

DORSET LOCAL ENTERPRISE PARTNERSHIP REQUEST FOR QUOTES INNOVATION STRATEGY

1. BACKGROUND

Dorset Local Enterprise Partnership (DLEP) is a business-led private and public sector partnership that aims to promote local economic growth and prosperity. Acting as a strategic gateway to funding, DLEP supports and delivers projects of long-term economic benefit for all in Dorset through cross-sector partnership.

The DLEP vision is that, “by 2033 Dorset will be one of Britain’s Core City-Regions and the most sustainable of these”.

DLEP has secured £234 million of investment into Dorset to date to deliver its objectives, which will leverage a further £254.3 million of private investment. In addition, the DLEP directs £79.4 million of European Structural Investment Funds.

2. SERVICES REQUIRED

The DLEP is now developing its approach to delivering the Government’s “Industrial Strategy, *Building a Britain fit for the future*”, which includes preparing to co-produce a Local Industrial Strategy with the Department for Business, Energy & Industrial Strategy. As part of this process, DLEP is seeking to commission an Innovation Strategy, aligned to the Industrial Strategy that will set out the actions for Dorset to drive up its productivity through increased innovation activity and performance.

The research objectives will allow the DLEP to assess the innovation landscape in Dorset and determine where the most effective interventions can be made in order to increase innovation across the county.

The context for the research will be the Industrial Strategy and, in particular, how Dorset is equipped to respond to the four “Grand Challenges” of;

- AI and Data Driven Economy
- Clean Growth
- The Future of Mobility
- Ageing Society

The Innovation South Science and Innovation Audit also provides important context for the work.

The research should cover the following areas as a guideline, but we would welcome the input of the appointed consultant to ensure full coverage of the appropriate themes;

1) Data analysis

How well does Dorset make use of innovation funding through Innovate UK?
What is the comparative take up of R&D tax credits?
How well do Dorset businesses scale-up?

2) Ecosystem

Who are the main innovation players in Dorset?
Which sectors are most innovation active?
Where are there effective clusters and networks?
Regional partnerships (Innovation South, Great South West)
MoU with Innovate UK

3) Innovation Infrastructure

Digital connectivity
Availability of work space (incubation, start up, grow on)
Enterprise Zone and other assets

4) Business Support

Landscape
Scale-up support
Clusters and networks

5) Research base

Higher Education strengths and specialisms
Commercialisation of research
Linked to Innovation South Science & Innovation Audit

6) Environmental innovation

Low carbon
Natural capital
Zero plastics

7) Skills

FE and HE skills supply

Schools (STEM)
Links to inward investment
Skills assets
Skills Escalator

- 8) Inward investment
- Internationalisation
 - Export
 - Attracting capital

Target audience

We would expect the research to engage with and understand the views of the following categories of stakeholders;

- Businesses
- Education
- Government (local and national)
- Relevant agencies

Methodology

We anticipate that the research will take account of both quantitative and qualitative input from a broad range of existing resources and stakeholders. This should include analysis of relevant datasets and may include interviews or workshops with stakeholders.

We do not intend to be overly prescriptive on the methodology and are open to innovative and experimental approaches.

Deliverables

- High level report, to include infographics etc for external publication
- Supporting Evidence pack including data tables etc
- Presentation at LEP Board meeting

Budget

The indicative budget for the work is £25,000 (exclusive of VAT).

3. CONTRACT MANAGEMENT AND MONITORING

The work will be overseen by the Dorset LEP Deputy Director.

The organisation should nominate a dedicated point of contact to oversee the work and liaise with and report to the Dorset LEP Deputy Director.

Dorset LEP requires a high level of accuracy and quality in each piece of work. In addition, any information provided to the organisation by Dorset LEP should be considered as commercially sensitive and therefore treated with utmost confidentiality.

4. TIMETABLE

Invitation to request for quotation (RFQ)	15 August 2018
Deadline for the submission of RFQ	3 September 2018 – 12:00 (pm)
Assessment of responses received	3-7 September 2018
Interviews	12 September 2018
Inception meeting	17 September 2018
Contract start date	17 September 2018
Target completion date	16 November 2018
Presentation to LEP Board	22 November 2018

5. ASSESSMENT

All responses will be assessed on the following basis:

- 60% Quality
- 40% Cost

Quality will be assessed against the following (60%):

- Explain the process for undertaking the services contained within this brief in respect of each of the items described in section 2 above.
- Include examples of your work.
- Evidence of completing similar work with Local Enterprise Partnerships and/or similar organisations including examples relating to section 2.

- The name of any individual/individuals who will work on the contract, their role, and a summary of their qualifications and relevant subject knowledge and experience. Full CVs are not required.
- Confirmation of professional indemnity insurance, including amount of cover held.
- Contact details for two references.
- Provide a cover letter detailing your expertise.

Cost will be assessed against the following (40%)

- A breakdown of fees for the completion of requirements contained within this brief in respect of each of the items described in section 2 above.
- A breakdown of any day rates would be required.

6. SCORING METHODOLOGY

4 Excellent	Proposal meets and in some places exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Dorset LEP reserves the right not to make any appointment.

7. PROPOSAL SUBMISSION

In order to be considered for selection, quotes must be received by **12:00 on 3 September 2018**.

Any individual or organisation responding to this RFQ must submit its quote via email and must be sent to the following:

Katherine May
Programme Manager
Dorset Local Enterprise Partnership
Email: kmay@bournemouth.ac.uk
Phone: 01202 962720

If you require clarification or you have any questions please direct these to: Rob Dunford via email to rdunford@bournemouth.ac.uk

8. CONFLICTS OF INTEREST

Dorset LEP may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where

relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the LEP, detailing the conflict in the Supplier response to this RFQ.