**Invitation to Tender**

**RFQ FY19 – 29**

**PROVISION OF**

**Event Management of an annual event showcasing breakthroughs in Artificial Intelligence, innovation, research, practice and funding**

**For**

**Satellite Applications Catapult and University of Buckingham**

Please respond by 12.00hrs 21 March 2019

1. **Introduction**

The **Satellite Applications Catapult** is a unique technology and innovation company, boosting UK productivity by helping organisations harness the power of satellite-based services. We're driven by how our actions help the organisations we work with, both large and small, bring new services to market. By connecting industry and academia we get new research off the ground and into the market more quickly.

We are one of 10 Catapults, established to transform the UK’s capability for innovation in specific areas and to help drive future economic growth. We help organisation make use of, and benefit from satellite technologies, and bring together multi-disciplinary teams to generate ideas and solutions in an open innovation environment.

Our aim is to support UK industry by accelerating the growth of satellite applications and to contribute to capturing a 10% share of the global space market predicted by 2030. We are achieving this by exploiting the innovation potential in the UK industrial and academic communities, by being a focal point where small and medium enterprises, large industry and end users can work together with researchers to challenge barriers, explore and develop new ideas, and bring these to commercial reality.

The **University of Buckingham** is the only university independent of direct government support in the United Kingdom and has used its independence to pioneer a distinctive approach to higher education.

Buckingham sees itself existing side by side with the state-controlled universities, but it does seek to influence by its example the content and method of higher education, and to provide students with an alternative to institutions in the public sector. It now rests on firm foundations, providing traditional small-group Oxbridge-style teaching alongside the best of the new technology in a community which has the vitality of an independent enterprise.

1. **PURPOSE OF THIS DOCUMENT**

The purpose of this Invitation to Tender (ITT) is for the Catapult to receive sufficient information from potential suppliers interested in supplying the services detailed in **Section 3** and to allow an assessment to be made of their capacity and suitability to supply the Services requested.

1. **SPECIFICATION OF REQUIREMENTS**

The Satellite Applications Catapult (Organiser) and the University of Buckingham are working together to create a new annual event, showcasing breakthroughs in AI innovation, research, practice and funding.

It will be hosted by the University of Buckingham, which is at the centre of the Oxford-Cambridge growth corridor, and chaired by Sir Anthony Seldon, Vice-Chancellor and author of T*he Fourth Revolution,* a bestselling book looking at the impact of AI on everything*.*The Satellite Applications Catapult will take overall responsibility for event delivery.

The event will be at a significant scale, with year one targeted to deliver 500 attendees from around the world (each day) to a two-day festival, with 50-100 companies exhibiting (subject to sponsorship sales) and further opportunities for event sponsorship. It will take place at a landmark London venue reflecting its international scale and importance.

It will feature a networking dinner, key-note presentations, a series of innovative parallel sessions and an associated AI hackathon. This will deliver great value to attendees whilst presenting major media opportunities. Final details of the event will be influenced by stakeholders as part of the planning process.

The event will require an event management company to manage and run it with input from key stakeholders, and this company will be selected by this formal tender process.

It will also be an opportunity to form the ‘AI Twenty’, a group of leading AI thinkers and doers from around the world. The AI Twenty will help shape the content for the festival days in a series of planning sessions and will be invited to sponsor the event and present at it. Further details of this project can be found in **Annex A.**

1. **AWARD TERMS**

Any contract entered into by the Catapult must demonstrate a high degree of equity in terms of the balance of risk, a customer service & satisfaction ethos and a fair degree of flexibility in terms of meeting customer requirements.

Entities wishing to be considered for this contract must submit their proposed contract terms which will be evaluated in accordance with Section 11 against the principles identified above.

**It is envisaged that a one event contract will be agreed with the successful Respondent, with the option of an additional event the following year, if the first is judged successful.**

1. **CONFIDENTIALITY**

All information provided in this document shall remain confidential between the Supplier and the Catapult. The Catapult will not share this information with any other organisations or Public Bodies without the permission of the Supplier.

