**Request for Price**

**PROVISION OF GRANT WRITING & PROJECT MANAGEMENT**

Deadline for receipt of completed ITT is 13.00 on Friday 18th December

1. **CELL THERAPY CATAPULT**

The Cell Therapy Catapult was established in 2012 as a not for profit organisation supported by the UK Government to grow the UK cell therapy industry by helping organisations to translate early stage research to commercially viable and investable therapies.

Cell-based therapies will play a vital role in the next generation of healthcare, and our aim is for the UK to become a global leader in their development and commercialisation. The past decade has shown that there is clear need for sustained translational resources to advance the technologies and products arising from the vibrant early-stage research base, and it is the role of the Cell Therapy Catapult to bridge this translational gap.

1. **SPECIFICATION OF REQUIREMENTS**
	1. **Objectives**

Cell Therapy Catapult wishes to commission professional consultancy services to write a second stage application and then deliver the project management of an InnovateUK funded collaborative project over a two year period.

The chosen organisation will be able to show an understanding of the digital, transport and tracking technologies as well as having a track record in writing and delivering complex grant funded applications/projects.

* 1. **History / Background**

One of the challenges within cell therapy logistics is the digital integration and tracking of cells. The expression of interest already submitted to the InnovateUK funding call entitled “End to End Journeys” (detail listed on InnovateUK website) brings together a range of stakeholders from the digital, transport and tracking industries to create a scheduling system for cell therapies. If successful the InnovateUK grant funding is anticipated at circa £2m over 2 years.

The writer of the second stage and subsequent project manager, will operate as a subcontractor to the Cell Therapy Catapult, and needs to have a proven background in these market areas to support the project.

The initial Expression of Interest has been written and coordinated by a grant writing team, the Cell Therapy Catapult now seek further support to deliver the project.

The commission of this service is subject to the Cell Therapy Catapult being successful in the award of the grant funding.

**2.3 Approach, Structure & Strategy**

The project has been split into 8 quarterly sections, over a 24 month period, with 5 work packages, each led by one of the collaborators, and relevant milestones.

The work packages will consist of workshops to fully understand market needs, digital build of the system, testing of the transport infrastructure in the UK and EU, and integration with existing tracking technologies

The selected organisation will need to quickly build rapport with the 5 collaborating organisations and build a robust second stage application that is submitted to InnovateUK by 1200 on the 21 Jan 2016. The chosen organisation will deliver overall project management (work package 1), coordinate the dissemination activities (work package 5) and liaise with the InnovateUK monitoring officer to ensure that all milestones are met.

**2.4 Requirements**

The chosen organisation will have a: -

* Proven track record of successful managing complex & interdisciplinary grant funded projects
* Detailed understanding of digital, transport and tracking markets/technology
* Robust infrastructure that will efficiently support the project
* Ability to travel to various locations across the UK as required
1. **CONTRACT VALUE AND TERM**

The selected organisation will operate as a sub-contractor to The Cell Therapy Catapult under the attached terms and conditions (Appendix A). Bidders wishing to clarify any points within the terms and conditions should do so as part of their RFP submission.

The estimated value of the contract is anticipated to be no more than £140,000 over a 24 month contact period commencing in April 2016.

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 Cell Therapy Catapult reserves the right to terminate this contract award process at any time and not to enter into any contract. The Cell Therapy 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.

1. **DISCLAIMER**

The Cell Therapy Catapult, (including, directors, officers, members, partners, employees, staff, temporary staff agents and contractors) do 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 damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance upon information within the documents.

Any persons considering entering into a contractual relationship with the Cell Therapy Catapult in reliance of the information within the procurement documents should make their own investigations and should seek their own professional technical, financial and legal advice.

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

The Cell Therapy Catapult reserves the right to amend any information or any requirements contained in the documentation issued in connection with the procurement. 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 Cell Therapy Catapult; all rights, including intellectual property rights, are reserved. Suppliers and other authorised recipients of the documents have a limited licence to reproduce the information. Suppliers may make it available within their organisation 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 not modify their RFP once it has been submitted. Suppliers may withdraw their responses at any time prior to accepting the notification of award by sending a notice of withdrawal to the Cell Therapy Catapult.

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 and no purported rejection, variation or addition to these notices and undertakings by the Supplier shall have any affect.

