



**Invitation to Tender**

**for**

**MOVES SERVICES FRAMEWORK**

**PROC/2016 47/CT/Moves Services Framework**

**EU RESTRICTED PROCEDURE**

## CONTENTS

### Information provided by the BBC to Tenderers

Sections [A-D] provide details of the Tendered Requirement.

Section A	Introduction
Section B	Instructions to Tenderers
Section C	Specification of Tendered Requirement
Section D	Framework Agreement for the provision of Moves Services

### Information to be included within Tenders

Sections E&G must be, and Section F may be, completed by the Tenderer and submitted as part of their Tender, together with the Tendered Requirement Questionnaire. Tenders must be submitted in the format detailed in paragraph 2 of Section B (Instructions to Tenderers).

Section E	Pricing Schedule
Section F	Summary of Designated Information under FOIA
Section G	Form of Tender

## SECTION A - INTRODUCTION

### 1. PURPOSE OF ITT

- 1.1 This procurement process is being conducted in accordance with the Public Contracts Regulations 2015. This Invitation to Tender (the "**ITT**") is being made available only to those Tenderers that have been pre-qualified and short-listed to bid in connection with the provision of Moves Services (the "**Tendered Requirement**") to the BBC as advertised in the Official Journal of the European Union. Tenderers are invited to submit a response to this ITT in accordance with the instructions set out in this ITT and in the associated Tender Information Pack available on the BravoSolution portal (a "**Tender**"). This ITT sets out the steps which the BBC will take to obtain specific information to enable it to select the 'most economically advantageous tender(s)' and subsequently to conclude a framework agreement (the "**Contract(s)**") award places on the Framework Agreement with the successful providers.
- 1.2 This ITT should be read alongside the Tender Information Pack which contains further important instructions for Tenderers.
- 1.3 This ITT and the documents referred to in it set out only the BBC's minimum requirements with regard to the provision of the Tendered Requirements. Accordingly, a Tenderer's ability to meet the stated requirements will not necessarily ensure that the Tenderer obtains the maximum score available for their Tender following the evaluation process.
- 1.4 In the event of any inconsistency, this ITT and associated documentation will take precedence over any documents previously issued by the BBC in connection with the Tendered Requirement.

### 2. THE TENDERED REQUIREMENT

- 2.1 In conducting this procurement for the Tendered Requirement the BBC is acting on its own behalf and as agent for such other entities (if any) as may have been indicated in the abovementioned OJEU contract notice and pre-qualification questionnaire issued in connection with this procurement. Any reference in this ITT to the BBC shall be deemed to include a reference to any such other entities unless the context otherwise requires.
- 2.2 The Tendered Requirement is summarised below and a detailed specification is set out in Section C (Specification of Tendered Requirement).

BBC Workplace is responsible for the BBC's portfolio of properties and responsibilities include the efficient use of the buildings and moves within/between the buildings. Some of these services were previously supplied via the Facilities Management Provider. This framework will be for national provision. BBC Studios, a newly formed division, will become a commercial subsidiary in 2017 and it is anticipated that this framework would cover any works instructed and/or contracted by them.

#### Lot 1 – Workplace Analysis

The BBC has a requirement for Workplace Analysis services, as and when required, on a call off basis, to provide detailed utilisation studies and recommendations following this on how to reduce current desk allocations in order to help facilitate new ways of working, and ultimately building reductions, to support moves. Analysis to consist of Core days, Peak occupancy, Empty and vacant, Maximum capacity and Alternative work settings

#### Lot 2 – Storage Audit Services

The BBC has a requirement for the services of a Storage Audit specialist in order to

manage down the existing level of storage to meet space constraints, identify appropriate storage solutions and assist in the migration process as and when required, on a call-off basis. The type of items stored may include, but are not limited to, paper records and drawings, audio and video media, high value technical and broadcast equipment, components, raw materials and historically significant and valuable items.

#### Lot 3 – Relocation Services

The BBC has a requirement for the relocation as and when required, on a call off basis, of a range of office furniture, office storage facilities and their contents (e.g. cupboards, cabinets, and other equipment, possibly including computer equipment and IT peripherals, safes, and some staff personal possessions); property of historical significance and value; broadcast technology equipment and furniture, workshop machinery, high value technical equipment and raw materials.

#### Lot 4 – Migration Services

The BBC has a requirement for Migration Services to deliver the BBC accommodation strategy by working with BBC departments to understand and challenge their requirements to create and manage a migration plan overseeing the relocation and storage audit packages.

### 3. TERM OF FRAMEWORK AGREEMENT & PAYMENT TERMS

The Framework Agreement will have a term of 3 years commencing on 1<sup>st</sup> January 2017 and ending on 31<sup>st</sup> December 2020. The Framework Agreement may be extended at the BBC's discretion by up to 12 months. If the BBC wishes to exercise this option, it will give written notice to the successful providers no later than 6 months prior to the end of the initial term.

- 3.1 The supplier shall submit a valid VAT invoice to the BBC for the whole or any part (as required by the BBC) of the Contract Price to BBC Accounts Payable at the address specified in the Purchase Documentation quoting the relevant Purchase Documentation number. The BBC shall pay to the bank account specified by the supplier such sums as are due within 30 days of the date the BBC has determined the invoice to be valid and undisputed.
- 3.2 The BBC intends to award between 3 and 5 places per lot on the Framework Agreement at the conclusion of this procurement process..
- 3.3 Whilst it is the BBC's intention to purchase the majority of its services under the Framework Agreement from the providers appointed, the BBC does not confer any exclusivity on the appointed providers. The BBC reserves the right to purchase any services (including those the same as or similar to the services covered by this procurement process) from any provider outside of this Framework Agreement. Furthermore, Tenderers should note in the case of multiple supplier Framework Agreements, the award of a place on the Framework Agreement will not necessarily guarantee any specific volume of work or that the provider will be successful in any subsequent call offs.