This document and the associated appendices are provided in confidence for the sole purpose of this tender and must not be provided to any third party or used for any other purpose without the express written permission of the Catapult.

1. **COMMUNICATION DURING THIS PROCUREMENT**

All contact regarding this procurement should be made via the email address:

[procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk)

Suppliers have been asked to include primary points of contact in their organisation for their response to this ITT. All communications will be made through the Primary Contact. The Supplier must therefore undertake to notify any changes relating to the contact.

1. **CLARIFICATION QUESTIONS**

The Catapult will not enter into detailed private discussions regarding the goods or services. Clarification questions about the procurement should be submitted through the procurement@sa.catapult.org.uk email address by **07 March 2019.**

All questions and answers generated as part of this exchange will be issued to all entities who have previously registered their intent to submit a proposal. Q&A Documentation will be issued to all entities who have registered their interest on **11 March 2019**

1. **GENERAL NOTICES**

Any expenditure, work or effort undertaken by your Company prior to the award of a contract is a matter solely for your Company’s own commercial judgement.

The Catapult reserves the right to terminate this contract award process at any time and not to enter into any contract. The Catapult and/or its advisers shall not be liable for any costs, liabilities or expenses whatsoever whether incurred (directly or indirectly) by the bidding Company, advisers or sub-contractors, in connection with the preparation of the response to this ITT or in the event of discontinuance of this procurement.

Respondents should note that the Catapult reserve the right at their sole and absolute discretion to reject any or all proposals, with or without reason. The following reasons may lead the Catapult to consider automatic rejection of a bid:

i. Missed deadline for the response.

ii. Failure to respond or, having responded, failure to clarify points raised by the Catapult.

iii. Failure to submit a bid that complies with the Catapult’s requirements.

iv. Any breach of confidentiality whatsoever.

v. Unless specified to the contrary channelling any communications with regard to this project to anyone not specified in the ITT

Offers submitted in response to this ITT must be valid for a period of **90 days**.

1. **DISCLAIMER**

The Catapult does not make any representation or warranty (expressed or implied) as to the accuracy, reasonableness or completeness of the procurement documents and shall not be liable for any loss or arising as a result of reliance upon information within the documents.

Any persons considering entering into a contractual relationship with the Catapult should seek their own professional technical, financial and legal advice.

Suppliers are advised that nothing herein or in any other communication made by the Catapult (written or oral) shall be taken as constituting a legally binding contract or agreement between the Catapult. (save for a formal award of contract made in writing on behalf of the Catapult).

The Catapult reserves the right to amend any information or any requirements contained in the documentation. Suppliers should form their own conclusions about the methods and resources needed to meet these requirements.

The ITT documentation and the information contained within it are the property of the Catapult; all rights, including intellectual property rights, are reserved. Suppliers may make it available within their organisation or subcontractors solely for the purposes of preparing a bona fide response to a document for the provision of goods and services. The Supplier is to ensure that all such parties are made aware of the confidentiality obligations and take such steps as to guarantee compliance with it.

Suppliers may withdraw their responses at any time prior to accepting the notification of award by sending a notice of withdrawal to the Catapult by email or in writing.

The Catapult shall observe all its obligations under the Data Protection Act 1998 and associated legislation which arise in connection with this tender.

By participating in the procurement process, Suppliers shall be deemed to have agreed to be bound by the notices and undertakings in the procurement documents.

1. **PROCUREMENT TIMETABLE**

The indicative timetable for this procurement is set out in the following table:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| **ITT issue** | **18 February 2019** |
| **Receipt of questions relating to this ITT Process** | **07 March 2019** |
| **Issue of all Answers relating to the ITT Process** | **11 March 2019** |
| **Receipt of Respondents proposals in response to this ITT** | **12:00hrs 21 March 2019** |
| **Evaluation of written proposals** Review, score and evaluate proposals, including a credit check of potential suppliers to identify Three Tenderers to interview. | **21 March to 01 April 2019** |
| **Notification of which vendors will be invited to interview** | **01 April 2019** |
| **Interview of the top three (3) highest evaluated companies**, as per Section 11 (Evaluation of Tender Returns). | **04 April 2019** |
| **Notice to all respondents of the results of the selection process, by e-mail & start of mandatory standstill period.** | **05 April 2019** |
| **Preferred Supplier appointment following completion of standstill period** | **15 April 2019** |
| **Contract commences** (with Respondent fully accountable for ongoing service) | **16 April 2019** |
| **Dispatch Contract award notice** | **15 May 2019** |

The timetable listed above is for indicative purposes only and the Catapult reserves the right to amend this timetable at its discretion.

