

**Tender – Rapid Procurement Process for Small and Medium Scale Requirements**

Consultancy for the feasibility of a Science Technology Engineering Arts and Mathematics (STEAM) Generator

The University of Chichester

**Latest date for Return – 17:00 (GMT) 16 May 2022**

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1. Introduction and general background
   1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most economically advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

For this requirement we are obliged to by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In order to enable an assessment of the best value for the University, we are undertaking the rapid tender process. The rapid process enables us to consider the value proposition, and based on this to short-list providers. Only for those who are short-listed, is the further due diligence of the competitive process undertaken.

* 1. Background to this tender

The University of Chichester is seeking a suitably experienced consultant to develop a comprehensive business case for the “STEAM generator”. (Science Technology Engineering Arts and Mathematics)

* 1. High level requirements

Proposal to develop a business case for “The STEAM Generator” in West Sussex

Developing, supporting and embedding a culture of creativity, invention and innovation within a company is essential to its long-term success. Larger companies typically accomplish this by hosting their own R&D departments or engaging design consultancies such as IDEO. These options are not cheap and require significant investment. For SMEs and micro companies, new product and service R&D is inherently a risky proposition, not all new products will reach the market and succeed, R&D is comparatively more expensive to undertake (as it represents a more significant proportion of company turnover) and their knowledge base may not be comprehensive.

Companies in the West Sussex area typically fall into the smaller categories and consequently, there is a challenge around how to encourage highly innovative and inventive development while mitigating or ameliorating the associated risks.

The proposal is to develop a business case for “The STEAM Generator” to be located on the Bognor campus of the University focused on supporting the twin goals of driving growth in the West Sussex area through increased innovation and creativity in local companies, while increasing the knowledge transfer from the University into the local economy.

To deliver this “The STEAM Generator” will help companies of all sizes, but mainly micro and SMEs, undertake new product and service design and development, acting as the matchmaker of local company needs to skills predominantly in the University, but also across a number of other organisations that could support this initiative.

These projects could be undertaken across a variety of options ranging from student projects to full-service consultancy depending on the needs and budget of the client company.

We see “The STEAM Generator” as offering both physical and virtual collaboration to improve the effectiveness of organisations, private or public, outwith the main economic centres, by matching local organisation needs with the University’s intellectual capital- staff, student and equipment-, to develop, support and embed a culture of within a company for its long-term success to solve real challenges identified by organisations and to collaboratively develop solutions that marshals creativity, invention and innovation to produce goods and services that drive “competitiveness” and thus support the development of regional intellectual infrastructure

“The STEAM Generator” will also offer the capability of market analysis, technical specification, design, development and prototyping advice and services Client companies could opt for up-front payment for services or ongoing royalty or license fee arrangements, depending on their budgets to help manage their risk exposure.

This new aim expands beyond that of the Business Hothouse (ends May2023) focused primarily on business advice) and new centres such as The Track, which is focused on collaborative working spaces. This initiative is similar in principle to the 2 year RISE project at Brighton (currently funded by the EU), but will be focused expressly on the West Sussex economy (which does not have such a centre) and aimed to become financially self-supporting and thus avoid the typical fixed shelf-life problem that many of these such initiatives often face.

To facilitate delivery, the project envisages that it will need a focal point and space for “clients” and the University team to meet. An existing small building 267sqm has been identified and would be refurbished to develop purpose designed creative workspace for “clients”, academic staff and students to work together on projects. (Draft plans and report are being undertaken by the appointed architects and do not form part of this tender)

The project would be under the direction of the Deputy Vice Chancellor and would utilise a University project team for delivery.

The University has its own current business networks through the activities of the Business Hothouse, and Sussex Chamber of Commerce and Chichester Chamber of Commerce & Industry have offered their support to the concept and development of a Full Business Case.

As part of the business case development, we will also wish to initiate work to ascertain understand what has and has not worked when developing collaborative working around specific projects.

The timescale for delivery of the report for the business case development and assessment of feasibility is September 8th 2022.

* 1. The bidding process

We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In this case the perceived value of the tender, process requires us to obtain 3 quotations. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

There is no requirement to state any expression of interest, and submission should be made by email to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) The closing date for submission is 17:00 GMT on 16 May 2022

* 1. Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing. Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be published on the procurement web pages <https://help.chi.ac.uk/tenders>

* 1. Procurement timetable

The procurement project is working to the following timescale:

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| Stage | Key Dates |
| Publication of Tender Notice | 25 April 2022 |
| Closing Date for submission of the bid | 17:00 GMT 16-05-22 |
| Clarifications (if required) | W/C 23-05-22 |
| Award | Appointment Notice + 10 Days |

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

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| Criteria | Weighting |
| Coherence and clarity to the University’s requirement | 30% |
| Organisational experience and capability | 10% |
| Costs | 30% |
| Compliance with the Social Value Model | 20% |
| Added value | 10% |
| Technical Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | Pass / Fail |

* 1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

There is no limit to word count here, but please bear in mind the need for clarity etc

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| 1 | Please describe your typical services with associated costs |
| There is no limit to word count here, but please bear in mind the need for clarity etc  Please also break-down how the costs of your services relate to key milestones and to outcomes | |

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| 2 | Please describe the key stages, success factors and time frame |
| Please note, the timescale for delivery of the report for the business case development and assessment of feasibility is September 8th 2022. | |

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| 3 | Please describe the network of key agencies in West Sussex, that you feel should be engaged in the scheme |
| Please identify any particularly relevant characteristics of the infrastructure and economy in West Sussex that should form part of the overall proposition. | |

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| 4 | Please describe similar work you have undertaken, and the benefits realised |
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| 5 | Please describe what you need from the University to ensure success |
| (For example access to people and resources) | |

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| 6 | Please tell us something about the added value you will bring, over and above what we might achieve on our own. |
| (For example experience and expertise, thoughts on methods and outcomes etc) | |

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| 7 | Please tell us something about you and your organisation, for example in relation to the social value model |
| Please review Appendix 1, which sets out the core principles of the SVM. | |

* 1. The techncial requirements

To comply with the Public Contracts Act 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas, such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contacting phase of this procurement, we will ask questions about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance

How your company supports the Social Value Model (including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in **Appendix 1**

Appendix 1: Social Value Model: Model Award Criteria

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| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| COVID-19 Recovery | Help local communities to manage and recover from the impact of COVID-19 | Effective measures to deliver any/all of the following benefits through the contract:   * Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. * Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. * Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. * Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. * Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)