



APPENDIX 1

Invitation to Tender: Digital Infrastructure Expertise & Action Plan Development

1. Background

The Liverpool City Region (LCR) Combined Authority (CA) is seeking dedicated expertise to develop a **Digital Infrastructure Action Plan** to maximise digital connectivity and associated opportunities – specifically, but not exclusively, relating to the Metro Mayor's stated ambition to create a full fibre loop throughout the LCR and linked to the GTT transatlantic internet superhighway that lands near Southport – for the primary purpose of driving transformational economic growth.

2. Specification

- Review and map existing digital infrastructure assets and capability across the LCR, highlighting current strengths, gaps and opportunities directly linked to anticipated future needs for the City Region, and aligned with the 2016 LCR Growth Strategy.
- In tandem with the mapping work, detail and quantify specific potential use cases.
- Cross-reference against current/intended major government initiatives and funding opportunities, e.g. re. Digital Infrastructure Fund, Local Full Fibre Networks, 5G.
- Identify critical gaps in the evidence base, and fill these or help commission requisite additional work as required.
- Review the full range of potential operational and commercial revenue models, and make specific recommendations accordingly.
- Work in close partnership with LCR LEP Executives and Sector Boards to determine digital infrastructure related business needs and opportunities.
- Feed into the prospective LCR Technology Advisory Panel convening local and national experts to make recommendations to the Metro Mayor and CA on strategic digital infrastructure priorities.
- Produce a detailed **LCR Digital Infrastructure Action Plan** – including optimal routes, technical specifications, and costs - to integrate the LCR's assets in both public and private sectors, and form the basis of any wider LCR Digital Strategy.
- Coordinate and provide lead input into LCR CA submissions for major digital connectivity funding competitions to deliver the Action Plan.
- Inform key local and external stakeholder communications, ensuring that digital opportunities and ambitions are communicated accurately and appropriately, as are responses to any associated concerns and challenges.
- Represent the LCR's digital connectivity ambitions both nationally and internationally, and support activities to attract large scale inward investment.

3. Management, Reporting & Contract

The project will be managed by the LCR Local Enterprise Partnership (LEP) on behalf of the LCR Combined Authority.

The designated lead to whom the consultant(s) will directly report and primarily liaise with is: John Whaling, Innovation & Strategic Investment Lead: john.whaling@liverpoollep.org / 07792 280 134.

The consultant(s) may also be required to attend and report to a Project Steering Group, plus attend meetings with and make presentations to other bodies, e.g. including the LCR Metro Mayor/Combined Authority, Technology Advisory Panel, and relevant Sector Boards.

The LEP will enter into a contract with the tenderer whose proposal is deemed best suited to fulfil the above specification in line with the evaluation process set out below, subject to agreement on conditions of that contract.

Any terms and conditions in the proposed contract do not imply acceptance by The LEP of the tenderer's services until the contract is signed by an authorised officer of the LEP, and the LEP may cancel the tender process at any time prior to a contract being entered into.

All works carried out shall be governed by the Laws of England and subject to the exclusive jurisdiction of the Courts of England.

4. Budget & Financial Arrangements

The budget is up to £50,000.

Payment for services covered by this invitation to tender will be on the submission of appropriate invoices, subject to the Liverpool LEP's standard payment terms, and which will be based on agreed deliverables on a case by case basis.

Invoicing arrangements will be agreed with the successful service provider, following the award of contract.

5. Procurement Timetable & Contract Duration

The intended timetable is as follows:

- Issue: Monday, 16 October
- Submission deadline: 10.00 hrs. on Monday 6 November
- Interviews: Week commencing 13 November 2015
- Commencement of contract: Week commencing 27 November

The anticipated duration of the contract is approximately 6 months, with precise details to be agreed with the appointed contractor.



6. Your Submission

General Information to be supplied:

- Organisation identity including name, address, telephone number, e-mail address, company registration number, VAT registration number and website address (if applicable). Please also state if the organisation is a Small to Medium Enterprise (SME) as defined in Section 382 and 465 of the Companies Act 2006.
- An overview of the organisation's business activities and customer base.
- Details of the designated individual point of contact in the organisation for this tender, plus all other key personnel to be involved in this project.
- If the organisation is a subsidiary of another company or member of a group, details of any holding or parent company and the structure of the group.
- Details of any third parties involved in tender.
- Confirmation of acceptance by the tenderer and any third parties of the conditions of tender described in Section 5 of the invitation to tender.
- Details of at least 2 relevant referees.
- An appropriate financial profile for the last three years, including, in the case of corporate entities, independently audited accounts. Where a tenderer has been trading for less than three years accounts for each year of trading must be provided.
- Copies of current certificates of insurance.

Your Proposal should specifically outline the following on a point by point basis:

- Your interpretation of the brief/specification
- A detailed explanation of your intended approach and methodology
- Details of all personnel to be involved in working on the project
- Specification of deliverables
- Any added value to be delivered
- A breakdown of Intended timescales
- Itemised costs
- Experience of relevant previous activities that you have successfully undertaken.

Costs/Pricing

NB. the LEP does not award agreements based on lowest costs, although value for money will be considered as part of the decision-making progress.

All prices quoted must be fixed, apply throughout the entire contract period, be presented in pounds sterling, exclusive of Value Added Tax (VAT), and specify:

- the period for which the details of your tender will remain unchanged from submission



- the applicable rate of VAT in respect of each of the services being proposed
- details of any other or ancillary costs, taxes or duties which may be incurred
- any discounts or services to be provided at no cost.

To tender, please email your submission to john.whaling@liverpoollep.org by 10am on Monday 6 November. Late submission will not be considered.

7. Evaluation Criteria

The contract will be awarded to the contractor deemed most able to fulfil the needs set out in the specification, based on a 2-stage process: submission information (as set out in section 6), plus subsequent interview.

The submission will be scored on the following basis:

- | | |
|--|----|
| • Approach, methodology and deliverability | 40 |
| • Demonstrable relevant technical expertise and knowledge | 25 |
| • Experience/track record of successfully delivering similar commissions | 25 |
| • Value for money, including added value | 10 |