

Request for Proposal



Open Procedure – Request for Proposal (RFP) on behalf of UK Research and Innovation - Science and Technology Facilities Council

Subject: STFC Specialist Business Support Services

Sourcing Reference Number: CSP25191

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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.uksbs.co.uk/use/pages/privacy.aspx>

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

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

Section 2 – About the Contracting Authority

UK Research and Innovation (UKRI)

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

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

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

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

Science and Technology Facilities Council (STFC)

STFC is a world-leading multi-disciplinary science organisation. Their research seeks to understand the Universe from the largest astronomical scales to the tiniest constituents of matter, yet creates impact on a very tangible, human scale.

<https://stfc.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 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 supplier 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 supplier.
- 3) Where a supplier 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 Science and Technology Facilities Council Polaris House Swindon SN2 1FL
3.2.	Buyer	Abbie Cousens
3.3.	Buyer contact details	CoreServices@uksbs.co.uk
3.4.	Estimated value of the Opportunity and Term	The total estimated contract value for this requirement is £441,000.00 excluding VAT over the entire contract period should the option to extend be utilised. The initial fixed term will be 2 years. The value of the initial contract period shall not exceed £220,500.00 excluding VAT. There will be an optional extension of 2 years estimated at £220,500.00 ex VAT, however this spend is not committed unless the extension is utilised.

		This contract is for a 2-year initial term with a 2-year extension (2+2)
3.5.	Process for the submission of clarifications and Bids	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.

Section 3 – Timescales

3.6.	Date of posting of Tender Notice on the CDP	Monday 27 th October 2025
3.7.	Latest date / time RFP clarification questions shall be received through the eSourcing Portal	Tuesday 11 th November 2025 11:00AM
3.8.	Latest date RFP clarification answers should be sent to all Bidders by the Buyer through the eSourcing Portal	Friday 14 th November 2025
3.9.	Latest date and time for Bidder to request access to the RFP documents	Monday 24 th November 2025 10:00AM
3.10.	Latest date and time RFP Bid shall be submitted through the eSourcing Portal (the Deadline)	Monday 24 th November 2025 11:00AM
3.11.	Anticipated notification and issue of Bidder Assessment Summaries of proposed Contract(s) award decision to successful and unsuccessful Bidders.	Tuesday 9 th December 2025
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.	Tuesday 9 th December 2025
3.13.	Anticipated commencement of Contract	Monday 5 th January 2026
3.14.	Completion of Contract	Wednesday 5 th January 2028 with the option to extend for a further 2 years.
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

Pre-Market Engagement was carried out via a Preliminary Market Engagement Notice via the Central Digital Platform/Find A Tender, this was issued to inform the market of a Supplier Day on the 9th September.

After the Supplier Day, a Pre-Market Engagement Questionnaire was issued out to all suppliers who shared an interest.

Further engagement was also carried out to gain further insight on the Pricing Mechanism.

Background to the Requirement

The DeepTech Catalyst, operated by STFC, delivers sector-specific incubation programmes in five high-impact technology areas: space tech, biotech, health tech, quantum tech, and applied physics.

These incubation programmes support early-stage startups, led by both first-time founders and seasoned entrepreneurs across all career stages.

Over 15 years, our programmes have fostered a thriving deep-tech startup community, which has secured >£250M in private investment and created >1,000 jobs. With a post 5-year survival rate of over 90%, these outcomes reflect our ability to help entrepreneurs establish and scale their businesses.

Our incubation programmes support start-ups over 1-2 years, providing funding, specialist training and commercial coaching, and access to technical expertise and facilities within public sector organisations.

The DeepTech Catalyst currently includes 5 separate incubation programmes for Space, Quantum, Bio, Health and Applied Physics technologies operating out of 3 sites near Oxford, Liverpool and Edinburgh.

STFC wishes to procure specialist business support services to support the DeepTech Catalyst. These services include (i) goal setting and monitoring progress (ii) specialist group training (iii) capability building (iv) commercial coaching for business founders. The services would be delivered to third-party startups that are incubated in STFC's Deeptech Catalyst.

The outcome of these services is to help STFC to increase and accelerate the growth of UK deep tech start-ups and so deliver a return to the UK economy and support the UK Government's Growth Mission.

