Legal and Intellectual Property Innovation Support Services ITT CLARIFICATIONS TO BIDDERS QUESTION

Question 1: What is the estimated number of companies requiring support over the contract period?

Answer 1: This is to support, primarily, applicants for CIOS Growth Hub RDI grant applicants (<https://www.ciosgrowthhub.com/business-grants/research-development-innovation>) although the support could be offered to other companies. The number of companies supported can only be an estimate as the level of support will vary depending on the companies needs but we would expect to support 25-35 companies.

Question 2: Please could you clarify if the 30 hours of support is total support or for each company?

Answer Question 2: See Section 5.1 within the ITT

*Cornwall Council is seeking to commission an appropriately qualified contractor with legal expertise, specialising in RDI, who is able to provide support to businesses with up to 30 hours of time to carry out the following Legal and Intellectual Property Innovation Support services*

The up to 30 hours is for each individual SME.

Question 3: Is there a requirement for all meetings with companies to be in person, or are virtual meetings acceptable as well?

Answer Question3: Virtual meetings are acceptable.

Question 4: What is meant by “WIPO filing”? and Question 5: Is patent drafting also anticipated as being included within the support to be provided?

Answer Question 4 and 5

*Section 5.1.2 Complete the applications for patent, copyright and registration of IP e.g. Patent Box Applications, WIPO filing*

WIPO filing refers to the services WIPO offer for the filing of international patents, trademarks etc. The drafting of patents in relation to an existing Growth Hub RDI application/project is within the scope of the options that could be provided by the successful tender. However, the scope of any support after an initial meeting between the successful supplier and a company referred by us would be agreed with Cornwall Council’s Contract Manager to ensure the scope is appropriate and achievable.

Question 6: Please can you confirm any font size that is to apply to bidder submissions?

Answer 6: We would expect the font size to be no smaller than 10pt.

Question 7: References/testimonials: please can you confirm if these should address any particular elements of our work with these SME recipients?

Answer 7: *8.2.3 Two references and testimonials are required from SME recipients of the services provided to demonstrate an effective working relationship with the client*.

No specific elements but the testimonials should demonstrate the effectiveness of your work with the SME

Question 8: Enclosures - there is currently a blank list of numbers at this section of the ITT. Please can you confirm if there are any other Enclosures bidders should be aware of?

Answer 8: There is only 1 Enclosure

Question 9: Consultancy Agreement – would you consider incorporating supplier Terms of Business into the Consultancy Agreement and/or appropriate suggested amends?

Answer 9: We would not consider incorporating supplier Terms of Business into the consultancy Agreement but by exception we may consider APPROPRIATE amendments.

Question 10: Please can you provide a breakdown of the £60K budget (expected no. of queries / type of enquiry / estimated contract hours)?

Answer 10: Please see response to questions 1 and 2.

Question 11: Please can you advise whether you intend to appoint a sole supplier or a panel?

Answer 11: Sole

Question 12: Terms and conditions (Enclosure 1) – are the terms negotiable? We have potential issues with clause 9.3 and 10 and feel the overall structure of the agreement puts the council in the position of the client (the SME), with the advice going to third parties. Is this appropriate for this type of agreement ? Are you open to suppliers submitting proposed amendments?

Answer 12: See response to Question 9