



Crown
Commercial
Service

REQUEST FOR INFORMATION

FOR

**REGIONAL ECONOMIC INTELLIGENCE ANALYSIS
OF LOCAL ECONOMIES FACING POTENTIAL
ECONOMIC SHOCKS**

CONTRACT REFERENCE: CCZZ19A56

CONTRACT FOR

**MINISTRY OF HOUSING & COMMUNITIES AND
LOCAL GOVERNMENT**



CONTENTS

1.	WHAT YOU NEED TO KNOW	3
2.	RFI SCOPE	3
3.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	4
4.	BACKGROUND TO THE REQUIREMENT	4
5.	SUMMARY OF THE REQUIREMENT	5
6.	THE REQUIREMENT	6
7.	INFORMATION REQUIRED.....	10
8.	TIMELINES FOR RFI	11
9.	WHEN AND HOW TO ASK QUESTIONS	11
10.	RFI COSTS	12
11.	RIGHT TO CANCEL OR VARY THIS RFI	13
12.	RIGHT TO CONFIRM OR REQUEST UPDATED RFI.....	13
13.	CONDUCT – SPECIFIC OBLIGATIONS	13
14.	NOTICES TO ORGANISATIONS	14
15.	CONFIDENTIALITY1.....	15
16.	FREEDOM OF INFORMATION.....	16
17.	INTELLECTUAL PROPERTY RIGHTS	17
18.	NO INDUCEMENT OR INCENTIVE	18
19.	SUPPORT INFORMATION	18



1. What You Need To Know

What 'We' and 'You' Means:

- 1.1 When we use 'CCS', 'we', 'us' or 'our' we mean the Crown Commercial Service.
- 1.2 When we use 'Contracting Authority', 'Customer', 'Authority' or 'Client' we mean the specific department/organisation who are requesting information on ability to provide the proposed goods/services.
- 1.3 When we use 'you' or 'your' we mean your organisation, or the organisation you represent, in completing this Request For Information (RFI).
- 1.4 We are requesting information on behalf of the Contracting Authority for their proposed requirement.
- 1.5 The Public Contracts Regulations 2015 ("the Regulations") regulate how we procure. This means that we and you have to follow processes that are fair, transparent and equitable for all bidders.
- 1.6 We are conducting this RFI, and any subsequent Procurement activity, using the Crown Commercial Service e-sourcing suite.
- 1.7 Suppliers wishing to participate in this RFI process must email cs.procurement@crowncommercial.gov.uk, who will add you to the event. Suppliers not registered with the CCS e-sourcing suite, but wishing to participate, must first register for an account using the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582479/eSourcing_Suite_Supplier_Guidance_Part_A_-_Registration_v2_22.12.2016.pdf

2. RFI Scope

- 2.1 The Contracting Authority requires information on the ability to provide Regional Economic Intelligence Analysis of Local Economies Facing Potential Economic Shocks
- 2.2 You are asked to advise if your organisation would be interested in bidding for this opportunity as part of your response to the RFI. If you are not interested, it is requested that a reason be submitted as this is



valuable feedback for the Contracting Authority to consider.

- 2.3 The Contracting Authority has not specified a format for the detailed response as this can limit creativity and make it difficult to understand. You are therefore freely available to present information in your desired format.

3. Background to the Contracting Authority

- 3.1 The Ministry of Housing, Communities and Local Government's (formerly the Department for Communities and Local Government) job is to create great places to live and work, and to give more power to local people to shape what happens in their area.
- 3.2 MHCLG is a ministerial department, supported by 13 agencies and public bodies.

4. Background to the Requirement

- 4.1 This RFI seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a "Potential Supplier") to undertake quantitative and qualitative research into the vulnerability of areas in England that have been identified as most at-risk from economic shocks. The study forms part of wider local intelligence gathering to ensure HMG has good



Request for Information
Regional Economic Intelligence Analysis of Local Economies Facing Potential
Economic Shocks
Contract Reference: CCZZ19A56

visibility of how and where risks to the most vulnerable local economies are arising and how it should respond.

4.2 The purpose of this PTME is to:

- 4.2.1 help define the requirement;
- 4.2.2 help provide a better understanding of the feasibility of the requirement;
- 4.2.3 understand the best approach;
- 4.2.4 understand the capacity of the market to deliver and possible risks involved;
- 4.2.5 provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage;
- 4.2.6 help identify indicative costs and timing for the proposed work; and
- 4.2.7 help us decide which is the appropriate procurement route for this requirement (which is likely to be the Research Marketplace, a Crown Commercial Service Dynamic purchasing System).
- 4.2.8 give suppliers who may be interested in bidding for this requirement, but are not currently on the Crown Commercial Service Research Marketplace, time to apply for inclusion.

