

## **PR18169 - Space Growth Partnership Programme Management- Summary of the Requirement**

Five organisations in the UK's Space sector have agreed to form a Space Growth Partnership (hereinafter 'SGP') to accelerate growth, improve and secure the long-term health of the sector, promote actions to improve skills and diversity in the workforce and spread the benefits across the UK. The partnership currently comprises the UK Space Agency, UKspace Trade Association, Innovate, the Satellite Applications Catapult and the Department for International Trade.

The SGP is governed by a Partnership Board that comprises senior representatives from each of these organisations, which meets monthly. In turn the Partnership Board reports to the Space Sector Council, which meets quarterly.

The Partnership Board is responsible for providing resources to the SGP such that it can function and deliver strategic benefits on behalf of the Sector. Each member of the partnership contributes resources either as secondments, funding or making employees work time available to the SGP at no cost to the partnership (or a combination of these elements). The SGP has created an SGP Programme, co-owned by all the SGP Partners, to manage the direct funding element.

The Agency is therefore looking to contract with an organisation to hold and disburse this SGP Programme funding as directed by the Partnership Board. The key functions envisaged by this organisation are:

- **the competitive recruitment, appointment and remuneration of up to four staff to lead and deliver the day-to-day activities of the SGP.** The organisation selected would be responsible for advertising for, recruiting and appointing relevant candidates to these posts on behalf of the Partnership Board, with the Partnership Board represented on Selection Panels and endorsing the decisions to candidates selected. We expect that candidates would be offered a fixed-term contract by the organisation selected.
- **provision of activities to disseminate the work of the SGP effectively to a broad range of stakeholders.** The organisation selected would be responsible for the selection, appointment, and remuneration of a communications company or communications team located in the selected organisation dedicated to communications activities (including, but not limited to, defining communications policy, press engagement, stakeholder consultation, publication materials).
- **commissioning market, industrial and research analysis (whether from external organisations or SGP members) that takes forward the SGP tasks.** We would expect the organisation selected to identify, select, manage and pay specialist

analysis providers against clear delivery milestones. It is fully acceptable for the selected organisation to undertake analysis 'in house' provided this approach is agreed with the Partnership Board.

- **the provision of specific research coordination activities on behalf of the Space Growth Partnership (including the cross-sector pilot studies to provide agreed R&D plans between the space sector and customer sectors).** The selected organisation will be responsible for coordinating activity between space sector stakeholders and recognised institutions and stakeholders in other sectors of the UK economy, ensuring relevant experts from the space sector and other sectors of the economy are brought together to identify agree relevant opportunities to grow the space-enabled economy, establish R&D plans and capability demonstration plans, holding workshops to define and consult on these plans and ensuring that a wide range of inputs from these activities are used to produce a series of practical implementation plans agreed with both the space sector and relevant customer sectors. This work can be undertaken by the selected organisation itself or by selecting and managing external contractors (or a mix of the two) providing the recommended approach is agree with the Partnership Board.
- **other budget management and funding activity** as directed by the Partnership Board

The selected organisation will need to work on behalf of the sector by taking instructions from the Partnership Board and reporting on expenditure and deliverables to the same. We would envisage that the contract would run until 31<sup>st</sup> March 2020, with a provision to extend that to 31<sup>st</sup> March 2021 providing that is agreed by the SGP Partnership Board and the selected organisation by the 31<sup>st</sup> December 2019.

In addition to the normal project reporting required by the UK Space Agency to demonstrate the organisation selected is discharging its responsibilities to manage the SGP Programme in line with agreed expectations and on a transparent and accountable basis, the organisation will be required to brief the Partnership Board either verbally or in writing at monthly Partnership Board meetings.

This Prior Information Notice is being issued in order to undertake a market consultation exercise with regards to the requirements detailed above. UKSA will be holding a supplier engagement day in order to assess the market's appetite, and view on the approach to procuring the services. If you believe this is of interest to you and your organisation, please register an Expression of Interest to attend by sending an email to the following email address: [majorprojects@uksbs.co.uk](mailto:majorprojects@uksbs.co.uk) The supplier engagement day will be held in Swindon Monday **17th December 2018**. Expressions of Interest to attend must be received at the above email address by no later than 1200hrs BST on Wednesday 12th December (the EOI

Deadline). Places are limited to two representatives per organisation. Your email should have the subject heading "PR18169 UKSA Space Growth Partnership Programme Management (SGP) PIN EOI" you should include your company name and the names and contact telephone numbers of up to two representatives wishing to attend and the email address(s) for reply confirmation. Upon confirmation of attendance by UKSBS, the location and agenda for the day will be issued. PLEASE NOTE: Due to coordinating access arrangements, Expressions of Interest received after EOI Deadline will not be considered and access to the event will not be possible. UKSA may consider information and responses received as part of the preliminary market consultation to help inform UKSA specification and further decision making in relation to the planning and conduct of the proposed procurement. For the avoidance of doubt, this notice is not a Call for Competition; a Contract Notice will be issued as a call for competition. Not registering an interest shall not prevent any supplier participating in a future procurement, nor is it intended that any information supplied as part of preliminary market consultation.