Invitation to Tender

Cornwall Development Company Ltd

TEN: 515

Collaborative Space Research, Development and Innovation Services for AeroSpace Cornwall

July 2021

**1. About Cornwall Development Company**

Cornwall Development Company (CDC) is the economic development service

of Cornwall Council (CC) and is part of the Corserv Limited Group of companies.

On behalf of CC, Cornwall & Isles of Scilly Local Enterprise Partnership (CIoSLEP) and a range of stakeholders, CDC provides a bespoke, business facing service which helps deliver the economic vision and strategy for Cornwall. We achieve this across a wide range of economic development activities through the expertise and professional commitment of our staff.

**2. Background and Context**

The private sector plays a strong role in investing in research and development and accounts for the overwhelming majority of total innovation spend in the UK. Despite this, small and medium sized enterprises are not participating proportionately; according to the Innovation Survey, only 21.6 per cent of enterprises (with more than 10 employees) were engaged in either product or process innovation. This ranged from 20.5 per cent in smaller firms with between 10 and 49 employees and 29.8 per cent in larger firms (with between 100 and 249 employees). So, barriers exist for small and medium sized enterprises in their capacity and propensity to innovate and invest in internal capacity.

Particular barriers include a lack of awareness of the benefits of investing in innovation, its cost and uncertainty about the value that will accrue to the company. These development needs are compounded by a lack of access to appropriate finance, with nearly half of innovation-active small and medium sized enterprises experiencing difficulties obtaining finance.

Combined, these development needs present structural barriers which the European Regional Development Fund can assist in addressing through targeted investment.

There is scope to better build on the knowledge base by stimulating more productive interactions between small and medium sized businesses and universities, research centres, large companies and other organisations. Access to external networks also has a strong positive effect on firm's potential absorptive capacity especially the assimilation of external knowledge.

2.1 **Cornwall and Isles of Scilly (C&IOS) Growth Programme**

This is the European economic regeneration programme for the region. Running until 2020, it will contribute to the EU ambition to deliver smart, sustainable and inclusive growth.

Under this programme, European Structural Investment Funds (ESIF) and specifically the European Regional Development Fund (ERDF) has been allocated to promote business investment in Research & Innovation under Priority Axis 1b:

*developing links and synergies between enterprises, research and development centres and the Higher Education sector, in particular promoting investment in product and service development, technology transfer, social innovation, eco-innovation, public service applications, demand stimulation, networking, clusters and open innovation through smart specialisation;*

and

*supporting technological and applied research, pilot lines, early product validation actions, advance manufacturing capabilities and first production, in particular in key enabling technologies and diffusion of general-purpose technologies.*

More details on European Structural Investment Funds (ESIF) and the European Regional Development Fund (ERDF) can be found via the links below:

[European Structural Investment Funds](https://www.gov.uk/european-structural-investment-funds)

[European Regional Development Fund](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682699/European_Regional_Development_Fund_OP_Nov_2017.pdf)

**3. AeroSpace Cornwall Programme**

AeroSpace Cornwall is a programme which promotes research, development and innovation (RD&I), funded by the European Regional Development Fund (ERDF) and Cornwall Council. AeroSpace Cornwall offers technical and commercial support for businesses across Cornwall and the Isles of Scilly who are developing new products, services and technologies which could add value to the space and aerospace sectors.

The programme, which runs from December 2019 to December 2022, will support at least sixty businesses through grants and specialist business support whilst leveraging £1,375,639 of match funding from the private sector. It aims to;

* Increase the performance and competitiveness of local enterprises, create highly skilled jobs and launch new products into the marketplace
* Develop the ‘innovation ecosystem’ for the space and aerospace clusters by incentivising local businesses to collaborate with other businesses and research institutions to accelerate their innovation.
* Increase the value and capability of the local space and aerospace clusters and secure ongoing investment in them.

The following support is available for businesses to support the development of a new product, service or technology:

* **Market Research Grants** – Support to attend events, conferences and / or meetings to meet with key influential industry leaders, sector experts, potential customers, collaborators or investors to understand the market opportunity and inform the product, service or technology development.
* **Research and Development Grants** – Grants (typically £10k to £150k) are used to match private sector investment to assist with buying equipment, services or paying for existing staff time to work on product, service or technology development projects and to collaborate with research and academia if required.
* **Experts and Consultancy** – Fully funded space, aerospace or digital sector specialists and experts in investment, legal or intellectual property to mentor and support organisations in developing their product, service or technology.

AeroSpace Cornwall also supports inward investors by awarding soft landing packages and investment incentives, with the aim of encouraging collaboration with other businesses across Cornwall and the Isles of Scilly.