#### 4. TIMETABLE

4.1 The proposed timetable for award will be as follows:-

Activity	Estimated completion date
1. Issue of ITT	13 <sup>th</sup> October 2016
2.Tenderers' Briefing	October 2016 (TBC)
3. Deadline for clarification questions on ITT	7 <sup>th</sup> November 2016 @ 14:00hrs
4. Deadline for submission of Tenders	14 <sup>th</sup> November 2016 @ 14:00hrs
5. Contract Award	1 <sup>st</sup> December 2016
8. Expiry of Standstill Period	12 <sup>th</sup> December 2016

4.2 This timetable may change without prior notice and Tenderers will be advised of any changes where appropriate.

4.3 A Tenderers' Briefing will be held as one-to-one session, more details will follow during the ITT stage. The briefing will provide Tenderers with an opportunity to seek clarification on any matters relating to this ITT and the Tendered Requirement.

#### 5 FREEDOM OF INFORMATION

Information concerning the BBC's obligations under the Freedom of Information Act 2000, and the associated implications for Tenderers, is contained in the Tender Information Pack. The BBC strongly recommends that if a Tenderer considers information to be exempt under FOIA it should complete Section F (Summary of Designated Information) and state the reasons why (giving as much detail as possible to allow the BBC to defend any decision not to disclose should it choose this approach).

## SECTION B - INSTRUCTIONS TO TENDERERS

Tenders must be submitted in accordance with the instructions set out below and in the Tender Information Pack. Tenders which do not comply with all such instructions may be rejected as non-compliant and the Tenderer disqualified.. The BBC's decision in any such matter shall be final.

### 1. SUBMISSION OF TENDERS

1.1 Tenders must be received by the BBC no later than 14:00hrs hours (UK time) onTBC.

Tenders must be submitted via the BravoSolution portal in accordance with the instructions provided in the Tender Information Pack.

1.2 A Tender to be submitted by a Tenderer must comprise the following mandatory parts and may comprise the following optional parts:

- Part 1: Executive Summary (optional)
- Part 2: Tendered Requirement Questionnaire (mandatory)
- Part 3: Pricing Schedule (mandatory)
- Part 4: Schedule of Designated Information under FOIA
- Part 5: Form of Tender (mandatory)
- Part 6: Framework Agreement

Paragraph 2 of this section B contains more information on each of these Parts. The BBC expects Tenderers to complete in full all sections of any mandatory Part. If any section cannot be answered fully please provide relevant explanation and details. Failure to provide all requested information may result in rejection of a Tender or no/low marks being awarded during evaluation to the relevant element(s) of theTender.

### 2. FORMAT AND CONTENT OF TENDER RESPONSE

The structure and format of Tenders should be as follows:-

#### 2.1 Part 1 - Executive Summary

Tenderers may, in their discretion, provide an executive summary of their Tenders.

Due to the volume of information contained in Tenders, each BBC evaluator may not be able to read all sections of all of the Tenders and so are assigned particular sections to evaluate. The purpose of the executive summary is therefore to assist the BBC's evaluators in putting the responses to particular questions in context.

The executive summary will not be evaluated and any information in the executive summary will not be used by the BBC to supplement the responses to particular questions. In relation to each question, the BBC will only evaluate the Tenderer's response which

corresponds to that particular question. If information in a Tenderer's executive summary is relevant to a particular question, the Tenderer must repeat that information in the response to that particular question and not simply cross refer to their executive summary.

Please name the Part 1 file: **'001-Executive Summary - [Tenderer name]'**. This part of the response must not exceed 2 pages.

## 2.2 Part 2 - Proposal to Meet Tendered Requirement Questionnaire

The Tenderer's response to the Tendered Requirement Questionnaire (which is available on the BravoSolution portal) must be submitted. Tenderers will be required to provide attachments as their response for each question.

## 2.3 Part 3 - Pricing Schedule

A Pricing Schedule for the provision of the services must be completed. The template for this is provided at Section E (Pricing Schedule).

Please name the Part 3 file: **'003-Pricing Schedule - [Tenderer name]'**.

## 2.4 Part 4 - Schedule of Designated Information under FOIA

Tenderers may submit a completed and signed Schedule of Designated Information, the template for which is provided in Section F (Summary of Designated Information under FOIA). The BBC will refer to this summary of designated information if it receives an FOIA request for information relating to a Tender or any subsequent Framework Agreement awarded as a result of the procurement process.

Tenderers are not obliged to complete Section F.

If electing to complete and submit this Section F please name the Part 4 file: **'004- FOIA - [Tenderer name]'**.

## 2.5 Part 5 - Form of Tender

A completed and signed Form of Tender, the template for which is provided in Section G (Form of Tender), confirming that all sections of this ITT have been read, understood and accepted must be submitted. Tenderers must not amend the wording of this document.

Please name the Part 5 file: **'005- Form of Tender - [Tenderer name]'**.

## 2.6 Part 6 – Framework Agreement

The BBC Framework Agreement (the **"Terms and Conditions"**) which is included at Section D to this ITT will apply to the Tendered Requirement and the successful Tenderer will be required to sign it.

The words "execution," "sign," "signature," and words of similar import in, or in relation to, this Agreement shall be deemed to include electronic or digital signatures or the keeping of records in electronic form, each of which shall be of the same effect, validity and enforceability as manually executed signatures or a paperbased recordkeeping system, as the case may be, to the extent and as provided for, as allowed, or as not prohibited under applicable law.

The Terms and Conditions represents the legal risk allocation that the BBC is prepared to accept in respect of the Tendered Requirement and it is not expected there will be any mark-up or amendments submitted as part of the Tender. Any Tender that includes mark up or amendments will accordingly be disqualified.

