

# Request for Proposal



**Open Procedure – Request for Proposal (RFP) on behalf of UK Research and Innovation**

**Subject: Medical Provision for British Antarctic Survey**

**Sourcing Reference Number: CSP25236**

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|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Section 1 – About UK Shared Business Services

### Putting the business into shared services

We're a leading public sector shared service centre owned by the Department for Science, Innovation and Technology (DSIT), the Department for Energy Security and Net Zero (DESNZ), the Department for Business and Trade (DBT) and UK Research and Innovation (UKRI).

As a public sector company providing services to the public sector, we have valuable insight and a deep understanding of how the sector operates. This means that our services are fit for purpose, right from the start.

We provide a range of efficient, scalable, and expert Finance, HR and Payroll, Procurement and Business IT services helping the advancement of the UK's economy and society. We are motivated by a desire to deliver high quality, efficient and reliable service to over 25,000 civil and public servants, employed by our clients.

We work closely with our stakeholders to harness the potential of our expertise, evolving technology and to realise the maximum benefit from shared services. We aim to be a trusted partner, recognised for delivering value and benefits for our owners and to support the work they do for the people of the UK.

Our dedicated teams take immense pride in their contributions, driving value for the UK economy and its taxpayers. At our core, we firmly believe in the power of partnership and expertise. By aligning with the values of our owners, we actively contribute to achieving optimal outcomes through shared services.

By 2029, we aim to be the leading UK public sector business service provider, efficiently and securely managing multiple technology platforms and delivering a great user experience for our customers.

### **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.ukpbs.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 (UKRI)

About UK Research and Innovation (UKRI)

#### Who We Are

Launched in April 2018, UK Research and Innovation (UKRI) is a non-departmental public body sponsored by the Department for Science, Innovation and Technology (DSIT). UKRI works with the government to invest over £8 billion a year in research and innovation by partnering with academia and industry to make the impossible, possible.

Operating across the whole of the UK with a combined budget of more than £7 billion, UKRI brings together the seven Research Councils, Innovate UK and Research England.

The seven Research Councils are:

- Medical Research Council (MRC)
- Science & Technology Facilities Council (STFC)
- Engineering & Physical Sciences Research Council (EPSRC)
- Natural Environment Research Council (NERC)
- Economic & Social Research Council (ESRC)
- Biotechnology & Biological Sciences Research Council (BBSRC)
- Arts & Humanities Research Council (AHRC)

#### Our Mission

UKRI strives for a society powered and empowered by research and innovation, delivering economic, social, environmental, and cultural benefits for all. We aim to be a trusted partner ensuring research and innovation continues to flourish in the UK.

We work in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation to flourish. We aim to maximise the contribution of each of our component parts, working both individually and collectively with our many partners to benefit everyone through knowledge, talent and ideas.

Our impact is measured across three key elements:

- Pushing the frontiers of human knowledge and understanding
- Delivering economic impact and social prosperity

- Creating social and cultural impact by supporting society to become enriched, healthier, more resilient and sustainable

### Procurement Information

UK Shared Business Services (UKSBS) is a leading public sector shared service centre owned by the Department for Science, Innovation and Technology (DSIT), the Department for Energy Security and Net Zero (DESNZ), the Department for Business and Trade (DBT) and UK Research and Innovation (UKRI).

For this tender, the Contracting Authority is UKRI. UKSBS manages UKRI's tendering process by providing comprehensive procurement services, ensuring compliance with procurement regulations.

### Further Information

UKRI is an independent organisation with a strong voice for research and innovation, both to government and internationally. We are supported and challenged by an independent chair and board, and are principally funded through the Science Budget by the Department for Science, Innovation & Technology (DSIT).

For more information, please visit: · UKRI: [www.ukri.org](http://www.ukri.org) · UKSBS: [www.uksbs.co.uk](http://www.uksbs.co.uk)

### **Natural Environment Research Council (NERC)**

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

<https://nerc.ukri.org/>

## Section 3 – Working with the Contracting Authority

### **Bidder Guidance issued by the Cabinet Office**

#### **PSQ Explainer (for Bidders) broken into three Parts**

Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.

The Procurement Specific Questionnaire (PSQ) has been designed to help Contracting Authorities ensure that Bidders share the right information when participating in a procurement. This is separate from the formal tender submission (on how the bidder proposes to meet the tender requirements). The PSQ consists of three parts:

#### **Part 1 - confirmation of core Bidder information:**

Bidders participating in procurements will now be expected as a Condition of Participation to register on a central digital platform (CDP). Bidders can submit their core Bidder information and, where a procurement opportunity arises, share this information with the Contracting Authority via the CDP. It is free to use and will mean Bidders should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that Bidders have taken these steps.

#### **Part 2 - additional exclusions information (see sub notes 1-3):**

Procurement legislation provides for an 'exclusion regime' and a published 'debarment' list to safeguard procurement from Bidders who may pose a risk (for example, due to misconduct or poor performance). Bidders must submit their own (and their connected persons (i) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.

As part of a procurement, Bidders will need to also share additional exclusions information for any Bidders that they are relying on to meet the procurement's conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These Bidders are 'associated persons' and their exclusions information must be shared with the Contracting Authority. We recommend this is done by ensuring that associated persons register, submit and share their information via the CDP (like the prime/main bidder).

In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), Bidders will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.

- 1) Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the bidder and those over which the bidder exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the bidder or a connected person e.g. a PSC of the bidder.
- 2) Associated persons are sub-contractors or consortium members who are being relied on by the prime/main supplier to satisfy the conditions of participation in the particular procurement. This does not include guarantors, even if they are relied on to meet

conditions of participation. The main bidder may be an excluded or excludable supplier by virtue of an exclusion ground applying to an associated person (see section 57 of the PA2023). A supplier can also be an excluded or excludable supplier by virtue of an exclusion ground applying to a connected person of an associated person, for example, a director of an associated person of the bidder.

- 3) Where a bidder intends to use sub-contractors, not all of these sub-contractors will be associated persons. Only if a sub-contractor is relied on to meet conditions of participation, will they be both an associated person and an intended sub-contractor.

### **Part 3 - Conditions of participation:**

The Contracting Authority sets conditions of participation which Bidders must satisfy in order to be awarded a public contract. They can relate to the Bidders legal and financial capacity or their technical ability.

Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the Contracting Authority. This might include a pass or fail mechanism, or a threshold which the Bidder must meet.

Bidders should note that the Contracting Authority have legislative duties to publish certain information which relate to the Supplier in their contract award notices. This information includes, but is not limited to:

- details of the winning Supplier's associated persons
- details of the winning Supplier's connected person information
- for certain procurements over £5 million, details of unsuccessful bidders

### **The central digital platform: video guides and user manuals now available**

Onboarding for Contracting Authorities to the Find a Tender Service started from 27 January 2025. This is being coordinated across the public sector through implementation leads and sectoral leads.

From 24 February 2025, suppliers will be able to register on the central digital platform - the new enhanced Find a Tender service.

To help prospective suppliers and other stakeholders prepare we have published video guides with accompanying PDF user manuals. These guides will give you an overview of the platform, the registration process, and the information you will be asked to provide so that when the time comes your registration will be straightforward.

You can access the videos through our dedicated TPP GOV.UK supplier page: [\*\*Transforming Public Procurement - information and guidance for suppliers\*\*](#), where you will also find links to the associated user manuals.

You can also access each of the videos directly using the links below:

For suppliers: [How to register your organisation and first administrator on Find a Tender in three easy steps](#)

<https://youtu.be/lnjCa4swtjA>

For suppliers: detailed walkthrough - how an administrator completes and updates supplier information

<https://youtu.be/i4ZdbMGRqeQ>

For buyers and suppliers: How to use the central digital platform (enhanced Find a Tender service) a short guide for everyone

<https://youtu.be/TSfxoZoV3yl>

For Contracting Authorities: an overview of the new transparency commitments and illustration of notices on enhanced Find a Tender service

<https://youtu.be/AIKmv5Siltc>

Please note that if you want to bid for public procurement contracts then as from the 24 February there is one place - the new Find a Tender Service - to find all public sector tenders and other notices; and that prospective suppliers must register if they want to bid for any contracts.

Bidder guidance: Where a Bidder is unsure or requires any clarification, they should check with the Central Digital Platform Team via the help options provided

| Section 3 – Contact details |                                                       |                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.                        | Contracting Authority Name and address                | UK Research and Innovation<br>Polaris House<br>North Star Avenue<br>Swindon<br>SN2 1FL                                                                                                                                                                                                                                                                                            |
| 3.2.                        | Buyer                                                 | Victoria Clewer                                                                                                                                                                                                                                                                                                                                                                   |
| 3.3.                        | Buyer contact details                                 | Victoria.clewer@uksbs.co.uk                                                                                                                                                                                                                                                                                                                                                       |
| 3.4.                        | Maximum value of the Opportunity and Term             | £9,000,000.00<br><br>Contract term is 4 years with optional 1 + 1 year extension.<br><br>£1.5m per annum (£1.5m x 4 = £6m, +1 £1.5m + 1 £1.5m = £9m).                                                                                                                                                                                                                             |
| 3.5.                        | Process for the submission of clarifications and Bids | <b>All correspondence shall be submitted within the Messaging Centre of the eSourcing Portal. Guidance on how to obtain support on using the eSourcing Portal can be found in these documents. 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 posting of Tender Notice on the CDP                                                                                                                               | Tuesday, 10 <sup>th</sup> February 2026                                                                                                                            |
| 3.7.                   | Latest date / time RFP clarification questions shall be received through the eSourcing Portal                                                                             | <del>Friday, 20<sup>th</sup> February 2026 11:00AM</del><br>Wednesday, 25 <sup>th</sup> February 2026 11:00AM                                                      |
| 3.8.                   | Latest date RFP clarification answers should be sent to all Bidders by the Buyer through the eSourcing Portal                                                             | <del>Friday, 27<sup>th</sup> February 2026</del><br>Tuesday, 3 <sup>rd</sup> March 2026                                                                            |
| 3.9.                   | Latest date and time for Bidder to request access to the RFP documents                                                                                                    | Monday, 9 <sup>th</sup> March 2026 10:00AM                                                                                                                         |
| 3.10.                  | Latest date and time RFP Bid shall be submitted through the eSourcing Portal ( <b>the Deadline</b> )                                                                      | Monday, 9 <sup>th</sup> March 2026 11:00AM                                                                                                                         |
| 3.11.                  | Anticipated notification and issue of Bidder Assessment Summaries of proposed Contract award decision to successful and unsuccessful Bidders.                             | Monday, 23 <sup>rd</sup> March 2026                                                                                                                                |
| 3.12.                  | Anticipated publication of the Contract Award Notice to be published after Bidder Assessment Summaries are issued to all bidders, which will start the standstill period. | Monday, 23 <sup>rd</sup> March 2026                                                                                                                                |
| 3.13.                  | Anticipated commencement of Contract                                                                                                                                      | Friday 17 <sup>th</sup> April 2026 – Mobilisation of all services for effective commencement of service delivery is an essential requirement for 1st October 2026. |
| 3.14.                  | Completion of Contract                                                                                                                                                    | Tuesday 16 <sup>th</sup> April 2030 with an option to extend 1 year + 1 year.                                                                                      |
| 3.15.                  | Anticipated publication of Contract Details Notice                                                                                                                        | Within 30 Days of Contract Award                                                                                                                                   |
| 3.16.                  | Bid Validity period required                                                                                                                                              | 90 Days                                                                                                                                                            |

## Section 4 – Specification and about this Procurement

### **Pre-Market Engagement**

An Expression of Interest has been previously issued via the central digital platform (Notice identifier: 2025/S 000-046228) on 5<sup>th</sup> August 2025 providing details of the requirement and requesting potential suppliers to confirm if they could provide the required services. The Expression of Interest closing date was 19<sup>th</sup> August 2025.

### **1. Introduction.**

#### **Introduction and overview of the medical provision requirement for the British Antarctic Survey**

The British Antarctic Survey (BAS), a research centre of the Natural Environment Research Council (UKRI-NERC), delivers and enables world-leading interdisciplinary research in the Polar Regions. Its skilled science and support staff based in Cambridge, Antarctica and the Arctic, work together to deliver research that uses the Polar Regions to advance our understanding of Earth and our impact on it.

Through its extensive logistic capability and know-how BAS facilitates access for the British and international science community to the UK polar research operation. Numerous national and international collaborations, combined with an excellent infrastructure, help sustain a world-leading position for the UK in Antarctic affairs. The UK is one of over thirty countries operating scientific research facilities in Antarctica

**BAS vision is:**

To be a world-leading centre for polar science and polar operations, addressing issues of global importance and helping society adapt to a changing world.

**BAS mission is:**

BAS is a research-driven organisation recognised for:

- Commitment to excellence in science
- Operational professionalism and innovation in everything we do
- A partner of choice for science, operations and business wherever polar expertise can be applied
- Safely delivering complex operations in extreme environments
- Commitment to environmental stewardship of the polar regions
- Developing our staff to reach their full potential
- Sustaining an active and influential presence in Antarctica on behalf of the UK, and playing a leadership role in Antarctic affairs
- Engagement with policymakers, government and the public

#### **The Medical Provision requirement**

The British Antarctic Survey (BAS) has a requirement for its employees and for those who travel under its sponsorship to be medically screened and to have access both to doctors in the Antarctic and top level medical cover advice, support and ultimate responsibility in the UK.