1. **THE EVALUATION APPROACH FOR WRITTEN PROPOSALS**

Proposals will be evaluated based on the most economically advantageous tender and will be assessed against the methodology proposed. The Table below contains a list of all criteria.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Max score available** | **Stage 1 : Written response criteria** |
| **Experience of the Organisation** | **20** | Please Two relevant case studies event examples where you have delivered events of a similar size and complexity to the one proposed within this invitation tender.  Please detail any similarities within these case studies to the event proposed that would demonstrate your suitability for this contract.  Please provide the names & contact details of at least one contact within the client organisation, who we could contact to obtain their feedback. |
| **Experience of the Team proposed** | **20** | Please provide summary CVs of the proposed account team highlighting relevant experience, which they could bring to bear on our event |
| **Draft Event proposals** | **50** | Using Annex B, please propose a draft event schedule. Please identify how your draft schedule meets the objectives of this event, namely:   * To create a new, annual, high profile international AI event based in the UK, which will drive significant innovation in the UK AI sector * To bring together a range of government agencies, academics, industry professionals, and AI providers to formulate new ideas for the advancement of UK AI * To create value for UK commercial community through new collaborations, knowledge exchange and network building * To drive at least five new UK company collaboration opportunities as a direct result of this festival * To unlock new sources of funding for UK AI applications * To be a source of revenue for the organising organisations |
| **Projects plan & required resources** | **20** | Please provide a Project plan which outlines key decision milestones from project inception to final delivery of the Conference.  Please detail all resources you will be committing to the project and identify those required from the Catapult team.  You plan should demonstrate a methodical, credible approach to planning and organising events like the one proposed. |
| **Proposed Contract** | **20** | Marks will be awarded based upon how well the proposed contract demonstrates:   1. a high degree of equity in terms of the balance of risk, 2. a strong customer service & satisfaction ethos, and; 3. a fair degree of flexibility in terms of problem solving |
| **Proposed financial model** | **70** | Using the template at Annex B provide a Fully costed budget for your proposed event.  Your **event should aim to be revenue generating for the Catapult and University of Buckingham in year 1.**   1. The Respondent which generates the highest Event Surplus to the Catapult & the University of Buckingham will be given the highest score available for this criteria (30) other lower Revenues generated by other Respondents will be given proportionality lower scores 2. What **confidence can you provide the evaluation panel, that you will be able to generate, or indeed beat your proposed Revenue target for this event, given the necessity to ensure that there is no financial deficit from the event?** (10) 3. Please detail your proposed payment schedule for all costs associated with the set up and running of the event, as well as the flow of revenue generated.(10) 4. What is your proposed model for share the event surplus generated by your activities (10) 5. How much of your share of the event surplus are you prepared to risk against a post event delegate satisfaction survey. Please provide of feedback capture you currently use with other clients. (10)   All costs relating to the supply of services for the first year of the event should be included. Any costs not included within your completed pricing schedule which could reasonably be foreseen at the tender stage will not be entertained later. |
| **Total** | **200** |  |

Following the evaluation of responses written proposals the **three (3) highest ranked Respondents** will be invited to present their proposals in more detail to members of the Catapult’s evaluation team with whom they will work on the project.

# **EVALUATION INTERVIEWS**

Vendors will be contacted in this regard on **01 April 19.** It is intended that the interviews will take place at the headquarters of the Catapult, on **04 April 19**.

Tenderers should plan for an overall 90-minute time slot to include a formal interview of up to 30 mins with the remainder for questions and answers. The presentation from each Vendor shall be capable of being delivered with a PC attached to the Catapults’ AV system.