Accordingly, Tenderers are required to provide written confirmation that the provisions of the Terms and Conditions are acceptable to the Tenderer at Section G (Form of Tender) of this ITT.

### 3. EVALUATION METHODOLOGY

3.1 The BBC will award a place on the Framework Agreement to the Tenderers whose Tenders is determined in accordance with the methodology described in this Section B of the ITT as being the 'most economically advantageous' Tenders. This is defined as the optimum combination of:

- 3.1.1 a Tenderer's ability to meet the BBC's operational requirements using the Award Criteria set out in the Appendix to this Section B; and
- 3.1.2 the total cost to the BBC of a Tenderer's solution over the whole life of the Framework Agreement, as set out below. Using the scenario pricing schedule and rate card that will be applied to the contract

3.2 An evaluation panel consisting of representatives from within the BBC's stakeholder groups will review and score the Tenders submitted. They will award marks against the evaluation criteria and weightings in accordance with the process outlined in this Section B.

### 3.3 Scores

- 3.3.1 The Award Criteria [and sub-criteria] pursuant to which the BBC will evaluate Tenders which have not been excluded at the BBC's discretion for non-compliance with any of the requirements of the Tender Documents are set out in the Appendix to this Section B.
- 3.3.2 The BBC will evaluate Tenderers' Responses to each question or section within the Tendered Requirements Questionnaire (Technical Envelope) by assigning one of the 'Categories' set out in the Table below. Each Category then translates into a score as indicated in the second column of the Table.

**Table A – Scoring**

Scoring Guidelines	Score	Category
Response has exceeded the BBC's requirements by a significant and exceptional level and fully addresses all key issues. Tenderer has provided sufficient information to demonstrate the robustness of its solution and the ability of its solution to meet the BBC's requirements.	100	Excellent
The Response demonstrates good understanding of requirements and the requirement level is fully met with only a few minor weaknesses or queries.	70	Good
The Response is satisfactory. This may be the case where the main requirements are just	50	Satisfactory



materially met, or where the Tenderer's solution is adequately explained but lacking detail.		
The Response is poor and the BBC evaluation considers that the proposal fails to meet the requirements and/or the risk transfer to the BBC is considered not to provide value for money and/or gives cause for concern.	30	Reservations
The Response has major omissions, has an unacceptable transfer of risk to the BBC, and/or does not demonstrate how the Tendered Requirement would be delivered.	0	Unacceptable

- 3.4 The Appendix to this Section B sets out which questions in the Tendered Requirement Questionnaire, will be scored under which Contract Award Criterion.

A Tenderer's scores for each Award Criterion will then be multiplied by the weighting for that criterion. A Tenderer's total merit score will be the sum of its weighted scores for each Award Criterion (a "**Merit Score**").

- 3.5 It is a condition of this procurement process that a Tenderer achieves a Merit Score of no less than 60% in relation to its Tender. Any Tenderer obtaining a Merit Score of less than 60% following completion of the BBC's evaluation of its Tender will be excluded from the procurement process prior to carrying out any assessment of Whole Life Cost (as defined in paragraph 3.6 below).
- 3.6 The BBC will then calculate the total cost to the BBC of each Tenderer's solution over the whole life of the Framework Agreement over a 3 year term, based on the pricing information submitted in the scenario costing using the rate card by each Tenderer together with any assumptions and all other internal and external costs which impact on the total cost to the BBC of implementing that Tenderer's proposal ("**Whole Life Cost**"). The Whole Life Cost applicable to each Tender will be calculated on the basis of the pricing information submitted by the relevant Tenderer in Section E (Pricing Schedule) together with any adjustments which the BBC has to make in order to ensure that all Tenderers are evaluated on the same basis and therefore treated equally.
- 3.7 The Whole Life Cost will then be divided by the Merit Score in order to obtain a final evaluation score for each Tender which identifies the cost of each merit point. The 'most economically advantageous' Tenders will be the Tenders which achieve the lowest cost per merit point.
- 3.8 All final evaluation scores calculated in accordance with paragraph 3.7 will be calculated to two (2) decimal places. In the event of a tiebreak between Tenderers, the successful Tenderer will be the Tenderer that has the lowest Whole Life Costs.

#### 4. **VARIANT TENDERS**

Variant Tenders will not be accepted

#### 5. **QUERIES**

- 5.1 Any queries that Tenderers wish to raise prior to submitting Tenders should be sent via the BravoSolution portal secure online messaging tool in accordance with the instructions set

out in the Tender Information Pack.

## **6. VALIDITY OF TENDERS**

- 6.1 Tenders must remain open for acceptance for [one hundred and twenty (120)] days from the closing date stated in paragraph 1.1 of this Section B. This validity period should be confirmed by completing the Form of Tender provided at Section G (Form of Tender). The Form of Tender must be signed by an authorised representative of the Tenderer who must also have corporate authority to sign any resultant Framework Agreement.
- 6.2 The BBC relies on Tenderers' own analysis and review of information provided. Consequently, Tenderers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Tenders and for undertaking any investigations they consider necessary in order to verify any information provided to them during the procurement process.

## **7. DIVISION INTO LOTS**

- 7.1 The BBC has divided the Requirement for this procurement into the following lots:

1.2 The requirement is summarised below:-

BBC Workplace is responsible for the BBC's portfolio of properties and responsibilities include the efficient use of the buildings and moves within/between the buildings. Some of these services were previously supplied via the Facilities Management Provider. This framework will be for national provision. BBC Studios, a newly formed division, will become a commercial subsidiary in 2017 and it is anticipated that this framework would cover any works instructed and/or contracted by them.

