



**InnovateUK**  
KTN

## **Innovate UK KTN**

Suite 218

Business Design Centre

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## **Innovate UK KTN – Online Design, Development and Support services.**

Invitation to Tender and  
Statement of Works

### **Prepared By:**

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1. Background
2. Services Required
3. Deliverables Required
4. Quote for Services / Fees
5. Term and Expiry Date
6. Submission
7. Principle Contact
8. Terms & Conditions

## 1. Background

Innovate UK KTN exists to connect innovators with new partners and new opportunities beyond their existing thinking – accelerating ambitious ideas into real-world solutions. KTN has a network of over 46,000 unique organisations and 234,000 innovators. KTN is part of Innovate UK – the UK's innovation agency.

KTN is seeking a web development supplier to support continued design, development, and maintenance of iuk ktn's primary web presence and development of associated project platforms.

## 2. Services Required

This request for quotation is to invite suppliers to quote for support on web development and online maintenance services.

2.1. Work with Innovate UK KTN's digital team to understand individual project requirements, timelines, and budgets.

2.2. Deliver solid web development solutions to specified briefs

2.3. Full maintenance of iuk.ktn-uk.org, including but not limited to patching, availability, security and accessibility requirements.

## 3. Deliverables Required

This tender is to procure a 12-month retainer and/or pipeline web development services. Projects and deliverables will be identified on an ongoing basis.

## TECHNICAL CONSIDERATIONS

Innovate UK KTN requires its suppliers to meet industry recognised security practices and as such it is expected that they hold Cyber Essentials Plus certification or higher (ISO 27001).

#### 4. Quote for Service – Fees

Innovate UK KTN requires a quote for services including standard rates for design services and account management.

**Budget:** up to £90,000 + VAT

*Please note that the budget is not committed to the supplier if the contract is secured.*

#### 5. Term & Expiry Date

Ending - 31<sup>st</sup> March 2024.

## 6. Submission

In response to this Statement of Works, please provide the information listed below. Shortlisted suppliers will be invited to pitch to Innovate UK KTN before a final decision is made. These pitches are expected to take place **w/c 31<sup>st</sup> July 2023**.

6.1. Short narrative describing how you approach projects i.e., your design approach, suppliers you may have to collaborate with to deliver etc.

6.2. One or more examples of an online development work you have previously taken from concept through to roll out.

6.3. Initial schedule of basic costs. Recognising that this would be subject to change and within the constraints of the overall budget, suppliers are asked to submit a timeline of estimated costs for;

a, Ongoing retainer to include, technical, patching and development support services for [iuk.ktn-uk.org](http://iuk.ktn-uk.org) the duration of the project i.e., 1<sup>st</sup> August 2023 – 31<sup>st</sup> March 2024.

b, New platform development, including site build, development and retainer services.

6.4. A completed copy of the Pre-Qualification Questionnaire.

6.5. Additional Information. Innovate UK KTN invite suppliers to provide any additional information in the form of video content, imagery, or links, which provide supporting evidence that suppliers recognise and work in accordance with Innovate UK KTN values as an organisation. Suppliers might include evidence of environmental management practices, environmental or social aims and social responsibility, diversity and inclusion policy and practices.

6.6. Legal information i.e. Your standard T&Cs.

Please provide the information requested above to [mike.snow@iuk.ktn-uk.org](mailto:mike.snow@iuk.ktn-uk.org) by 12:00 30<sup>th</sup> July 2023 at the latest. Submission will be assessed on an ongoing basis until this date.

## 7. Principal Contact for the Invitation to Quote

Please direct any questions or communications on this Invitation to Quote to:

[mike.snow@iuk.ktn-uk.org](mailto:mike.snow@iuk.ktn-uk.org)

## 8. Terms & Conditions

Any contract offered will be subject to “Innovate UK’s KTN’s Terms and Conditions of Contractor Engagement – Company Edition”, which can be made available on request.

Please note that Innovate UK KTN reserves the right to not select any supplier if we feel none meet our requirements and budget.

## FURTHER REFERENCES

**KTN Website:** <https://iuk.ktn-uk.org/>