AeroSpace Cornwall works closely with other programmes (for example Cornwall Trade and Investment and Spaceport Cornwall) to ensure businesses experience a ‘joined up’ approach to support and funding and to ensure the overall messaging about Cornwall and the Isles of Scilly is aligned.

AeroSpace Cornwall works with manufacturing and engineering businesses who are, or aspire to be, part of the space / aerospace supply chains and digital businesses such as those developing software applications in the satellite communications, earth observation, navigation and meteorology areas.

The AeroSpace Cornwall programme is committed to promoting environmental sustainability and equality within the space and aerospace sectors.

1. **Collaborative Space Research, Development and Innovation Services**

AeroSpace Cornwall supports businesses to develop products, services and technologies which can be sold into the aerospace and space supply chain(s).

Cornwall Development Company, through AeroSpace Cornwall, have signed a collaboration agreement to commission a UK Ambassador as part of the MILO Space Institute’s Ambassador Programme.

The Aerospace team is looking for a contractor / individual with the knowledge and experience to identify and manage collaborative research opportunities in the space sector, particularly in the fields of deep space communications, artificial intelligence, payload development and mission management, which are key to the Data and Space strategy for the region.

1. **Tender Requirements**

5.1 General Requirements

Cornwall Development Company is seeking to commission an appropriately experienced contractor/individual to deliver the MILO Space Institute’s Ambassador Programme deliverables in the UK.

The MILO Ambassador will be required to;

1. Catalogue space science priorities and key participants in the region’s space science ecosystem. Provide a list of entities relevant to MILO’s vision and mission.
2. Design an innovation challenge program that will support workforce development, technology maturation, new ventures, payloads and mission participation opportunities.
3. Share best practices related to opportunities to support / open doors for historically underserved regions and peoples.
4. Report on the impact of the MILO Institute each year, including students engaged in missions, teams developing prototype systems, economic impact, payloads advanced, mission opportunities, international collaborations, and other metrics as desired.
5. Foster relationships between industry and academia with the intention of supporting at least 10 enterprises in the Cornwall and Isles of Scilly region to cooperate with research institutions on collaborative research and development projects. Ensure Collaboration Agreements are in place to maximise the value of space science and research and any subsequent development and innovation opportunities.
6. Work closely with the Marketing Manager to represent the Cornwall Aerospace and Space Clusters, the AeroSpace Cornwall programme and the MILO Space Institute at events, seminars and workshops in order to raise awareness of its objectives and to ensure the Marketing Strategy and plans reflects accurate information for cluster / sector promotion.

The services are required from August 2021 to October 2022.

In support of these deliverables, the MILO Space Institute will;

* Host weekly MILO Ambassador meetings, quarterly and annual stakeholder reviews in order that the Ambassador can report on the impact of the MILO Institute each year. This should include students engaged in missions, teams developing prototype systems, economic impact, payloads advanced, mission opportunities, international collaborations, and other metrics as desired.
* Facilitate the development of feasibility studies to validate the development of Goonhilly Deep Space Antenna in the US and any other relevant geographies, working in collaboration with MILO and associated global network.
* Leverage the existing relationship between MILO and Lockheed Martin to progress commercial opportunities for delivery in Cornwall and Isles of Scilly and / or includes members the Cornwall Space Cluster and / or companies in the local supply chain.
	1. Specific Requirements

The contractor will be required to nominate a dedicated individual or an individual tenderer who will be interviewed and approved by Cornwall Development Company and the MILO Space Institute.

This individual will be available for MILO Space Institute Ambassador duties two days / week on average throughout the delivery period and be able to demonstrate the following experience.

* Significant experience of working at a senior level in or with SMEs and large industry primes, local and/ or national government and academia with strong insight into all aspects of collaborative research in this context.
* Experience working with and / or influencing policy for the Satellite Applications Catapult or UK Space Agency.
* Ability to represent technology developers in the aerospace, space, mining or energy sectors and appropriate sector knowledge to be able to commission additional experts as required.
* Experience of conducting an in-depth and effective needs analysis with clients and developing action plans to take the clients forward in their RD&I journey.
* Experience of representing collaborative research / space science programmes at events, seminars and workshops.