### **Lot 1 – Workplace Analysis**

The BBC has a requirement for Workplace Analysis services, as and when required, on a call off basis, to provide detailed utilisation studies and recommendations following this on how to reduce current desk allocations in order to help facilitate new ways of working, and ultimately building reductions, to support moves. Analysis to consist of Core days, Peak occupancy, Empty and vacant, Maximum capacity and Alternative work settings

### **Lot 2 – Storage Audit Services**

The BBC has a requirement for the services of a Storage Audit specialist in order to manage down the existing level of storage to meet space constraints, identify appropriate storage solutions and assist in the migration process as and when required, on a call-off basis. The type of items stored may include, but are not limited to, paper records and drawings, audio and video media, high value technical and broadcast equipment, components, raw materials and historically significant and valuable items.

### **Lot 3 – Relocation Services**

The BBC has a requirement for the relocation as and when required, on a call off basis, of a range of office furniture, office storage facilities and their contents (e.g. cupboards, cabinets, and other equipment, possibly including computer equipment and IT peripherals, safes, and some staff personal possessions); property of historical significance and value; broadcast technology equipment and furniture, workshop machinery, high value technical equipment and raw materials.

### **Lot 4 – Migration Services**

The BBC has a requirement for Migration Services to deliver the BBC accommodation

strategy by working with BBC departments to understand and challenge their requirements to create and manage a migration plan overseeing the relocation and storage audit packages.

- 7.2 When notifying Tenderers that they had been pre-qualified and shortlisted to bid for the Tendered Requirement, the BBC informed each Tenderer of the lots in respect of which it had pre-qualified. Tenderers may only bid for the lots for which they have prequalified and no others
- 7.3 Tenderers must bid individually for any and all lots for which they have been pre-qualified and shortlisted. The BBC will not consider bids for combinations of lots

## 8. FRAMEWORK AGREEMENT

- 8.1 Where the BBC wishes to call off for services under the Framework Agreement which has been awarded (a **“Call Off”**) and where the applicable terms are not set out fully in the original Framework Agreement, it will normally hold a mini-competition. Each supplier on the Framework Agreement who is capable of meeting the BBC’s requirements in respect of the relevant call off (an **“Eligible Supplier”**) will then be invited to participate in the mini-competition. Each Eligible Supplier will be issued with a request to submit a response to the BBC’s requirements within specific timescales (a **“Request for Proposal”**).
- 8.2 The award criteria which will be used to evaluate the responses to any Request for Proposal from Eligible Suppliers are listed below together with their relative weightings:-

Award Criteria / Sub-Criteria	Weighting
Quality	40%
Cost	60%

- 8.3 The BBC reserves the right to amend, delete or add to the above award criteria or their weightings for a Call Off where appropriate for a specific requirement. Any such variations will be set out in the Request for Proposal.
- 8.4 The BBC may award a contract to the Eligible Supplier who has submitted the most economically advantageous offer in response to a Request for Proposal (based on the application of the award criteria listed above) in respect of the BBC’s requirements (a **“Call Off Contract”**).
9. The BBC reserves the right to annul a mini-competition at any time and will advise Eligible Suppliers accordingly of any such decision.

## APPENDIX TO SECTION B - AWARD CRITERIA

The award criteria which will be used to determine a Merit Score awarded to Tenders (in accordance with paragraph 3 of Section B (Instructions to Tenderers)) are listed in the table below together with their relative weightings: **Lot 1 – Workplace Analysis**

Award Criteria	Sub-Criteria weighting	ITT questions & indicators relevant to the Award Criteria / Sub-Criteria and their respective weighting within the Award criterion/sub criterion concerned
Proposed Team Structure and Profiles	10%	[ITT1] Please describe how your proposed team will be structured including numbers of staff, reporting lines, escalation points, who is responsible for which element of the service delivery etc for this project the team. The percentage of time each individual is to spend on site is to be clearly indicated. (Max: 2 side A4 using Arial size 11 font)
CV's	10%	[ITT2] Please provide CVs for your proposed account manager and up to three of the staff most likely to be used on the account in relation to Migration Services. Details should include individual's experience – years as practicing, qualifications, experience at organisation. (Max: 1 side A4 using Arial size 11 font per CV)
Meeting Requirement -	25%	[ITT3] Meeting Requirement - Explain in detail how you will provide this service to the BBC, including how each of the roles proposed within your team will work with the BBC Project Team  Your answer should include, but not be limited to the following: <ul style="list-style-type: none"> <li>• An example implementation plan with key milestones</li> <li>• Your experience of similar fast track projects you have completed working with the BBC, or similar organisations</li> <li>• Your experience of challenging existing occupiers spatial requirements bearing in mind time scale constraints</li> <li>• Your proposed method of how you will report on occupation assessments, storage surveys etc</li> <li>• Staff resources allocated. Detail to include numbers and breakdown of duties during a typical analysis</li> <li>• How you will liaise with the BBC and other contractors – what are the key events that will need to be communicated</li> <li>• How you will approach a change to the BBC project plan</li> <li>• Key things to be considered</li> <li>• Your approach to working with end users, understanding their business and drivers, gaining their buy-in to reducing their accommodation requirements</li> </ul> (Max: 3 side A4 using Arial size 11 font)
Risk Register	10%	[ITT4] Risk Register – Please provide an analysis of your perceived top five risks in delivering Workplace analysis Services. Be sure to specify where there are specific Health & Safety risks and what you will do to manage or mitigate them. (Max: 1 side A4 using Arial size 11 font)
Demonstrable Fit	5%	[ITT5] Demonstrable Fit - Please detail how your approach will fit with and enhances the BBC's culture, values and approach including details on how using your company will promote equality and diversity among your employees, BBC staff and stakeholders and how you will assist the BBC to meet our responsibilities under the public sector equality duty, including how will you make a difference to improving Equality and Diversity through the projects you undertake with the BBC? (Max: 1 side A4 using Arial size 11 font)
Contract Management	10%	[ITT6] Please detail how you propose to carry out the role of Supplier under this contract, how you propose to manage the contract strategically and on a day to day basis and how you would integrate with the BBC. What support/assistance would you require from the BBC to achieve this? (Max: 2 side A4 using Arial size 11 font)