The on-going requirement is for the provision of a comprehensive medical and dental service in order to protect its employees, visitors, collaborators and contractors working in the Antarctic, Arctic or on research vessels and supporting related aircraft. Similar provisions may be required from time to time at other locations worldwide where BAS has a scientific research interest.

This Specification details the BAS requirement for medical care and sets out the minimum conditions and standards the Supplier must provide, considered to be BAS mandatory requirements. Over the lifetime of the Contract, BAS is open to explore new innovations aimed at improving and developing remote health care provision in general.

Since its inception in the 1960's the BAS Medical Service Provider has been known as the BAS Medical Unit or BASMU.

The Medical Service Provider (MSP) is the parent body of the BASMU. There have been two MSP's over BASMU's history. The first was the Robert Gordon Institute of Technology (RGIT) in Aberdeen. The second is University Hospitals Plymouth, Derriford Hospital which has been the MSP since 1997.

### **Medical Service Providers Role & Responsibilities**

The purpose of the MSP is to provide medical and dental screening for employees, contractors and visitors as well as advice in advance of deployment primarily to the Polar regions; employ/supply the doctors that BAS require to cover its Polar operations; advise on and supply the consumables required for our Antarctic surgeries; and to provide access to specialist consultants as required to help facilitate when possible and appropriate for input into medical situations befalling BAS staff undertaking field work in other locations.

The MSP is also responsible for design and provision of tailored suite of first aid courses for staff and visitors to the polar regions. Currently this takes the form of a course that all deploying staff undertake and a higher-level course for those deploying more remotely or independently.

Additionally, it is expected and required that the Medical Unit engage in representation and leadership roles at international bodies such as ComNAP (specifically JEGHBM Joint Expert Group on Human Biology and Medicine) and SCAR as well as medically supporting the Government of South Georgia and the South Sandwich Islands (GSGSSI) via the contract with BAS.

### **Criticality of the Provision of Service**

The requirement is a multilayered contract involving employment, medical supplies, international representation and expert advice and it is entwined with much of BAS' day to day business.

This requirement is inextricably linked to BAS's ability to operate in the Polar regions. Medical and dental screening as well as first aid training, advice and management of medical evacuations, surgery and pharmaceutical supplies are all critical requirements. Inability to provide to an adequate level would swiftly impact BAS's ability to maintain our presence in the British Antarctic Territory.

The provision and implementation of this contract is one of the most critical elements that BAS manage as an organisation. Ensuring that we have appropriate medical capability for staff and visitors to deploy to isolated and challenging areas of the world is a key requirement.

Bidders should note that this opportunity is classified as a service provision change and is subject to Transfer of Undertakings (Protection of Employment) Regulations (TUPE). Anonymised information on the number of affected employees is provided at the UKRI Precedent Goods and Services Contract (high Value) – 10.14 Annex A: Employee Liability Information. Bidders should ensure they are aware of their obligations under TUPE ahead of submitting a bid. Bidders should also note that this contract is likely to be in scope of TUPE and will include appropriate provisions to facilitate a smooth transfer between suppliers in the future, should this be required.

## 2. Aims & Objectives

- Aims should provide details of the main aims and reasons of the tender exercise
- Any specific objectives should be detailed here
- Can be broken down to include specific outputs and expectations

The aim of this tender exercise is to engage with the market to assess the range of various possible solutions to our almost unique business. The driving requirement must be for the highest level medical support and advice appropriate to our needs and requirements.

Our strategic aim is to provide and operate world-leading research infrastructure that enables scientists from the UK, and colleagues from many nations, to work safely and effectively in the polar regions. A key goal is to be recognised nationally and internationally as a partner of choice for polar operational expertise wherever it can be applied.

The overarching aim of the Contract is to ensure the provision of medical and dental services for BAS employees (and contractors and visitors hosted by BAS) working in the Antarctic or on research vessels and supporting related aircraft. This is expanded on further below:

- To ensure that our employer responsibility for the health and safety of our deployed population is prioritised and managed effectively
- When BAS works in the Antarctic we work in some of the most remote and inhospitable areas of the world. While it is impossible to remove risk entirely, an important area of our risk mitigation is the medical and dental screening process to ensure that all deployees meet a minimum acceptable bar for safe deployment taking into account the remote deployment environment
- The screening process will also ensure that individuals health and wellbeing is assessed to an agreed level which also considers individual risk and the activities that the individual will be undertaking.
- To ensure that all deployed staff have a minimum level of first aid/medical training and for those identified individuals additional enduring care training
- To ensure that appropriately trained and qualified Doctors are deployed into our Antarctic operations (currently four Doctors covering five stations plus one additional Doctor onboard the RRS Sir David Attenborough)
- To ensure that suitable medical supplies are available throughout the deployed environment
- To ensure that suitable medical facilities and equipment are available throughout the deployed environment.
- To ensure that effective emergency response and incident management can be accessed immediately upon requirement
- To ensure that advice on all policy matters relating to health and medical services are provided both proactively as well as reactively.
- To ensure that the UK is effectively represented across international Antarctic forums for all medical matters

The relationship between BAS and the MSP is key and in extremis is required to make life saving decisions during emergency situations. BAS would seek to build a well founded relationship with the MSP in order to establish a collaborative approach to ensure that the service is optimised and is regularly reviewed for potential improvements.

Objectives include

- Full medical and dental function required to support the BAS's activities at both Poles and on ship
- Pre deployment medical and dental screening for all deployees to Poles and ship
- Tailored suite of First Aid courses to cover the varied demands of different deployments
- Supply/Stock Station medical equipment/pharmacy
- Source, train and deploy doctors to remote Antarctic locations for sustained periods.
- Have access to full range of consultants for swift medical advice to remote locations
- Ability to interact and lead at international conferences where the UK's interests are represented.

### 3. Background to the Requirement

#### **Background and context**

BAS operates across a wide geographic area. To put scale into perspective, the Antarctic continent is nearly twice the size of Australia. The British Antarctic Territory (BAT) covers almost 2 million square kilometres (the British Isles are approximate 0.3 million square kilometres). Please see Annex 6.

BAS operates the following stations:

- Antarctica: BAS operates three research stations in the Antarctic south of 60°S (Rothera, Halley and Signy) and two stations on South Georgia (King Edward Point and Bird Island). Rothera, Bird Island and King Edward Point operate year-round, Halley and Signy are summer-only. BAS has field stations inland in Antarctica at Fossil Bluff and Sky Blu that serve mainly as fuel depots. BAS also operates a station in the Arctic at Ny-Ålesund, Svalbard, Norway.
- South Georgia and the South Sandwich Islands (SGSSI) are located approximately 900 miles east of the Falkland Islands and 900 miles north of the Antarctic continent in the sub-Antarctic. They are managed by the Government of South Georgia and the South Sandwich islands (GSGSSI).

In addition, a support office in the Falkland Islands coordinates logistics and passenger activity. BAS also undertakes field science work across the world according to the science programme.

#### **Our funding**

The BAS annual budget is around £50 million. The majority of this funding comes from NERC (Natural Environment Research Council) the leading funder of independent research, training and innovation in environmental science in the UK. NERC is one of seven Research Councils, operating under the Department of Business, Energy and Industrial Strategy. NERC's activities and funding decisions are independent of government.

British Antarctic Survey's accounts are published in the NERC Annual Report and Accounts. The NERC Delivery Plan lists spend on Antarctic logistics and infrastructure.

Funding from the European Union underpins several pan-European collaborations to investigate topics such as future changes in Arctic sea-ice, the impact of ocean acidification on marine invertebrates, and space weather research.

The Foreign and Commonwealth Office allocates revenue, from income tax in the British Antarctic Territory and other sources, to a range of activities. These include the operation of King Edward Point

Research Station on South Georgia, the Discovering Antarctica education and schools resource and other environmental and research projects to provide practical benefits in the region.

This mix of funding is expected to continue and be supplemented by new sources resulting from partnerships with other research institutions, as well as from business.

The BAS Medical Unit (BASMU) has been in existence in order to support BAS work in the Antarctic and Arctic for over half a century managed by only two MSP's in that time. The breadth of the contract and the criticality of ensuring appropriate medical and dental screening as well as supplying the medical function in situ is one of BAS's most critical requirements.

Improved communication and connectivity to our polar ship and stations has been achieved recently with the advent of starlink. Our one ship operation has been in place for three years and is now embedded.

Our operational support structure sustains a UK national capability in Antarctica and the Arctic to meet academic, policy and societal needs.

Our ambition to sustain an active and influential presence in Antarctica on behalf of the UK Government is realised through successful partnerships and collaborations with other national polar operators, through our leadership role within the Council of Managers of National Antarctic Programmes (COMNAP), and within EU-PolarNet. International collaboration and successful stakeholder engagement enables the UK to achieve more than would be possible otherwise.

We are committed to environmental stewardship of the polar regions. Through the work of our Environment Office we provide expert advice to the Foreign & Commonwealth Office Polar Regions Department. We are members of the UK delegation to Antarctic Treaty Consultative Parties (ATCM) annual meetings. Through our membership of the Ny Ålesund Science Managers Committee we ensure UK Arctic operational activities comply with internationally agreed standards for best practice.

Our operational teams aspire to achieve professionalism and innovation to safely deliver complex operations in extreme environments. Our engineering and technology teams ensure that our research facilities meet the needs of the science community. We take an innovative approach to developing engineering and technology solutions to advance scientific research.

No one nation has the capability to study the entire Antarctic continent or the Arctic. International collaboration and co-operation are essential to achieve a co-ordinated research effort. BAS plays an active role in shaping research programmes and delivering efficient operational support through its interaction with international bodies including the Scientific Committee on Antarctic Research (SCAR), The Council of Managers of National Antarctic Programmes (COMNAP), the International Arctic Science Committee; and EU-PolarNet.

### **Organisation & staffing**

BAS employees up to 800 highly skilled and professional staff from several areas of expertise. These staff occupy roles across four different groups; Cambridge based staff many of whom will deploy to the Antarctic in the southern summer, Antarctic contract staff who are employed to work solely in the Antarctic, Mariners and Pilots. BAS also deploys others who are not directly employees but will require screening e.g Visiting Researchers, Contractors etc. The screening numbers can be up to 800 per year.

The following roles provide main interface between BAS and the MSP.

- Director of Operations, ultimate responsibility for the safe annual deployment of up to 800 scientists and staff to the polar regions and beyond.
- Head of Operations, responsible for the oversight of all aspects of BAS's global operational programme including ships, aircraft, research stations, supply chain logistics and field programmes.
- Operations Programme Manager, manages the day to day programme.
- HR Business Partner, provides the primary link between the MSP and BAS and is responsible for the smooth running of all medical requirements.
- Station Leader/Ships Master, responsible for the safe management of their facilities and the health and well-being of all the deployed staff.

#### 4. Scope

The MSP is expected to provide the entirety of the medical service required for BAS to carry out its operations. This is a wide range stretching from UK representation at International conferences at one end through to routine (but critical) medical screening at the other. Our operation is almost unique in what it does and a key requirement for the MSP will be to be flexible and with access to a wide range of experts.

Demand will be high throughout the year but for different reasons. The UK Summer is largely concentrating on medical screening, Doctor training, first aid training of deploying cohort and international obligations. While Antarctic staffing during this period is at its lowest numbers they are beyond reasonable extraction for a number of months and therefore medical and social issues that occur can take significant time to deal with.

During the UK winter (Antarctic summer) the deployment is at its highest levels and there will always be a number of issues to manage in a large deployed group. Some of these will be more critical possibly requiring medical evacuation. Additionally, there is always potential for external disruption either on the operational front e.g. planes having technical issues or on the global front e.g. covid and avian flu which have the potential to add significant risk and disruption to both our operations and our deployed contingent.

The UK summer is most likely to require additional resource in order to cope with the levels of screening and the training requirements. The First Aid training gives provision for approximately 100 staff to be trained by the MSP in September and this will require a contingent of appropriately skilled trainers. Depth and robustness of the MSP is important so that in the event of a doctor needing to return home earlier than planned there is appropriate and equal cover easily accessible.

The medical responsibility applies only to managing our deployed population. This is not a private healthcare enterprise therefore BAS and the MSP's responsibility is to treat to best of capability in theatre, responsibly return any casualty to a gateway and then back to the UK in order to be at a point to sensibly enter the NHS system.

There is no specific software which the MSP must use however the MSP will need to ensure that any systems used for confidential personal and medical information are confidential and held securely. The

MSP will be responsible for the safekeeping of confidential medical information for all deploying staff and visitors.

The initial period of the contract will be 4 years with optional 1 + 1 year extensions. The extension years will be discussed and agreed with the MSP not less than 24 months before the end of the initial term.

The MSP will be required to maintain a range of insurances to cover their contractual liabilities as detailed below:

Professional Indemnity Insurance - £2m per claim

Public liability Insurance - £5m per claim

Employers' liability insurance - £5m per claim

Medical indemnity insurance - £10m per claim

BAS arranges all south transits from a UK port or airport. For deploying and returning doctors BAS takes responsibility for booking and paying for travel arrangements between UK and the gateway to Antarctica (e.g Falklands, Punta Arenas, Capetown).

BAS has a 24-hour duty of care for all personnel while they are in the Antarctic and attaches overriding importance to this responsibility.

The MSP shall ensure that all Services, including the necessary Supplier Staff, be available as a minimum, fifty two (52) weeks a year, Monday to Friday between the hours of 08:00 hours to 18:00 hours, excluding Public and Bank Holidays.

Quality wide ranging medical support must be available 24 hours a day, every day of the year.