4.3 The Authority shall maintain commercial confidentiality of information received during, and after, the PTME process.

5. Summary of the Requirement

5.1 The Ministry of Housing, Communities and Local Government (MHCLG) wishes to boost its intelligence and analysis efforts so it is well placed to support places to respond to and recover from potential local economic shocks. This is needed to complement local intelligence gathering and analysis already being undertaken by the Department's Cities and Local Growth Unit (CLGU) across England so the Government can intervene in the right places at the right time.

5.2 MHCLG is proposing to commission external experts to conduct a detailed economic analysis of some of the most at-risk economies to ensure we fully understand their vulnerabilities, their capacity for absorbing shocks and the kinds of interventions that could be effective in responding to those shocks. This analysis would focus on quantitative indicators including employment



levels and patterns, skill levels of the workforce, travel to work areas, sector mix and a range of other indicators.

- 5.3 Significant qualitative intelligence will also need to be gathered to help MHCLG and CLGU understand the resilience, capability of the local economy. This will include the status of infrastructure and other key projects in the local economy, the capacity of key learning, research and innovation institutions and networks, the status and distribution of local growth partners and how their spatial distribution affects the resilience and vulnerability of the local economy.
- 5.4 We propose a series of deep dives of 10-15 areas at Nomenclature of territorial units for statistics (NUTS2) level and then the assimilation of this work into a robust local economic health dashboard which can be rolled out more widely. This will work with data collection and analysis being undertaken by other departments to look at an integrated, cross-government dashboard that helps to facilitate the regular reporting and monitoring of change. Elements of the dashboard will be quantitative and some qualitative.
- 5.5 The output of this research will be a report submitted to government and key local partners setting out:
- key vulnerable sectors, places and people in each area
 - key local partners that can assist the response to a shock
 - recommendations on how the local area can prepare for potential shocks
 - recommendations on key actions that the government/ key local partners are likely to need to take in response to a shock
 - a robust agreed approach to the development of a local economic health dashboard which can be populated from government and local data and intelligence across the country. It should be flexible enough for further areas to be added in due course by government officials.
- 5.6 This analysis, together with other information supplied by the government, could support the creation of a 'scorecard' of local economies, RAG rating the relative vulnerability of each place.
- 5.7 If a decision is taken to commission this research we would be looking for a final report after 6 weeks and an interim report after 3 weeks. Potential suppliers are invited to comment on the feasibility of this timeframe.

6. The Requirement

- 6.1 This proposal from the Cities and Local Growth Unit (CLGU) of MHCLG/Business, Energy and Industrial Strategy (BEIS) is intended to boost our intelligence and analysis efforts to ensure we are well placed to effectively support places facing economic shocks. It complements work already being



Request for Information
Regional Economic Intelligence Analysis of Local Economies Facing Potential
Economic Shocks
Contract Reference: CCZZ19A56

undertaken by CLGU to collect intelligence and conduct analysis on potential local economic shocks. There is significant scope to improve the quality, depth and focus of this activity with a clear, systematic 'dashboard' approach to ensure we have clear view of how and where risks are occurring so we can align with business readiness activity being led by BEIS and support local partner capability to monitor developments in local economies.

- 6.2 This research will allow us to develop a more granular understanding of the most vulnerable local areas at Nomenclature of territorial units for statistics (NUTS) 2 level across England. Key to this evidence gathering will be the creation of a systematic dashboard to store and present the data, in a framework which can be integrated with other intelligence from across government and expanded going forward. This dashboard will feed the wider package of funding, to ensure our intelligence is collated in a consistent way, and the analysis is presented in an easy to understand way. This dashboard will hold information on both the outputs of the proposed research and the additional qualitative intelligence that is gathered by the CLGU. This analysis is required to feed into potential policy interventions, which will look to mitigate any potential economic shocks and to seize the opportunities arising from EU Exit.
- 6.3 Given the need to develop our analytical framework quickly in response to EU Exit, CLGU propose to commission external experts to conduct detailed economic analysis of some of the most at-risk local economies, to ensure we fully understand their vulnerabilities, their capacity for absorbing shocks and the kinds of interventions that could be effective in responding to those shocks.
- 6.4 This analysis would focus on quantitative indicators including:
- Productivity, unemployment, skills levels, average income, number of business closures etc.
 - The sector mix in each local economy.
 - The types of businesses in the local economy (sector and size).
 - Labour market patterns and commuter trends in the local economy.
 - Employment levels and patterns, skills levels of the workforce, travel to work areas and a range of other indicators e.g. number of business starts and closures.
- 6.5 There will also be significant qualitative intelligence gathered through this research on local leadership and capacity, which could identify a local area's ability to deal with economic shocks. There have been very few detailed assessments have been done of specific vulnerable local economies, so this work would provide value through exploring local economies at a more



Request for Information
Regional Economic Intelligence Analysis of Local Economies Facing Potential
Economic Shocks
Contract Reference: CCZZ19A56

granular level and identifying specific areas that could be targeted in planning a response.