Occupancy Studies	10%	<p>[ITT7] As part of this submission please set out your experience of carrying out occupancy studies, your methodology (with examples of project deliverables) and proposed price for the following case study:</p> <p>Building A has 300 workstations spread over five floors over 20000sqft. A five day survey is required of the workspace to support discussions with the teams. (Max: 2 side A4 using Arial size 11 font)</p>
Scenario	20%	<p>[ITT8] PLEASE NOTE THAT THIS BRIEF IS FICTIONAL</p> <p><b>BBC ADEPT RELOCATION LONDON W12 TO LONDON W1 MOVE</b> Outline brief and scope of works.</p> <p>BBC Adept currently operates from offices on floor 9¾ of the Broadcast Centre in W12. There are 13 teams totalling 450 positions, 3no. 6 person meeting rooms and 4 TV edit suites.</p> <p>BBC Workplace's aspiration is for BBC Adept to release 65 positions and to occupy workspace within a newly refurbished workspace (being provided by a separate project team) using flexible working to maximise the use of space in the receiving building.</p> <p>The BBC is therefore seeking a project proposal to cover the whole lifecycle of the project including:</p> <ul style="list-style-type: none"> <li>• Desktop review of available documentation and site surveys to verify inconsistencies.</li> <li>• Pre move + post occupancy utilisation</li> <li>• Scope potential opportunities for reductions</li> <li>• Engage with BBC Adept team through the Migration team to ascertain individual business needs</li> <li>• Options appraisal for new location for BBC Adept teams (to be carried out in conjunction with separate fit out project team)</li> <li>• Liaison with fit-out project team and Migration team</li> </ul> <ul style="list-style-type: none"> <li>• Outline professional fees to implement the move and the associated inclusions, exclusions and risks.</li> <li>• Services provided by your company for this project.</li> <li>• Sample personnel provided for this project.</li> <li>• Interfaces to, and requirements for, other specialists not provided by you in your bid for this lot.</li> <li>• Written reports, drawings etc. (at appropriate RIBA stages if applicable)</li> <li>• Likely travel requirements for meetings etc – travel expenses will not be evaluated.</li> <li>• Other things that the BBC is, in your professional opinion, likely to need but may be unaware of.</li> </ul> <p>Please provide a full cost breakdown consistent with your proposal.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> <li>• BBC IT costs</li> <li>• BBC Facilities Management costs (such as portage, mail redirection and cleaning)</li> </ul> <p>(Max: 4 side A4 using Arial size 11 font)</p>

## APPENDIX TO SECTION B - AWARD CRITERIA

The award criteria which will be used to determine a Merit Score awarded to Tenders (in accordance with paragraph 3 of Section B (Instructions to Tenderers)) are listed in the table below together with their relative weightings: **Lot 2 – Storage Audit Services**

Award Criteria	Sub-Criteria weighting	ITT questions & indicators relevant to the Award Criteria / Sub-Criteria and their respective weighting within the Award criterion/sub criterion concerned
Proposed Team Structure and Profiles	10%	[ITT1] Please describe how your proposed team will be structured including numbers of staff, reporting lines, escalation points, who is responsible for which element of the service delivery etc for this project the team. The percentage of time each individual is to spend on site is to be clearly indicated. (Max: 2 side A4 using Arial size 11 font)
CV's	10%	[ITT2] Please provide CVs for your proposed account manager and up to three of the staff most likely to be used on the account in relation to Storage Audit Services. Details should include individual's experience – years as practicing, qualifications, experience at organisation. (Max: 1 side A4 using Arial size 11 font per CV)
Meeting Requirement -	25%	[ITT3] Explain in detail how you will provide this service to the BBC, including how each of the roles proposed within your team will work with the BBC Project Team  Your answer should include, but not be limited to the following: <ul style="list-style-type: none"> <li>• An example implementation plan with key milestones, including call-off activities and notice periods required</li> <li>• Staff resources allocated. Detail to include numbers and breakdown of duties e.g. how many staff. will be used and when during a typical migration</li> <li>• Methodology for collating requirements for Divisions headcount, structure and migration dependencies</li> <li>• How you will liaise with the BBC and other contractors – what are the key events that will need to be communicated</li> <li>• Caveats or restrictions to working hours and relocation capacities</li> <li>• How you will approach a change to the BBC project plan</li> <li>• Key things to be considered regarding the types of materials being stored</li> <li>• Contingency plans against resources and vehicles (in case allocated staff/ vehicles don't arrive or are not available)</li> <li>• Key things to be considered</li> <li>• Your approach to working with end users, understanding their business and drivers, gaining their buy-in to reducing their storage requirements and changing storage practices and embedding that (Max: 3 side A4 using Arial size 11 font)</li> </ul>
Risk Register	10%	[ITT4] Please provide an analysis of your perceived top five risks in delivering Migration Services. Be sure to specify where there are specific Health & Safety risks and what you will do to manage or mitigate them. (Max: 1 side A4 using Arial size 11 font)
Demonstrable Fit	10%	[ITT5] Please detail how your approach will fit with and enhances the BBC's culture, values and approach including details on how using your company will promote equality and diversity among your employees, BBC staff and stakeholders and how you will assist the BBC to meet our responsibilities under the public sector equality duty, including how will you make a difference to improving Equality and Diversity through the projects you undertake with the BBC? (Max: 1 side A4 using Arial size 11 font)
Contract Management	15%	[ITT6] Please detail how you propose to carry out the role of Supplier under this contract, how you propose to manage the contract strategically and on a day to day basis and how you would integrate with the BBC. What support/assistance would you require from the BBC to achieve this? (Max: 2 side A4 using Arial size 11 font)
Scenario	20%	[ITT7] PLEASE NOTE THAT THIS BRIEF IS FICTIONAL  BBC ADEPT RELOCATION  LONDON W12 TO LONDON W1 MOVE  Outline brief and scope of works.  BBC Adept currently operates from offices on floor 9% of the Broadcast Centre in W12.

