

Expression of Interest / Request for Proposal  
*Two-stage submission*

**Infrastructure Industry Innovation  
Partnership (i3P)**

*I3P Secretariat Provision - EOI and Request for a Proposal for the transfer of a project*



<b>Date of Issue</b>	24 <sup>th</sup> January 2024
<b>Version Number</b>	V0.2
<b>Prepared By</b>	Darren Hill
<b>Approved By 1</b>	Crystal Moore
<b>Approved By 2</b>	Colin Tattam



## 1. BACKGROUND TO INFRASTRUCTURE INDUSTRY INNOVATION PARTNERSHIP (I3P)

i3P is a community of infrastructure industry clients and their supply chains that have formed a partnership to drive collaborative innovation and future growth. It is a force for change in the sector, providing a coherent industry voice that drives transformational collaborative innovation.

The current i3P membership includes 11 Clients (large infrastructure builders/owners/operators), 10-20 of their 'Tier 1' suppliers, circa 400 SMEs plus other associate members.

i3P mission statement: *'The infrastructure industry needs to change to deliver improved and more sustainable infrastructure assets for our society and the UK economy'*.

<https://www.i3p.org.uk/en/page/about-us-page-en>

Leadership for i3P is provided through the Client Group, for which there are two industrial Chairs. Members work together to solve common challenges and deliver projects under 3 'investable agenda' themes – carbon, productivity and safety. One of i3P's strengths is that members work cross-industry, accelerating learning and facilitating the adoption of innovations proven elsewhere in the infrastructure ecosystem. There are a growing number of members participating in collaborative projects and a clear maturation from discovering alignment to delivering projects that can be adopted at scale. i3P is an established project looking for a new long-term organisational host that enables the next phase of delivery and growth.

i3P requires a secretariat that can provide:

1. **Administration support** (setting up routine meetings, taking and distributing notes for 16 pre-scheduled meetings a year)
2. **Events administration for 2 large (400+ invitee) community events a year** (one in person, one online)
3. **Communications** (weekly LinkedIn posts, design and production of our Annual Review)
4. **Financial management** (invoicing of members, receipt of subscriptions, processing external payments)
5. Monthly **Management Information** reporting
6. **HR functions** to our small (3 no.) team
7. Support for the **tendering and procurement** of collaborative projects.

It is likely that i3P will undertake more delivery projects in the future, depending on members' requirements. The secretariat service should be flexible and able to accommodate how functionality and scale evolves in the future.



## 2. NEXT STEPS: WHAT WE WANT TO ACHIEVE AND HOW

Knowledge Transfer Network Ltd. (KTN) provides the current secretariat arrangements and associated project management for i3P. We specialise in developing networks and active business communities that initiate collaboration, accelerate innovation and drive positive change. i3P has been hosted by KTN as a project, and our role in providing the secretariat function has been managed through a bilateral collaboration agreement with each subscribing member.

There is an expectation that i3P will scale and require deeper levels of project delivery resource going forward. Consequently, we are seeking to transfer i3P as a project from KTN to an alternative host, better aligned with these evolving needs and aspirations. In this next phase of i3P there is a clear mandate from members to accelerate the adoption of de-risked innovations at scale. This evolution of requirements has prompted us to explore alternative host organisation options; we are seeking an organisation aligned with and able to support this evolving mission to a defined service level and quality standard.

To explore this change we will conduct a 2-stage process. Initially an Expression of Interest (EOI) will help us to understand who in the market may be a good match for hosting i3P. This will be followed by a Request for a Proposal (RFP) for shortlisted organisations.

*N.B. If you are responding to this document via Contract Finder, please note that there isn't a current end date for delivery of this project.*

## 3. WHAT WE ARE LOOKING FOR: WHY AN EOI AND RFP?

This document seeks expressed interest and information from potential new host organisations with the enthusiasm and potential to 'on-board' i3P as a project. We want to understand the strategic alignment and functional capability of potential new hosts, and their ability to deliver against i3P's requirements now and into the future.

In the interest of inclusivity and transparency, we have also asked i3P's member organisations to recommend any additional organisations that they are aware of who may be suitable candidates.

Following our 2-stage process of EOI and RFP there will be an evaluation of suitability. We expect to proceed to transfer the project to a suitable alternative provider and agree a specification for the hosting arrangements and i3P delivery support in a relatively short period of time.

i3P is not a legal entity in its own right, it is a non-commercial collaborative project, focussed on the development and deployment of innovative technologies and practices across the major infrastructure sector.

## 4. CONTINUITY OF STAFFING FOLLOWING THE TRANSITION

KTN currently employs one Programme Manager dedicated to i3P, who we are seeking to transfer to a new service provider under TUPE arrangements. We also have a Senior Lead role that is currently fulfilled via a secondment from the Environment Agency until July 2024. In addition, a consultant (who has worked with i3P since its inception) currently works approx. one day a week on the project. A smooth transition will be reliably assured if there is continuity of management from this core team.

## 5. BUDGET

i3P has a current (2023/24) annual income of £380k with potential to grow this income through increased membership.

A typical budget allocation for i3P is shown in the table below:

Item	Cost (£k)
Core costs (staff, consultancy, Portal, events, T&S)	285
Secretariat provision	95
<b>Total budget</b>	<b>380</b>

## 6. WHAT WE WANT TO KNOW ABOUT YOU

To the best of your ability and in good faith, please provide the information requested below. This will be used in our assessment of suitability.

### Stage 1 – Expression of Interest

1. Your organisation's background
2. Why you are interested in hosting i3P
3. Alignment and fit of i3P with your organisation and goals, and any scope for mutual value-add.

**And, if/when invited to do so:**

### Stage 2 – Request for a Proposal

4. How you meet the current requirements of i3P and describe potential for future opportunities through alignment (A requirements document will be supplied)
5. Relevant experience, ability to deliver, any similar examples.
6. Budget proposal
7. Any conflicts of interest that would need to be managed.



## 7. INDICATIVE TIMETABLE (SUBJECT TO CHANGE)

Date	Activity
25 <sup>th</sup> Jan 24	<b>Stage 1:</b> Publication of EOI
9 <sup>th</sup> Feb 24	Close of EOI
w/c 12 <sup>th</sup> Feb 24	Assessment of EOI & invitation for shortlisted organisations to submit a proposal.
19 <sup>th</sup> Feb 24	<b>Stage 2:</b> Proposal clarification period starts for selected organisations
1 <sup>st</sup> March 24	Deadline for RFP response submission
w/c 4 <sup>th</sup> March	Discussion with responders and award of project transfer
TBC	Transition plan
TBC	Transition complete

### EOI Lead contact:

Crystal Moore, i3P Senior Lead

[Crystal.moore@iuk.ktn-uk.org](mailto:Crystal.moore@iuk.ktn-uk.org)

07355031482