STFC has previously procured services separately at the 3 operating sites but now seeks to procure them together. The successful delivery partner will be expected to engage with startups at all 3 operating sites, including periodic on-site visits. The

incubators support startups from all UK nations and regions. Suppliers are expected to recognise how the different UK legal systems (England & Wales, Scotland and Northern Ireland) treat relevant startup issues at a high level (e.g., Contract law).

The successful delivery partner will be expected to build and deliver a comprehensive suite of business support activities. These should help startups grow, secure investment, and access commercial markets. Where a delivery partner cannot meet all requirements directly, they must demonstrate the ability to collaborate with specialist organisations to deliver the full scope of services. This may be in the form of a consortium bid, or via subcontractors. UKRI-STFC wishes to engage with one single “lead” supplier in all matters relating to the procured services.

UKRI-STFC will be responsible for all governance and management of the incubation programmes including recruitment and selection of startups, funding administration, formal progress reviews with companies, external PR and marketing and external stakeholder management. UKRI-STFC manages ~10 key investor relationships directly, but would expect Suppliers to leverage their own investor relationships in providing support to incubated startups.

Programme Delivery Expectations

The delivery partner is expected to deliver engaging, relevant, and interactive content, including both one-on-one and group sessions, tailored to the needs of the incubatees, both collectively and individually. The programme support should be delivered in a hybrid format (both in-person and online) to ensure accessibility and maximum participation across all sites. Content should be structured to provide practical and actionable insights that may include:

- Sector-specific case studies and real-world examples that add value and relevance for deep tech startups.
- Interactive components that allow participants to apply learning to their individual business cases.
- Constructive feedback tailored to each participant's progress and business context.
- Supporting materials such as slide decks, reading material, worksheets, and coursework to support learning.

UKRI-STFC will provide at no charge working, meeting and training facilities at the 3 sites, as well as catering for group training sessions. Travel and Subsistence costs, and any training material costs to deliver the business support are included in Contract Value.

Delivery Credentials and Impact

The supplier must demonstrate a proven track record in delivering high-quality business workshops, training programmes and one-on-one business coaching for public and/or private sector clients, with a particular emphasis on early stage SMEs. The supplier must provide up to 4 relevant case studies (1-2 pages per Study) of previous similar projects (2 of which should be from startups they have supported). Demonstrating how they provided assistance to support startups. Bidders are to detail how they will use the skills and knowledge gained, and any lessons learnt from these projects, and how they will apply them to this contract.

One-to-one support should be provided as needed to incubatees, with a clear plan for frequency of the sessions, measuring success, and adaptability to individual business needs. Proposals will also demonstrate a proven track record of delivery that engages audiences effectively, inspires innovation, and can drive strategic success.

Trainers, facilitators, mentors and coaches must be experienced professionals with backgrounds in entrepreneurship and relevant sectors. They should demonstrate strong facilitation skills and the ability to engage both early-stage and more experienced founders. It is expected that team members with specialist skills and experience, (e.g., navigating regulatory approval for medical devices) may be engaged as and when needed, rather than be retained full-time team members.

Where any specific requirement cannot be met, potential delivery partners must demonstrate their capability to partner with other organisations to meet the requirement. The proposal must clearly define which partners or consortia are secured to deliver, as well as any proposed or desired partners who are not yet secured.

Scope

The **scope** of the services delivered to incubated technology startup founders and their teams includes 4 components:

1. **Goal-setting and monitoring.** This should include an initial assessment of each startup's maturity (e.g., against KTH readiness levels), agreeing focus areas for each startup to prioritise and goals to achieve during incubation, and tracking startup progress against those goals. This will be informed and supported by:
 - Startup application to the DeepTech Catalyst (which clearly defines technical and commercial development goals for the incubation period) – provided by UKRI-STFC
 - STFC team feedback on previous engagements with startup during application process
 - Startup's own input on their priorities provided to the supplier
 - [Optional] STFC's existing maturity level assessment tool (based on KTH readiness levels) – tool provided by UKRI-STFC, diagnostic performed by supplier
2. **Specialist Group Training.** This should include half-day, mandatory training sessions on a quarterly basis, for the whole group of currently incubated startups (i.e. across all technology areas). This should assume an 18-month syllabus/cycle.

Trainings should be delivered in one of the STFC physical locations (Harwell, Daresbury, Edinburgh) with videoconference links to the other locations, where startups will be located. Wherever possible, in-the-room speakers and moderators should help make these trainings interactive. At least one STFC staff member will be present and available to support training sessions in each location.