The **agenda for the interviews** shall be as follows:

1. Introduction of the Contractor’s delivery team (maximum 3 number) together with description of their roles and background/experience relevant to the project.
2. Key Issues to be presented :
   1. Organisation Experience and Team
   2. Proposed event structure
   3. Branding and location
   4. Project Plan and Resources Required
   5. Financial proposal
   6. Issues identified the proposed contractual arrangements
3. Questions and Answers
4. Next Steps in the procurement process

For each Tenderer the senior manager and team (as described above) that would be responsible for delivering the contract are required to attend the presentation. Tenderers may also be required to make themselves available to attend additional meetings/telephone calls if required.

All tenderers who will be invited to attend interview, will be scored against the following criteria:

|  |  |
| --- | --- |
| **Stage 2 Interview Criteria** | **Max score available** |
| The ability of the Tenderers’ team to work with the Catapult to deliver the project on time & on budget. | 40 |
| Understanding by the Tenderer of the risks & issues associated with the project and the mitigation strategies proposed. | 20 |
| The innovation & flexibility shown by each organisation in their approach to managing the event, and its relationship with their client. | 40 |
| **Total Evaluated score** | **100** |

Following the conclusion of these interviews, the evaluation team will complete their scoring, using the evaluation criteria above, and add these scores to those awarded for written responses.

**The vendor who achieves the highest overall evaluated score from Stages 1 & 2 of the evaluation process, will be nominated as Preferred Supplier for the event in 2019 based Upon successful agreement of terms.**  If terms cannot be agreed, the Catapult reserve the right to enter into negotiations with the next highest ranked Proponent within the scoring process.

A second event will be commissioned in 2020 on the same terms, provided this first event is deemd successful by both the host organisations and attending delegates.

1. **RESPONSE REQUIREMENTS**

Respondents should quote the Reference number at the front of this ITT in all correspondences related to this tender.

All responses to this ITT must be received before **12:00hrs 21 March 2019 into the following e-mail address only:**

[procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk)

Responses received beforehand will not be opened until after the closing time and date for receipt of tenders. **Tenders that are received late will not be considered.**

Respondents must format their response using the following structure:

1. Detailed **response to the evaluation criteria** contained in Section 11. Tender responses must be submitted in English and be contained where requested in the excel document issued as **Annex A** of this ITT.

Where indicated, Tenderers responses may be submitted as **separate additional documents**. The total page limit of these additional documents should be no more than 20 sides of A4 including appendices. Please note, this twenty-page limit does not include the responses to Sections A-E below.

1. Completed response to the information requirements in:
   * Section A Supplier Organisation Information
   * Section B Financial Organisation
   * Section C Security Information
   * Section D Commercial & Price information
   * Section E Data Protection
2. Completed Annex B.

**Please detach the following pages onwards from this document and return by email to procurement@sa.catapult.org.uk by 12:00hrs 21 March 2019.**

|  |  |  |
| --- | --- | --- |
|  | **Supplier** | **Buyer** |
| Company Name: - |  | Satellite Applications Catapult Ltd |
| Contact Name: - |  | John Thompson |
| Telephone Number: - |  | 01235 567999 |
| Email Address: - |  | procurement@sa.catapult.org.uk |
| Position within the Company |  | Procurement Manager |
| Persons authorised to sign on behalf of the Company |  | Stuart Martin – CFO/COO |

**SECTION A** – **SUPPLIER** **ORGANISATION** **INFORMATION**

Please ensure that you complete the questions relevant to your organisation.