6.6 The qualitative intelligence will include:

- The status of infrastructure and other key projects in the local economy.
- Capacity of key learning, research and innovation institutions and networks.
- The status and distribution of local growth partners, including local government/Local Enterprise Partnerships, higher education institutions, labour market institutions (e.g. job centres and other employment support partners), and business support networks (including Growth Hubs and Chambers).
- For all of the above – how their spatial distribution affects the resilience and vulnerability of the local economy across urban, suburban and rural areas.

6.7 The qualitative intelligence is key to ensuring MHCLG and CLGU understand the resilience, capability and capacity of the local economy. This is vital in achieving value for money for potential policy responses, as if the local economy shows strong economic resilience, or the leadership of that area has high levels of capacity and capability, then we can determine the level to which the economic shock can be dealt with internally, without HMG intervention. This will enable further additionality and more efficient use of HMG resources.

6.8 We propose a series of deep dives of 10-15 NUTS2 at-risk areas across England to collect this information. These will provide MHCLG with the underlying conditions of the local economy, which will be used to assess the types of interventions that would be appropriate in individual local economies. For example, if the underlying sectoral make-up is manufacturing and many of the employees are commuters, transport interventions may work better than interventions targeted at residents. This will allow us to better target interventions in the event of an economic shock.

6.9 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

6.9.1 MHCLG are already gathering local economic intelligence and conducting analysis to identify risks of potential local economic shocks which has been shared across government to inform departments of emerging shocks to local economies but we need to improve the quality and quantity of our intelligence and analysis. This improved approach aims to deliver two key objectives:



Request for Information
Regional Economic Intelligence Analysis of Local Economies Facing Potential
Economic Shocks
Contract Reference: CCZZ19A56

- Develop a robust, granular local economies dashboard for clear cross-HMG agreement on the most vulnerable local economies; and
- Improve HMG's visibility of shocks as they emerge, including at a granular level – so that we can take timely decisions on whether support is needed and the quantum of support.

6.9.2 The report should set out potential suppliers' views on: including (but not limited to):

- The scope of the research;
- Availability of relevant expertise of potential suppliers to conduct the research;
- The deliverability of conducting the research in 6 weeks;
- The applicability of the research topics as detailed in 2 and 3.1; and
- Any constraints or barriers that would prevent the research being conducted robustly, including (but not limited to), GDPR considerations, legal and regulatory considerations.

6.10 OUTPUTS/DELIVERABLES

6.10.1 The final deliverables will be:

- a written report to MHCLG and local partners setting out the findings of the research to boost resilience and respond to shocks (with an interim report after 3 weeks) including:
 - key vulnerable sectors, places and people in each area
 - the key local partners that can assist the response to a shock
 - recommendations on how the local area can prepare for shocks
 - recommendations on any key actions that HM Government/ local partners are likely to need to take in response to a shock
- a template for the local intelligence dashboard of indicators which will be populated with the data of the 10-15 NUTS2 areas investigated and other data collected by HM Government and local partners, with the flexibility for further areas to be added in due course by government officials.



- 6.10.2 The supplier may also be required to present this report at a face to face briefing with MHCLG.

7. Information Required

- 7.1 The Contracting Authority requires you to submit responses to the following areas:
- 7.1.1 What specific skills and expertise are required in order to do this?
 - 7.1.2 What does the Authority need to understand about construction products test standards to be able to effectively assess bids?
 - 7.1.3 Is this project deliverable in the timeframe proposed (6 weeks)?
 - 7.1.4 If not, how long do you estimate this project should last?
 - 7.1.5 Is what the Authority asking for clear?
 - 7.1.6 What, if anything, has the Authority missed or overlooked in setting out their requirement and what changes would you recommend?
 - 7.1.7 Is there anything here that is irrelevant, outdated or unnecessary?
 - 7.1.8 What would the indicative cost be for this piece of work?
- 7.2 This RFI will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier's understanding of the requirements in advance of any formal competitive tender exercise.
- 7.3 The Authority reserves the right to change any information contained within this RFI at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 7.4 The Authority reserves the right not to proceed with a competitive tender exercise after this RFI or to award any contract.
- 7.5 The Authority expects that all responses to this RFI will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.



