

**Competition Title Reducing Public Sector Risk through Culture Change: Phase One**

**INVITATION TO TENDER**

This Invitation to Tender should be read in conjunction with other documents associated with this competition.

**SUMMARY**

Applicants are invited to tender for projects under SBRI as outlined in the competition Brief.

**APPLICATION PROCESS**

All bids should be made using the Application Form, downloadable from the Contracts Finder listing for this tender.

Details of the background, challenges and expected outcomes of the projects can be found in the Brief. You are strongly advised to read the Guidance Notes before completing the application form.

SBRI provides innovative solutions to challenges faced by the public sector, leading to better public services and improved efficiency and effectiveness. It supports economic growth and enables the development of innovative products and services through the public procurement of R&D. It generates new business opportunities for companies, provides businesses with a route to market for their ideas and bridges the seed funding gap experienced by many early stage companies.

The overall programme will be delivered over two phases. This is phase 1 of a potential 2-phase competition. A decision to proceed with phase 2 will depend on the outcomes from phase 1. The funders reserve the right to apply a ‘portfolio’ approach, selecting suppliers based on their complementary approaches.

The overall programme will be delivered over two phases; this contract is for the first phase (Phase One). Up to £400,000 (including VAT) is allocated to Phase One of the competition, with potentially a number of simultaneous technical feasibility study contracts awarded of **up to £60,000k** (including VAT) per project **for up to 12 weeks**.

Phase Two will award research and development contracts to Phase One project partners to deliver a “private beta” or field testing of the prototype developed in phase one with a small group of controlled users.

The intended outcome of Phase Two is that we have field tested what will turn into a centrally delivered service that improves delivery in departments/ public sector organisations.

We target awarding **up to three Phase Two contracts of up to £200,000 each** (including VAT) for **up to 6 months of research, development and prototyping**.

The contract will terminate at the end of Phase Two, and the chosen business will be expected to pursue commercialisation of their solution.

Suppliers will retain intellectual property developed during the contract, but foreground and necessary background IP to exploit the solution must be available to license on equitable, non-royalty terms by the government.

Phase 2 is only open to organisations that have completed Phase 1 and will follow a similar selection process. Applicants should state their goals and outline plan for Phase 2, as an explicit part of the path to full commercial implementation, in their Phase 1 proposal.

The form should be completed and submitted as directed. We strongly advise that the accompanying Guidance Notes are read prior to submission.

All entries must be submitted in accordance with the directions at Contracts Finder.

PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN AS DIRECTED.

Email: [GSFInfo@cabinetoffice.gov.uk](mailto:GSFInfo@cabinetoffice.gov.uk)

**Key Dates:**

|  |  |
| --- | --- |
| Competition Launch | Tuesday 19th October 2021 |
| Deadline for applications | 10.00am on Monday 8th November 2021 |
| Applicants notified of decision | Wednesday 24th November 2021 |
| Contracts awarded | Friday 26th November 2021 |
| Feedback provided by | Friday 3rd December 2021 |

**Assessment**

Applications will be reviewed by a selected panel of experts. [For Phase 2 they may also take into account the Phase 1 end-of-phase report.] It may be that a number of finalists will be requested to attend an interview or provide a demonstration for the panel. Contracts will be awarded shortly thereafter. Feedback to unsuccessful applicants will be given after contracts are awarded.

**Gateway Questions**

*Is the applicant a UK company and does the proposal meet the scope and technical specification as detailed in the brief? Y/N*

**The assessment criteria are shown in the following table:**

|  |
| --- |
| **Assessment Criteria** |
| 1. How well does the proposed idea/solution/technologies meet the challenge as detailed in the brief? |
| 2. How valid is the technical approach that will be adopted? |
| 3. How innovative is this project? To what extent does the project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area? |
| 4. To what extent does the proposal show a clear plan for establishing technical and commercial feasibility and the development of a working prototype?  How does the proposal demonstrate that there is a clear management plan What are the risks (technical, commercial and environmental) to project success? How effectively will these be managed? How appropriate are the milestones and evaluation procedures? |
| 5. To what extent does the applicant appear to have the right skills, capabilities and experience to deliver the intended benefits? |
| 6. How appropriate is the proposal financially? Is the overall budget realistic and justified in terms of the aims and methods proposed? Are the costs appropriate and justified? |
| 7. Is there a clear commercial potential to lead to a marketable product, process or service and a clear plan to deliver that and route to market? 8. How significant is the competitive advantage which this technology affords over existing/alternate technologies that can meet the market needs |

Successful applicants will be advised according to the published key dates and companies will be expected to mobilise rapidly to start the project. It is important that Phase 1 Projects start soon after the contract has been issued so that all projects can be assessed fairly and move on to Phase 2 concurrently and smoothly.

**Conditions**

By applying, companies are consenting to the terms and conditions contained in the contract. Applications must have at least 50% of the contract value attributed directly and exclusively for R&D Services.

Pre-commercial procurement is a "public contract other than a public works or supplies contract having as its object the provision of services". The total value of the services exceeds the value of products covered by the contract.

R&D can cover activities such as solution exploration and design, prototyping, up to the original development of a limited by volume of first products or services in the form of a test series. "Original development of a first product or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the product or service is suitable for production or supply in quantity to acceptable quality

standards". R&D does not include commercial development activities such as quantity production, supply to establish commercial viability or to recover R&D costs, integration, customisation, incremental adaptations and improvements to existing products or processes

**Documents associated with this competition**

* Contract
* ITT
* Brief Template
* Guidance Notes
* Application Form
* FAQs
* Assessor Guidance

**Contact Points**

Questions and comments are very welcome while the competition is open. Question on the overall SBRI programme should be addressed to [support@innovateuk.gov.uk](mailto:support@innovateuk.gov.uk); questions ON THE CHALLENGES AND SCOPE of this competition should be addressed to vrpmo@cabinetoffice.gov.uk Once the competition is closed, no further dialogue will be entered into. In order to streamline the process for this competition, feedback to unsuccessful applicants may not be available until after the contracts have been let.

**Data Sharing**

Application Handling / Submission of Information/ Information Handling

The Competition is operated by the UK Cabinet Office (an “Agency” ), and your submitted application, together with any other information you provide at the application stage, will be deemed to be submitted to the Agency on an individual basis for its storage, processing and use. This means:

i) that Cabinet Office is directly responsible to you for its holding and processing of your information, including any personal data and confidential information, and will be held in accordance with its Information Management Policy and

ii) that Cabinet Office is directly responsible to you for its holding and processing of your information, including any personal data and confidential information, and will be held in accordance with its own policies Accordingly, Cabinet Office will be data controller for personal data submitted during the application stage.

Cabinet Office complies with the requirements of GDPR and is committed to upholding the data protection principles, and protecting your information. Further details with regards to personal data can be found [here](https://www.gov.uk/government/organisations/innovate-uk/about/personal-information-charter).  The Information Commissioner’s Office also has a useful guide, for organisations, which outlines the data protection principles. The link to this guide can be found [here](https://ico.org.uk/for-organisations/guide-to-data-protection/).

**MORE INFORMATION**

For more information about this and other competitions please see: http://www.innovateuk.gov.uk

**HELPLINE on the SBRI process**

Email: [support@innovateuk.gov.uk](mailto:support@innovateuk.gov.uk)

Phone: 0300 321 4357