

NESTA Policy & Research Unit (NPRU)

Invitation to Tender: Guidance Notes

Measuring Innovation in the UK

1 Background

- 1.1 This document provides guidance on how to submit your proposal to the NPRU. We advise that you read this document together with the Invitation to Tender (ITT) brief, on the NESTA website, before submitting a proposal.
- 1.2 Please submit your proposal to NESTA in accordance with all of these instructions, stipulations, requirements, terms and conditions set out within the enclosed documentation.
- 1.3 NESTA reserves the right to disqualify tenderers who fail to comply with these requirements, in particular those proposals that are received after the closing time and date detailed below.
- 1.4 Please note that the proposed contract relates to the provision of research and development services of a type which are not subject to the EU procurement rules. NESTA will run this competitive procurement processes in a manner which is open and transparent and ensures equal treatment of participants in the process.

If you are interested in submitting a proposal it is advised that you notify NPRU (research@nesta.org.uk) as soon as possible before the deadline to express your interest (see section 6.1).

2 Decision making process

- 2.1 The invitation to tender is a competitive process and decisions will be made on the basis of the stated criteria. Proposals will be evaluated internally and decisions will be made by NESTA staff. NESTA reserves the right to seek outside expertise in order to judge the quality of the proposals.

3 Submitting a proposal

- 3.1 Your proposal should include details of the following:
 - An introduction to and credentials of your work/organisation, including examples of relevant projects you/your organisation have conducted;
 - A one-page summary; two pages of supporting argument; and no more than five pages that cover costs, timescale, deliverables, a summary of relevant experience and evidence that your research project is unique. Submissions should specify the methodology and the data sources that research teams are intending to use; the inclusion of supporting annexes containing full details is encouraged.
 - Full CVs of the people who will be working on the project (to be included in an appendix);

- Timings on the research including when you would expect to deliver the final report and findings to NESTA;
- A fee structure¹ and level indicating the basis of calculation, the frequency and nature of billing (please provide a breakdown of costs per researcher/consultant and for each stage of the project). Payments need to be linked to project milestones;
- An outline of your engagement terms and conditions (to be included in an appendix).
- Names and contact details of two clients that we would be able to contact for a reference.

3.2 Proposals should not exceed 8 pages (excluding appendices). Submissions should be single-spaced, in 12-point font and on A4 paper.

3.3 Your entire proposal including all supporting documentation should be e-mailed to research@nesta.org.uk. Please do not send more than one attachment (all appendices should be included in the main document).

The closing date for proposals for all questions is **12.00 noon (GMT) 12 January 2009**.

3.4 Please indicate clearly which research project you are applying for.

4 Selection Criteria

4.1 Your proposal will be evaluated against the criteria listed below. Please note that the list is not in priority order, but instead the tenders will be judged on the extent to which they meet all of the criteria.

Well-defined research proposal	<ul style="list-style-type: none"> • Extensive knowledge of existing research and current research activity in relevant fields; • Fit with the research questions and specifications in the invitation to tender. 	Maximum 15 points
Track record of research unit, Principal Investigator and other team members	<ul style="list-style-type: none"> • Experience in innovation research and relevant discipline knowledge; • Experience of producing research that has had an influence on policy. 	Maximum 15 points
Research design and methodology	<ul style="list-style-type: none"> • Robustness and suitability of proposed design and methods. 	Maximum 20 points

¹ NESTA will pay for overheads, but as this is a competitive tender NESTA will look favourably on tenders where these costs are low compared to the number of research days allocated to the project.