The individual should possess the experience and a degree and/or professional qualification in a relevant discipline and demonstrate the following behaviours;

* Highly developed client relationship competencies
* A track record of success in space science and research
* Passionate about RD&I and Cornwall and Isles of Scilly, and able to present on these subjects at international events as a credible ambassador for space research in the region.
* Articulate, dynamic, energetic and delivery focussed
* Able to build effective and productive working relationships at a senior management level
* Innovative thinker at a practical and strategic level
* Ability to forge successful partnerships with organisations in both the public and private sectors

The individual will be expected to have the following knowledge and skills;

* Good knowledge of Cornwall and Isles of Scilly and its economic, business and social context
* Knowledge of European and national funding structures and programmes
* Excellent interpersonal and team working skills
* Ability to have critical conversations with RD&I project leads

The post will involve travel within the UK and USA and therefore the individual will require to hold in date and valid driving licence and passport.

5.3 Reports

For the duration of the contract, the contractor will provide the AeroSpace Cornwall Programme Director with monthly reports detailing progress against the Ambassador Programme deliverables.

5.4 Adherence to European Regional Development Fund Publicity Guidance

This project is partly funded through ERDF and to raise awareness of the opportunities it offers the European Commission requires all European funded projects to actively promote and publicise that they have received investment and to acknowledge it on any publicity materials or project documentation relating to the funded activity.

These requirements are set out in formal regulations and failure to comply with them may result in projects having to repay grant. Therefore, any material produced under this contract must comply with the EU Publicity regulations which is contained in the ERDF National Publicity Guidelines at Enclosure 2.

All materials require the use of the ERDF logo and HMG Logo (see Enclosures 1, 2 and 3).

# 6. Budget

The total budget for this commission is a maximum budget of **£40,000** (excluding VAT) including all expenses, at cost, with the exception of any visits to the US - Arizona State University

**Tenders that exceed the total budget will not be considered.**

This sum must cover all the activities and expenses expected to be incurred to complete the services including all travel and subsistence, all resource time, all reporting and all planning and delivery.

# 7. Tender and commission timetable

The timescale of the project is from the date of signing the contract until 31st October 2022. The anticipated timetable for submission of the Tender, completion of the project and interim tendering/contract process milestones, are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Publication of ITT  | 27/07/2021 |
| Final date for receipt of clarifications  | 05/08/2021 |
| Final date for response to clarifications  | 06/08/2021 |
| **Deadline to return the Tender to CDC** | **17:00 on 11/08/2021** |
| Evaluation of Tender by CDC – commencement | 13/08/2021 |
| Successful and unsuccessful tenderers notified | 16/08/2021 |
| Interviews  | W/C 16/08/2021 |
| Signed Contract and Project inception meeting | w/c 23/08/2021 |
| First monthly report | 01/10/2021 and then every month thereafter |
| All deliverables provided and Contract complete  | 31/10/2022 |

The Company reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

# 8. Tender submission requirements

Please include the following information in your Tender submission.

**8.1 Covering letter (two sides of A4 maximum) to include:**

8.1.1 Contact name of a dedicated account manager for further correspondence;

8.1.2 That the tenderer confirms that the individual proposed will be available for the duration of the contract and meets the requirements of 5.1 and 5.2

8.1.3 That the tenderer accepts all the Terms and Conditions of the Contract as per Enclosure 5;

8.1.4 Conflict of interest statement (see Section 9.12);

8.1.5 That the tenderer will be able to meet the Corporate Requirements Section 9, to include confirmation that Equality and Diversity, Environmental and Data Protection policies are in place and, if successful, supporting documentation will be provided as evidence;

8.1.6 That the tenderer accepts the CDC Information and Data Agreement (Enclosure 4)

8.1.8 That the tenderer holds current valid insurance policies as set out in 9.3 and, if successful, supporting documentation will be provided as evidence

8.1.9 Confirmation that the tenderer accepts to comply with branding requirements as detailed in the attached document, ‘ESIF Branding and Publicity Requirements V8’, and ‘HM Government Identity Guidelines’ in Enclosures 1,2 and 3

* 1. **Evidence of expertise**

In order to demonstrate the ability to meet all of the requirements of Section 5.1 to 5.2 of the ‘Tender Requirements’;

* + 1. The tenderer must be able to provide the CV of the dedicated individual to demonstrate that they are suitably qualified and experienced to carry out the Ambassador duties. Certifications should also be presented to demonstrate appropriate qualifications.
		2. The tenderer must provide two examples of previous projects which you feel demonstrate the individual’s ability to effectively collaborate and meet similar objectives. Each example should be no more than 2 sides of A4
	1. **Budget**

Provide a costed proposal based on a maximum budget of £40,000 (ex VAT)

**9. Corporate requirements**

CDC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission. All Tenderers must be prepared to provide the evidence as stipulated in the paragraphs that follow, as requested by CDC, prior to any contract is signed.