8. Timelines for RFI

8.1 These are our intended timelines. We will try to achieve these but, for a range of reasons, dates can change. We will tell you if and when timelines change.

8.2 Please see the below for the RFI's timelines:

DATE	ACTIVITY
Friday 20 th September 2019	Publication of the RFI
Friday 20 th September 2019	Clarification period starts
Midday, Thursday 26 th September 2019	Clarification period closes
Thursday 26 th September 2019	Deadline for the publication of responses to RFI Clarification questions
15:00PM Friday 27 th September 2019	Deadline for submission of a RFI Response
w/c Monday 30 th September 2019	Analysis of RFI responses
w/c Monday 30 th September 2019	Confirm next steps to RFI Respondents

9. When and How to Ask Questions

9.1 We hope everything is clear after you've read this RFI document.

9.2 If you have any questions, you need to ask them as soon as possible after the RFI is published. This is because we have a set deadline for submitting questions – the clarifications questions deadline (Refer to timelines for RFI above). This gives you the chance to check that you understand everything before you submit your response.

9.3 You need to send your questions through the e-Sourcing Suite. This is the only way we can communicate with organisations. Try to ensure your question is specific and clear. Do not include your identity in the



question. This is because we publish all the questions and our responses to all organisations invited.

- 9.4 Responses will be published in a Questions and Answers document to all organisations who have registered their interest via the e-Sourcing Suite.
- 9.5 If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response.
- 9.6 Crown Commercial Service will not enter into exclusive discussions regarding the requirements of this RFI with any organisation who have expressed an interest.

10. RFI Costs

- 10.1 The Contracting Authority will not reimburse any costs incurred by an organisation (including the costs or expenses of any members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors or advisors) in connection with the preparation and/or submission of the organisation's RFI response, including (without limit) where:
 - 10.1.1 The RFI is cancelled, shortened or delayed for any reason (including, without limitation, where such action is necessary



due to non-compliance or potential non-compliance with the law, including the Regulations);

10.1.2 All or any part of the RFI is at any time amended, clarified, added to or withdrawn for any reason;

10.1.3 The organisation and/or its respondent is disqualified from participation in this RFI for any reason, including breach of these Terms of Participation.

11. Right to Cancel or Vary This RFI

11.1 The contracting Authority reserves the right to:

11.1.1 Change the basis of or the procedures for this RFI at any time;

11.1.2 Amend, clarify, add to or withdraw all or any part of the RFI at any time, including varying any timetable or deadlines set out in the RFI; and:

11.1.3 Cancel all or part of this RFI at any stage and at any time.

12. Right to Confirm or Request Updated RFI

12.1 The Contracting Authority reserves the right to require organisations to confirm that their RFI response remains accurate at all stages of the RFI process and/or to request updated Information.

12.2 The Contracting Authority also reserves the right to specify additional standards or requirements according to their particular requirements.

13. Conduct – Specific Obligations

13.1 You must not directly or indirectly canvass any Minister, officer, public sector employee, member or agent regarding this RFI or attempt to obtain any information from the same regarding this RFI (except where



and as permitted by the RFI). Any attempt by the organisation to do so may result in the organisation's disqualification from this RFI.

14. Notices to Organisations

- 14.1 This RFI and any related documents referred to have been prepared by the Crown Commercial Service on behalf of the Contracting Authority for the pre-market test to gather information.
- 14.2 Whilst prepared in good faith, the RFI documents are intended only as a preliminary background explanation of the Contracting Authority's activities and plans. Therefore, it is not intended to form the basis of any decision on whether to enter into any contractual relationship with the Contracting Authority.
- 14.3 The RFI documents do not purport to be all inclusive or to contain all of the information that organisation's may require.
- 14.4 Neither the Contracting Authority or its advisors, (included but not limited to) the directors, officers, partners, employees, other staff, agents or advisers of any such body or person:
- 14.4.1 Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFI documents;
 - 14.4.2 Accepts any responsibility for the information contained in the RFI documents or for its fairness, accuracy or completeness; or
 - 14.4.3 Shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 14.5 Nothing in the RFI documents is, or should be, relied upon as a promissory or a representation as to the Contracting Authority's ultimate decisions in relation to the RFI.
- 14.6 The publication of the RFI documents in no way commits the Contracting Authority to award any contract.