Proposal innovation in both approach and content	<ul style="list-style-type: none"> • Relevance and extent of ideas and insights. 	Maximum 10 points
Delivery schedule	<ul style="list-style-type: none"> • Thought-through approach to delivering the research on time including a work plan, timeline, interim deliverables and milestones. 	Maximum 15 points
Dissemination plan	<ul style="list-style-type: none"> • Willingness to participate in the dissemination of results. 	Maximum 10 points
Value for money	<ul style="list-style-type: none"> • Detailed budget; • Statement that a same or similar application is not current with another organisation; • Reasonable overhead. 	Maximum 15 points

5 Timetable²

Timelines	Action
Monday, 12 January 2009 (12.00 noon GMT)	Deadline for submission of proposals
Friday 16 January 2009	Notification of decision to interview
21, 22, 23 January 2009	Interviews with selected tenderers
30 January 2009	Notification of final decisions
Early Feb 2009	Expected start date

6 NESTA's responsibilities

- 6.1 Where it is found necessary by NESTA to amend the terms of the ITT prior to the proposal response date, NESTA will advise each tenderer in writing of such changes. Each tenderer shall provide written acknowledgement of any such changes. It is therefore **strongly encouraged** that you e-mail NESTA (research@nesta.org.uk) **prior to the first deadline to express your interest** in submitting a proposal so not to miss out on any important information.
- 6.2 Where an extension of time for the ITT response is requested, NESTA will advise any such agreed extension to each tenderer. Any such request shall not bind NESTA to grant any such extension and extensions will only be granted in exceptional circumstances.
- 6.3 NESTA shall not be responsible for, or pay any expenses or losses which may be incurred by any tenderer in, but not limited to, the

² NESTA reserves the right to alter the timetable

preparation of the tender, site visits, interviews or post negotiations.

- 6.4 Tenderers in receipt of internal NESTA documentation shall at all times treat their contents as confidential, and only disclose such information as may be necessary for the preparation of a compliant response.
- 6.5 No tenderer shall before the date and time specified within the ITT documentation disclose to any person the amount of the proposal except where the disclosure in confidence is necessary to obtain insurance premiums or guarantees required as part of any submission to NESTA.
- 6.6 NESTA reserves the right to limit the number of tenderers invited to participate in any follow-up activity (for example, interviews), or to dispense with any follow-up altogether. Meetings will take place in London at our offices.

7 Compliance

- 7.1 Proposals submitted for consideration shall comply in full with the requirements set out within the request for proposals documentation.
- 7.2 NESTA reserves the right not to accept the lowest price submitted by any tenderer.
- 7.3 NESTA reserves the right to reject any or all bids received

8 Specification

- 8.1 NESTA would expect successful tenderers to agree to do such acts and execute such documents as may be necessary to assign absolutely and with full title guarantee to NESTA any relevant rights in any material produced for NESTA during the period of the contract. NESTA is, however, open to considering requests for independent publication related to the content of the work conducted for NESTA, but no such publication should be made without the consent of NESTA and NESTA reserves the right not give such consent but will not withhold consent unreasonably.
- 8.2 All proposals will be subject to final contract and negotiation; tenders are invited to include any specimen terms and conditions or service contracts with their submissions.

9 Information and contacts

- 9.1 If you have any questions with regard to the interpretation of, or require any additional information to clarify the interpretation of the request for proposals you may e-mail research@nesta.org.uk with your enquiry.

10. Warnings/Disclaimers

- 10.1 Nothing contained in the ITT or any other communication made in respect of the ITT between NESTA or its representatives and any

party will constitute an agreement, contract or representation between NESTA and any other party.

- 10.2 Receipt by the tenderer of this ITT does not imply the existence of a contract or commitment by or with NESTA for any purpose.
- 10.3 NESTA reserves the right to change any aspect of, or cease, the tender process at any time.
- 10.4 The information contained in the ITT does not purport to contain all the information which a tenderer may require. While NESTA has taken all reasonable steps to ensure, as at the date of the ITT that facts contained in the ITT are true and accurate in all material respects, NESTA does not make any representation or warranty as to the accuracy or completeness or otherwise of the ITT.
- 10.5 NESTA accepts no liability to tenderers whatsoever and however arising and whether resulting from the use of the ITT, or any omissions from or deficiencies in the ITT.