1. **PROCUREMENT TIMETABLE**

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

|  |  |
| --- | --- |
| RFP Documents Issued  | 19th November 2015 |
| Deadline for receipt of RFP submission | 13:00 on Friday 18th December 2015 |
| Presentation to evaluation panel | w/c 4th January 2016 |
| Contract awarded | 8th January 2016  |

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**

Proposals will be evaluated on the basis of the total value delivered to the Catapult and will be assessed against the methodology proposed. The Catapult may invite bidders to participate in a presentation session to further discuss the delivery strategy outlined in the Proposal. If a presentation session is required, the Catapult will arrange the demonstration at mutually agreeable time.

The Table below contains a list of all criteria and the relevant weighting for each.

|  |  |  |
| --- | --- | --- |
| **Section** | **Title** | **Weighting** |
| A | Supplier Organisation Information | Not Scored |
| B | Financial Information | Pass/Fail |
| C | Technical Information - Meeting the Specification | 60% |
| D | Pricing Information | 40% |
| **TOTAL** | 100% |

**Criteria Weighting**

The marking scheme used to score against each requirement is detailed below.

|  |  |
| --- | --- |
| **Marking Scheme (0-10)** | **Grade** |
| ***Fully meets the requirement and offers added value -*** *The evidence demonstrates that the requirement is fully met and provides deliverable added value.* | 10 |
| ***Fully meets the requirement -*** *The evidence demonstrates that the requirement is fully met.* | 7 – 9 |
| ***Almost meets the requirement -***  *Evidence provided shows that the requirement is met but MINOR reservations exist about the quality or extent of the evidence provided* | 4 – 6 |
| ***Partially meets the requirements -***  *Evidence provided shows that the requirement is met but SIGNIFICANT reservations exist about the quality or extent of the evidence provided* | 1 – 3 |
| ***Fails to meet the requirements -***  *Failed to demonstrate or provide evidence of an ability to meet the requirement* | 0  |

**11.2 Marking Criteria - Price**

Prices submitted should be fully inclusive (Ex VAT & in GBP), fixed, current and not subject to variation.

Price elements of tender responses will be evaluated against the lowest tender price. The bidder who has submitted the lowest price will be awarded a score of 100. All proposals will be scored relative to the lowest price using the formula below:

Expressed as:

 ***Price Score = (TL / Tt) x 100***

 Where: TL = Lowest Tender Price

 Tt = Actual Tender Price

The commercial and technical scores will be combined with the technical being worth 60% and the commercial being worth 40% to determine the most economically advantageous tender.

1. **RESPONSE REQUIREMENTS**

Please detach page 7 onward from this document and return by email to tenders@ct.catapult.org.uk by 13.00 on Friday 18th December 2015. Please clearly mark your email with “CON-0068 ITT Response” in the subject line. Responses will not be opened until after the deadline.

|  |  |  |
| --- | --- | --- |
|  | **Supplier** | **Buyer** |
| **COMPANY NAME:-** |       | Cell Therapy Catapult  |
| **CONTACT NAME:-** |       | Lisa Slade |
| **EMAIL ADDRESS:-** |      @      | Lisa.slade@ct.catapult.org.uk |

**SECTION A - SUPPLIER ORGANISATION INFORMATION**

Please note this section is for information only and ***will not be evaluated***. Please ensure that you complete the questions relevant to your organisation.

|  |  |
| --- | --- |
| **A1** | Full name of the organisation submitting the RFP: |
|       |

|  |  |
| --- | --- |
| **A2** | Please confirm the status of the Supplier to be considered: |
| GUIDE | *A response to this question is mandatory and is for the Catapult information to understand the Supplier.* |
| **A** | Your organisation is bidding to provide the 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.  |
| GUIDE | *If you have answered ‘yes’ to question b or c, the response to this question is mandatory. If your organisation is unable to confirm all sub-contractors please answer A4.* |
| Element of Requirement | Company / Organisation | How much of the requirement will they directly deliver (%) |
|  |  |  % |
|  |  |  % |
|  |  |  % |

|  |  |
| --- | --- |
| **A4** | If your answer to **A2** is **b** and you are **unable to confirm all sub-contractors** in **A3** at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. If you do not have a track record of delivering a supply chain, please demonstrate how you would achieve this. Please give a brief outline on policy regarding the use of sub-contractors and, if applicable, the extent to which it is envisaged they may be used in any contract (**max 300 words**). |
| GUIDE | *A response to this question is mandatory if you are unable to confirm all sub-contractors in* ***A3*** |
|  |

