UKSBS.
“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
“Conditions of Bid”	means the terms and conditions set out in this ITQ relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the Contracts Finder Contract Notice.
“Contracting Authority”	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
"EIR"	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Further Competition”	means re-opening competition under a framework if applicable to this procurement
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. <b>NOTE:</b> This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person ”	means the single point of contact for the Contracting Authority based in UKSBS that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Supplier(s)”	means the organisation(s) awarded the Contract
“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within <a href="#">Section 4 Specification</a>