**9.1 Equality and Diversity**

CDC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

**9.2 Environmental Policy**

CDC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

**9.3 Indemnity and Insurance**

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor’s obligations and liabilities under this contract, including but not limited to:

* Professional indemnity insurance with a limit of liability of not less than £1 million;
* Public liability insurance with a limit of liability of not less than £2 million;
* Employers liability insurance with a limit if liability of not less than £2 million

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

In addition, the contract will be subject to the following legislation:

**9.4 Data Protection**

The contractor will comply with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European Union legislation relating to privacy. The tenderer will be required to provide a copy of their Data Protection policy and privacy statement if successful in securing this contract.

**9.5 Freedom of Information Legislation**

CDC may be obliged to disclose information provided by bidders in response to this tender under the Freedom of Information Act 2000 and all subordinate legislation made under this Act and the Environmental Information Regulations 2004 (Freedom of Information Legislation). Tenderers should therefore be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. CDC will proceed on the basis of disclosure unless an appropriate exemption applies. Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if it is in the public interest.

**9.6 Prevention of Bribery**

Tenderers are hereby notified that CDC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

**9.7 Health and Safety**

The Contractor must at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other statutory and regulatory requirements.

**9.8 Exclusion**

CDC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:

* Participation in a criminal organisation
* Corruption
* Fraud
* Terrorist offences or offences linked to terrorist activities
* Money laundering or terrorist financing
* Child labour and other forms of trafficking in human beings

**9.9 Publicity**

In order to comply with the necessary publicity regulations that accompany ESIF funds all promotional material, meeting invites, questionnaires and reports must at all times comply with the latest guidelines in accordance with paragraph 5.4. The appointed contractor must comply with the publicity requirements in all activities, events, and literature developed as part of this contract.

**9.10 Content ownership**

By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the programme will be the property of CDC.

**9.11 Document Retention**

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CDC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

**9.12 Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and CDC or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit CDC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

**10. Tender clarifications**

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

gail.eastaugh@cornwalldevelopmentcompany.co.uk

in accordance with the Tender and Commission Timetable in section 7. Responses to clarifications will be anonymised and uploaded by CDC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind CDC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

**11. Tender evaluation methodology**

Each tender will be checked for completeness and compliance with all requirements of the ITT.

Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the following award criteria:

|  |  |
| --- | --- |
| Ref 8.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed in 8.1 | Pass/ Fail |
| Ref 8.2 Evidence of Expertise |  |
| * + 1. The contractor must be able to provide the CV of the dedicated individual to demonstrate that they are suitably qualified and experienced to carry out the Ambassador duties. Certifications should also be presented to demonstrate appropriate qualifications.
		2. The tenderer must provide two examples of previous projects which you feel demonstrate the individual’s ability to effectively collaborate and meet similar objectives.
 | 30%30% |
| Ref 8.3 Budget |  |
| 8.3 Cost proposalThe lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid | 40% |

# 12. Tender assessment

Each Tender will be checked for completeness and compliance with all requirements. During the evaluation period, CDC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender.

Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings detailed in the criteria table above. CDC is not bound to accept the lowest price or any tender. However, final contract award will be dependent on the individual successfully passing the interview with Cornwall Development Company and the MILO Space Institute.

CDC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with CDC’s internal procedures and CDC being able to proceed.

The reviewer will award a percentage of the marks depending upon their assessment of the tenderer’s response. The following scoring, or graduations of such, will be used to assess the tenderer’s response.

|  |
| --- |
| **Scoring Matrix for Tender Criteria** |
| **Score** | **Judgement** | **Interpretation** |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required supporting the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/ services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0 | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

**13. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the attached CDC standard terms and conditions (see Enclosure 5)

**14. Tender returns**

Please submit the Tender document by email by **17:00 on 11/08/2021**

Please send by email to **tenders@cornwalldevelopmentcompany.co.uk**

with the following wording in the subject box: “Tender TEN515 Space Research, Development and Innovation Services for AeroSpace Cornwall”. Tenderers are advised to request an acknowledgement of receipt when submitting by email.

**15. Disclaimer**

The issue of this documentation does not commit CDC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between CDC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CDC and any other party (save for a formal award of contract made in writing by or on behalf of CDC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by CDC or any information contained in CDC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CDC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

CDC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all. Cancellation of the procurement process (at any time) under any circumstances will not render CDC liable for any costs or expenses incurred by tenderers during the procurement process.

**Enclosures**

1. ERDF and ESF Branding and Publicity Requirements ESIF-GN-1-005 Version 8 August 2019
2. HMID Identity Guidelines
3. HM Government logos as a zip file
4. CDC Information and Data Agreement
5. Terms and Conditions of the Contract (over £25,000)