BAS does not aim to provide private health care or dental care for its employees, who are expected to look to the National Health Service (NHS) or make alternative arrangements for their needs. However, the demanding nature of the land, marine and air operations conducted some 10,000 miles from the UK demands that BAS has first class medical arrangements in the Antarctic to meet its responsibility for the health and safety of staff and visitors.

The MSP must satisfy BAS that it is able to offer fully integrated health care for Antarctic operations and be able to demonstrate extensive expertise of remote health provision. Knowledge and expertise of the particular demands imposed by high latitude operations is advantageous.

The MSP shall ensure that all Service delivery adheres to recognised public health initiatives and best practices.

All transactions and correspondence must be in English.

The MSP must conduct operations to the highest ethical standards. Medical officers appointed to work in the Antarctic or on BAS ships must be fully registered in the Principal List of the UK Register of the General Medical Council and must hold an appropriate class of membership of a UK Medical Defence body.

The MSP must establish a clear medical and administrative management structure with a designated Medical Director who will be responsible to BAS for all activities performed by the MSP, including Dentistry. The organisational structure must possess sufficient resilience to provide continuity in key appointments whilst ensuring that the service is not overly dependent on individuals. Arrangements involving sub-contractors must be transparent and robust.

## 5. Requirement

Within the broad role and responsibilities referred to in this Specification, BAS places a specific requirement on the MSP to provide a number of services and functions as set out under the following eight principle areas:

1. The provision of pre-deployment medical and dental screening for all BAS personnel and collaborators that will be working in a deployed environment.
2. The provision of training for non-medical personnel and the organisation.
3. The provision of healthcare for BAS personnel and collaborators that will be working in a deployed environment.
4. Specification, provision and delivery to a UK port annually of medical consumables for ship and station use.
5. Specification and maintenance of medical facilities and equipment.
6. Medical lead for emergency response and incident management in the polar regions or on the BAS vessel anywhere in the world.
7. The provision of advice to BAS on all policy matters relating to health and medical services.
8. Represent the UK and actively contribute on medical matters in relevant international forums.

### The Provision of Healthcare

#### **General**

The provision of healthcare is the core of the service to be delivered by the MSP. Responsibility for healthcare must address a number of encompassing tasks that are set out below. The current provider has established and maintains a public website which provides much background on the medical provision [British Antarctic Survey Medical Unit \(BASMU\) | University Hospitals Plymouth NHS Trust](#).

#### **Standards of Medical Fitness**

Statutory standards of fitness exist for certain categories of BAS employees (e.g. seafarers and divers). In addition, BAS has developed specific criteria for medical screening in working with previous and current MSPs. The MSP will be expected to maintain, revise and develop health standards to continue to determine levels of fitness appropriate to the tasking and lifestyle in Antarctica and on-board ship.

#### **1. Pre-Deployment Medical and Dental Screening**

- 1.1 The MSP is responsible for pre-deployment screening for all BAS staff and collaborators who are under BAS care in the deployed environment. This also includes staff and contractors who are working for the Government of South Georgia and the South Sandwich Islands (GSGSSI) within the territory. The screening programme must be designed and implemented by the MSP with the agreement of BAS. The screening must be designed to give the maximum assurance that all individuals are medically fit to travel to, work, and live, in the deployed environment. The screening numbers for the last few seasons average approx. 800 per season. Please see Annex 7 for staff distribution. The majority of the screening is conducted between May and September. The screening programme will be required to consider varying risk factors for the deployed population, e.g. duration, location.
- 1.2 All staff, visitors and collaborators who may be expected to travel to and work in the Antarctic and on-board BAS ships must undergo a medical and dental assessment to the health standards determined by the MSP and BAS. This must include a physical examination as well the medical history of the individual.
- 1.3 Determination of fitness to over winter in Antarctica must address any specialist health requirements for personnel. Following medical screening, the MSP will make recommendations regarding fitness for

deployment. Identification of staff and visitors requiring medical examination will be achieved through close cooperation with BAS Cambridge.

- 1.4 The MSP should provide guidance on compulsory and advisory immunisations and include this as part of the screening process where necessary
- 1.5 BAS employs divers in the Antarctic who operate under the UK Diving at Work Regulations 1997. All divers at work must have a valid certificate of fitness to dive issued by a UK HSE Approved Medical Examiner of Divers (AMED). The MSP must make provision for renewal of these medicals while divers are deployed.
- 1.6 The MSP must provide an Electronic Patient Record system in order to securely store, manage and process individuals' medical data in accordance with NHS standards.
- 1.7 Appropriate systems must be proposed and developed to ensure efficient screenings, regular follow-ups, liaison with GPs and referrals. Where appropriate these must be in compliance with Health and Safety and Department of Transport regulations. Medical records must be maintained and handled in line with the Data Protection Act and prevailing legislation.
- 1.8 Consequent upon the medical examinations, some follow-up consultations and advice will be necessary for staff prior to deployment. Longer-term follow-up or treatment will normally be a matter for the National Health Service.

## **2. The provision of training for non-medical personnel and the organisation**

- 2.1 The MSP will be responsible for the organisation, equipment and management of the delivery of all the courses & training. Venue arrangements and costs including food & accommodation are the responsibility of BAS unless stated otherwise. Venue is close to BAS offices in Cambridge.

### **First responder training.**

- 2.2 Most deploying personnel must undertake First Aid Training which exceeds the levels of the Advanced First Aid at work course; this is a three-day residential course. This should be bespoke and tailored to the challenges of remote polar deployment. Please see Annex 8 – First Aid Policy.

The annual cycle of training is;

- June-Training for up to 10 pilots
- Early September-training for up to 100 personnel
- November-training for up to 100 personnel

This course is currently endorsed by the Royal College of Surgeons and a similar level of recognition is required going forward, with endorsement of any new course required within 2 years.

Commercial and Voluntary Courses - The Faculty of Pre-Hospital Care

Please see Annex 3 – Principle topics of training

### **One day refresher**

- 2.3 Please see Annex 3 – Principle topics of training

### **Rescue and enduring care training**

- The MSP must also provide training for a functional unit of deployed staff from various backgrounds (e.g. Field Guide, plumber/scientist/support assistant) to access patients in challenging outdoor terrain, treat and stabilise, package, move and then provide enduring medical care for patients for up to a week in hostile environments. As a minimum this must meet the standards of the Royal College of Surgeons' Pre-Hospital Emergency Medicine Framework Level E including water safety endorsed by RESCUE3, and include specific training in environmental, remote and polar medicine and enduring medical and nursing care. This is a six day course which introduces advanced medical skills and prolonged casualty care in an adverse environment (held on Dartmoor). The training traditionally takes place late September and is for up to 20 personnel.

This course is currently endorsed by the Royal College of Surgeons and a similar level of recognition is required going forward, with endorsement of any new course required within 2 years. Commercial and Voluntary Courses - The Faculty of Pre-Hospital Care

Please see Annex 3 – Principle topics of training for further details.

### **Provision of regular refresher training**

- 2.6 The MSP must provide regular refresher training for deployed personnel throughout the year. This training must be for all deployed staff on Stations and the BAS vessel delivered by the in-situ doctor at each location.

### **3. The provision of healthcare for BAS personnel and collaborators that will be working in a deployed environment.**

- 3.1 The deployment cycle is traditionally an annual one commencing with screening and training prior to deployment to stations. This annual cycle is shown in Annex 1 – Annual Cycle of MSP. Medical facilities at each station vary depending on size and numbers of deployed staff. Each station has good broadband access so contact between the MSP, BAS and deployed staff can be effectively managed. Doctors are mainly based at each of the stations but may be required to deploy to remote field sites beyond stations. Further details of facilities and equipment are shown in Annex 5.

Deployed medical staff must/will be:

- Suitably qualified and have expertise in all relevant medical disciplines applicable to the role. See Annex 2 – Medical Experience & Qualifications for details of required training/expertise and example job description.
- Expected to actively contribute to the team that they live and work in and to participate in communal tasking.

- 3.2 The MSP must be able to provide:

- 24/7 access to immediate consultant level delivered specialist services and advice.
- 24/7 access to immediate consultant level dental services and advice.
- Telemedicine via MS Teams or similar
- Supplementary capacity for unseen events involving doctors (e.g. compassionate/illness departure of deployed doctor/deployed doctor accompanying medevac).
- Fully indemnification for all medical activity related to any and all medical consultations or treatment.
- Suitably qualified and trained doctors-see Annex 2 – Medical Experience & Qualifications

### **4. Specification, provision and delivery to a UK port annually of medical consumables for ship and station use.**

- 4.1 The MSP will specify the medical consumables that are required for each station, field teams and for the BAS vessel. Consumables in this context covers
- Medical consumables (e.g., bandages, syringes, gloves, reagents).
  - Pharmaceutical products (e.g., prescription drugs, vaccines, controlled substances).
  - Ancillary items required for medical treatment and emergency care.
- 4.2 The MSP must procure and deliver the above medical consumables on both an annual basis and as additionally required during the summer season. BAS is responsible for the logistic operation of taking the consumables South and delivering to their station locations. Given expiry dates of consumables and drugs these must be procured to maximise shelf life.
- 4.3 For guidance as to the scale of consumables to be supplied by the MSP, the annual order can be up to 2000 kilos per annum. Seasonal delivery schedules means that management of expiry dates of pharmaceuticals is challenging so a robust management and disposal system is required. The MSP is also responsible for the management of any controlled drugs that are supplied.
- 4.4 Consumables carried should be relevant for the capabilities of the doctor, the medical support requirements of the deployed contingent as well as the environmental and logistical conditions of the remote working location.
- 4.5 The bulk of the consumables will require to be resourced over the UK summer and delivered to BAS or a UK port, usually by the end of September, to meet transportation deadlines. See Annex 4 – Consumables for full list of consumables for a recent year.
- 5. Specification and maintenance of medical facilities and equipment**
- 5.1 The Stations and ship infrastructure is owned and managed by BAS. However, the specification of the medical facilities and the equipment which is required at each site is for the MSP to identify. The equipment should be appropriate for the environment, the skills set of the deployed doctor and assisting personnel and within the expectations of an injury or condition that could reasonably be treated in this environment. Any scenario beyond the medical capabilities of the installation would usually be managed elsewhere following medical evacuation.
- 5.2 Medical equipment is specified by the MSP but purchased and owned by BAS. Capital items will sit on the BAS capital asset register. While BAS owns the equipment, the MSP is responsible for both the identification and the conducting of maintenance (legal and/or manufacturers recommendation) of the equipment. The MSP is responsible for the identification what equipment they can maintain whilst it is at the station/ship and what maintenance need to be conducted back in the UK. Where equipment is being sent back to the UK for maintenance the MSP must identify and ensure that alternative equipment is available at the station/ship.
- 5.3 Where the medical equipment is required to be sent to manufacturers premises for maintenance, BAS will re-imburse all reasonable and evidenced costs.
- 5.4 The MSP would be expected to feed into station planning and design where new facilities are being constructed or refurbished.
- 5.5 It is the responsibility of the MSP's deployed doctor's to maintain all medical equipment locally at stations and onboard the SDA. The only exception to this is where the equipment has to be returned to the UK for swap out for a replacement in which case it is the MSP's responsibility to identify the relevant spare and to liaise with BAS regarding the logistics of transporting this replacement to the station or SDA.

5.6 Further details on current facilities and equipment is attached in Annex 5.

## **6. Medical lead for emergency response and incident management in the polar regions or on the BAS vessel anywhere in the world**

6.1 The MSP will provide strategic and operational medical leadership in emergency situations and incidents where there is a medical component.

6.2 The MSP will provide an annually reviewed and updated Medical Emergency Response Plan that details 365 24/7 On Call contacts and describes the response procedure. Initial documents will be required within 60 days of the contract award.

6.3 Throughout emergency situations with a medical component, the MSP will:

- liaise directly with the BAS Incident Response Team as well as the deployed doctor(s) as required to provide authoritative medical input into operational decision making
- direct on-site and off-site medical response operations, oversee casualty triage, treatment and evacuation coordination
- coordinate and liaise with third party providers to ensure the safe, efficient, and clinically appropriate transfer of casualties from the incident site to definitive care facilities
- ensure continuity of care ensuring that all relevant medical information, handover documentation, and patient status updates are communicated to receiving healthcare facilities
- Be responsible for providing medical briefs for senior management (BAS/NERC/UKRI)
- lead medical aspects of post-incident debrief and evaluation as appropriate

6.4 The MSP will also:

- establish and maintain liaison arrangements with other National Antarctic Programmes as appropriate. This is in order that we can assist other National Antarctic Programmes if they are experiencing medical situations but also if they can assist us if we have a medical issue requiring external assistance.
- establish and maintain liaison arrangements with tertiary care hospitals in gateway towns or cities (e.g Punta Arenas, Santiago, Stanley)
- actively participate in tabletop and field exercises

6.5 An example emergency/incident is attached at Annex 9.

## **7. Provision of Advice to BAS on All Policy Matters Relating to Health and Medical Services**

The Medical Services Provider (MSP) will act as a strategic advisor to the BAS Director and BAS Management on all matters relating to health and medical policy. This includes both proactive development and responsive guidance across a range of domains. The MSP's responsibilities will include:

### **7.1 Medical Policy Development and Maintenance**

- The MSP is required, in conjunction with BAS management, to be responsible for the ongoing development, review, and maintenance of medical policies.
- The MSP should proactively advise BAS on emerging health risks, policy gaps, and opportunities for improvement in medical governance. This includes contributing via the BAS Director to NBOSAAG (NERC-BAS Operations and Safety Assurance and Advisory Group (NBOSAAG) – UKRI)
- The MSP is responsible for ensuring that existing medical policies are regularly reviewed, updated, and effectively implemented. These currently include:

- Routine medical screening
- Immunisation protocols
- Confidentiality and data protection
- The MSP will also be expected to contribute expert input into new and evolving policy areas, particularly those relevant to remote and extreme environments.