15. Confidentiality¹

15.1 The contents of the RFI are being made available by the Contracting Authority on the conditions that the organisation:

- 15.1.1 Treats the RFI as confidential at all times, unless the information is already in the public domain;
- 15.1.2 Does not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen, except where, and to the extent that, the Information has been publicised in accordance with paragraph 14 (Freedom of Information);
- 15.1.3 Only uses the Information for the purposes of preparing a Response (or deciding whether to respond); and
- 15.1.4 Does not undertake any promotional or similar activity related to this RFI within any section of the media.

15.2 An organisation may disclose, distribute or pass any of the Information to its members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors, advisers or to any other person provided that:

- 15.2.1 This is done for the sole purpose of enabling the organisation to submit its response and the person receiving the information undertakes in writing (such written undertaking to be made available to the Contracting Authority on the Authority's request) to keep the information confidential.
- 15.2.2 It obtains the Contracting Authority's prior written consent in relation to such disclosure, distribution or passing of Information; or
- 15.2.3 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to this RFI;
- 15.2.4 The organisation is legally required to make such a disclosure; or
- 15.2.5 The information has been published in accordance with paragraph 14 (Freedom of Information).

15.3 The Contracting Authority may disclose information submitted by organisations during this RFI to its officers, employees, agents or



Request for Information
Regional Economic Intelligence Analysis of Local Economies Facing Potential
Economic Shocks
Contract Reference: CCZZ19A56

advisers or other government departments who are stakeholders in this RFI.

15.4 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure.

15.5 Further, the Cabinet Office has a cross Government role delivering overall Government Policy on public procurement – including ensuring value for money and related aspects of good procurement practice.

15.5.1 For these purposes, the Contracting Authority may disclose within HM Government any of the organisation's documentation or information (including any that the organisation considers to be confidential and / or commercially sensitive such as specific information in its response) submitted by the organisation to the Contracting Authority during this RFI. Organisations taking part in this RFI consent to such disclosure as part of their participation in the RFI process.

16. Freedom of Information

16.1 In accordance with the obligations and duties placed upon public authorities by the FoIA (Freedom of Information Act 2000) and the EIR (Environmental Information Regulations 2004) and in accordance with any Government Code of Practice on the discharge of public authorities' functions under the FoIA all information submitted to the Contracting Authority may be disclosed under a request for information made pursuant to the FoIA and the EIR.

16.2 Organisations should note that the information disclosed pursuant to a FoIA or EIR request may include, but is not limited to, the disclosure of its RFI response (including any attachments or embedded documents).

16.3 If the organisation considers any part of its Response or any other information it submits to be confident or commercially sensitive, the organisations should:

16.3.1 Clearly identify such information as confidential or commercially sensitive;



Request for Information
Regional Economic Intelligence Analysis of Local Economies Facing Potential
Economic Shocks
Contract Reference: CCZZ19A56

- 16.3.2 Explain the potential implications of disclosure of such information taking into account and specifically addressing the public interest test as set out in the FoIA; and
- 16.3.3 Provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.
- 16.4 If the organisation identifies that part of its Response or other information it submits is confidential or commercially sensitive, the Contracting Authority in its sole discretion will consider whether or not to withhold such information from publication. Organisations should note that, even where information is identified as confidential or commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the EIR.
- 16.5 The Contracting Authority is required to form an independent judgement of whether the Organisation's information referred to in paragraph 14.3 is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The Contracting Authority cannot guarantee that any information indicated as being confidential or commercially sensitive by the organisation will be withheld from publication.
- 16.6 If the organisation receives a request for information under the FoIA or the EIR during and in relation to this RFI, it should be immediately referred to the Contracting Authority.

17. Intellectual Property Rights

- 17.1 The RFI remains our property. You must use the RFI only for providing information for this RFI.
- 17.2 You allow us to copy, amend and reproduce your response so we can:
- 17.2.1 Assess responses
 - 17.2.2 comply with law and guidance
 - 17.2.3 carry out our business
- 17.3 Our advisors, subcontractors and other government bodies can use your bid for the same purposes.



18. No Inducement or Incentive

18.1 The organisation acknowledges and agrees that nothing contained within the RFI shall constitute an inducement or incentive nor shall have in any other way persuaded an organisation to submit a response or enter into any other contractual agreement.

19. Support Information

19.1 For technical guidance, please review the 'Useful Links' on the e-Sourcing Suite homepage before contacting the e-Sourcing helpdesk.

e-Sourcing Helpdesk	
Telephone Number:	0345 010 3503
Email Address:	eEnablement@crowncommercial.gov.uk