|  |  |
| --- | --- |
| **A5** | Details about the organisation named in **A1** (organisation submitting the ITT): |
| GUIDE | *A response to these questions is mandatory if applicable to your organisation* |
| **A** | Company Registration Number |       |
| **B** | Date of Registration |   /  /   |
| **C** | Place of Registration |       |
| **D** | Charities or Housing Association or other Registration number (if this applies). Please specify registering body and registration number |       |
| **E** | Registered address and postcode |       |
| **F** | VAT Registration Number |       |
| **G** | Please select which of the following applies to your organisation:  | 1 | a public limited company | [ ]  |
|  |  | 2 | a limited company | [ ]  |
|  |  | 3 | a sole trader | [ ]  |
|  |  | 4 | a partnership | [ ]  |
|  |  | 5 | a Limited Liability Partnership | [ ]  |
|  |  | 6 | a consortium | [ ]  |
| **H** | Website address | www.      |
| **I** | Name of (ultimate) parent company (if this applies): |       |
| **J** | Company Registration Number of (ultimate) parent company (if this applies): |       |

|  |  |
| --- | --- |
| **A6** | Please provide full contact details of a primary contact to whom future correspondence is to be sent in connection with this RFP: |
| 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. A response to this question is mandatory. |
|  | Primary Contact |
| 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 and the risk they pose to the Catapult.

The most recent accounts will be utilised to assess the financial standing and strength of your organisation. Accounts must be audited unless your organisation is exempt under the Companies Act. Where your organisation is deemed a potential risk to the Catapult, more information will be requested regarding your finances.

Organisations will fail where a Dun and Bradstreet report returns a significant risk of business failure.

|  |  |
| --- | --- |
| **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? If **Yes** please provide details below (**max words 300**) |  |
|  |

|  |  |
| --- | --- |
| **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?** If **Yes** please provide details below (**max words 300**) |  |
|  |  |

|  |  |
| --- | --- |
| **B4** | Indemnity and Liability Provision |
| Please confirm that for the service being tendered your organisation **could** provide these insurances: |
| Professional Indemnity - £ 2M |  |
| Employers Liability - £ 5M |  |
| Public/Products Liability - £ 5M |  |

|  |  |
| --- | --- |
| **B6** | Legal Proceedings |
| Is your organisation bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? |  |

**SECTION C – PROPOSAL**

The following section holds a 60% weighting and will be scored in accordance with the above criteria.

Applicants should submit a proposal to meet the requirements outlined within this document. The proposal should demonstrate excellence in digital, transport and tracking technologies and a track record of writing and delivering complex grant funded applications.

Experience

Please outline your organisations experience in managing and leading similar projects. Your response should outline the relevant skills within the organisation and track record of successful grant writing and project management as described above. Applicants may wish to include CV’s to support their response.

Project Plan

Please submit an indicative project plan outlining how your organisation will meet the grant application deadline, highlighting key activities.

Strategy

Applicants should outline their strategy within the proposal detailing their approach to managing the grant process in order to deliver against the milestones, working with a range of stakeholders and whilst managing complex and interdisciplinary grant funded projects.

**SECTION D – COMMERCIAL AND PRICE INFORMATION**

The following section outlines the commercial and price offer based on the User Requirement Specification. Bidders should note that this section is worth of 40% of the overall marks.

|  |  |
| --- | --- |
| **D1** | Price Schedule |
| Please enter your prices for the services listed in the table below. This information will make up the price schedule of any contract. Bidders may add additional lines to outline proposed cost information.Proposed costs should be exclusive of sustenance and expenses which will be paid in accordance with HMRC published rates. |
| a |  | £ |
| b |  | £ |
| c |  | £ |
| d |  | £ |
| e |  | £ |
| h | **Total Cost** | **£** |

|  |
| --- |
| 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 RFP. I understand and accept that false information could result in rejection of the Company’s RFP.

|  |  |
| --- | --- |
| Signed for and on behalf of the CompanySIGNATURE |  |
| Name of person signing on behalf of the CompanyPRINT |  |
| Position/status in the CompanyPRINT |  |
| Company’s name and addressPRINT |  |
| Date |  |

For the purposes of this electronically transmitted document it is sufficient that typed names are entered rather than signatures.