|  |  |
| --- | --- |
| A1 | Full name of the organisation submitting the ITT: |
|  | |

|  |  |  |
| --- | --- | --- |
| **A2** | Please confirm the status of the Supplier to be considered: | |
| **GUIDE** | A response to this question is for the Catapult to understand the Supplier. | |
| **A** | Your organisation is bidding to provide the goods or services required itself (if you tick yes, go to question A5) |  |
| **B** | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services (If you tick yes go to question A3 and A4) |  |
| **C** | The Potential Provider is a consortium (If you tick yes go to question A3) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A3** | If your answer to **A2** was **B** or **C**, please indicate in the table all sub-contractors or members of the consortium which will be responsible for each element of the requirement. | | |
| Element of Requirement | | Company / Organisation | How much of the requirement will they directly deliver (%) |
|  | |  | % |
|  | |  | % |
|  | |  | % |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A4** | Details about the organisation named in A1 (organisation submitting the ITT): | | | |
| **A** | Company Registration Number |  | | |
| **B** | Date of Registration |  | | |
| **C** | Registered address and postcode |  | | |
| **D** | Annual Turnover |  | | |
| **E** | VAT Registration Number |  | | |
| **F** | Please select the legal status of the organisation named in A1: | 1 | a public limited company |  |
| 2 | a limited company |  |
| 3 | a sole trader |  |
| 4 | a partnership |  |
| 5 | a Limited Liability Partnership |  |
| 6 | a consortium |  |
| **G** | Website address |  | | |

|  |  |  |
| --- | --- | --- |
| **A5** | Please provide full contact details of a primary contact to whom future correspondence is to be sent in connection with this ITT: | |
| GUIDE | The person listed as Primary Contact should be the person that has registered their interest in this procurement and will be the person that receives communications accordingly. | |
| Name | |  |
| Position | |  |
| Address | |  |
| Telephone number | |  |
| E-mail address | |  |

**SECTION B – FINANCIAL INFORMATION**

The following questions have been designed to evaluate the financial standing and strength of an organisation. The most recent accounts will be utilised to assess the financial standing and strength of your organisation.

|  |  |  |
| --- | --- | --- |
| **B1** | Financial Statements: | |
| Please attach your most recent accounts | |  |

|  |  |  |
| --- | --- | --- |
| **B2** | Conflicts of Interest: | |
| Is there any other work being undertaken or likely to be undertaken by your organisation (or consortium) which could give rise to a conflict of interest? | | Please provide details |

|  |  |  |
| --- | --- | --- |
| **B3** | Complaints to Professional Bodies: | |
| Has your organisation (or consortium) had any substantiated complaints made against them to any professional body in the last three years | | Please provide details |

|  |  |  |
| --- | --- | --- |
| **B4** | Indemnity and Liability Provision | |
| Please confirm that for the service being tendered your organisation could provide these level of insurances | | |
| Professional Indemnity - £5m | |  |
| Employers Liability - £5m | |  |
| Public/Products Liability - £5m | |  |

**SECTION C – SECURITY REQUIREMENTS**

This question will be evaluated on a PASS/FAIL basis. Tenderers will be excluded from the procurement process if they cannot self-certify to holding the relevant Certification or to having an In-House Policy that fully complies with current legislative requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C1** | Do you have a company representative who is responsible for security | | | | Yes  No |
| **C2** | Does your organisation operate an Information Security Management system certified to International, European or equivalent standard (e.g. BS EN ISO 27001) or is your company certified to Cyber Essentials Plus? | | | | Yes  No |
| **C3** | If you have answered “Yes” to the above, please provide: | Name and approval certificate Number |  | | |
| Certificate Expiry Date |  | | |
| **C4** | Please self-certify that your organisation has an in-house policy for the management of information security that fully complies with current legislative requirements. | | | | Yes  No |
| **C5** | When was the last time an IT Health Check/penetration test was carried out on your company network? | | | |  |
| **C6** | Please provide, as a separate appendix, a record of any security breaches (both cyber and physical) in the last two (2) years. | | | | Yes  No  n/a |
| **C7** | Please self-certify that your organisation has an in-house policy/plan for Business Continuity & Disaster Recovery | | | | Yes  No |
| **C8** | If you have answered “No” to the above question, please describe your arrangements to ensure business continuity and to enable disaster recovery, including scope, validation, risk treatment and leadership in these areas.  *Guidance: You should demonstrate that your organisation keeps copies of documentation setting out your business continuity and disaster recovery procedures. These should include the arrangements for business continuity and disaster recovery throughout your organisation. They should set out how the organisation will carry out its policy with a clear indication of how the arrangements are communicated to the workforce*. | | | | |
| **C9** | Has your organisation (or any member of your proposed consortium, if applicable) Directors or partner or any other person who has powers of representation, decision or control been convicted of any offences named within Annex C (if yes please provide details in separate annex) | | | Yes  No | |