These trainings should cover high-value topics relevant for technology startups. Some potential topics include:

- Raising Financing (revenue, debt and private investment)
- Sales and Marketing
- Building a high-performing team
- Innovation & product development approaches
- Negotiation skills (commercial sales, investment raising)

3. **Capability Building.** This should include one-to-one advice and best practice sharing on how startups can solve the common business problems that they face. The specific advice required will be led by the individual needs and priorities of each startup (see above), as well as their technology area and target market(s). This may occasionally draw on mentoring support for both generalist and specialist topics. The support provided should directly upskill startup teams on practical, operational capabilities. A core “topic-set” of problems is anticipated and could include:

- Performing customer research and ensuring product/market fit in the relevant target markets
- Building a sales plan and growing a sales pipeline for the relevant markets
- Developing sales and business development skills
- Building channel partnerships
- Performing competitor research and developing a competitive position
- Developing a compelling investment proposition and deck; pitch training
- Building the key elements of a data room for diligence (e.g., sales pipeline, P&L and cashflow projections, team summaries)
- Recruiting the right team at the right time to deliver technical and commercial milestones
- Management skills to develop a high-performing team and ensure they deliver targets
- General considerations when issuing shares to employees and setting up share-based employee incentives (excluding direct legal, tax and financial advice)

Where addressing a situation would require specialist regulated advice (e.g., legal, accountancy, financial planning, etc.), UKRI-STFC expects the Supplier to help founders think about what steps they should take and what professional advice they should seek, rather than provide this advice directly.

4. **Commercial and Leadership Coaching.** This moves beyond the “topic-set” above and should include coaching and advice to support founders to grow their businesses and effectively handle issues that may arise in their startup journey. This support should help founders improve their effectiveness and leadership skills, and to effectively navigate challenging situations as they arise e.g.,:

- Onboarding or departure of key personnel, especially for shareholders or Directors; dealing with a “bad leaver”

- Investment raising, such as specific guidance during negotiations, on interpreting Heads of Terms and other documents
- Handling a data breach or cyber attack
- Negotiating a sale, recruitment, investment round etc.

The demand will fluctuate as new companies enter the incubation programmes (intakes in spring and autumn) and incubatees graduate. The average number of startups to be supported in a given year (for the first 2 years of the contract) are:

- 2026: 66
- 2027: 64

The proportional breakdown of incubated startups by technology area is approximately:

- Space tech: 34%
- Biotech: 11%
- Health tech: 34%
- Quantum tech: 14%
- Applied Physics: 7%

The proportional breakdown of incubated startups by site is approximately:

- Harwell (RAL): 43%
- Daresbury: 50%
- Edinburgh: 7%

Additionally, the supplier should provide an estimated cost for supporting additional startups in-line with the potential expansion of the DeepTech Catalyst:

- 10 startups in 2026
- 10 startups in 2027
- 10 startups in 2028
- 10 startups in 2029

The potential expansion would be caused by the commitment of additional funding to the DeepTech Catalyst. This commitment is dependent on Government Spending Review and programme governance decisions that are expected to be taken in 2026.

The supplier will provide the STFC team with updates on incubatee progress and engagement at regular standing meetings and will raise important issues and developments as and when they arise (such as investment offers, company distress, any developments that may adversely impact startups' ability to complete incubation).

Training (component 2) will take place in a hybrid format, with trainers delivering sessions in-person at the STFC sites at Daresbury, Harwell or Edinburgh, with startups attending in person at the STFC sites. A 'host' site will lead the training and other sites will be connected by videoconference.

Capability Building and Coaching services (components 3 and 4) will take place in-person or via video conference, as appropriate.

The supplier will handle commercially sensitive and material non-public information from private companies, as well as Official Sensitive information from UKRI-STFC. It is expected that the supplier will have relevant cyber security protections in place and will employ robust physical security controls at its places of work.

The supplier will also act as a Processor of personal data under GDPR and appropriate data processing measures will be agreed with UKRI-STFC (the data controller).

The detailed lines of requirements are set out as follows in the table of Requirements below. UKRI-STFC does not wish to specify

- the number of support hours per startup
- the exact proportional split of general vs technology/market specialist support although expect this to be c. 60-70% general and 30-40% specialist)
- the proportional split of general

UKRI-STFC encourages suppliers to define the above this in their bids. Similarly, UKRI-STFC does not wish to fix.

