



Bid Consultancy Conflict of Interest Policy

Document Owner: Director, Gtec Media Ltd

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Review Frequency: Annually, or following a material change to Gtec Media's procurement consultancy activities

1. Purpose

Gtec Media Ltd provides bid and public procurement consultancy services to organisations seeking opportunities within the UK public sector.

Gtec Media also participates in public procurement opportunities in its own right. This policy sets out how Gtec Media will identify, prevent and manage actual, potential or perceived conflicts of interest arising between its consultancy activities and its own activities as a supplier.

The purpose of this policy is to protect the confidentiality of clients, maintain fair competition and ensure that Gtec Media does not obtain, or appear to obtain, an unfair competitive advantage through its consultancy work.

2. Core Conflict of Interest Principle

Gtec Media will not provide bid consultancy services to another supplier where Gtec Media is bidding, or has made a decision to bid, for the same contract, framework or Dynamic Market.

This restriction applies to the procurement as a whole, including circumstances where Gtec Media and the consultancy client would be applying for different Lots or categories.

Gtec Media will also not participate as a supplier in a procurement where it has advised the contracting authority in a manner that could provide Gtec Media with an unfair competitive advantage.

Where an actual conflict exists, Gtec Media will decline or withdraw from the relevant consultancy assignment or procurement opportunity.

3. Conflicts Between Consultancy Clients and Gtec Media

Before accepting a new bid consultancy assignment, Gtec Media will establish, as far as reasonably practicable:

- the contracting authority or public body;
- the procurement opportunity concerned;
- the contract, framework, Dynamic Market or other procurement arrangement;
- the relevant Lot or service category, where applicable; and
- whether Gtec Media is currently bidding or has made a decision to bid for the same procurement.

Gtec Media will not accept an assignment to prepare, develop, review or materially support another supplier's submission where Gtec Media is participating, or has made a decision to participate, as a supplier in the same procurement.

This restriction applies even where different members of Gtec Media's team could theoretically work on the two submissions. Gtec Media will not rely solely on internal information barriers to allow it to advise another supplier while participating in the same procurement.

4. Same Procurement, Framework or Dynamic Market

Gtec Media will not provide bid consultancy services to another supplier in relation to a contract, framework or Dynamic Market where Gtec Media is also bidding, or has made a decision to bid, as a supplier.

This restriction applies regardless of whether Gtec Media and the consultancy client intend to apply for different Lots or categories within the same procurement.

Where Gtec Media is already providing consultancy support to a client and subsequently identifies the same procurement as a potential opportunity for Gtec Media, the existing client engagement will take priority. Gtec Media will not enter that procurement as a competing supplier.

This approach is intended to remove ambiguity, protect client confidentiality and ensure that Gtec Media's consultancy activities cannot provide it with an actual or perceived unfair competitive advantage.

5. Consultancy Services to Multiple Suppliers

Gtec Media may provide procurement consultancy services to more than one supplier operating within the same general market or sector.

However, Gtec Media will not provide bid consultancy services to multiple suppliers in relation to the same procurement opportunity where doing so would place those clients in competition with each other.

Information, pricing, methodologies, commercial strategies, draft responses, supporting evidence and other confidential information belonging to one client will not be disclosed to or used for the benefit of another client.

Where an existing consultancy client identifies a procurement opportunity on which Gtec Media is already supporting another supplier, Gtec Media will decline the additional assignment.

6. Work Undertaken for Contracting Authorities

Where Gtec Media provides procurement-related advice or services to a contracting authority or other public body, it will consider whether that work could affect Gtec Media's ability to participate fairly in any related procurement.

Gtec Media will not subsequently participate as a bidder where its previous involvement has provided access to confidential information, influenced the specification or procurement requirements, or otherwise created an actual or perceived unfair competitive advantage.

Where Gtec Media has undertaken relevant previous work for a contracting authority, it will disclose that involvement where required and comply with any conflict-of-interest requirements established by the contracting authority.

Where the previous involvement means that Gtec Media cannot participate fairly in the procurement, Gtec Media will not bid.

7. Confidentiality and Information Separation

Information obtained through a consultancy assignment will be treated as confidential and used only for the purpose for which it was provided, subject to any legal or contractual disclosure requirements.

Client information will not be used to strengthen Gtec Media's own bids or the bids of other consultancy clients.

Access to client documents, commercial information and procurement information will be restricted to people who require the information to deliver the relevant consultancy assignment.

Gtec Media will maintain appropriate electronic access controls and document-management arrangements to reduce the risk of unauthorised access, use or disclosure.

These confidentiality obligations will continue after the consultancy assignment has ended.

8. Pre-Engagement Conflict Check

Before accepting a procurement consultancy assignment, Gtec Media will carry out a proportionate conflict-of-interest check.

The check will compare the proposed assignment against Gtec Media's:

- current bids and applications;

- procurement opportunities where Gtec Media has made a decision to bid;
- existing procurement consultancy clients;
- other relevant consultancy assignments; and
- relevant work undertaken for contracting authorities.

Where necessary, additional information will be requested from the prospective client before the assignment is accepted.

No substantive bid consultancy work will begin until the conflict check has been completed and Gtec Media is satisfied that accepting the assignment does not create a conflict under this policy.

9. Conflicts Arising During an Assignment

A conflict may arise after an assignment has started, particularly where a new procurement opportunity is announced, the scope of a procurement changes or Gtec Media becomes aware of information that was not available when the initial conflict check was undertaken.

Where an actual or potential conflict is identified, Gtec Media will promptly assess:

1. the nature and seriousness of the conflict;
2. whether confidential information is involved;
3. whether Gtec Media or another consultancy client is participating in the same procurement;
4. whether disclosure to an affected client or contracting authority is required; and
5. whether Gtec Media must withdraw from the consultancy assignment or procurement opportunity.

Where Gtec Media is already supporting a consultancy client and subsequently identifies the same procurement as an opportunity for Gtec Media, the existing client engagement will take priority and Gtec Media will not enter the procurement as a supplier.

Protection of confidential client information will continue regardless of whether an assignment or procurement opportunity is discontinued.

10. Client Responsibilities

Consultancy clients will be expected to provide sufficient information for Gtec Media to carry out an effective conflict check.

Clients should notify Gtec Media where the procurement opportunity, Lot, consortium arrangements, subcontracting arrangements or other relevant circumstances materially change during an assignment.

Clients should not provide confidential third-party information to Gtec Media unless they are entitled to disclose that information.

11. Recording and Oversight

Material conflict checks, identified conflicts and decisions concerning their management will be recorded by Gtec Media.

The Director of Gtec Media Ltd has overall responsibility for this policy and for determining whether a consultancy assignment or Gtec Media procurement opportunity should be accepted, declined or discontinued where a conflict of interest is identified.

Conflict-of-interest records will be retained as appropriate to provide an audit trail of the checks undertaken and decisions made.

12. Breaches

Any suspected breach of this policy must be reported promptly to the Director.

Where a breach is confirmed, Gtec Media will take proportionate action. This may include:

- restricting access to affected information;
- notifying an affected client or contracting authority where appropriate;
- withdrawing from a consultancy assignment;
- withdrawing from a procurement opportunity; and
- reviewing and strengthening internal procedures to prevent recurrence.

Any action taken will prioritise the protection of confidential information and the integrity of the relevant procurement process.

13. Policy Review

This policy will be reviewed at least annually and earlier where there is a significant change to Gtec Media's procurement consultancy services, relevant legislation, procurement requirements or business activities.