		<p><i>There are 13 teams totalling 450 positions, 3no. 6 person meeting rooms and 4 TV edit suites.</i></p> <p><i>BBC Workplace's aspiration is for BBC Adept to release 65 positions and to occupy workspace within a newly refurbished workspace (being provided by a separate project team) using flexible working to maximise the use of space in the receiving building.</i></p> <p><i>The BBC is therefore seeking a project proposal to cover the whole lifecycle of the project including:</i></p> <ul style="list-style-type: none"> <li><i>• Audit of current storage requirements</i></li> <li><i>• Identify what can be destroyed, stored off site and what needs to be close at hand</i></li> <li><i>• Make recommendations in respect of managing down the existing storage</i></li> <li><i>• Investigate off-site storage options where required</i></li> <li><i>• Make recommendations in respect of improved storage methods and solutions; and</i></li> <li><i>• Assist in the migration process by mapping storage to the new location</i></li> </ul> <ul style="list-style-type: none"> <li><i>• Outline professional fees to implement the move and the associated inclusions, exclusions and risks.</i></li> <li><i>• Services provided by your company for this project.</i></li> <li><i>• Sample personnel provided for this project.</i></li> <li><i>• Interfaces to, and requirements for, other specialists not provided by you in your bid for this lot.</i></li> <li><i>• Written reports, drawings etc. (at appropriate RIBA stages if applicable)</i></li> <li><i>• Likely travel requirements for meetings etc – travel expenses will not be evaluated.</i></li> <li><i>• Other things that the BBC is, in your professional opinion, likely to need but may be unaware of.</i></li> </ul> <p><i>Please provide a full cost breakdown consistent with your proposal.</i></p> <p><i>Exclusions:</i></p> <ul style="list-style-type: none"> <li><i>• BBC IT costs</i></li> <li><i>• BBC Facilities Management costs (such as portorage, mail redirection and cleaning)</i></li> </ul> <p><i>(Max: 4 side A4 using Arial size 11 font)</i></p>
--	--	---

## APPENDIX TO SECTION B - AWARD CRITERIA

The award criteria which will be used to determine a Merit Score awarded to Tenders (in accordance with paragraph 3 of Section B (Instructions to Tenderers)) are listed in the table below together with their relative weightings: **Lot 3 – Relocation Services**

Award Criteria	Sub-Criteria weighting	ITT questions & indicators relevant to the Award Criteria / Sub-Criteria and their respective weighting within the Award criterion/sub criterion concerned
Proposed Team Structure and Profiles	10%	[ITT1] Please describe how your proposed team will be structured including numbers of staff, reporting lines, escalation points, who is responsible for which element of the service delivery etc for this project the team. The percentage of time each individual is to spend on site is to be clearly indicated. (Max: 2 side A4 using Arial size 11 font)
CV's	10%	[ITT2] Please provide CVs for your proposed account manager and up to three of the staff most likely to be used on the account in relation Relocation services. Details should include individual's experience – years as practicing, qualifications, experience at organisation. (Max: 1 side A4 using Arial size 11 font per CV)
Meeting Requirement -	25%	[ITT3] Explain in detail how you will provide this service to the BBC, including how each of the roles proposed within your team will work with the BBC Project Team and other service providers  Your answer should include, but not be limited to the following:  <ul style="list-style-type: none"> <li>• How you will service UK call-offs to key BBC hubs in Great Britain</li> <li>• An example implementation plan with key milestones, including call-off activities and notice periods required</li> <li>• Staff resources allocated during a typical migration</li> <li>• Numbers and types of transport to be used and how vehicle availability/capacity will be assured plus any restrictions</li> <li>• Labelling method to ensure items do not become lost, missing and are delivered to the agreed destination</li> <li>• How you will liaise with the BBC and other contractors (in particular space designers and relocation services provider) – what are the key events that will need to be communicated</li> <li>• Caveats or restrictions to working hours</li> <li>• Your anticipated risk register</li> <li>• How you will approach a change to the BBC project plan</li> <li>• Key things to be considered regarding the types of materials being relocated and stored</li> <li>• Contingency plans against resources and vehicles (in case allocated staff/ vehicles don't arrive or are not available)</li> </ul> (Max: 3 side A4 using Arial size 11 font)
Risk Register	10%	[ITT4] Please provide an analysis of your perceived top five risks in delivering Relocation Services. Be sure to specify where there are specific Health & Safety risks and what you will do to manage or mitigate them.(Max: 1 side A4 using Arial size 11 font)
Demonstrable Fit	10%	[ITT5] Please detail how your approach will fit with and enhances the BBC's culture, values and approach including details on how using your company will promote equality and diversity among your employees, BBC staff and stakeholders and how you will assist the BBC to meet our responsibilities under the public sector equality duty, including how will you make a difference to improving Equality and Diversity through the projects you undertake with the BBC? (Max: 4 side A4 using Arial size 11 font)
Contract Management	15%	[ITT6] Please detail how you propose to carry out the role of Supplier under this contract, how you propose to manage the contract strategically and on a day to day basis and how you would integrate with the BBC. What support/assistance would you require from the BBC to achieve this? (Max: 2 side A4 using Arial size 11 font)
Scenario	20%	[ITT7] PLEASE NOTE THAT THIS BRIEF IS FICTIONAL  BBC ADEPT RELOCATION  LONDON W12 TO LONDON W1 MOVE