## **7.2 International Representation and Collaboration**

- The medical provider must have the professional standing and authority to be able to represent the British Antarctic Survey and the United Kingdom on health & medical matters at international gatherings. Leadership and influence within international bodies are an essential part of the provider's role.
- From time to time the MSP may be asked to represent BAS and the UK interests on health and medical matters at:
  - The Council of Managers of National Antarctic Programmes (COMNAP);
  - International seminars and conferences or associated activity.
- The MSP will supply specialist advisors or expert advice for international seminars, conferences and networks as requested.

## **8. Represent the UK and actively contribute on medical matters in relevant international forums**

- 8.1 The medical provider must have the professional standing and authority to be able to represent the British Antarctic Survey and the United Kingdom on health & medical matters at international gatherings. Leadership and influence within international bodies are an essential part of the provider's role.
- 8.2 The MSP will be the UK's representative on medical matters related to Antarctic operations ensuring that UK health and safety interests, standards, and policies are appropriately advanced and coordinated internationally.
- 8.3 Specifically, the MSP will actively participate in The Joint Expert Group on Human Biology and Medicine (JEGHBM) within both the Council of Managers of National Antarctic Programmes (COMNAP) and the Scientific Committee on Antarctic Research (SCAR).
- 8.4 The MSP will attend annual COMNAP and SCAR meetings and strengthen UK leadership in Antarctica by actively contributing to international dialogue, data sharing, and development of medical standards, guidelines, and best practices applicable to Antarctic operations. The MSP will present UK expertise, lessons learned and innovations in medical support, telemedicine, casualty evacuation and related topics. The MSP must actively collaborate with other National Antarctic Programmes to strengthen interoperability in medical response, evacuation protocols, and clinical governance.
- 8.5 Through working in JEGHBM the MSP will foster bilateral and multilateral collaborations in biomedical research in Antarctica. Outputs will include:
- keynote speeches, presentations, reports and posters to both COMNAP and SCAR
  - research papers published in relevant peer-reviewed journals
  - briefing materials for BAS senior management or UK government representatives before key international events
- 8.6 When required the MSP will also advise the UK delegation to the Antarctic Treaty Consultative Meeting (ATCM) or related sub-groups on matters of medical policy, preparedness and related topics as directed by the Head of the UK Delegation.

Costs for year 1 of the Contract will be fixed as per the tendered price. Annual cost increases for years two onwards will be subject to a Supplier claim for annual increase, supported with evidence, which shall be limited to the relevant national pay award for the UK NHS, e.g. doctors, nurses, consultants, etc.

UK NHS pay awards are published in the public domain and operate from 1st April each year. For UK NHS pay scales see: <https://www.nhsemployers.org/articles/pay-scales-202526>.

### Key Performance Indicators (KPIs)

The following draft KPIs are proposed for the effective management and tracking of the Supplier's performance:

KPIs will be reviewed with the Supplier prior to contract award to discuss and agree final performance metrics including discussions on Supplier submitted draft KPIs as part of tender return.

| Key Performance Indicator                             | Measure                                                                                                                               | Performance level/Unit of Measurement                   | Period                                       | Escalation Threshold/Impact                                                                                                                                                               |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screening turnaround time                             | Track turnaround time from medical to completion for each screening. To be provided by the MSP.                                       | 90% within 14 calendar days                             | Measured annually at 1 <sup>st</sup> October | If < 90% but $\geq$ 80% then referral to BAS Head of Operations.<br><br>If < 80% then formal Stage 1/remedial plan and escalation to BAS Director of Operations & UKRI Head of Commercial |
| MSP Training – delegate satisfaction                  | Questionnaire completed by delegates undertaking training (average taken from all three training courses). To be provided by the MSP. | 95% rated as good or excellent                          | Measured annually at 1 <sup>st</sup> October | If < 95% but $\geq$ 90% then referral to BAS Head of Operations.<br><br>If < 90% then formal Stage 1/remedial plan and escalation to BAS Director of Operations & UKRI Head of Commercial |
| Proactivity in provision of medical advice and input. | Assessment of advice and input into policy and international forums. BAS responsibility for collation of data.                        | BAS satisfaction on contribution and medical leadership | Measured quarterly                           | Referral to Director of Operations                                                                                                                                                        |

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### **Exit Management Plan**

- i) The Supplier shall supply an Exit Management Plan within 90 days of the Commencement date. This shall include details around staffing, finance, and operational management in the event of termination or partial termination. Partial termination is most likely to be related to ensuring continuity within a seasonal cycle and where there are on-going doctor deployments.
- ii) The Supplier shall agree to work on any handover to a replacement Supplier, with relevant data, reports and management information to be supplied.
- iii) The Supplier shall provide details of how the Supplier will manage an exit from each of the service areas as summarised below:
  - (1) The provision of pre-deployment medical and dental screening.
  - (2) The provision of training for non-medical personnel and the organisation.
  - (3) The provision of healthcare for deployed staff and any relevant TUPE staff transfers.
  - (4) Specification, provision and delivery of medical consumables.
  - (5) Specification and maintenance of medical facilities and equipment.
  - (6) Medical lead for emergency response and incident management.
  - (7) The provision of advice on health and medical services/BAS policies.
  - (8) UK Representation medical matters in relevant international forums.
- iv) The Exit Management Plan shall include the handover of medical and service related data, documentation required for the continuation of the Services (including but not limited to risk and method statements), including information held electronically where reasonably required.
- v) At the request of UKRI the Supplier will attend meetings or workshops with BAS and/or BAS and a new Supplier to agree the day-to-day transition of the service (if required) prior to the end of the Contract.
- vi) The Exit Management Plan will be reviewed by the Supplier and UKRI on at least an annual basis to ensure that it remains fit for purpose.

### **Incident Response and Business Disaster Recovery Plan**

- i) Whilst it is recognised that the Supplier is reliant on UKRI for the logistic arrangements associated with many of the Services, the Supplier, will take all necessary steps to ensure that there is no operational disruption to the Services.
- ii) UKRI, NERC and BAS operate business continuity, disaster recovery and incident response plans and processes to ensure continuity of service and risk mitigation. The Supplier will work with BAS to develop and agree joint incident response plans and agree business disaster recovery plans relevant to the Services for both the deployed areas and the Supplier's premises.

- iii) The Supplier shall work with BAS to agree joint incident response plans and agree business disaster recovery plans within 90 days of the Commencement date.
- iv) The joint incident response plan and the business disaster recovery plan will be discussed with the Supplier prior to Contract signature.
- v) The Supplier shall include within their business disaster recovery plan such mitigations that maintain the Services as summarised are not negatively impacted provide details of how the Supplier will manage an exit from each of the service areas as summarised below:
  - (1) The provision of pre-deployment medical and dental screening.
  - (2) The provision of training for non-medical personnel and the organisation.
  - (3) The provision of healthcare for deployed staff and any relevant TUPE staff transfers.
  - (4) Specification, provision and delivery of medical consumables.
  - (5) Specification and maintenance of medical facilities and equipment.
  - (6) Medical lead for emergency response and incident management.
  - (7) The provision of advice on health and medical services/BAS policies.
  - (8) UK Representation medical matters in relevant international forums.
- vi) The Supplier shall participate fully in the testing and operation of emergency response procedures at BAS stations and on vessels.
- vii) The Supplier shall contribute from the medical perspective on any changes to BAS:
  - (1) incident response plans.
  - (2) business continuity plans.
  - (3) business disaster recovery plans.
- viii) The joint incident response plans and business disaster recovery plans will be reviewed by the Supplier and UKRI on at least an annual basis to ensure that they remains fit for purpose.

## 6. Timetable

Mobilisation of all services for effective commencement of service delivery is an essential requirement for 1st October 2026.

Each of the service strands 1-8 as detailed in Section 6 of the specification are to be completed across each year of the contract. See Annex 1 Annual cycles of the MSP for further information.

Payments will be made quarterly in arrears for services & supplies satisfactorily supplied.

The Contract duration shall be for a period of 4 years with optional extensions of 1 + 1 year period from commencement of the Contract.

### **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. The Contracting Authority will not accept any variation to any accepted terms and conditions by any Bidder once the closing date and time for clarifications and the closing date and time for bid submissions has passed. Any failure to rescind modified terms and conditions sent in, will result in the award decision reverting to the second placed Bidder(s) and the original award decision reversed, with the original Bidder award decision bid being excluded from consideration on grounds of false statements made in the bid received, resulting in a non-compliant bid having failed a Mandatory pass / Fail question.

### **Debarment**

The Contracting Authority will consult the Governments Debarment list in regard to its relevance to your bid(s) submission, under the procurement Regulations that apply to this procurement. This consultation may result in your bid submission failing to be considered further and your bid(s) being excluded from further consideration under this procurement, dependent upon the nature of the Contracting Authorities findings. By participating in this procurement opportunity and submitting a bid submission, all Bidders who are successful in being awarded a contract(s) agree that they shall be naturally obliged during the award stage, prior to contract signature, to advise the Contracting Authority immediately if any circumstances surrounding the award decision change, in consideration of this requirement.

### **Conditions of Participation – PSQ 18**

The relevant experience and contract examples provided must demonstrate you have proven expertise of supporting remote working in isolated environments & polar regions where both medivac has been completed and where medivac and external intervention may be delayed for several weeks.

### **Conflicts of Interest (Col)**

The Contracting Authority and UKSBS take the matter of Col very seriously as part of its procurement due process life cycle, not only its own staff and third parties associated with this procurement, but also with those Bidders competing. The Contracting Authority will manage and monitor Col throughout this procurement lifecycle, so as due process is compliantly undertaken and will address and suitably manage any Col, as and when these are identified.

### **Capability and Capacity to undertake the procurement**

The Contracting Authority will only allocate suitably qualified and experienced staff to undertake this procurement, based upon the complexity and the value of this procurement opportunity. All procurements follow standard operating procedures and policies as well as peer and line manager reviews (as applicable) as part of the procurement lifecycle.

**Bid submissions and interfaces between the CDP and E-Sourcing platform (unique identifier information)**

The Contracting Authority require all Bidders (and as applicable other parts of the Bidders organisation see Bidder guidance) who wish to be considered for this opportunity to have registered on the CDP, so as the Contracting Authority can utilise the unique identification number and the content that is required by the Contracting Authority to undertake its evaluation of all bids received. This not only treats all Bidders equally but also aligns to the Governments “tell us once” approach so as to reduce the burden on Bidders in regard to each opportunity that arises. If the CDP is down and would prevent any Bidder from uploading its information in good time before the closing date and time for receipt of bids and the CDP cannot guarantee that this will be functional before the closing time and date, then the Contracting Authority will provide the necessary documentation to the Bidder upon request so as these can be received either via the E-sourcing platform as an attachment or an alternative email based way of submission. Please ensure that you contact the Contracting Authority immediately if this situation arises, if the CDP is anticipated to impact on your ability to make a submission and please do ensure that you allow the Contracting Authority a sufficiency of time to be able to provision this information. Please note that the Contracting Authority will be unable to accept any submission in regard to this area, that is provided for reasons other than is clearly stated above.

## Section 5 – Evaluation model

### 5.1. Introduction

- 5.1.1. The evaluation process will be conducted to ensure that Bids are evaluated fairly to ascertain which Bidders can demonstrate the required legal and financial capacity and the technical skills and if appropriate, experience to ensure the successful performance of the Contract.
- 5.1.2. The evaluation team may comprise staff from UKSBS and the Contracting Authority, and any specific external stakeholders or third parties that the Contracting Authority deem required.

### 5.2. Evaluation of Bids

- 5.2.1 Evaluation of Bids shall be based on a Conditions of Participation questionnaire held by self-certified Bidder inputs on the CDP as well as within this procurement documentation including additional questionnaire questions (as applicable) plus the Award criteria as clearly defined in the e-sourcing tool and procurement documentation.

Bidders should note that the responsibility of the accuracy of any bid submission and associated information that is presented to the Contracting Authority, as part of the Conditions of Participation questionnaire via the CDP and as submitted against specific questions, relevant and proportionate to the procurement documentation via the eSourcing Portal including Award based submissions, shall remain the sole responsibility of the Bidder(s) to ensure that this reflects and satisfies the requirements of the procurement documentation, when received by the Contracting Authority in order to carry out the due process of evaluation. For absolute clarity should a failing by any Bidder be as result of the information being incorrect, incomplete, inaccurate, false and or misleading as received after the closing date and time, then the Contracting Authority shall be under no obligation to clarify this, and this may result in any Bidder being excluded from any award under this procurement opportunity dependent upon the specific subject matter.

- 5.2.2 If the Contracting Authority find that any Bidders proposed bid that has a reliance on other parties being a Connected or an Associated Person that results in a failed condition of bidding this opportunity, then the following conditions of participation will apply as part of the proper conduct of the procurement and is accepted by a condition of bidding this procurement opportunity by any and all bidders:

(1) if the bidder has proposed a connected person e.g. director, shadow director, persons with significant control, or the right to exercise significant control over the bidder and they are on the debarment list or fail a mandatory exclusion ground then the bidder will be considered by the Contracting Authority to understand if the grounds define the bid submission to be excludable. If the grounds are considered and deemed to be unacceptable to the Contracting Authority, this will result in the bid submission being excluded and will be formally advised as such. For clarity the Contracting Authority is under no regulatory obligation, to permit any bidder to provide a replacement connected person before exclusion.

(2) if the bidder has proposed a connected person e.g. director, shadow director, persons with significant control, or the right to exercise significant control over the bidder and they are found to be failing a discretionary exclusion ground, then the

Contracting Authority will review, bone fide evidence in regard to self-cleaning, dependent upon the grounds identified. If the grounds for self-cleaning are not to the absolute satisfaction of the Contracting Authority provided within 7 days from a formal request to do so, and that circumstances giving rise to the exclusion ground are continuing or likely to occur again, and any remoteness tests are inadequate then this will result in exclusion from this procurement opportunity. For clarity the Contracting Authority is under no regulatory obligation, to permit any bidder to provide a replacement connected person before exclusion.

Note: A bidder may be considered as an excluded or excludable bidder by virtue of a connected person of a subcontractor.

(3) if the bidder has proposed an associated person or subcontractor and they are on the debarment list or fail a mandatory exclusion ground, then the bidder will be required to provide an alternative, this replacement must be provided within 7 days from a formal request to do so via the Contracting Authority. If any bidder fails to provide an alternative, cannot provide a replacement or refuses to provide a replacement, or provides anything other than has been advised above, then this will result in exclusion from this procurement opportunity. Bidders will only be permitted to provide a replacement once.

(4) if the bidder has proposed an associated person or subcontractor and they are found to be failing a discretionary exclusion ground, then the Contracting Authority will require the bidder to provide bone fide evidence in regard to self-cleaning, dependent upon the grounds identified. If the grounds for self-cleaning are not to the absolute satisfaction of the Contracting Authority provided within 7 days from a formal request to do so, then this will result in exclusion from this procurement opportunity, if the bidder does not provide when requested to do so, a replacement above in (3). If any replacement is found to also fail any excludable grounds, then the bidder shall be excluded.

If the associated person or subcontractor above in (3) is requested by the Contracting Authority to be replaced, will then be subject to the specific non-commercial criteria, as was clearly articulated within the evaluation criteria within these procurement documents. **Note:** The Contracting Authority will not permit any changes or revisions to the original bid submission, other than to reflect the replacement associated person or subcontractor aspect, under no circumstances shall this effect or modify the original commercial price that was provided in the original submission.

Any Bidder failing to provide evidence of bone fide self-cleaning to the absolute satisfaction of the Contracting Authority within the above reasonable and proportionate time set, including any replacements by the Contracting Authority, will result in a bid submission failing to be considered further and your bid(s) being excluded from further consideration under this procurement.

- 5.2.3 The Contracting Authority hereby reserve the right regulatory to not enter into any Contract with any Bidder that has an organisation in its bid submission, that is on the Government Debarment list. Please ensure that your organisation and any other organisation you are bidding with are not on the Debarment list before submitting a bid for this procurement opportunity, by completing the information required on the CDP.

### 5.3. CONDITIONS OF PARTICIPATION QUESTIONNAIRE

- 5.3.1. The Conditions of Participation Questionnaire shall be marked against the following Conditions of Participation pass / fail and scoring criteria.

In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, that cannot be regulatorily rectified e.g. a subcontractor being replaced, or not providing to the absolute discretion of the Contracting Authority any bone fide evidence in regards to self-cleaning, that any Bidder provided in its bid or potentially under formal clarification, then the Contracting Authority reserves the right to exclude the Bidder from further consideration and will only provide an assessment summary to the extent that the tender was assessed against the criteria before it was identified as failing to meet this requirement. The Contracting Authority will not be providing full assessment summaries in these instances but will discharge the balance of its regulatory obligations under this procurement opportunity.

| Conditions of Participation Pass/fail criteria via the Central Government Digital Platform (CDP)                                           |          |                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluation Envelope                                                                                                                        | Q No.    | Question subject                                                                                                                                                                                                                                                                                                   |
| <b>Procurement Specific Questionnaire: Potential Supplier Information</b>                                                                  |          |                                                                                                                                                                                                                                                                                                                    |
| <b>Qualification Questionnaire Part 2: Exclusion Grounds</b>                                                                               |          |                                                                                                                                                                                                                                                                                                                    |
| Part 1, 2 and 3                                                                                                                            | CDP      | Main Bidder details / Consortia / SPV / Partnerships / PSC / Subcontractors / Associated and Connected persons that create the organisational make-up of the Bidder Mandatory and Discretionary grounds for exclusion and debarment information as provided within the Central Governments Digital Platform (CDP). |
| <b>Qualification Questionnaire Part 3: Conditions of Participation Questions (General and Project Specific via the eSourcing Platform)</b> |          |                                                                                                                                                                                                                                                                                                                    |
| Part 1                                                                                                                                     | PSQ_1    | Organisation Name                                                                                                                                                                                                                                                                                                  |
| Part 1                                                                                                                                     | PSQ_2    | CDP / Unique identifier number                                                                                                                                                                                                                                                                                     |
| Part 1                                                                                                                                     | PSQ_3    | Bidding status                                                                                                                                                                                                                                                                                                     |
| Part 1                                                                                                                                     | PSQ_5    | Debarment List                                                                                                                                                                                                                                                                                                     |
| Part 1                                                                                                                                     | PSQ_6    | CDP Download Submission                                                                                                                                                                                                                                                                                            |
| Part 2A                                                                                                                                    | PSQ_7    | Associated Persons Conditions of Participation Reliance                                                                                                                                                                                                                                                            |
| Part 2B                                                                                                                                    | PSQ_11   | List of Intended Sub-Contractors                                                                                                                                                                                                                                                                                   |
| Part 3A                                                                                                                                    | PSQ_13   | Financial Capacity Conditions of Participation                                                                                                                                                                                                                                                                     |
| Part 3A                                                                                                                                    | PSQ_14   | Supplier Guarantor                                                                                                                                                                                                                                                                                                 |
| Part 3A                                                                                                                                    | PSQ_15   | Insurance                                                                                                                                                                                                                                                                                                          |
| Part 3A                                                                                                                                    | PSQ_15.1 | Insurance in Place                                                                                                                                                                                                                                                                                                 |
| Part 3A                                                                                                                                    | PSQ_16   | Legal capacity                                                                                                                                                                                                                                                                                                     |
| Part 3A                                                                                                                                    | PSQ_17   | Data Protection                                                                                                                                                                                                                                                                                                    |
| Part 3A                                                                                                                                    | PSQ_18   | Relevant experience and contract examples                                                                                                                                                                                                                                                                          |
| Part 3A                                                                                                                                    | PSQ_19   | Experience of sub-Contractor management                                                                                                                                                                                                                                                                            |
| Part 3A                                                                                                                                    | PSQ_20   | Organisational Standards                                                                                                                                                                                                                                                                                           |
| Part 3A                                                                                                                                    | PSQ_21   | Health and Safety                                                                                                                                                                                                                                                                                                  |
| Part 3B                                                                                                                                    | PSQ_30   | Modern Slavery Statement                                                                                                                                                                                                                                                                                           |

|         |                                                                                                                                                                                                                                                                                                                                                                 |                                                                      |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Part 3B | PSQ_32                                                                                                                                                                                                                                                                                                                                                          | Confirmations                                                        |
| Part 4  | SEL1.10                                                                                                                                                                                                                                                                                                                                                         | Information Security                                                 |
| Part 4  | SEL1.11-1.13                                                                                                                                                                                                                                                                                                                                                    | System acquisition and information security requirements             |
| Part 4  | SEL2.12                                                                                                                                                                                                                                                                                                                                                         | UK General Data Protection Regulation                                |
| Part 4  | SEL2.19                                                                                                                                                                                                                                                                                                                                                         | Contracts with suppliers from Russia or Belarus                      |
| Part 4  | SEL2.20                                                                                                                                                                                                                                                                                                                                                         | Non-UK or Non-Treaty state suppliers and subcontracting arrangements |
| Part 4  | SEL2.21                                                                                                                                                                                                                                                                                                                                                         | Subcontracting UK or Treaty based suppliers                          |
| Part 4  | FOI1.1 – 1.2                                                                                                                                                                                                                                                                                                                                                    | Freedom of Information / EIR / Supplier Assessment Summaries         |
| Part 4  | DEC1.1                                                                                                                                                                                                                                                                                                                                                          | Declaration                                                          |
|         | In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to Exclude the Bidder and not consider evaluation of the any of the Conditions of Participation questionnaire stage scoring methodology, nor the Award stage scoring methodology or Mandatory Pass / Fail criteria. |                                                                      |

- 5.3.2. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.
- 5.3.3. The evaluation model below shall be used for this RFP which will be determined to two decimal places.
- 5.3.4. Questions marked 'for information only' do not contribute to the scoring model unless otherwise advised in bidder guidance e.g. AW5.2 of the RFP Questions document
- 5.3.5. During the evaluation stage, only Bidders who achieve a Pass for all the Mandatory and Discretionary requirements of the Conditions of Participation questionnaire e.g. Excluded or Excludable and PSC (notwithstanding any Debarment status) within the RFP as well as procurement specific questions, will be considered for a contract award. A failure to meet the Conditions of Participation questionnaire requirements depending upon the nature and any such available resolution of the failure, may result in exclusion from the procurement opportunity.

#### 5.4. AWARD questionnaire

- 5.4.1. The award questionnaire shall be marked against the following Mandatory or discretionary pass / fail criteria. Each Mandatory pass / fail question includes a clear definition of the requirements of a successful response to the question.

| Award Pass / Fail criteria |         |                                                             |
|----------------------------|---------|-------------------------------------------------------------|
| Evaluation Envelope        | Q No.   | Question subject                                            |
| Part 5                     | AW1.1   | Form of Bid                                                 |
| Part 5                     | AW1.2   | Bid validity period                                         |
| Part 5                     | AW1.3   | Certificate of bona fide Bid                                |
| Part 5                     | AW3.2   | Conflict of Interest Declaration                            |
| Part 5                     | AW3.2.1 | Conflict of Interest Declaration and Supporting Information |
| Part 5                     | AW4.1   | Compliance to the Contract Terms and Conditions             |

|                                                                                                                                                                                                                                                                                                                                                                 |         |                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------|
| Part 5                                                                                                                                                                                                                                                                                                                                                          | AW4.2   | Changes to Contract Terms                                                    |
| Part 5                                                                                                                                                                                                                                                                                                                                                          | AW4.3   | TUPE Obligations                                                             |
| Part 5                                                                                                                                                                                                                                                                                                                                                          | AW6.1   | Compliance to Specification                                                  |
| Technical                                                                                                                                                                                                                                                                                                                                                       | AI1.1   | Artificial Intelligence                                                      |
| Commercial                                                                                                                                                                                                                                                                                                                                                      | AW5.3   | Firm and Fixed Price                                                         |
| Commercial                                                                                                                                                                                                                                                                                                                                                      | AW5.4   | Maximum Budget                                                               |
| Commercial                                                                                                                                                                                                                                                                                                                                                      | AW5.5   | E Invoicing                                                                  |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.1 | Remote Working                                                               |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.2 | GMC Registered                                                               |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.3 | Standards of Training Certification a Watchkeeping                           |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.4 | Personal Survival Training                                                   |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.5 | Screening Process                                                            |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.6 | Expertise/Training                                                           |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.7 | Medical History                                                              |
| Technical                                                                                                                                                                                                                                                                                                                                                       | PROJ1.8 | Procure Controlled Drugs/Medicines                                           |
| -                                                                                                                                                                                                                                                                                                                                                               | -       | Request for Proposal response – received on time within the 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 exclude the Bidder and not consider evaluation of the any of the Conditions of Participation questionnaire stage scoring methodology, nor the Award stage scoring methodology or Mandatory pass / fail criteria. |         |                                                                              |

- 5.4.2. The Award stage of due process shall be marked against the following Award criteria to establish the Most Advantageous Tender(s) (MAT).
- 5.4.3. The evaluation model below shall be used for this RFP which will be determined to two decimal places.
- 5.4.4. Any questions marked 'for information only' do not contribute to the scoring model unless otherwise advised in bidder guidance e.g. AW5.2 of the RFP Questions document.
- 5.4.5. Do not exceed the page limits specified within each of the Non-Commercial criteria, any additional content provided beyond the specified page limit will not be considered or scored during the evaluation process. Where Bidders include a cover page and/or annex, this will be taken into consideration within the page limit and therefore this is discouraged. Where a Non-Commercial criterion requires an additional attachment such as an organogram or risk register, Bidders are to note the eSourcing Portal only permits 1 document upload per question therefore Bidders must attach their response as a Zip folder.

## Award 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 RFP. The Contracting Authority considers these weightings to be in line with existing best practice for a procurement opportunity of this type.

| Evaluation Envelope | Q No.    | Question subject                        | Maximum Marks |           |
|---------------------|----------|-----------------------------------------|---------------|-----------|
|                     |          |                                         | Overall       | Breakdown |
| Commercial          | AW5.1    | Price                                   | 25%           | 25%       |
| Technical           | PROJ1.10 | Medical and Dental Screening            | 75%           | 10%       |
| Technical           | PROJ1.11 | Training                                |               | 10%       |
| Technical           | PROJ1.12 | Healthcare Provision                    |               | 8%        |
| Technical           | PROJ1.13 | Medical Consumables                     |               | 6%        |
| Technical           | PROJ1.14 | Medical Facilities and Equipment        |               | 3%        |
| Technical           | PROJ1.15 | Emergency Responses Incident Management |               | 10%       |
| Technical           | PROJ1.16 | Advice and Guidance                     |               | 3%        |
| Technical           | PROJ1.17 | International Forums                    |               | 7%        |
| Technical           | PROJ1.18 | Mobilisation Plan                       |               | 8%        |
| Technical           | SV1.1    | Social Value                            |               | 10%       |

## Award Evaluation of criteria

### Non-Commercial Elements

#### Minimum Technical Score

Question PROJ1.10 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.10 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.11 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.11 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.12 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.12 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.13 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.13 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.14 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.14 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.15 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.15 will not proceed to Commercial, nor will the remaining elements of the technical

response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.16 is subject to a minimum score of 40. Any Bidder not scoring 40 or above on PROJ1.16 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.17 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.17 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Question PROJ1.18 is subject to a minimum score of 60. Any Bidder not scoring 60 or above on PROJ1.18 will not proceed to Commercial, nor will the remaining elements of the technical response be scored. Meaning your organisation will not be considered for appointment as part of this Procurement process.