**SECTION D – COMMERCIAL AND PRICE INFORMATION**

The following section outlines the commercial and price offer based on the User Requirement Specification. Prices submitted should be fully inclusive (Ex VAT) in GBP not subject to variation.

|  |  |  |
| --- | --- | --- |
| **Item #** | **Pricing element** | **£** |
|  | Please complete Annex B |  |
|  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |
| **Total cost for a three year-period** | | £ |

|  |  |  |
| --- | --- | --- |
| **Notes:** | |  |
| \* | Please be as specific as necessary when detailed the proposed cost of each deliverable. | |
| \*\* | Any additional costs proposed following contract award will require full justification and may not be entertained if it can be demonstrated that these could reasonable be foreseen prior to contract award. | |

**SECTION E – DATA PROTECTION**

|  |  |
| --- | --- |
| **E1** | Data Protection |
| Irrespective of whether you are successful in your tender and insofar as the tender includes personal data (as defined under GDPR), we would like to retain your contact details in the event that a suitable opportunity arises.  If you are happy for us to hold this information please tick this box. | |
| Yes, we are happy for you to retain our tender for the purposes outlined above.  No, we are not happy for you to retain our tender. | |
| Your information will only be held for 2 years from the date of conclusion of the tender process.  You are able to withdraw consent at any time by contacting [procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk) and your refusal to consent will in no way affect this tender process. | |

|  |
| --- |
| UNDERTAKING |

To be signed by an Officer of the Supplier’s Company in their own name on behalf of the Company.

I certify that the information provided is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the ITT.

|  |  |
| --- | --- |
| Signed for and on behalf of the Company  SIGNATURE |  |
| Name of person signing on behalf of the Company  PRINT |  |
| Position/status in the Company  PRINT |  |
| Company’s name and address  PRINT |  |
| Date |  |

**Mandatory Exclusion Grounds**

**Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

* section 1 or 1A of the Criminal Law Act 1977 or
* article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

Where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

**Corruption**

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

**Fraud**

Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
* fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; September 16 v3 2
* destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

**Terrorist offences or offences linked to terrorist activities**

Any offence:

* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

**Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

**Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

**Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or September 16 v3 3
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

**Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

**Annexes**

Annex A – Requirements

Annex B - Financial Proposal

**Annex A**

**Requirements**

**Objectives**

* To create a new, annual, high profile international AI event based in the UK, which will drive significant innovation in the UK AI sector
* To bring together a range of government agencies, academics, industry professionals, and AI providers to formulate new ideas for the advancement of UK AI
* To create value for UK commercial community through new collaborations, knowledge exchange and network building
* To drive at least five new UK company collaboration opportunities as a direct result of this festival
* To unlock new sources of funding for UK AI applications
* To be a source of revenue for the organising organisations

**Branding and Identity**

* Based on the significant scale, this AI event will require its own brand identity. Creation of it forms parts of the requirements of this tender.
* It should be first and foremost its ‘own brand’ AI event, which is brought to you by the University of Buckingham and the Satellite Applications Catapult.

**AI Twenty**

* In consultation with the University of Buckingham and Satellite Applications Catapult it will be a requirement for the event management company to form a group of 20 leading AI thinkers and doers from around the world. The AI Twenty group will help shape the content for the festival and will be invited to present at it.

**Location**

* The event will take place in November 2019, over two days.
* A landmark London venue will be selected as part of the tender process. Examples of suitable venues include but are not limited to:
  + Battersea Evolution
  + The Roundhouse
  + Tobacco Dock
  + The Brewery

**Event Structure**

* Initial expectations of the structure:
  + Paid festival lasting 2 days with attendance of 500 people (each day)
  + Exhibition with 50 minimum and up to 100 stands at a variety of sizes

**Festival**

The structure and content of two festival days will be decided in collaboration with the AI Twenty, main organisers, and successful event management company.