		<p><i>Outline brief and scope of works.</i></p> <p><i>BBC Adept currently operates from offices on floor 9½ of the Broadcast Centre in W12. There are 13 teams totalling 450 positions, 3no. 6 person meeting rooms and 4 TV edit suites.</i></p> <p><i>BBC Workplace's aspiration is for BBC Adept to release 65 positions and to occupy workspace within a newly refurbished workspace (being provided by a separate project team) using flexible working to maximise the use of space in the receiving building.</i></p> <p><i>The BBC is therefore seeking a project proposal to cover the whole lifecycle of the project including:</i></p> <ul style="list-style-type: none"> <li><i>• The provision of suitable packaging materials, labour, packing, loading, transportation/shipping, bar code tracking, unloading and unpacking of BBC property and personal possessions to ensure seamless transition and to include the provision of all necessary breakages insurance.</i></li> <li><i>• Services provided by your company for this project.</i></li> <li><i>• Sample personnel provided for this project</i></li> <li><i>• Interfaces to, and requirements for, other specialists not provided by you in your bid for this lot.</i></li> <li><i>• Written reports, drawings etc. (at appropriate RIBA stages if applicable)</i></li> <li><i>• Likely travel requirements for meetings etc – travel expenses will not be evaluated.</i></li> <li><i>• Other things that the BBC is, in your professional opinion, likely to need but may be unaware of.</i></li> </ul> <p><i>Please provide a full cost breakdown consistent with your proposal.</i></p> <p><i>Exclusions:</i></p> <ul style="list-style-type: none"> <li><i>• BBC IT costs</i></li> <li><i>• BBC Facilities Management costs (such as portage, mail redirection and cleaning)</i></li> </ul> <p><i>(Max: 4 side A4 using Arial size 11 font)</i></p>
--	--	--

## APPENDIX TO SECTION B - AWARD CRITERIA

The award criteria which will be used to determine a Merit Score awarded to Tenders (in accordance with paragraph 3 of Section B (Instructions to Tenderers)) are listed in the table below together with their relative weightings: **Lot 4 – Migration Services**

Award Criteria	Sub-Criteria weighting	ITT questions & indicators relevant to the Award Criteria / Sub-Criteria and their respective weighting within the Award criterion/sub criterion concerned
Proposed Team Structure and Profiles	10%	[ITT1] Please describe how your proposed team will be structured including numbers of staff, reporting lines, escalation points, who is responsible for which element of the service delivery etc for this project the team. The percentage of time each individual is to spend on site is to be clearly indicated. (Max: 2 side A4 using Arial size 11 font)
CV's	10%	[ITT2] Please provide CVs for your proposed account manager and the staff most likely to be used on the account in relation to Migration Services. Details should include individual's experience – years as practicing, qualifications, experience at organisation. (Max: 1 side A4 using Arial size 11 font per CV)
Meeting Requirement -	25%	[ITT3] Meeting Requirement - Explain in detail how you will provide this service to the BBC, including how each of the roles proposed within your team will work with the BBC Project Team  Your answer should include, but not be limited to the following:  <ul style="list-style-type: none"> <li>• Your approach to collating divisional requirements for Divisions and how you would challenge requests.</li> <li>• How you would create, deliver and manage a migration programme around existing parameters such as corporate restructuring, team workloads, productions and other dependencies.</li> <li>• Previous experience of stakeholder management on a significant moves programme, including the number of people moved and timescales involved.</li> <li>• Continually identifying risks and issues and analysing their impact on the final delivery of the whole programme. To put in place mitigating actions to ensure migration is delivered on time and within budget.</li> <li>• How you would structure the approach to the delivery of moves, and your proposed management of the teams associated. What is your understanding of the requirement for this process?</li> <li>• Your methodology should also call out what lessons you have learnt from similar projects and how these would be implemented.</li> </ul> (Max: 3 side A4 using Arial size 11 font)
Risk Register	10%	[ITT4] Please provide an analysis of your perceived top five risks in delivering Migration Services. Be sure to specify where there are specific Health & Safety risks and what you will do to manage or mitigate them. (Max: 1 side A4 using Arial size 11 font)
Demonstrable Fit	10%	[ITT5] Please detail how your approach will fit with and enhances the BBC's culture, values and approach including details on how using your company will promote equality and diversity among your employees, BBC staff and stakeholders and how you will assist the BBC to meet our responsibilities under the public sector equality duty, including how will you make a difference to improving Equality and Diversity through the projects you undertake with the BBC? (Max: 1 side A4 using Arial size 11 font)
Contract Management	15%	[ITT6] Please detail how you propose to carry out the role of Supplier under this contract, how you propose to manage the contract strategically and on a day to day basis and how you would integrate with the BBC. What support/assistance would you require from the BBC to achieve this? (Max: 2 side A4 using Arial size 11 font)
Scenario	20%	[ITT7] PLEASE NOTE THAT THIS BRIEF IS FICTIONAL  BBC ADEPT RELOCATION  LONDON W12 TO LONDON W1 MOVE