Requirement

Item	Work Category	Tasks	Outputs	Expectation
1	Goal setting and monitoring	Perform an initial assessment of startup's maturity and development needs when they enter the incubators (drawing on incubation applications, Programme Manager inputs and the existing STFC diagnostic tool). Agree development goals and priorities with startups and Programme Managers. Maintain a record of startup progress towards their development goals (e.g., log/ journal).	Initial assessment of maturity and identification of goals and priorities for each startup using a tool. Progress log / journal maintained for each startup to evidence improvements in maturity. Programme Managers receive input into mid-term and final reviews, when requested.	Assessments completed and goals set for each startup within 1 month of incubation kick-off (assume this can be done in one conversation with the startup). Progress log made continuously available (e.g., via shared document) with Programme team. Initial cohort days attended. Input into mid-term and final reviews provided in a timely manner when requested. Start-up support is tailored to be made

		Make this available to STFC teams. On request, provide input into startup mid-term and final reviews. Tailor the delivery of group training, capability building and coaching to startups' goals and priorities. Attend program's initial cohort day for start ups.		relevant to individual needs. Extraordinary development needs flagged to Programme team in a timely manner.
2a	Develop core curriculum for Group Training	Develop the core syllabus for Group Training. This should include the overall number, topics and sequence of group trainings, and the learning outcomes for each training and for the overall syllabus. The trainings may include, but are not necessarily limited to the topics outlined in Section 4. Develop a delivery plan that meets the requirements (12-month syllabus, 2 cycles in tender period, trainings run with one host site in-person with other sites joining via videoconference).	Group Training curriculum, including clear learning outcomes for each training, submitted to and approved by Programme Lead. Group Training delivery plan (including use of expert partners / subcontractors) submitted to and approved by Programme Lead. Group Training sessions scheduled and delivered within agreed timelines. Content, materials, and resources provided to Programme Team.	Core curriculum designed in alignment with programme requirements. Core curriculum and delivery plan developed and agreed within 6 weeks of contract award to give the maximum time available for delivery. The approach to sourcing and coordinating expert partners / subcontractors is well-defined and focused on maximising relevance, engagement, and impact for participants. Facilitators must be experienced, credible and engaging. Participant Feedback (see Items 2b and 5 below) is continuously used to develop and improve future trainings.

		Outline an approach to maximise engagement of participants (e.g., group problem solving). Design training modules that deliver the learning outcomes. This includes training content and supporting course materials and resources (e.g., pre-reading, homework, worksheets, etc.). This may include start-up surveys to tailor content to each cohort. Define who will deliver each workshop, including where these will be delivered by expert partners / subcontractors.		
2b	Deliver Group Training	Plan, organise and issue invites for training sessions. N.B. support available from UKRI-STFC includes incubatee contact lists, room booking, seating organisation, catering and basic technical support (e.g., VC system connection, presentation screen set-up).	Group Trainings delivered on schedule. Incubatees successfully invited to Group Trainings, with steps taken to maximise attendance (N.B. UKRI-STFC incubatees are contractually obliged to join 4 days of compulsory Trainings; this can	Invites sent at least 6 weeks in advance of each Group Training. Training attendance and other feedback on participation/engagement reported to Programme Team within 2 working days of each Training. High engagement from Training attendees. Delivery is jargon-free, and tailored to adult learning principles; real-world examples and

		Deliver Group Trainings in clear and engaging hybrid mode, with participation from expert partners and subcontractors where relevant. Ensure participant engagement and interaction to achieve the learning outcomes of each Group Training.	be extended if required). Participant learning outcomes are achieved. Group Training attendance tracked, and relevant updates provided to Programme Managers (e.g., drop-outs, excellent participation). High participant engagement and participant achieved for all Group Trainings. Attendees given timely access to supporting materials (e.g., pre-read, training slides, handouts, recordings, post-session guides / homework, etc.) to reinforce learning and support implementation. Effective participant feedback mechanism set-up and used to help the Supplier to develop future content (see Item 5 below).	case studies are used wherever possible. Resources are professionally formatted, accessible, and provided to attendees within 2 working days of session delivery. Cohort feedback and satisfaction gathered and shared with Programme Team within 5 working days of each Training. >80% attendees report that learning outcomes were achieved. Trainings achieve high satisfaction scores (e.g., Net Promoter Score ® of >+20 or equivalent). The Supplier suggests practical actions in response to participant feedback for approval by the Programme Lead and Managers. The Supplier ensures that the trainers are available to deliver the course work and cover is in place in case of absence.
3	Deliver Capability Building support.	Identify whether and what one-on-one Capability Building is required for each incubatee company, drawing on the	Capability Building support needs identified for each startup at the beginning of their	An assessment of Capability Building needs is built and maintained for each startup throughout incubation.

		maturity assessment, regular catch-ups with incubatees and input from Programme Managers. Provide Capability Building support to address identified needs, ensuring this is tailored to the company's target market, business model and national/regional support ecosystem. Identify and engage expert partners and/or subcontractors and/or tools to provide Capability Building support, where relevant. Where further learning is required, provide expert inputs and connect incubatees to relevant opportunities. N.B. incubatees will typically be early stage B2B and/or B2G businesses. Some incubatees may operate in highly-regulated sectors (e.g., medical devices, pharmaceuticals, space) and Capability Building	incubation and on an ongoing basis. Incubatees provided with relevant Capability Building support. Expert partners and/or subcontractors engaged as appropriate. Incubatees report that Capability Building support helped them achieve milestone faster and to a better quality. Incubatees given access to appropriate and relevant supporting materials-including tools, templates, and resources-that reinforce and extend the in-person Capability Building support.	Capability Building support is tailored to the technology area, application market and business model and is relevant to the startup's growth stage. Expert partners, subcontractors and tools are used as appropriate to build capabilities of incubatees. Verbal updates on incubatee engagement and progress are presented to Programmes Managers in standing meetings. Specialist knowledge is delivered in an engaging and practical way, leading to high levels of engagement, retention, and application by founders and teams.
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		support should reflect this. N.B. Capability Building topics include, but are not limited to the topics described in Section 4 above.		
4	Deliver Commercial & Leadership Coaching	Meet regularly with incubatees to understand their progress against milestones and any development needs. Tailor support to the national and regional context e.g., recognising impact of Scottish law, adapting to different regional support offerings. Respond to incubatee requests for advice and support on an ad hoc basis. Potential requests include, but are not limited to, those outlined in Section 4 above.	Incubatees supported to address their individual coaching needs. Relevant issues flagged to Programme Managers and Programme Lead as appropriate.	Incubatee requests responded to within 2 working days, or more immediately for critical issues.
5	Monitor, evaluate and continuously improve delivery, reporting impact and good news stories	Define and then deliver a plan to monitor incubatee engagement, satisfaction and delivery of learning outcomes through (i) notes and minutes of direct interactions and (ii) feedback surveys at critical points e.g., post-Group	Feedback plan and KPIs agreed with Programme Lead and Managers. Feedback forms/surveys and follow-ups sent to incubatees. Feedback shared with Programme	Feedback captured and reported to Programme Managers within 5 working days of Group Trainings. Overall feedback of business support during incubation and on changes to KTH readiness levels

		Trainings, Mid-Term Incubation Review, Final Incubation Review. N.B. Programme Team can support with automated survey issue and data collection for Trainings, Mid-Term and Final Reviews; survey questions to be agreed between supplier and Programme Team. KPIs may include: - Extent to which learning objectives achieved - Satisfaction (e.g., through Net Promoter Score ® or similar) - Change in KTH Readiness Levels or equivalent during incubation - Change in founder confidence Report on engagement and satisfaction to Programme Managers and Programme Lead in regular meetings.	Lead and Managers at regular meetings. Recommendations on programme improvement shared for approval with Programme Managers and Programme Lead. Group Training materials and delivery are improved in response to participant feedback and discussions with Programme Lead. Good news stories shared with STFC team and promoted on social media channels.	captured at Mid-Term and Final Reviews. Feedback reported to Programme Managers before Mid-Term and Final Reviews. General learnings from feedback are reported in standing Programme Lead and Programme Manager meetings.
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		Act on participant feedback (with agreement from the Programme Managers), ensuring and improvements are aligned with programme goals. Share good news stories with the STFC team and on supplier social media channels.		
6	Manage the programme and engage with STFC team, including supporting the annual demo day	Meet periodically with the Programme Lead and Programme Managers in the first 6 weeks of the contract to develop and finalise the support curriculum and delivery plan. Provide semi-regular updates to the Programme Lead (at least quarterly) on overall progress and outcomes. Provide regular joint updates to the three Programme Managers (a least monthly) on site / programme progress and highlight any issues. Take accurate minutes from each meeting. Maintain an action log.	Overall business support curriculum and delivery plan agreed by Programme Lead. Agendas, meeting materials, minutes and actions produced for semi-regular Programme Lead meetings and regular Programme Manager meetings. Action log maintained throughout the tender period. Risk assessment maintained throughout the tender period. Annual report shared with Programme Team. <u>Demo day:</u>	Regular meetings scheduled at start of programme; any changes with at least 2 working days' notice. Act as secretariat for Programme Lead and Manager meetings. Ensure that meetings are attended by appropriate personnel to provide updates, take notes and actions and with the appropriate decision-making authority to take issues or actions forward. If relevant, provide any pre-read materials at least 2 working days before relevant meetings. Provide notes and action logs to the Programme Lead or Managers via email within 5 working days of each meeting.

		Ensure that publicity and branding is compliant and approved by the DeepTech Catalyst. Provide annual reports on programme progress including milestones achieved, progress against key performance indicators, etc. This should include an up-to-date risk assessment. <u>Demo day:</u> Provide input into the process for selecting the best 10-15 companies to pitch at the DeepTech Catalyst annual demo day. Provide pitch training and pitch deck reviews to the 10-15 startups who will pitch at the Demo Day. Promote the Demo Day to relevant Angel and Venture Capital investor contacts (note UKRI-STFC directly manages ~10 key investor relationships).	Top-performing / strongest incubatees are selected to pitch at the Demo Day. Pitching incubatees are well-prepared and deliver high-quality pitches. The Supplier's Angel and Venture Capital investor contacts attend the Demo Day.	<u>Demo day:</u> Input is provided into the pitch selection panel by the deadline. Pitching incubatees deliver high-quality pitches, ideally leading to investor follow-ups and possibly investment.
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Suppliers are expected to plan and deliver the business support workshop programme over a 12-month cycle for a minimum of 2 years (i.e. 2 cycles), with a possibility to extend for another 2 years. The curriculum should support business development, skill development, and engagement through structured learning, review points, and end-of-programme outcomes. Time management and meeting deadlines are critical to the success of this contract.

The supplier is expected to present a Gantt chart clearly proposing workshop themes and delivery dates, milestone dates, reporting deadline, timelines to create training resources, evaluation and feedback period. Risk mitigation strategies should be listed.

The supplier will be expected to support the demo day organised annually to demonstrate the success of the incubates and the business support provided over the course of the contract.

Stage or interim payments will be linked to the achievement of the measurable deliverables.

Below is a framework to guide suppliers in structuring their delivery timelines.

Item	Milestone	Deadline	Expectation
1	Contract Kick-off Meeting	Within 2 weeks of contract award (Year 1)	Initial meeting with STFC contract manager to agree on delivery scope, workshop themes, timelines, reporting cycles, and communication plan.
2	Draft Programme Plan & Curriculum (Year 1)	Within 4 weeks of contract award	Submission of detailed curriculum including workshop topics, hybrid delivery format, proposed schedule, and facilitator bios.
3	Curriculum Sign-off (Year 1)	Within 6 weeks of contract award	Final approval of core curriculum and specialist modules tailored to sector needs (e.g. space, quantum, bio, health tech).
4	Workshop Cycle Launch	Start of Month 2 (annually)	Delivery of the first workshop session for the cohort. Repeated at the beginning of each 12-month cycle, with improvements based on learnings from year 1.
5	Workshop Delivery	Months 2–11 (annually)	Ongoing delivery of hybrid sessions across general and specialist themes. Includes 1:1 support and expert-led

			content. Curriculum evolves annually based on feedback.
6	Demo Day Support	Month 10 or 11 (annually)	Supplier to support the preparation of incubates for a Demo/Showcase Day in collaboration with STFC. Participants will present to investors and ecosystem stakeholders.
7	Quarterly Progress Reviews	End of Months 3, 6, 9 (each year)	Updates including delivery metrics, engagement levels, early outcomes, and any delivery risks. Format may include reports and/or review calls with programme lead
8	Annual Interim Review & Evaluation	Month 6 (each year)	Mid-point evaluation with STFC programme lead, including engagement data, quality review, and early indicators of impact. Summary report required.
9	Final Workshop Delivered	End of Month 11 (annually)	Final session of the annual curriculum delivered. Preparation for evaluation begins.
10	Annual Final Review & Evaluation Report	No later than 2 weeks before end of Month 12 (annually)	Comprehensive report on delivery, outputs, impact, lessons learned, and participant feedback. Includes improvement plan for following year.
11	Cycle Refresh & Planning	Month 12 (annually)	Supplier to propose refinements to the curriculum and delivery model based on annual learning and receive sign-off from STFC for next cycle.

Social Value

1. UKRI require suppliers to commit to additional social and economic benefits that can be achieved in the delivery of our contracts.
2. The Supplier will be expected to align to the principles, obligations and aspirations set out in the Social Value Act (2012) . The Supplier shall identify and deliver on Social Value initiatives as agreed. The Supplier will be responsible for recording and reporting performance against agreed Social Value scorecards.
3. Based on the Social Value Model , UKRI have identified “Skills for growth: supporting growth sectors and addressing skills gaps.” as the policy outcome most relevant to this Contract. Information about the outcome is presented in the table below:

Table of Social Value Key Themes:

Social Value	
Mission:	Kick start economic growth. to secure the highest sustained growth in the G7 - with good jobs and productivity growth in every part of the country making everyone, not just a few, better off.
Outcome:	2. Skills for growth: supporting growth sectors and addressing skills gaps.
Model Award Criteria:	2a. Learning and skills development opportunities relevant to the contract to address skills gaps.
Model Sub Criteria:	Activities that demonstrate and describe the supplier's existing or planned: • Understanding of employment and relevant skills issues, and of the education and training issues relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, geographic/local community and skills/employment challenges • Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications • Activities to support relevant sector related skills growth and sustainability in the contract workforce. Illustrative examples: careers talks, curriculum support, literacy support, safety talks and volunteering • Delivery of apprenticeships, supported internships and T Level industry placement opportunities (Level 2, 3 and 4+) in relation to the contract
Standard Reporting Metric:	2ai. Number of training opportunities (Level 2, 3, and 4+) other than apprentices created or retained under the contract. 2aii. Number of people-hours of learning interventions delivered under the contract, by UK region.

The Contract duration shall be for a period of 2 years with optional extensions of 2 years 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.

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 e.g. a PSC, and Associated Person and or Subcontractor will result in a failed condition of bidding this opportunity, then the bidder will be allowed to provide evidence in regard to self-cleaning. If the grounds for self-cleaning are not to the absolute satisfaction of the Contracting Authority, then an alternative e.g. Subcontractor must be provided must be provided within 7 days from a formal request to do so via the Contracting Authority. The Contracting Authority will not permit any revision and re submission to effect the original commercial price, that was provided in the Bidders submission. The replacement will then be subject to the specific non-commercial criteria, as was clearly articulated within the evaluation criteria within these procurement documents.

Any Bidder failing to provide evidence of self-cleaning to the absolute satisfaction of the Contracting Authority within the above reasonable and proportionate time set 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 reserve the right 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 PSC or subcontractor being replaced, or not providing to the absolute discretion of the Contracting Authority any 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
Procurement Specific Questionnaire: Potential Supplier Information		
Qualification Questionnaire Part 2: Exclusion Grounds		
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).
Qualification Questionnaire Part 3: Conditions of Participation Questions (General and Project Specific via the eSourcing Platform)		
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_17	Data Protection
Part 3A	PSQ_18	Relevant experience and contract examples
Part 3A	PSQ_19	Experience of sub-Contractor management
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	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.
- 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	AW6.1	Compliance to Specification
Commercial	AW5.3	Firm and Fixed Price
-	-	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.
- 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	PROJ1.1	Develop and Deliver Specialist Group Training	75%	18%
Technical	PROJ1.2	Deliver Capability Building Support		18%
Technical	PROJ1.3	Deliver Commercial Coaching		13%
Technical	PROJ1.4	Manage the programme and engage with the STFC team, including supporting the annual Demo Day		8%

Technical	PROJ1.5	Monitor, evaluate and continuously improve delivery, reporting impact and good news stories		4%
Technical	PROJ1.6	Goal Setting and Monitoring		4%
Technical	PROJ1.7	Social Value		10%

Award Evaluation of criteria

Non-Commercial Elements

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

All questions will be scored based on the above mechanism. As there will be multiple evaluators their individual scores and commentary will be recorded, then a consensus meeting will be convened by the evaluators to determine your score. Note this will include a chairperson or lead and all evaluators are of equal status.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

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

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

Commercial Elements will be evaluated on the following criteria.