The event management company will be challenged to create innovative sessions, which will foster collaboration opportunities, intelligence on funding sources and which will help guide government policy. These should be driven by the objectives for the event.

A proposed structure of the festival may include: Key Note Sessions, Individual sessions, AI workshops, associated AI hackathon (which could take place up to 8 weeks prior to the event), networking dinner, but the structure should ultimately reflect the content and agenda agreed as part of the planning process.

* Initial Suggestions for Key Note sessions:
  + Keynote - Sir Anthony Seldon <http://www.anthonyseldon.co.uk>
  + A minister from BEIS
  + Selected Leading Academics
  + Selected UK funding bodies (Innovate UK)
  + Institutional investors
  + Leading AI tech providers (Google, Microsoft, Amazon, IBM, Intel, NVidia, etc.)
* Parallel Streams and Workshops to focus on either AI applications for industry verticals or for AI applications within the pillars of the UK Industrial Strategy. Below are some suggestions:
  + Healthcare
  + Automotive
  + Cybersecurity
  + Agriculture
  + Energy
  + Retail
  + Financial services (Banking, Insurance, Accounting)
  + Government Services
  + Telecommunications
  + Legal
  + Technology

Or

* + Artificial Intelligence and Data
  + Ageing Society
  + Clean Growth
  + Future of Mobility

**Target Audience**

* Range of UK government agencies (policy maker and funding bodies)
* Academics (international)
* AI Industry professionals (international)
* AI companies (international)
* Satellite Applications providers, in-orbit servicing
* Students

**Outline Scope of the Services to be provided:**

GENERAL

* Provide robust project management and planning for the event
* Develop an appropriate budget for the event and establish mechanisms for effectively managing expenditure and agreeing any changes, with a continual focus on value for money
* Management of venue and date selection
* Formation of the AI Twenty group and event organising committee
* Management and facilitation of the AI Twenty group and event organising committee
* Development and full management of the brand-new AI event website to manage on-line registration including payments
* Development of the brand identity for this event
* Media management
* Advertising of the festival to delegates, exhibitors and the public
* Work with the Satellite Applications Catapult Marketing team to ensure that there is seamless and effective promotion across all the relevant channels
* Work on the development of the festival agenda, and secure keynote speakers relevant to the agreed topics with organisers support
* Liaise on the collection and analysis of feedback from delegates and participants, and work with the organiser Marketing team to identify and implement improvement year-on-year
* Management of all print items including badges, flyers, event signage, programmes, exhibition prospectus etc.
* Onsite venue management during the event including registration, exhibition, organisation, support for delegates and exhibitors, AV management, signage, catering etc.
* Recruitment and management of event team

EXHIBITION

* Manage all the logistics arrangements for the festival and exhibition venue
* Manage the full relationship with exhibitors including securing all the necessary facility contracts and provisioning (ELP, AV, space planning etc.)
* Provide on-site management during the event liaising with the venue management team and security services as required
* Development of exhibition prospectus and sale of exhibition space and sponsorship
* Liaison with exhibitors and management of exhibition space set-up

FESTIVAL

* Management of festival programme and agenda development
* Management of the call for speakers/speaker invitation process
* Management of the online abstract submission process including call for papers, and organisation of the process for review and marking of abstracts under the direction of the festival committee
* Manage the enquiry, reservation, booking and delegate support services
* Secure the necessary arrangements for catering and hotel accommodation, making the arrangements for guest speakers, whilst signposting and ensuring delegates and exhibitors have access to these arrangements (at their own expense)
* Organising the venue and facilities for the festival and networking dinner, including catering, entertainment, music and, where necessary, arranging transport between different venues within the overall programme
* Compilation, design and printing of the programme for festival

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BUDGET

* The project budget (including contingency funds) should initially be worked up by the event management company as part of this tender process. We expect this event to be revenue generating for the organising parties, and this should be included in your proposal.

**Annex B**

**Pricing schedule, please see separate document**