

Invitation to Quote

Questions



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

Subject: Review of Research Community and Funder Expectations for Research Data Management Plans

Sourcing Reference Number: PS24318

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Version 1.0

UKSBS
Shared Business Services

Section 6 – Response Evaluation Questionnaire

6.1.1. Bidders should note that this procurement procedure requires your organisation that intends to bid for this procurement opportunity, to register its details on the Central Digital Platform.

Guidance on how to register and use the CDP are via the following link

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

Bidder guidance:

For absolute clarity Bidders must ensure that they must register before the bid submission deadline on the CDP.

- identification of the Bidders core information.

Information provided via the CDP will support the Contracting Authority in determining if it will be possible for the Contracting Authority to evaluate your bid submission. It is essential as a requirement of bidding that this is done prior to the bid submission deadline. As bidders only have to register in full its core information on the CDP this requirement of bidding is deemed by the Contracting Authority as not overburdensome as this then allows any organisation to bid for other Contracting Authorities opportunities and aligns to the Governments approach of “tell us once”.

Please note that the Contracting Authority does not have any involvement in regard to the Running and or maintenance control over the CDP, therefore any queries in regard to using this system will need to be via the Cabinet Office CDP Technical help options.

6.1.2. Bidders should note that the balance of the procurement opportunities specific Conditions of Participation and Specification, plus award-based questions 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/>

Central Digital Platform (CDP)

This information will be accessed by the Contracting Authority via your organisation’s unique identifier number through our eSourcing provider against your submission on the Governments Digital Platform or in the case where interoperability is not possible via a PDF submitted as an attachment. Bidders are reminded that it is the organisations responsibility to ensure that the information provided is accurate, up to date and factually correct. Bidders must ensure that the questions are all answered in full. Note that every organisation that is being relied on to meet the procurement requirements shall complete the registration on the CDP, as applicable to your organisations structure in bidding this procurement opportunity.
<https://www.find-tender.service.gov.uk/>

Bidders are required to ensure that they read thoroughly these ITQ and ITQQ documents complete with the specification and outcome sought by the Contracting Authority, prior to making your bid submission.

If your organisation is in any doubt about what to provide on the CDP or you are experiencing technical issues completing this aspect, then this will need to be discussed with the Governments Digital Platform team, not the Contracting Authority nor the eSourcing provider.

If you are experiencing technical issues completing the non-CDP sections or any other part of this ITQ and ITQQ, please refer to the eSourcing providers help section and contact details in the ITQ document. Please do not contact the Contracting Authority in regard to technical assistance in utilising the eSourcing Portal.

Bidder guidance: If you are in doubt as to how to answer any question in the procurement documents, please ensure that you seek a formal clarification with the Contracting Authority via the eSourcing Portal.

For additional bidder assistance and guidance in regard to the completion and bidding process under this ITQ and ITQQ, please refer to the procurement documents provided.

Any reference to “Bidder(s)”, organisation(s) shall mean those named, providing a Bid submission in this procurement procedure.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

PART 1 – QUALIFICATION QUESTIONS

Part 1	Qualification Questions	
Question Number	Question	Response
Guidance	<p>Please note, all questions denoted with a * are Mandatory for Bidders to respond to. Failure to provide a response may result in your bid being disqualified.</p> <p>Please confirm that you:</p> <ul style="list-style-type: none"> are completing the following information on the eSourcing platform for the organisation structure that is bidding this procurement opportunity. understand that failure to complete mandatory questions, or provide relative supporting information where required to support / validate your response, may result in your bid response being disqualified understand that if any Bidder is found to be non-compliant or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
PSQ_1*	What is your Organisation name	Text
PSQ_2*	You must be registered on the central digital platform (CDP). What is your central digital platform unique identifier?	Text
PSQ_3*	<p>Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.</p> <p>Where you confirm you are bidding as part of a group or consortium, please provide further details in PSQ_3.1</p> <p>Where you confirm you are bidding as a single supplier, please move to PSQ_5</p>	Single Supplier <input type="checkbox"/> Group / Consortium <input type="checkbox"/>
PSQ_3.1	<p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:</p> <ol style="list-style-type: none"> the name of the group/consortium the proposed structure of the group / consortium, including the legal structure where applicable the name of the lead member in the group / consortium your role in the group / consortium (e.g. lead member, consortium member, sub-contractor) 	Attachment
PSQ_5*	Are you on the debarment list?	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>If yes, it is mandatory to provide full details within PSQ_5.1</p> <p>If no, please move to PSQ_6</p>	
PSQ_5.1	<p>If yes, please provide full details of the Debarment / Investigation, if this is not provided within the CDP PDF upload.</p> <p>Where bidders have responded yes, the Contracting Authority will at its sole discretion, review the information provided to determine if your submission is compliant and can be progressed further, or if this must be disqualified in line with Procurement Regulations 2024</p> <p>Failure to provide the required supporting information may result in your bid being disqualified</p>	Attachment
PSQ_6*	<p>You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download).</p> <p>This includes:</p> <ul style="list-style-type: none"> a. basic information b. economic and financial standing information c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or persons whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) d. exclusion grounds information <p>Please confirm that your details are correct within the CDP and that you have shared this information with us within PSQ_6.1</p> <p>Yes – Pass No – Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
PSQ_6.1*	Please provide a PDF download of your CDP supplier information.	Attachment
PSQ_11*	<p>Do you intend to sub-contract the performance of all or part of the contract?</p> <p>If you are not intending to sub-contract the performance of all or part of the contract, then you are not required to respond to PSQ_11.1 and PSQ_12.</p> <p>If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>shared with the contracting authority as soon as possible and at least by final tenders.</p> <p>If you respond yes to this question, it is mandatory to complete PSQ_11.1 and PSQ_12</p>	
PSQ_11.1	<p>Where you have confirmed yes to PSQ_11, please provide:</p> <ol style="list-style-type: none"> a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain) their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent a brief description of their intended role in the performance of the contract <p>The eSourcing Portal only permits 1 document upload per question therefore bidders must attach their response as a Zip folder where multiple attachments are being submitted.</p>	Attachment
PSQ_12	<p>Please confirm if any intended sub-contractor is on the debarment list.</p> <p>Where bidders have responded yes, the Contracting Authority will at its sole discretion, review the information provided to determine if your submission is compliant and can be progressed further, or if this must be disqualified in line with Procurement Regulations 2024</p> <p>Failure to provide the required supporting information may result in your bid being disqualified</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
PSQ_12.1	<p>If yes, please provide full details of the Debarment / Investigation, if this is not provided within the CDP PDF upload.</p> <p>Where bidders have responded yes, the Contracting Authority will at its sole discretion, review the information provided to determine if your submission is compliant and can be progressed further, or if this must be disqualified in line with Procurement Regulations 2024</p> <p>Failure to provide the required supporting information may result in your bid being disqualified</p>	Attachment
PSQ_30 *	<p>Modern Slavery Statement</p> <p>Please confirm if your organisation is:</p> <p>A. Supplier is 'a relevant commercial organisation'* and is compliant with the requirements</p>	<p>A <input type="checkbox"/></p> <p>B <input type="checkbox"/></p> <p>C <input type="checkbox"/></p>

	<p>contained within section 54 of the Modern Slavery Act 2015 and associated guidance</p> <p>B. Supplier is not 'a relevant commercial organisation'* but has a turnover of more than £36 million</p> <p>C. Supplier is not 'a relevant commercial organisation'* and has a turnover of less than £36 million</p> <p><i>*'Relevant commercial organisations' are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.</i></p> <p>If A, please complete PSQ_30.1</p> <p>If B, please complete PSQ_30.2</p> <p>If C, please complete PSQ_30.3</p>	
PSQ_30.1	<p>Where you have confirmed A to PSQ_30:</p> <p>'Supplier is 'a relevant commercial organisation'* and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance.'</p> <p>Please provide a link of copy of your statement which includes information relating to:</p> <ol style="list-style-type: none"> the organisation's structure, its business and its supply chains its policies in relation to slavery and human trafficking its due diligence processes in relation to slavery and human trafficking in its business and supply chains the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate the training and capacity building about slavery and human trafficking available to its staff <p>Attachment / link provided containing the required information – Pass</p> <p>Attachment / link not provided – Fail</p>	Attachment

PSQ_30.2	<p>Where you have confirmed B to PSQ_30:</p> <p>‘Supplier is not ‘a relevant commercial organisation’* but has a turnover of more than £36 million’</p> <p>Please provided a link of copy of an equivalent statement or document which demonstrates the following information:</p> <ul style="list-style-type: none"> a. the organisation’s structure, its business and its supply chains b. its policies in relation to slavery and human trafficking c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate f. the training and capacity building about slavery and human trafficking available to its staff <p>Attachment / link provided containing the required information – Pass</p> <p>Attachment / link not provided – Fail</p>	Attachment
PSQ_30.3	<p>Where you have confirmed C to PSQ_30:</p> <p>‘Supplier is not ‘a relevant commercial organisation’* and has a turnover of less than £36 million’</p> <p>Please provided a link of copy of any published statements on modern slavery or other relevant documents containing information of a similar type / level to the points detailed below (where available):</p> <ul style="list-style-type: none"> a. the organisation’s structure, its business and its supply chains b. its policies in relation to slavery and human trafficking c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its 	Attachment

	<p>business or supply chains, measured against such performance indicators as it considers appropriate</p> <p>f. the training and capacity building about slavery and human trafficking available to its staff</p> <p>Where the information requested is not available, please attach a statement that confirms <i>"We are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015"</i></p> <p>Attachment / link provided – Pass</p> <p>Attachment / link not provided – Fail</p>	
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PART 2 – QUALIFICATION QUESTIONS

SEL1.2	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – *Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p>

SEL1.2.1	Supporting Documentation for SEL1.2.1
Bidder Guidance	<p>Where a bidder has responded ‘Yes’ to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p>

Scoring Criteria	For Information Only
Answer Type	Attachment

SEL1.4	Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one)
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A <p>Where options A, B,C, and D are not applicable to your organisation please respond with option E</p>
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <ul style="list-style-type: none"> A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A

SEL1.5	Please state the size of your organisation at the time of bid submission
Bidder Guidance	<p>The Bidder shall choose from the following options.</p> <ul style="list-style-type: none"> A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed
Scoring Criteria	For information only
Answer Type	<p>Option List</p> <ul style="list-style-type: none"> A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed

SEL2.12	<p>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</p> <p>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</p>
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	<p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for Bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex A.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful Bidder and any Bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</p> <p>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/</p>
Bidder Guidance	<p>The Contracting Authority actively encourages all Bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex A – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex A – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p>
SEL2.13	<p>Data Storage</p> <p>Please confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p>
Bidder	Bidders are required to confirm where UK GDPR data, as detailed within the

Guidance	<p>Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> <p>Please note, where successful Bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.</p>
Scoring Criteria	For Information Only
Answer Type	Text

SEL2.19	<p>Public Procurement Policy Note 007 - Contracts with suppliers from Russia or Belarus</p> <p>The Government introduced its first Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The revised PPN 007 again requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 007.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Question 1- Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p>Question 2- Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>If you answer Yes to either of the questions above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 007 apply.</p>
Bidder Guidance	<p>The Bidder shall replicate the above 2 questions in an attachment and answer Yes or No to each of the above, along with an in-depth explanation to any question answered as Yes to achieve a Pass, subject to the satisfaction of the</p>

	<p>Contracting Authority during its evaluation process and any clarity sought.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>An answer of No is based upon no direct supplies, suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states. This statement of No for each question will achieve a Pass</p> <p>A failure to provide a Yes or No upload response may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek at its own discretion further clarification from any bidder in regard to any attachment provided, that seeks to rely upon any exemptions provided in PPN 007.</p> <p>Bidder guidance: Bidders should review PPN007 for further guidance on this area.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

PART 3 – QUALIFICATION QUESTIONS

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 (both as amended) and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>
FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS / SUPPLIER ASSESMENT SUMMARIES</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please complete the text field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please tell us what exemptions or exceptions may apply to your information and why?</p> <p>Information in regard to the issue of supplier assessment summaries should your bid be successful should also be advised in this document, this saves on duplication.</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the</p>

	<p>suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the Text table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act / EIR 2004
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act / Disclosure of winning bidders Assessment Summary
	Text

AW1.1	<p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the Bid answers submitted in against this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may exclude this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred bidder once the procurement is complete in line with the Legislation that applies to this ITQ.</p> <p>By submitting a Bid response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the CDP web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a Bid response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that the</p>
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	<p>Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>

AW1.2	<p>BID VALIDITY PERIOD</p> <p>Our Bid offer shall remain open for acceptance for a minimum period of 90 days from the closing date for receipt of Bids.</p> <p>Unless formally extended by mutual consent and until a formal contract is prepared and executed, being signed by both parties. This Bid and a written acceptance thereof shall not constitute a binding contract between us until such time as the contract is executed.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Yes – Pass No – Fail</p>

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p>
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	<p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>
AW3.1	In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement,

	<p>the Bidder is expected to provide an answer to the validation check that can be seen within Attachments section prior to the award of any Contract.</p> <p>If the Bidder fails to meet the Contracting Authority's expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p>
Bidder Guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement.</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>

AW3.2	<p>Conflict of Interest Declaration</p> <p>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this procurement, or other party that forms part of your submission (where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>The Bidder shall answer Yes or No with justification.</p> <p>Yes, we can confirm we are not in a position of a conflict of interest – Pass</p> <p>No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest, you have declared.</p> <p>For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Option List

	<p>Yes, we can confirm we are not in a position of a conflict of interest – Pass</p> <p>No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p>
AW3.2.1	<p>Where a Bidder has answered question AW3.2 with ‘No with justification’ they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p> <p>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the procurement.</p> <p>Where a bidder has responded ‘Yes’ to AW3.2 then you are not required to respond to this question.</p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this procurement, or to indicate a professional or personal interest in the outcomes from this procurement.</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest, you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the procurement.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the procurement.</p> <p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the procurement and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting ‘No with Justification’ to AW3.2 and failing to upload an attachment to this question detailing the information above will be excluded.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer	Attachment

Type	
AW4.1	Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question.
Bidder Guidance	<p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes, we accept the terms and conditions in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes, we accept the terms and conditions in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p>
AW4.2	<p>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track change detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p>

	<p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>

AW6.3	<p>Insurance</p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £2 Million Public Liability Insurance = £1 Million Professional Indemnity Insurance = £1 Million</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes - We have or will have Insurance as per the above stated at the time of any contract award – Pass No - We do not have nor will have Insurance as per the above stated at the time of any contract award – Fail</p> <p>Bidders who self-certify that they meet the requirements to questions will be required to provide evidence of this if they are successful at contract award stage</p>
Scoring Criteria	Mandatory Pass / Fail

Answer Type	Option List Yes – Pass No – Fail
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CI1.1	Supplier Contract Detail In the event you are successful in being awarded this contract, please provide the details of the following members of staff including Name, Position & e-mail address:
Bidder Guidance	Bidders are asked to provide the following Contract contact details 1. DPO/Data Protection Officer, 2. Contract Manager/Lead, 3. Authorised representative & Signatory for the contract.
Scoring Criteria	For Information Only
Answer Type	Text

NDA1.1	Non-Disclosure Agreement In the event of a Bidder successfully providing the most advantageous offer to Contracting Authority against this procurement requirement, the Bidder is expected to agree to the Non-Disclosure Agreement attached prior to the award of any Contract. If the Bidder fails to agree to this the Contracting Authority reserves the right to not award this Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or abandon the procurement.
Bidder Guidance	The Bidder is not required to complete the non-disclosure agreement at this stage but will be required to respond to the question in the event of providing the most advantageous offer to UK SBS against a procurement requirement. The Bidder shall answer Yes , No with justification or No Yes – Pass No with justification – Pass. Complete the document upload attached to NDA1.2 with details of what amounts to a valid justification. No – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List Yes – Pass No with justification – Pass. Complete the document upload attached to NDA1.2 with details of what amounts to a valid justification. No – Fail

NDA1.2	Where a Bidder has answered question NDA1.1 with 'No with
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	<p>justification' they must detail the justification.</p> <p>Where a bidder has responded 'Yes' or 'No' to NDA1.1 you are not required to respond to this question.</p>
Bidder Guidance	<p>A justification for not agreeing to sign the Non-Disclosure Contract is that the Bidder would be in breach of legal requirements or statutory regulations by complying (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question NDA1.1 as "no with justification", the Bidder shall provide the justification. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers the following requirements are satisfied:</p> <ul style="list-style-type: none"> the reasons stated as justifying the Bidder's statement that it cannot accept the Non-Disclosure Contract due to legal requirements or statutory regulations are valid; and <p>In the event of a Bidder answering Yes or No to Question NDA1.1 and then providing a justification then the response will be a Fail.</p> <p>Any bidder selecting 'No with Justification' to NDA1.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

TECHNICAL QUESTIONNAIRE

PROJ1.1	<p><u>Understanding the Project Environment</u></p> <p>Demonstrate your understanding of the project environment, detailing any knowledge relevant to the project and policy area, including any data sources or research relevant to the project.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Your interpretation of the project and what is required • How you will ensure the successful delivery of this project within the working environment • Demonstration of strong understanding of the policy context and how this might influence, and be influenced by, this research project. <p>This question is limited to 2 side of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing and normal margin setting 2.54cm</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 10%</p>
Answer Type	Attachment

PROJ1.2	<p><u>Methodology and Approach</u></p> <p>Please clearly explain and give reasoning for your proposed methodology, and approach to achieving the objectives and delivering the outputs highlighted in the specification.</p>
Bidder Guidance	<p>Bidders are required to clearly explain and give reasoning for their proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • A detailed description of the methods to be used in undertaking the project, indicating the resources that will be utilised, outlining a clear justification as to why your chosen methodology will provide the best outcome, and; • Detail about how your methods meet the project objectives. • In detail, please specify the techniques you intend to use and give some indication of their strengths and limitations. Please indicate whether you intend using existing datasets and/or whether you intend using an alternative source. If the latter, please include a recommendation for the size and composition of the sample and justification for your approach. <p>This question is limited to 3 side of A4. Any additional content provided beyond this will not be considered or scored during the evaluation</p>

	process. Responses should be submitted in Font Arial 11pt using single line spacing and normal margin setting 2.54cm
Scoring Criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 30%
Answer Type	Attachment

PROJ1.3	<p><u>Project Team, Capability to Deliver and Risk</u></p> <p>Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project and maintain continuity of the team members.</p> <p>In addition, please include identification of the top 5 risks associated with this requirement and provide a detailed description of your risk management process for delivering the service.</p>
Bidder Guidance	<p>This section should cover your project team expertise and project management skills. Please outline the job titles of the key members of your project team and demonstrate their skills and expertise essential to the delivery of this project</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> • Please identify the key roles within the team, including the lead contact and technical experts alongside the skills and expertise they would bring to this project. <i>CV's for key members may be provided within your response, however these will not form part of the evaluation of this question.</i> • How tasks will be allocated between team members, in particular ensuring the most suitable individuals are assigned to each area of the requirement. • Declare any actual or perceived conflicts of interests and explain how these we will be handled • Provisions for cover for staff absence including sickness, holiday and short notice making specific reference to how the contracting authority will have access to suitable staff at short notice • How the team can adapt to the flexible requirements of this specification • How you plan to disseminate information / amendments • A risk assessment detailing the top 5 risks associated with this service and how you plan to mitigate these • Description of the specific contingency plans and solutions you would provide should the risks occur. • Please provide a disaster recovery plan as part of your response • How and when potential delays/risks that are identified will be communicated to the contracting authority • How you will manage risks associated with any sub-contracted works • How any actual or perceived conflicts of interest with DMP service providers will be handled • Ability to be flexible around programme schedule

	<p>External Support & Sub-Contractors needed</p> <ul style="list-style-type: none"> Please provide details of any support that would be needed beyond the bidder / bid consortium. Provide details of who, when and where this external support will be sourced and how you will monitor sub-contractors to ensure the deliverables are still met. <p>Bidders are permitted to provide a CV for key members of the project team (limited to two sides of A4 per person). Please note that the CVs will be reviewed for information only and will not be score or form part of the evaluation criteria.</p> <p>This question is limited to 6 side of A4 (excluding CV's), a risk register can be provided in addition to this page count but must not exceed 2 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing and normal margin setting 2.54cm</p> <p>Within the Jaggaer system, there is only the opportunity to upload 1 attachment to this question. Where your response comprised of multiple documents, these will need to be zipped into a single file to be able to be uploaded.</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 40%</p>
Answer Type	Attachment

PROJ1.4	<p><u>Project Plan and Timescales</u></p> <p>Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.</p>
Bidder Guidance	<p>As a minimum your response should cover:</p> <ul style="list-style-type: none"> A detailed timetable for carrying out the work based on the proposed approach and method, including key milestones and deadlines, suggested meetings/presentations and reports. Identify who the main project manager/point of contact shall be for the project and outline how they will keep the UKRI Project Manager up to date on progress (i.e. through weekly calls/weekly updates). A team structure chart of the core development and delivery roles (including who will be responsible for key tasks e.g. drafting research materials, fieldwork delivery, analysis/reporting), showing clearly how each team member would interact with UKRI. <p>This question is limited to 2 side of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing and normal margin setting 2.54cm</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

COMMERCIAL QUESTIONNAIRE

AW5.1	<p>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>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.</p> <p>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:</p> <p>(Maximum marks available in this example being 12.5)</p> <p>Bidder A Score = $50000/50000 \times 12.5 = 12.5$ Bidder B Score = $50000/80000 \times 12.5 = 7.81$ Bidder C Score = $50000/100000 \times 12.5 = 6.25$</p> <p>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.</p> <p>The lowest score possible is 0.</p>
Scoring Criteria	Maximum Mark: 20%
Answer Type	Numeric (GBP£)

AW5.2	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>
Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p>

	<p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

AW5.3	<p><u>Firm and Fixed</u></p> <p>Please confirm your price shall remain firm and fixed for the full term of the Contract.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>

AW5.4	<p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £55,000.00 ex VAT.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>