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

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

(Maximum marks available in this example being 12.5)

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

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

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

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

The lowest score possible is 0.

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	- RFP logged upon opening in alignment with UKSBS's procurement procedures in the eSourcing Portal. - 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.
Compliance check	• Check debarment question and debarment list for all Bidders, Subcontractors, PSC. • Check all Mandatory / Discretionary grounds and other such requirements are acceptable to the Contracting Authority. • Check compliance with the Conditions of participation both via unique identifier number on the CDP and in the Bidders submission. • 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.
Conflicts of Interests	• The Evaluation team members will have Col re visited by UKSBS prior to being given access to the bids received in the eSourcing Portal.
Scoring of the Bid	• 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.
Clarifications	• The Evaluation team may possibly require written clarifications to be issued to Bidders submissions, in order to ensure the proper conduct of the evaluation.
Re - scoring of the Bid and Clarifications	• 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.
Consensus meeting	• To conduct a consensus meeting to agree the Non-Commercial evaluation scores. • To ensure that equal treatment of all bids has been done with impartiality. • 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
Moderation meeting (if required to reach an award decision)	• To review the scoring outcomes of the Commercial / Non-commercial evaluation. • To agree final scoring for each Bid, relative rankings of the Bids • To ensure that equal treatment of all bids has been done with impartiality. • 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
Due diligence of the Bid	• The Contracting Authority may (as applicable) request the following from Bidders once initial and perceived award decisions have been made. ○ Confirmation by the Bidder via an insurance provider that cover documents can be in place at the time of contract signature by the Bidder

	○ Request for bone fide email / physical evidence of documents / accreditations referenced in the Request for Proposal response Bid and or Clarifications from the Bidder ○ Taking up of Bidder references from the Bidders previous contracted parties ○ Confirmation that the Col statement made remains valid. ○ Confirmation that the Debarment / PSC statement remains valid. ○ Financial Credit check for the Bidder (usually undertaken by UKSBS)
Validation of unsuccessful Bidders	• 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.
Issuing of Bidder Assessment Summaries	• 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.

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 Specialist Business Support Services. 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 partners, 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

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 2nd 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 bidder's 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 considered 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 the 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.

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 2 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. 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

- 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
“Bid”, “Response”, “Submitted Bid”, or “RFP Response”	means the Bidders formal offer in response to this Request for Proposal.
“Bidder(s)”	means the organisation(s) responding to this Request for Proposal.
“Bidders Assessment Summaries”	Means the feedback defined as Supplier Assessment Summaries in the PA 2023
“Buyer”	means the person in UKSBS who is responsible for conducting the procurement for and on behalf of the Contracting Authority.
“Central Purchasing Body”	means a duly constituted public sector organisation which procures Goods and or Services for and on behalf of Contracting Authorities.
“Conditions of Participation or Conditions of Response”	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. 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.
“Central Digital Platform or CDP”	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.
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement.
“Contracting Bodies”	means the Contracting Authority and any other contracting authorities described in the CDP. Procurement documents and Notice
“Contracting Authority”	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.
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to, in excess of the Contracting Authority.
“Debarment”	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.
“Due Diligence Information”	the Contracting Authority may request the following requirements at the award decision stage of the Procurement: ○ Submission of insurance documents from the Bidder

	○ Request for evidence of documents / accreditations referenced in the / Invitation to Quote response / Bid and / or Clarifications from the Bidder ○ Taking up of Bidder references from the Bidders Customers. ○ Financial Credit check for the Bidder (*carried out by UKSBS not requested from the bidder)
"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 discretionary exclusion 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 mandatory exclusion 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 Section 4 Specification
"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.

“Reserved rights”	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.
“Supplier(s)”	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.
“Tender exercise”	means the activities and implications surrounding the procurement, in the GDPR aspects section of the procurement documents.
“UKSBS”	means UK Shared Business Services Ltd herein after referred to as UKSBS.
“Unique Identifier”	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.