Each question will be evaluated 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. 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  $(60+60+40+40) \div 4 = 50$

Once the above evaluation process has been undertaken and the scores are apportioned by evaluator(s) this will then be subject to an independent commercial review and moderation meeting, if required by the commercial lead, any and all changes will be formally recorded relative to the regulatory obligations associated with this procurement, so as to ensure that the procurement has been undertaken in a robust and transparent way.

**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.

The scores achieved for the Non-Commercial and Commercial Criteria will be combined to give a Bidders total score and ranking.

### Award criteria in the event of a tied place for an award decision

If as a result of the application of the aforementioned scored criteria applicable to Commercial and Non-Commercial has been undertaken and suitable consensus, moderation and due diligence (as appropriate and stated) has been undertaken and has occurred to ratify this position, then results in a tied place re more than one Bidder has attained a total score that is equal to another Bidder under this procurement procedures due process, then the Contracting Authority shall make an award decision on the basis of the Bidder who provided a bid that attained the highest score under Non Commercial criteria. as this aligns to the PA2023 and its associated regulations that are applicable to this procurement, in order to achieve the Most Advantageous Tender award decision.

For example:

Bidder A scores 12.50 for Commercial and 45.00 for Non-commercial

Bidder B scores 15.10 for Commercial and 42.40 for Non-commercial

The result is a tied place at score of 57.50 for both Bidders A&B

The Contracting Authority therefore will make an award decision based upon the Bidder who score the highest on under Non-Commercial criteria in a tied place, as per the example above being that the contract award, is made in the favour of Bidder A who is awarded the Contract(s).

This evaluation criteria will therefore not be subject to any averaging.

## Commercially Sensitive Bidder Content – Assessment Summaries

### Commercial information provided as part of the bidding process

Notwithstanding the Contracting Authorities obligations to comply with the Freedom of Information Act (FOI) and the request for a confirmation of the same as part of your bid submission, contained within this procurement. The Contracting Authority is regulatorily obliged when issuing assessment summaries to issue a copy of the winning Bidders assessment summary to the unsuccessful Bidder(s), along with their own assessment summary as part of due process. Bidders should therefore ensure that they duly highlight this in the FOI exemption form, any and all areas of its bid that any Bidder deems to be commercially sensitive. Bidders shall clearly articulate what is sensitive and provide a commentary and justification for this not to be released, such as grounds that could or would prejudice the legitimate commercial interest of an individual Bidder e.g. a trade secret or unique selling points that would prejudice the Bidders unique system or delivery approach that may contain copyright and or prejudice fair competition between Bidders e.g. future mini competitions under a framework or similar procurement opportunities in the future.

Bidders should note that any claim for blanket confidentiality is naturally discouraged and cannot be accepted by the Contracting Authority, any uncertainties in regard to this area must be formally clarified during the clarification period.

### Bidders are to note

For absolute clarity if no areas of the bid are highlighted or justified as commercially sensitive as required above, then this will be accepted and understood by the Contracting Authority that the Bidder does not have any commercially sensitive information in its bid and authorises the Contracting Authority to incorporate this information, as relevant to any assessment summary feedback obligations that have to be discharged as part of due process.

## 5.5. Evaluation process

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

| Stage               | Summary of activity                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Receipt and Opening | <ul style="list-style-type: none"> <li>RFP logged upon opening in alignment with UKSBS's procurement procedures in the eSourcing Portal.</li> <li>Any RFP Bid received after the closing date will be rejected unless circumstances attributed to UKSBS, the Contracting Authority or the eSourcing Portal beyond the Bidders control are responsible for late submission.</li> </ul> |
| Compliance check    | <ul style="list-style-type: none"> <li>Check debarment question and debarment list for all Bidders, Subcontractors, PSC.</li> </ul>                                                                                                                                                                                                                                                   |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | <ul style="list-style-type: none"> <li>• Check all Mandatory / Discretionary grounds and other such requirements are acceptable to the Contracting Authority.</li> <li>• Check compliance with the Conditions of participation both via unique identifier number on the CDP and in the Bidders submission.</li> <li>• Bids maybe subject to clarification by the Contracting Authority or subject to exclusion and rejection of the Bid, dependent upon the extent or severity of the noncompliance identified and on a case-by-case basis so as to maintain the proper conduct and impartiality of the procurement.</li> </ul>                                                                                                                                                                                                                                                                      |
| Conflicts of Interests                                      | <ul style="list-style-type: none"> <li>• The Evaluation team members will have Col re visited by UKSBS prior to being given access to the bids received in the eSourcing Portal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Scoring of the Bid                                          | <ul style="list-style-type: none"> <li>• The Evaluation team members will each independently score the Bid(s) and will provide a thorough commentary, of their scoring justification against the specific criteria.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Clarifications                                              | <ul style="list-style-type: none"> <li>• The Evaluation team may possibly require written clarifications to be issued to Bidders submissions, in order to ensure the proper conduct of the evaluation.</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 based upon the formal clarifications and provide a commentary of their re-scoring justification against the Conditions of Participation questionnaire and Award criteria.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Moderation meeting (if required to reach an award decision) | <ul style="list-style-type: none"> <li>• To review the scoring outcomes of the Commercial / Non-commercial evaluation.</li> <li>• To agree final scoring for each Bid, relative rankings of the Bids</li> <li>• To ensure that equal treatment of all bids has been done with impartiality.</li> <li>• To confirm contents of the Assessment Summaries to provide details of scoring and feedback on the unsuccessful Bidders response in comparison with the successful Bidders Assessment Summary suitably redacted, whilst confirming the winning bidders Assessment Summary content</li> </ul>                                                                                                                                                                                                                                                                                                   |
| Due diligence of the Bid                                    | <ul style="list-style-type: none"> <li>• The Contracting Authority may (as applicable) request the following from Bidders once initial and perceived award decisions have been made. <ul style="list-style-type: none"> <li>○ Confirmation by the Bidder via an insurance provider that cover documents can be in place at the time of contract signature by the Bidder</li> <li>○ Request for bone fide email / physical evidence of documents / accreditations referenced in the Request for Proposal response Bid and or Clarifications from the Bidder</li> <li>○ Taking up of Bidder references from the Bidders previous contracted parties</li> <li>○ Confirmation that the Col statement made remains valid.</li> <li>○ Confirmation that the Debarment / PSC statement remains valid.</li> <li>○ Financial Credit check for the Bidder (usually undertaken by UKSBS)</li> </ul> </li> </ul> |
| Validation of unsuccessful Bidders                          | <ul style="list-style-type: none"> <li>• To undertake a feedback validation of the Bidder Assessment Summaries for the unsuccessful Bidders bid and the successful Bidders Assessment Summary content to be provided.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                        |                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Issuing of Bidder Assessment Summaries | <ul style="list-style-type: none"> <li>The issue of the Supplier / Unsuccessful Bidder Assessment Summaries, so as to advise all bidders of the outcome of the procurement and to start the regulatory standstill period. The Contracting Authority will also be publishing a Contract Award Notice on the CDP.</li> </ul> |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Section 6 – Evaluation Response Questionnaires

**PLEASE NOTE THE QUESTIONS MAY NOT BE NUMBERED SEQUENTIALLY**

### 6.1. Technical and Commercial Questionnaire

6.2.1 Bidders should note that the procurement specific Technical and Commercial Questionnaire is located within the **eSourcing Portal**.

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

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

**PLEASE NOTE THE QUESTIONS MAY NOT NECESSARILY BE NUMBERED SEQUENTIALLY IF QUESTIONS NOT SPECIFIC TO THE PROCUREMENT ARE REMOVED FROM THE STANDARD OPEN PROCEDURE TEMPLATE**

## Section 7 – General information

### 7.1. Introduction

- 7.1.1. The Contracting Authority wishes to establish a Contract(s) for the provision of Medical Provision for British Antarctic Survey. The Contracting Authority is managing this procurement process in accordance with the Procurement Act 2023 and the Procurement Regulations 2024 applicable to this procurement procedure (as may be amended from time to time) (the “Regulations”). This is a Services Contract(s) being procured under the Open Procedure.
- 7.1.2. The Contracting Authority is procuring the Contract for its exclusive use.
- 7.1.3. UKSBS and the Contracting Authority logo, trademarks and other identifying marks are proprietary and may not be incorporated in the Companies response without the Contracting Authority’s written permission.
- 7.1.4. The Bidder shall indemnify and keep indemnified UKSBS and the Contracting Authority against all actions, claims, demands, proceedings, damages, costs, losses, charges, and expenses whatsoever in respect of any breach by the Bidder(s) of this document.
- 7.1.5. If there is any doubt with regard to any perceived ambiguity of any question or content contained in this questionnaire / procurement documentation, in regard to what is being requested, then PLEASE ASK a formal clarification question, but please ensure that your question is via the formal clarification process in writing to the UKSBS representative nominated. No approach of any kind in connection with this opportunity should be made to any other person within or associated with UKSBS or the Contracting Authority. All information secured outside of this named

contact shall have no legal standing or worth and should not be relied upon when preparing or submitting any bid(s).

- 7.1.6. It remains the responsibility of all Bidders to keep UKSBS and the Contracting Authority suitably and promptly informed of any matter that may affect continued consideration and evaluation of your bid submission(s) during the evaluation stage up to the contract award signing stage e.g. any Debarment ground status, mandatory or discretionary grounds including any proposed parties, PSC, subcontractors(as applicable) or changes that may impact the proper conduct of the Contracting Authorities evaluation of all bids(s) received.
- 7.1.7. Prior to commencing formal evaluation, Submitted Responses will be checked to ensure that Bidders at that time are not on the Governments debarment list, this includes e.g.PSC etc. within the parameters of the bid submission. This will then lead onto the bids full compliance with the Pass / Fail criteria within the Evaluation model. Non-compliant Submitted Responses may be excluded for consideration of award dependent upon the factors that are established by the Contracting Authority. Submitted Responses which are deemed by the Contracting Authority to be fully compliant will proceed to evaluation. These will be evaluated using the criteria and scores detailed in the matrix set out in [Section 5](#).
- 7.1.8. Whilst it is the Contracting Authority's intention to purchase the majority of its Services under this Contract Arrangement from the Supplier(s) appointed this does not confer any exclusivity on the appointed Suppliers. The Contracting Authority reserve the right to purchase any Services and services (including those similar to the Services covered by this procurement) from any Supplier outside of this Contract.
- 7.1.9. The Contracting Authority reserves the right not to conclude a Contract as a result of the current procurement process. Bidders should review the contents of Section 7 paragraph 7.8.1 when considering submitting their Response.
- 7.1.10. The Services covered by this procurement exercise have NOT been sub-divided into Lots.
- 7.1.11. The Contracting Authority shall utilise the eSourcing Portal available at <https://beisgroup.ukp.app.jaggaer.com/> to conduct this procurement. There will be no electronic auction following the conclusion of the evaluation of the Request for Proposal (RFP) responses. Bidders will be specifically advised where attachments are permissible to support a question response within the eSourcing Portal.

All enquiries with respect to access to the eSourcing Portal and problems with functionality within the portal must be submitted to eSourcing Portal Helpdesk

**Phone** 08000 698 632

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

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

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

- 7.1.12. Please utilise the messaging system within the eSourcing Portal located at <https://beisgroup.ukp.app.jaggaer.com/> within the timescales detailed in [Section 3](#). If you have any doubt as to what is required or will have difficulty in providing the information requested. Bidders should note that any requests for clarifications may not

be considered by the Contracting Authority if they are not articulated by the Bidder within the discussion forum within the eSourcing Portal.

- 7.1.13. Bidders should that they read this document, and all attachment, messages and the response envelopes located within the eSourcing Portal carefully before completing the Response submission. Failure to comply with any of these instructions for completion and submission of the Submitted Response may result in the rejection and exclusion of the bid Response. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the Services] and contractual obligations. These instructions constitute the Conditions of Participation and Conditions of Response. Participation in the RFP process automatically signals that the Bidder accepts these Conditions as part of the bidding process.
- 7.1.14. All material issued in connection with this RFP shall remain the property of the Contracting Authority and shall be used only for the purpose of this procurement. All Due Diligence Information shall be either returned to the Contracting Authority or securely destroyed by the Bidder (at the Contracting Authority's option) at the conclusion of the procurement.
- 7.1.15. The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abide by the terms of these instructions and the Conditions of Participation and Conditions of Response.
- 7.1.16. The Bidder shall not make contact with any other employee, agent or consultant of UKSBS or the Contracting Authority or Customer who are in any way connected with this procurement during the period of this procurement, unless formally instructed otherwise by the Contracting Authority.
- 7.1.17. The Contracting Authority shall not be committed to any course of action as a result of:
  - 7.1.17.1. issuing this RFP or any invitation to participate in this procurement ;
  - 7.1.17.2. an invitation to submit any Response in respect of this procurement;
  - 7.1.17.3. communicating with a Bidder or a Bidder's representatives or agents in respect of this procurement; or
  - 7.1.17.4. any other communication between UKSBS or the Contracting Authority (whether directly or by its agents or representatives) and any other party.
- 7.1.18. Bidders shall accept and acknowledge that by issuing this RFP the Contracting Authority shall not be bound to accept any Response and reserves the right not to conclude a Contract for some or all the Services for which Responses are invited.
- 7.1.19. The Contracting Authority reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement. The Contracting Authority will suitably discharge its notices obligations in regard to any changes or Termination.
- 7.1.20. Bidders should not include in the Response any extraneous information which has not been specifically requested in the RFP including, for example, any sales literature, standard terms of trading etc. Any such information not requested but provided by the Bidder shall not be considered by the Contracting Authority, as part of its evaluation or scores apportioned.
- 7.1.21. If the Bidder is a consortium, the following information must be provided: full details of the consortium; and the information sought in this RFP in respect of each of the

consortium's constituent members as part of a single composite response. Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as indicated in the relevant section of the Conditions of Participation questionnaire SEL1.9 specifically refers. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided as indicated in the relevant section of the RFP. However, please note the Contracting Authority reserves the right to require a successful consortium to form a single legal entity in accordance with the Regulations applicable to this procurement opportunity. The Contracting Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Contracting Authority so that it can make a further assessment by applying the Conditions of Participation questionnaire criteria to the new information provided and consider rejection of the Response if the Contracting Authority reasonably consider the change to have a material impact of the delivery of the viability of the Response.

## **7.2. Bidder conference**

- 7.2.1. A Bidders' Conference will not be held in conjunction with this procurement.

## **7.3. Confidentiality**

- 7.3.1. Subject to the exceptions referred to in paragraph 7.3.2, the contents of this RFP are being made available by the Contracting Authority on condition that:
- 7.3.1.1. Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
  - 7.3.1.2. Bidders shall not disclose, copy, reproduce, distribute, or pass any of the Information to any other person at any time or allow any of these things to happen;
  - 7.3.1.3. Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Response; and
  - 7.3.1.4. Bidders shall not undertake any publicity activity within any section of the media in relation to this procurement
- 7.3.2. Bidders may disclose, distribute, or pass any of the Information to the Bidder's advisers, sub-contractors or to another person provided that either:
- 7.3.2.1. This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
  - 7.3.2.2. The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or
  - 7.3.2.3. The Bidder is legally required to make such a disclosure
  - 7.3.2.4. Any such disclosure if the procedure is run under the requirement of a Non-Disclosure Agreement or Contract, shall not be undertaken until such time as the recipient has signed and agreed to this same obligation and terms.
- 7.3.3. In paragraphs 7.3.1 and 7.3.2 above the term 'person' includes but is not limited to any person, firm, body, or association, corporate or incorporate.

- 7.3.4. UKSBS and the Contracting Authority may disclose detailed information relating to Responses to its employees, agents or advisers and they may make any of the Contract documents available for private inspection by its officers, employees, agents, or advisers. UKSBS and the Contracting Authority also reserve the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Response (unless there is a requirement for disclosure as explained in paragraphs 7.4.1 to 7.4.3 below).
- 7.3.5. 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. Subject to section 7.4 below, the information will not be disclosed outside Government. Bidders taking part in this RFP consent to these terms as part of the competition process.

- 7.3.6. The Government revised its Government Security Classifications (GSC) classification scheme on the 2<sup>nd</sup> of 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 procurement will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

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

- 7.3.7. The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this RFP to reflect any changes introduced by the GSC. In particular where this RFP 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**

- [Find high value contracts in the public sector - GOV.UK](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)

- [Freedom of information Act](#)

#### **7.4. Freedom of information**

- 7.4.1. 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 and the Contracting Authority may be required to disclose information submitted by the Bidder to the to the Contracting Authority.
- 7.4.2. In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder shall complete the Freedom of Information declaration question defined in the Question FOI1.2 and identify such material and the justification of the sensitivity. This information is required to allow the Contracting Authority to complete and issue assessment summaries once an award decision(s) have been made, see also additional information and guidance in this documentation in regard to commercially sensitive information.
- 7.4.3. 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.
- 7.4.4. Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.
- 7.4.5. Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable CDP via the internet and, that the same applies to other sourcing documents issued by the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred Supplier(s) once the procurement is complete (as applicable by the regulations). By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public, with due consideration by the Contracting Authority to commercially sensitive information declarations made under the template provided.

#### **7.5. Response Validity**

- 7.5.1. Your Response should remain open for consideration for a minimum period of 90 days. A Response valid for a shorter period will be rejected.

#### **7.6. Timescales**

- 7.6.1. [Section 3](#) of the RFP 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.

## **7.7. The Contracting Authority's Contact Details**

- 7.7.1. 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 Portal to the designated UKSBS contact.
- 7.7.2. Bidders should be mindful that the designated Contact or other persons associated with this opportunity, should not under any circumstances be sent a copy of their Bid Response outside of the eSourcing Portal, unless the eSourcing Portal cannot receive your response due to an outage, should this happen then Contracting Authority will suitably formally instruct all Bidders as to how to submit your Response. Failure to follow this requirement will result in Exclusion of the Bid Response and further consideration for the procurement opportunity.

## **7.8. Preparation of a Response**

- 7.8.1. Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Responses. Bidders are solely responsible for all costs, expenses and other liabilities arising in connection with the preparation and submission of their Response and all other stages of the Conditions of Participation questionnaire and Conditions of Response to allow the Contracting Authority to undertake the evaluation process. Under no circumstances will UKSBS or the Contracting Authority, or any of their advisers, be liable for any such costs, expenses or liabilities borne by Bidders or their sub-contractors, supply chain or third parties in this preparation or process.
- 7.8.2. Bidders are required to complete and provide all information required by the Contracting Authority in accordance with the Conditions of Participation and Conditions of Response and the RFP. Failure to comply with the Conditions and the RFP may lead the Contracting Authority to exclude a bidders Response.
- 7.8.3. The Contracting Authority relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement.
- 7.8.4. Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding their Responses, without reliance upon any opinion or other information provided by the Contracting Authority or their advisers and representatives. Bidders should notify the Contracting Authority promptly of any perceived ambiguity, inconsistency, or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement via a formal clarification.
- 7.8.5. Bidders must ensure that each response to a question is within any specified page limit. Any responses with pages in excess of the page limit will only be consider up to the point where they meet the page limit, any additional pages beyond the volume defined in the page limit will not be considered by the evaluation panel as part of the evaluation and scoring process.

- 7.8.6. Bidders must ensure that each response to a question is not cross referenced to a response to another question. In the event of a Bidder adding a cross reference it will not be considered in evaluation process.

## 7.9. Submission of Responses

- 7.9.1. The Response must be submitted as instructed in this document through the e-sourcing tool. Failure to follow the instruction within each Section of this document, to omit responses to any of the questions or to present your response in alignment with any guidance notes provided may render the Response non-compliant and it may be rejected.
- 7.9.2. The Contracting Authority may at its own absolute discretion extend the closing date and the time for receipt of Responses specified [Section 3](#).
- 7.9.3. Any extension to the RFP response period will apply to all Bidders and will be covered in a published notice.
- 7.9.4. Any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. Failure to adhere to this requirement will result in the Response being rejected and not being considered further in the evaluation process.
- 7.9.5. The Contracting Authority do not accept responsibility for the premature opening or mishandling of Responses that are not submitted in accordance with the instructions of this document.
- 7.9.6. The Response and any documents accompanying it must be in the English language
- 7.9.7. Bidders must submit their response through the e-sourcing tool, unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority. Responses received by any other method than requested will not be considered for the opportunity.
- 7.9.8. Responses will be submitted any time up to the date indicated in [Section 3](#). Responses received before this deadline will be retained in a secure environment, unopened until this deadline has passed.
- 7.9.9. Responses received after the date indicated in [Section 3](#) 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
- 7.9.9.1. The Bidder must demonstrate irrefutable evidence in writing they have made best endeavours to ensure the Response was received on time and that the issue was beyond their control.
  - 7.9.9.2. Any request for a late Response to be considered must be emailed to <mailto:the Buyer> in [Section 3](#) in advance of 'the deadline' if a Bidder believes their Response will be received late.
  - 7.9.9.3. The Contracting Authority reserves the right to accept or exclude any late Response without justification to the affected Bidder and make no guarantee it will consider any request for a late Response to be considered.
- 7.9.10. Do not seek changes to the Bid after responses have been submitted and the deadline (date and time) for receipt of responses has passed.

## **7.10. Canvassing**

- 7.10.1. Any Bidder who directly or indirectly canvasses any employee, or agent of UKSBS, the Contracting Authority, or its members or any of its employees concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee, or agent or concerning any other Bidder, Response or proposed Response will be disqualified.

## **7.11. Disclaimers**

- 7.11.1. Whilst the information in this RFP, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.
- 7.11.2. Neither UKSBS, the Contracting Authority, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:
- 7.11.2.1. makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFP; or
  - 7.11.2.2. accepts any responsibility for the information contained in the RFP or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 7.11.3. Any persons considering making a decision to enter into contractual relationships with the Contracting Authority following receipt of the RFP should make their own investigations and their own independent assessment of the Contracting Authority and its requirements for the Services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with Paragraph 7.15 of this RFP.

## **7.12. Collusive behaviour**

- 7.12.1. Any Bidder who:
- 7.12.1.1. fixes or adjusts the amount of its Response by or in accordance with any agreement or arrangement with any other party; or
  - 7.12.1.2. communicates to any party other than UKSBS, or the Contracting Authority the amount or approximate amount of its proposed Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or;
  - 7.12.1.3. enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
  - 7.12.1.4. enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
  - 7.12.1.5. offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response, any act

or omission, shall (without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified and not considered further for this opportunity

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### **7.13. No inducement or incentive**

- 7.13.1. The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Bidder to submit a Response or enter into the Contract or any other contractual agreement.

### **7.14. Acceptance of the Contract**

- 7.14.1. The Bidder in submitting the Response undertakes that in the event of the Response being accepted by the Contracting Authority and the Contracting Authority confirming in writing such acceptance to the Bidder, the Bidder will within 7 days of being called upon to do so by the Contracting Authority execute the Contract in the form set out in the Contract Terms or in such amended form as may subsequently be agreed.
- 7.14.2. The Contracting Authority shall be under no obligation to accept the lowest priced or any Response.

### **7.15. Queries relating to the Response**

- 7.15.1. All requests for clarification about the requirements or the process of this procurement shall be made in through the eSourcing Portal unless the eSourcing Portal is unavailable due to system maintenance or failure, in this instance all clarifications shall be by email to the contact defined in [Section 3](#).
- 7.15.2. The Contracting Authority will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.
- 7.15.3. In the event of a Bidder requiring assistance uploading a clarification to the eSourcing Portal they should use the contact details defined in [Section 3](#).
- 7.15.4. No further requests for clarifications will be accepted after 13 days prior to the date for submission of Responses.
- 7.15.5. In order to ensure equality of treatment of Bidders, the Contracting Authority intends to publish the questions and clarifications raised by Bidders together with the Contracting Authority's responses (but not the source of the questions) to all participants on a regular basis.
- 7.15.6. Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if the Contracting Authority at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and the Contracting Authority's response, the Contracting Authority will:
- 7.15.6.1. invite the Bidder submitting the query to either declassify the query and allow the query along with the Contracting Authority's response to be circulated to all Bidders; or

- 7.15.6.2. request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query prior to the end of the closing date and time for Bidder clarifications.

- 7.15.7. The Contracting Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice a Bidders commercial interest.

## **7.16. Amendments to Response Documents**

- 7.16.1. At any time prior to the deadline for the receipt of Responses, the Contracting Authority may modify the RFP by amendment. Any such amendment will be numbered and dated and issued by the Contracting Authority to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Responses, the Contracting Authority may, at its discretion, extend the time and/or date for receipt of Responses and will duly update notices.

## **7.17. Modification and withdrawal**

- 7.17.1. Bidders may modify their Response where allowable within the eSourcing Portal. No Response may be modified after the deadline for submission of Responses.
- 7.17.2. Bidders may withdraw their Response at any time prior the deadline for submission of Responses [or any other time prior to accepting the offer of a Contract]. The notice to withdraw the Response must be in writing and communicated to the procurement lead or team as identified by contact details within this document.

## **7.18. Right to exclude (notwithstanding as referred elsewhere in the RFP)**

- 7.18.1. The Contracting Authority reserves the right to exclude a Bidder where
  - 7.18.1.1. the Bidder fails to comply fully with the requirements of this RFP or procurement and presents the response in a format contrary to the requirements of this document; and/or
  - 7.18.1.2. the Bidder is guilty of serious misrepresentation in relation to its Response; expression of interest; or the Response process; and/or
  - 7.18.1.3. there is a change in identity, control, financial standing or other factor impacting on the Conditions of Participation questionnaire and/or Award stage / evaluation process affecting the Bidder.

## **7.19. Right to cancel, clarify or vary the process**

- 7.19.1. The Contracting Authority reserves the right to:
  - 7.19.1.1. cancel the evaluation process at any stage; and/or
  - 7.19.1.2. may require the Bidder to clarify its Response in writing and/or provide additional information. Failure to respond adequately may result in the Bidder being excluded for any award.

## **7.20. Notification of award**

- 7.20.1. The Contracting Authority will notify the successful Bidder(s) of the Contract award formally and will publish a Contract Award Notice on the CDP and other such notices in accordance with the Regulations associated with this procurement.

- 7.20.2. As required by the Regulations associated with this procurement all successful and unsuccessful Bidders will be notified of the award decision(s) made and provided with Bidder assessment summaries, as applicable to the outcome of this procurement with regards to your bid(s) response.

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

### DO:

- 8.1. Do read thoroughly and ensure comply with the procurement document instructions and outcomes sought when participating in this procurement opportunity. Any failure to do so may lead to your bid being deemed as non-compliant and or being rejected.
- 8.2. Do provide the Bid on time, complete and in the required format. Remember that the date/time given for a bid response is the last date that it can be accepted; we are regulatorily bound to Exclude late submissions. Responses received after the date indicated in the RFP 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 or due to an outage in the eSourcing Portal, an alternative way to submit bids has been formally advised by the Contracting Authority.
- 8.3. Do ensure you have read all the training materials to utilise eSourcing Portal prior to responding to this Bid. If you send your Bid by email or post unless instructed formally to do so by the Contracting Authority, then it will be rejected.
- 8.4. 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 exclude your Bid.
- 8.5. Do ensure you utilise the eSourcing Portal messaging system to raise any clarifications to the RFP. 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. Ensure that you raise all clarifications before the closing date and time for receipt of clarifications, as we will be unable to respond after this time date and time.
- 8.6. Do ensure you utilise and engage the eSourcing Portal helpline and assistance, if you are unsure or are having difficulties utilising the eSourcing Portal for registration and to be able to submit a bid. Do not contact the Buyer in regard to how to utilise the system, the eSourcing Portal provider has dedicated experts and is responsible for assisting all Bidders to use the system effectively, in its performance and service provision of the eSourcing Portal.
- 8.7. Do ensure that you allow a sufficiency of time to register on the CDP and Contracting Authorities eSourcing Portal and allow a sufficiency of time to answer all the questions, don't leave this till the last moment and miss the date and time to submit, as the Contracting Authority wishes to generate as much competition that benefits the public purse.
- 8.8. Do answer the questions fully, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid (unless the question specifically requests and allows you to do so) the evaluation team have timeline to assess all bids and if they can't find the answer, they are unable to score it.
- 8.9. Do seriously consider who the Contracting Authority is and what they want as an outcome of the procurement, a generic answer does not necessarily meet every

Contracting Authority's needs. If you are in any doubt or unsure about any aspect of the procurement, then please ensure that you utilise the assistive clarification process provided.

- 8.10. Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the specific question(s) they apply to.
- 8.11. Do provide clear, concise, and ideally generic contact details; telephone numbers, e-mails and as applicable details, so as this provides a contingency for bidding during holidays and potential staff absence e.g. sickness.
- 8.12. Do complete all questions in the Conditions of Participation questionnaire both via the registration steps on the CDP, as well as any RFP procurement specific questions and uploaded document requirement questions under this procurement or this may result in the rejection of your Bid.
- 8.13. Do ensure that the Response and any documents accompanying it, are in the English Language, the Contracting Authority reserve the right to Exclude any full or part responses that are not in English.
- 8.14. Do check and recheck your Bid before uploading this to the eSourcing Portal and ensure that your bid has been uploaded complete and correctly.
- 8.15. Do ensure that you advise in your bid submission if you are either (i) under investigation in regard to Debarment (ii) appealing a decision of Debarment.
- 8.16. Do keep the Contracting Authority aware in any changes that may have an impact upon your bid submission (including other parties associated and relied upon within your bid e.g. sub-contractors proposed) and the proper conduct of the procurement, such as but not limited to Debarment status / PSC/ Financial and Technical matters.
- 8.17. Do make sure that your organisation is registered on the CDP so as you are able to provide your bid and any other unique identifier number if this is relevant to your submission.

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

### DO NOT

- 8.18. Do not just cut and paste from a previous document and forget to change the previous details relevant to this procurement or leave in such things as the previous Contracting Authorities name.
- 8.19. 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.
- 8.20. Do not share the Procurement documents, they may be confidential or potentially sensitive in nature to the Contracting Authority and should not be shared with anyone without the Buyers written permission, especially if a non-disclosure contract condition is incorporated and imposed within the procedure.
- 8.21. 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 the formal Buyer communications via the eSourcing Portal shall have no Legal standing or worth and should not be relied upon when submitting your bid submission.
- 8.22. Do not contact any UKSBS, Contracting Authority or third party staff associated with the procurement without the Buyers written permission or we may exclude your Bid.
- 8.23. Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will exclude your Bid.
- 8.24. Do not offer UKSBS or the Contracting Authority staff any inducement or we will exclude your Bid.
- 8.25. Do not provide if requested to do so or seek to provide changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed, unless requested to do so under a formal clarification by the Contracting Authority via the eSourcing Portal.
- 8.26. Do not cross reference answers to external websites (unless the question specifically allows you to do so) or other parts of your Bid, the cross references and website links will not be considered during the evaluation process.
- 8.27. Do not exceed page limits, the additional pages will not be considered during the evaluation process.
- 8.28. Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid may be rejected, as defined within the procurement documentation.
- 8.29. 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 bid response by any way other than via the eSourcing Portal. Responses received by any other method than requested, will not be considered as received compliantly and will be rejected.

- 8.30. Do ensure that your organisation or any other party that you are intending to submit a joint or sub contractual basis / bid submission with, is not on the Governments Debarment list, nor contains a PSC that will not be acceptable to the Contracting Authority.
- 8.31. Do not bid on the basis of not providing all the information that has been requested by the Contracting Authority by the closing date and time. If you are unsure or require clarity, please use the formal clarification option available to all Bidders.

## Some additional Bidder guidance

- 9.1. All enquiries with respect to access to the eSourcing portal and problems with functionality within the portal must be submitted to eSourcing Helpdesk

**Phone** 08000 698 632

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

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

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

- 9.3. All enquiries with respect to access to the CDP and problems with functionality within the portal must be submitted to Digital Platform Team / Helpdesk not the Contracting Authority to resolve.

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

[Find high value contracts in the public sector - GOV.UK](#)  
(Governments Central Digital Platform)

- 9.4. 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.
- 9.5. Question numbering is not always sequential and all questions which require submission are included in the procurement documents in excess of the CDP.
- 9.6. Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 9.7. We do not guarantee to award any Contract as a result of this procurement
- 9.8. All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.
- 9.9. We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the eSourcing Portal.
- 9.10. If you are a SPV, Consortium, Partnership you must provide details of the organisational structure and complete details, as required within the CDP.
- 9.11. Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 9.12. Bidders should note the Government's transparency agenda requires your information and any Contract (as applicable) entered into to be published on a designated, publicly searchable web site. By submitting a response to this RFP Bidders are agreeing that their Bid and any Contract may be made public
- 9.13. Your bid will be valid for 90 days or your Bid will be rejected.

- 9.14. 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 exclude your Bid.
- 9.15. 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.
- 9.16. If you fail mandatory pass / fail criteria this may result in the exclusion of your bid dependent upon the specific question and or circumstances.
- 9.17. Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the eSourcing Portal.
- 9.18. 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.
- 9.19. 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 eSourcing Portal.
- 9.20. 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.
- 9.21. 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 RFP consent to these terms as part of the competition process.
- 9.22. The Government revised its Government Security Classifications (GSC) classification scheme on the 5th of August 2024 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>
- 9.23. The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this RFP to reflect any changes introduced by the GSC. In particular where this RFP 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.

9.24. USEFUL INFORMATION LINKS

[Equalities Act introduction](#)  
[Bribery Act introduction](#)  
[Freedom of information Act](#)

- 9.25. 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.
- 9.26. Bidders should be mindful that the designated Contact or other persons associated with this opportunity, should not under any circumstances be sent a copy of their Response outside of the eSourcing portal, unless the portal cannot receive your response due to an outage, should this happen then Contracting Authority will suitably formally instruct all Bidders as to how to submit your Response. Failure to follow this requirement will result in exclusion of your Bid.

## Appendix A – Glossary of Terms

| TERM                                                           | MEANING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>“Bid”, “Response”, “Submitted Bid”, or “RFP Response”</b>   | means the Bidders formal offer in response to this Request for Proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>“Bidder(s)”</b>                                             | means the organisation(s) responding to this Request for Proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>“Bidders Assessment Summaries”</b>                          | Means the feedback defined as Supplier Assessment Summaries in the PA 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>“Buyer”</b>                                                 | means the person in UKSBS who is responsible for conducting the procurement for and on behalf of the Contracting Authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>“Central Purchasing Body”</b>                               | means a duly constituted public sector organisation which procures Goods and or Services for and on behalf of Contracting Authorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>“Conditions of Participation or Conditions of Response”</b> | means the new PA 2023 (replacing the old public procurement regime regulations) both on line via the CDP platform for parts 1&2 and part 3 via the eSourcing Portal.<br><br>means the requirements set out to be met by Bidders in accordance with the Contracting Authority requests for information, during the Conditions of Participation and the conditions surrounding the application of the evaluation criteria up to contract award stage (as applicable unless otherwise stated) as set out in this RFP relating to the Bidders submission for consideration by the Contracting Authority. |
| <b>“Central Digital Platform or CDP”</b>                       | means the Government's new Central Digital Platform for all procurements (as applicable) competed under the new PA 2023 that all Bidders must successfully register on as applicable to each procurement dependant upon the organisational structure.                                                                                                                                                                                                                                                                                                                                                |
| <b>“Contract”</b>                                              | means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>“Contracting Bodies”</b>                                    | means the Contracting Authority and any other contracting authorities described in the CDP. Procurement documents and Notice                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>“Contracting Authority”</b>                                 | means a public body regulated under the Public Procurement Regulations as applicable to this procurement, for and or on whose behalf the procurement is being run by UKSBS.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>“Customer”</b>                                              | means the legal entity (or entities) for which any Contract agreed will be made accessible to, in excess of the Contracting Authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>“Debarment”</b>                                             | means the mechanism under which a Minister of the Crown can put any supplier on the centrally published debarment list. This must be following an investigation, whereby the minister is satisfied that a supplier is an excluded supplier or an excludable supplier and should be added to the debarment list.                                                                                                                                                                                                                                                                                      |
| <b>“Due Diligence Information”</b>                             | the Contracting Authority may *request the following requirements at the award decision stage of the Procurement: <ul style="list-style-type: none"> <li>○ Submission of insurance documents from the Bidder</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <ul style="list-style-type: none"> <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 (*carried out by UKSBS not requested from the bidder)</li> </ul>                                                                                                                                                              |
| "EIR"                       | mean the Environmental Information Regulations 2004 (as amended 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 Regulations.                                                                                                                                                                                                                                                                                                |
| "eSourcing Portal"          | means the online system that all potential Bidders must register on prior to registering an interest in a procurement opportunity and ultimately to provide a bid submission via.                                                                                                                                                                                                                                                                                                                                                               |
| "Excludable supplier"       | means a Bidder is an 'excludable supplier' where the contracting authority considers, firstly, that a <b>discretionary exclusion</b> ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excludable supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a discretionary exclusion ground. |
| "Excluded supplier"         | means a Bidder is an 'excluded supplier' where the contracting authority considers, firstly, that a <b>mandatory exclusion</b> ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excluded supplier where a Minister of the Crown has already determined this – i.e., where the supplier or an associated person is already on the debarment list because of a mandatory exclusion ground.    |
| "FoIA"                      | means the Freedom of Information Act 2000 (as amended from time to time) 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.                                                                                                                                                                                                                                    |
| "Goods / Services "         | means any Goods and or Services set out at within <a href="#">Section 4 Specification</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| "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 served by any Contracting Body on the Supplier (as applicable).                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| "PA2023"                    | means the Procurement Act 2023 and its associated Statutory Instruments that apply to this procedure, e.g. The Procurement Regulations 2024.                                                                                                                                                                                                                                                                                                                                                                                                    |
| "Procurement Documents"     | Means the documentation and information that is provided to all Bidders so as to provide a bid(s) against the procurement opportunity.                                                                                                                                                                                                                                                                                                                                                                                                          |
| "PSC"                       | means Persons of Significant Control associated with your bid submission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>“Reserved rights”</b>   | means as if stated within these procurement documents reserved rights of the Contracting Authority to reconfigure the service provision, purchase additional Supplier Goods and or Services.                                                                                                                                                                                                                                                                                                                                  |
| <b>“Supplier(s)”</b>       | means in non UKSBS terms Cabinet Office e.g. a Government PPN or a specific Departments terminology question to an organisation(s) / Bidder who is bidding for this opportunity or a supplier who is not bidding this opportunity but may be subcontracted in remoteness to this opportunity e.g. UK / Treaty suppliers. In UKSBS terms it means in all procurement opportunities after an award decision(s) have been reached, the Bidder(s) / organisation(s) who have been awarded the Contract(s) then become a Supplier. |
| <b>“Tender exercise”</b>   | means the activities and implications surrounding the procurement, in the GDPR aspects section of the procurement documents.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>“UKSBS”</b>             | means UK Shared Business Services Ltd herein after referred to as UKSBS.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>“Unique Identifier”</b> | means Unique identifiers defined in regulation 8 of the Procurement Regulations 2024. In the case of a Bidder, it is the unique code which is submitted to the CDP and is recognised by that platform or, where no such code is submitted and recognised, it is the unique code which is allocated by that platform when the Bidder registers on the CDP.                                                                                                                                                                     |