



## **KTN Business and stakeholder survey- Invitation to Tender**

Date issued: 1st December 2020

Closing date for submissions: 11<sup>th</sup> January 2020

### **About KTN**

KTN connects ideas, people and communities to drive innovation that changes lives.

Innovation is complex. The journey from idea to market is not straightforward and requires a diverse range of know-how, investment, market knowledge and research. KTN exists to connect innovators with new partners and new opportunities beyond their existing thinking - accelerating ambitious ideas into real-world solutions.

The future holds both challenges and opportunities. We are passionate about working with innovative businesses to overcome these challenges and shape the opportunities and solutions that follow.

Our vision is to create a network of innovators so powerful its ideas will change the world.

While business is at the heart of our work, our diverse connections span government, funders, research and the third sector. This unrivalled overview and connectivity enable us to be a trusted guide through a complex global landscape of research, development and innovation. Over the next five years, we will build collaborations at a local, national and global level.

### **Evidence of Positive Change**

One of the ways in which KTN will demonstrate its impact is to provide evidence that UK businesses will be investing more on innovation, leading to positive economic, societal and environmental change.

We therefore need to understand to what extent businesses that work with KTN report an increase in investment and value created due to engagement with us.

By understanding what value we create, we can plan our future shaping activities more effectively.

### **Description of Work**

This tender seeks proposals by which the successful supplier will co-design, undertake and provide analysis of a business-facing survey that captures evidence of impact related to KTN's key performance metrics.

The business survey will capture data on the following: business characteristics; innovation behaviours; benefits of engagement with KTN; perspectives on



additionality and contribution associated with KTN; other factors that may have led to the observed outcomes; and overall perspectives on the value of the KTN to the business.

Much of this work builds on a previous evaluation of KTN, undertaken in 2018. For consistency, we wish to retain many of the original survey questions. However, we hope to work with the successful supplier to identify new evidence metrics which specifically highlight the impact on positive change.

A draft survey and methodology, taken from the previous KTN evaluation is included as a separate document attached to this tender notice, below. Please note that this methodology is indicative, not definitive.

### **Deliverables**

The successful partner will;

- Co-design the format of the survey with KTN to align with agreed evidence metrics
- Identify the scope and nature of survey recipients, such that the survey size is robust and statistically credible.
- Work with KTN employees to send out the survey to the appropriate organisations
- Collate and analyse feedback from respondents – providing objective insights and recommendations for future KTN activities to enhance our impact.
- Provide a written report to KTN executive team in a format that can also be shared with KTN clients and more publicly with stakeholders.
- Provide a verbal presentation on findings to KTN executive team, with recommendations.

### **Duration**

- KTN anticipates work commencing mid-January 2021.
- All work is to be completed by 31<sup>st</sup> March 2021.

### **Contract and Expiry Date**

The work must commence on 15<sup>th</sup> January 2021 with the work agreed to be completed by 31<sup>st</sup> March 2021.



The Contract will be awarded in accordance with a pricing proposal for the successful service provider. Payment will be dependent upon the successful delivery and approval by the KTN as below:

- 20% on signature of the contract
- 30% upon approval of the first iteration of the full report
- 50% upon approval of the publication version of the report

### **Submission**

In response to this invitation to tender please provide the following information on which you will be assessed:

1. Technical capability, including:
  - a. A brief description of how you would meet the deliverables
  - b. Evidence of past relevant work, including references
  - c. Competency, qualifications and accreditation certification
2. Staff resources:
  - a. cvs of the people who will undertake the work
  - b. company organisational chart
3. Legal details:
  - a. Litigation, claims and other disputes in progress.
  - b. Ownership of any relevant intellectual property; patents; and licenses required to carry out the work.
  - c. Insurances in place
  - d. Any potential conflicts of interest and how these might be successfully
4. Schedule of rates:
  - a. Cost breakdown for the deliverables, above.
5. Additional information:
  - a. Any additional services you could provide that would enhance the deliverables

### **Price**

The successful proposal will not exceed £60,000 excluding VAT.

### **Tender Evaluation**

Three assessors will be appointed from within KTN to assess the response to this ITT.

Please make sure you structure your response to provide evidence for each aspect of the project.

### **Key Milestones**



The response to the ITT should be emailed to [jon.kingsbury@ktn-uk.org](mailto:jon.kingsbury@ktn-uk.org) before noon on the 11<sup>th</sup> January 2021.

You will receive confirmation from KTN by the 15<sup>th</sup> January 2021.

Decisions will be made on the written documents submitted; no presentations are required.

### **Terms and Conditions**

This invitation to Quote is subject to “KTN’s Terms and Conditions of Contractor Engagement – Company Edition”, which are provided separately.



## Appendix 1 – Evaluation structure

Proposals will be evaluated and score using the following weighting:

PROCUREMENT	Contract Ref:	Title	Date:	
1. Evaluation criteria - Price	KTNJK01	Business and stakeholder survey	Price Excl VAT	Price: 40% Quality: 60%
2. Evaluation criteria - Quality		% Weighting (quality)	Score	Points
	2.1 Mandatory requirements			
	Satisfactory health & safety			
	Cybersecurity Plus accreditation			
	Other accreditation			If score is FAIL, do not continue the evaluation
			PASS/FAIL	
	2.2 Evaluation criteria			
	Previous relevant experience		25	
	Relevant skills of team		15	
	Project team structure		10	
	Understanding of proposed requirements		20	
	Methodology proposed		10	
	Legal aspects		10	
	Additional services		10	
Quality totals			100	0