		<p><i>Outline brief and scope of works.</i></p> <p><i>BBC Adept currently operates from offices on floor 9½ of the Broadcast Centre in W12. There are 13 teams totalling 450 positions, 3no. 6 person meeting rooms and 4 TV edit suites.</i></p> <p><i>BBC Workplace's aspiration is for BBC Adept to release 65 positions and to occupy workspace within a newly refurbished workspace (being provided by a separate project team) using flexible working to maximise the use of space in the receiving building.</i></p> <p><i>The BBC is therefore seeking a project proposal to cover the whole lifecycle of the project including:</i></p> <ul style="list-style-type: none"> <li><i>• Collating requirements for BBC Adept, including their migration dependencies</i></li> <li><i>• Creating, delivering and managing a migration programme around any existing parameters such as team workloads.</i></li> <li><i>• Working with the workplace analysis expert to plot and agree the individual teams' space plans, as well as overall site adjacencies (within already agreed strategic adjacencies).</i></li> <li><i>• Building a picture of what needs to be moved with the migrating departments, in terms of Departmental and personal storage. To be done through contracted audits by industry experts. Managing down the storage held through rationalisation initiatives and, best practice, in order to ensure that the demand for storage matches the supply at the destination.</i></li> <li><i>• Managing the migration budget and work to ensure delivery is within approved limits, reporting regularly on forecast.</i></li> <li><i>• Managing the resource of the physical moves working with migration contractors and teams.</i></li> <li><i>• To ensure that there are appropriate arrangements in place to deliver Day 1 support to all migrating Divisions, that cover all aspects of potential user concern, such as: FM Support, IT issues, storage and physical move.</i></li> </ul> <ul style="list-style-type: none"> <li><i>• Outline professional fees to implement the move and the associated inclusions, exclusions and risks.</i></li> <li><i>• Services provided by your company for this project.</i></li> <li><i>• Sample personnel provided for this project.</i></li> <li><i>• Interfaces to, and requirements for, other specialists not provided by you in your bid for this lot.</i></li> <li><i>• Written reports, drawings etc. (at appropriate RIBA stages if applicable)</i></li> <li><i>• Likely travel requirements for meetings etc – travel expenses will not be evaluated.</i></li> <li><i>• Other things that the BBC is, in your professional opinion, likely to need but may be unaware of.</i></li> </ul> <p><i>Please provide a full cost breakdown consistent with your proposal.</i></p> <p><i>Exclusions:</i></p> <ul style="list-style-type: none"> <li><i>• BBC IT costs</i></li> <li><i>• BBC Facilities Management costs (such as portage, mail redirection and cleaning)</i></li> </ul> <p><i>(Max: 4 side A4 using Arial size 11 font)</i></p>
--	--	---







**SECTION C - SPECIFICATION OF TENDERED REQUIREMENT**

The Specification of the Tendered Requirement is set out in the following appendices to this Section C:-

- Appendix 1 – Specification by lot

## **SECTION D - FRAMEWORK AGREEMENT FOR THE PROVISION OF MOVES SERVICES**



SECTION E – PRICING SCHEDULE

## SECTION F – SUMMARY OF DESIGNATED INFORMATION UNDER FOIA

The purpose of this Section F is to enable Tenderers to use the template below to identify any information contained in its Tender which it believes could be withheld in response to any request for information under the Freedom of Information Act 2000 (“**FOIA**”). The BBC will refer to this Summary of Designated Information if it receives a request under FOIA for information relating to the procurement process and/or the Tenders.

The successful Tenderer(s) will have a further opportunity to revise this Summary of Designated Information following award of any Framework Agreement pursuant to this ITT.

### How to complete the table below:

**Tender Section** – Identify the relevant part of your Tender with a brief description of the matter covered within that part.

**Harm if released** – Identify the harm which would be caused by releasing this information with reference to FOIA e.g. the disclosure of information about how a company is able to offer a competitive price may prejudice its commercial position.

**FOIA exemption** – Identify which FOIA exemption you think is relevant. For example, if releasing the information would prejudice your (or someone else’s) commercial interests then the relevant exemption is section 43(2) of FOIA.

**Public interest considerations** – This is relevant if you have identified a qualified exemption under FOIA (i.e. one that is subject to the public interest test) e.g. Section 43(1) (trade secrets) of FOIA, and section 43(2) (commercial interests) of FOIA are both qualified exemptions.

**Review date** – Information that is commercially sensitive at a specific point in time may no longer be commercially sensitive at a later date. If you know that the harm which would be caused by the release of the information is confined to a limited time period then please make this clear.

Tender Section	Harm if released	FOIA exemption	Public Interest Considerations	Review date

**SECTION G – FORM OF TENDER****TENDER FOR THE PROVISION OF MOVES SERVICES PROC/2016 47/CT**

To: Caroline Tonge  
 BBC Procurement  
 2<sup>nd</sup> Floor, The Lighthouse, Media Village  
 201 Wood Lane  
 London W12 7TS

We, Name of the Organisation hereby confirm as follows:

1. We have read, understood and accept all sections of the ITT and the Tender Information Pack, and hereby confirm our tender offer reference PROC/2016/46/CT to the BBC.
2. We confirm that save to the extent (if any) that we have set out full details in an Annex to this Form of Tender and our proposals for dealing with it, at the time of tendering there is no conflict of interest affecting any member of the organisation. We shall disclose to the BBC any actual or potential conflict of interest that may in the future arise from the provision of the goods and/or services immediately upon becoming aware of such actual or potential conflict.
3. We hereby offer to enter into a Framework Agreement with the BBC on the terms set out in Section D Framework Agreement and other terms as detailed in the ITT.
4. We hereby agree that any standard terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us in connection with this Tender or with any Framework Agreement resulting from this Tender will not be applicable to such Framework Agreement.
5. We agree that any Framework Agreement that may result from this Tender will be subject to English law.
6. We understand that the BBC is not bound to accept the lowest or any Tender. We also understand the BBC has the right to accept only part of a Tender.
7. We understand that this Tender will remain open for acceptance by the BBC for a period of [one hundred and twenty (120)] days from the closing date for return of Tenders specified in the ITT.

**Please note that any inability to meet the Terms and Conditions (as per Section B, 2.6) which are not detailed in the table below but which are raised at a later date will not be considered by the BBC.**

Please number each point in the first column sequentially for ease of reference and add as many additional rows to the table as required.

Reference Number	Cross reference to relevant	Matter not complied with	Reason for non-compliance, alternatives offered, effect on the Tender
------------------	-----------------------------	--------------------------	---

	section of Appendix D		

Print Name:

Signed:

Position:

duly authorised to sign Tenders for and on behalf of: [Name of Organisation]

Date:

Address:

Telephone Number:

Email Address: