

Competition Title: Amazing Spaces, Smart Places

INVITATION TO APPLY

This Invitation to Apply should be read in conjunction with other documents associated with this competition:

- Challenge Brief
- Invitation to Apply
- Guidance Notes
- Application Form
- FAQs
- Sample Contract
- Phase 1 End Report

SUMMARY

Applicants are invited to apply for projects under SBRI to develop data driven and technology enabled solutions for Amazing Spaces, Smart Places as outlined in the competition Challenge Brief.

APPLICATION PROCESS

Information relating to the competition is available at www.smartbelfast.city. From this page there is a link to the ESourcingNI portal at www.e-sourcingni.bravosolution.co.uk - you will need to register on this portal in order to to apply and to access all related documentation. All bids should be made using the Application Form which can be accessed from the portal.

Details of the background, challenges and expected outcomes of the project can be found in the Challenge Brief. You are strongly advised to read the **Guidance Notes** before completing the application form.

SBRI provides innovative solutions to challenges faced by the public sector, leading to better public services and improved efficiency and effectiveness. It supports economic growth and enables the development of innovative products and services through the public procurement of Research & Development. It generates new business opportunities for companies, provides businesses with a route to market for their ideas and bridges the seed funding gap experienced by many early stage companies.

Successful applicants will have the opportunity to carry out a scoping exercise to demonstrate the technical feasibility of their proposed concept. The competition will have a total budget of £120,000. Contracts will be awarded for a period of 4 months. Funding will be offered up to a maximum of £20,000 per scoping exercise with staged payments on satisfactory completion of work as detailed in the contract.

Submission of Application

- This application process is being carried out electronically via the eSourcing portal www.e-sourcingni.bravosolution.co.uk. eSourcingNI is hosted by BravoSolution, the managed service provider for Belfast City Council's eTendering system.
- Should you have any queries, or if you are having any problems registering on the portal, (<https://e-sourcingni.bravosolution.co.uk>), please contact the BravoSolution dedicated supplier helpdesk by telephoning 0800 368 4850 or email help@bravosolution.co.uk
- Documents provided by the Council in MSWord format for completion and submission may include restrictions on editing as an aid to participants so that they do not inadvertently exceed stated character or word limits in their responses.
- The Council recognises that some participants may wish to use word processing applications other than MSWord in the preparation of their responses; however, some applications may disable the editing restrictions during the file import/conversion. It is therefore, in such instances, the participant's responsibility to monitor the content of responses with regard to any stated character or word limits and to note the number of characters or words (as appropriate) at the end of each response. Any text in excess of the character or word limits will be disregarded in the evaluation of responses.
- The application must be completed as directed and returned via the eSourcing NI eTendering system. **Posted, telephoned, faxed or e-mailed applications will not be accepted.**
- The application may be uploaded at any time until the closing date and time specified within this document. Applications may also be retracted and re-submitted at any time before the closing date and time. Belfast City Council will not have access to application responses until the closing deadline has passed.
- If you experience difficulties with the system, please contact BravoSolution. Please **do not wait** until near the closing time on the day that your application is to be submitted.
- The application must be submitted ("Published") on the Council's eSourcingNI system no later than **12:00 noon on 14th November 2018**. It will not be possible to submit a response after this deadline.
- When uploading your application, please be aware of the speed of your internet connection, your system configuration and the volume of general web traffic that may impact on the time required to complete the transaction. Uploading of applications must be completed by the final submission date and time.

When submitting your application please ensure that:

- The information in each attachment is headed with the section number, section title and question number to which it relates. Only information relevant to that particular question should be uploaded
- You save each attachment once uploaded (a pop-up reminder will appear)
- You save your attachments as a .zip file. To do this, select all of the files you want to add, right-click the files, select “Send To” and “Compressed (zipped) Folder”. This will create a .zip file in the same directory. If you experience any difficulty with this, please contact the BravoSolution helpdesk
- You have checked that your whole submission has been uploaded correctly, including attachments
- You have published your submission (click ‘publish’ then ‘confirm’). Once your submission is published the response status will change to ‘response submitted to the buyer’
- Any single file attachment you are uploading is not larger than 50Mb
- Where multiple file attachments are to be uploaded, you upload them in batches totaling less than 50Mb at a time

Belfast City Council cannot accept responsibility for transmission delays.

Applications must be in English and prices in Sterling, including VAT.

Alterations to Council documents: Belfast City Council shall not accept any amendments to the contents of any document issued by the Council as part of this process.

Written acceptance: Acceptance by the Council shall only be made by written instruction to the successful contractor.

Right to issue further instructions: During the application period, the Council reserves the right to make changes to the application documentation, which changes shall be accepted by the applicant without reservation.

Expenses and losses: The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any applicant in preparing their application or attending interviews as part of the selection process.

Preparation of application: It is the responsibility of applicants to obtain for themselves, at their own expense, any additional information necessary for the preparation of their application.

Right to request additional information: The Council reserves the right to require any applicant to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this application. The Council may also seek independent financial and market advice to validate information declared, or to assist in the evaluation of the application.

Confidentiality: All information supplied by the Council in connection with this Invitation To Apply shall be treated as confidential by applicants, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the application.

Freedom of information: In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the Council may be disclosed in response to a request made pursuant to the FoIA.

In respect of any information submitted by an applicant that it considers to be commercially sensitive, the applicant should include the following information as an annex within the completed application:

- Clearly identify such information as commercially sensitive
- Explain the potential implications of disclosure of such information
- Provide an estimate of the period of time during which the applicant believes that such information will remain commercially sensitive

Where an applicant identifies information as commercially sensitive, the Council will endeavour to maintain confidentiality. Applicants should note however that, even where information is identified as commercially sensitive, the Council might be required to disclose such information in accordance with the FoIA. Accordingly, the Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

Estimated quantities: Where estimated quantities are set forth in the specification, they shall be regarded only as an estimate and shall not be binding on the Council.

Opening of applications: Applicants, or any representatives thereof, shall not be permitted to be present when the applications are opened.

Return of specified supplementary documents: Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, will result in the application being rejected. In the event that none of the applications are deemed satisfactory, the Council reserves the right to terminate the SBRI competition and where appropriate, to re-advertise at a later date.

Period of Competition: The competition open on **18 October** and the deadline for submission of applications is **12:00 noon on 14 November 2018**.

Arithmetical errors: Where examination of applications reveals errors or discrepancies which would affect the figure(s) in an otherwise successful application, the applicant will be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing his / her offer.

Period of the contract: Once signed the contract will run until **end March 2019** with phase one reports to be submitted by **22ⁿ March 2019**.

Award of contract: The Council reserves the right not to award a contract to any applicant under this process.

Formal contract: The successful applicant shall, in accordance with the Council's Standing Orders and legal requirements determined by the Council's Director of Legal Services, be required to enter into a formal contract with the Council which shall incorporate the Conditions of Contract, Specification, Information and Instructions to Applicants and all completed Application Forms and such other contract documents as may be relevant. The said formal Contract shall be executed as a Deed.

Good relations: Applicants should be aware of the Council's Good Relations Strategy which outlines our commitment to Equality and Good Relations and our obligations under Section 75 of the Northern Ireland Act 1998.

A copy of the Good Relations Strategy is available on www.belfastcity.gov.uk/tenders

Disqualification of Applicants: The Council may disqualify any applicant who:

- Fails to provide a satisfactory response to any question in the application or who inadequately or incorrectly completes any response
- Submits a completed application after the closing date and time

PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN AS DIRECTED

Key Dates

We aim to work to the following time schedule

Competition opens	18 October 2018
Deadline for applications	14 November 2018
Applicants notified of decision	30 November 2018
Contracts awarded	7 December 2018
Feedback provided by	15 December 2018
Contracts complete	31 March 2019

ASSESSMENT

Applications will be reviewed by a selected panel of experts. Contracts will be awarded shortly thereafter. Feedback to unsuccessful applicants will be given after contracts are awarded.

Assessment Criteria

The assessment criteria are shown in the following table:

Assessment Criteria	Weighting	Score
1. How well does the proposed idea/solution/technologies meet the challenge as detailed in the brief?	20	
2. How valid is the technical approach that will be adopted?	10	
3. How innovative is this project? To what extent does the project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area?	20	
4. To what extent does the proposal show a clear plan for establishing technical and commercial feasibility and the development of a working prototype? How does the proposal demonstrate that there is a clear management plan? What are the risks (technical, commercial and environmental) to project success? How effectively will these be managed? How appropriate are the milestones and evaluation procedures?	10	
5. To what extent does the applicant appear to have the right skills, capabilities and experience to deliver the intended benefits?	10	
6. How appropriate is the proposal financially? Is the overall budget realistic and justified in terms of the aims and methods proposed? Are the costs appropriate and justified?	10	
7. Is there a clear commercial potential to lead to a marketable product, process or service and a clear plan to deliver that and route to market? How significant is the competitive advantage which this technology affords over existing/alternate technologies that can meet the market needs?	20	

Successful applicants will be advised according to the published key dates and companies will be expected to mobilise rapidly to start the project. It is important that Phase 1 Projects start soon after the contract has been issued.

CONDITIONS

By applying, companies are consenting to the terms and conditions contained in the contract. Applications must have at least 50% of the contract value attributed directly and exclusively for Research & Development (R&D) Services.

Pre-commercial procurement is a "public contract other than a public works or supplies contract having as its object the provision of services". The total value of the services exceeds the value of products covered by the contract.

Phase 1 is intended to show the technical feasibility and commercial viability of the proposed concept. Phase 1 should include tangible results of experiments or trials, and should not be just a desk study. The deliverables for Phase 1 will comprise a commercial in confidence report using the template provided (Phase 1 End Report).

R&D can cover activities such as solution exploration and design, prototyping, up to the original development of a limited by volume of first products or services in the form of a test series.

"Original development of a first product or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the product or service is suitable for production or supply in quantity to acceptable quality standards".

R&D does not include commercial development activities such as quantity production, supply to establish commercial viability or to recover R&D costs, integration, customisation, incremental adaptations and improvements to existing products or processes

QUESTIONS & CONTACT POINTS

Questions and comments are very welcome while the competition is open.

All requests for clarification or further information in respect of the competition, or any questions about the procurement, should be **submitted in writing via the ePortal messaging system by close of play by 8 November**. Please use the secure messaging function within the Invitation To Tender on the portal to communicate and seek clarifications, as this will provide an audit trail of all discussions and clarifications. No approach of any kind in connection with this application should be made to any other person within, or associated with, the Council.

If the Council considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all applicants who have responded or have expressed an interest, or those that show an interest before the closing date and time for the submission of the application.

Communications shall be treated in confidence, but shall be subject to the paragraph above.

Questions on the overall SBRI programme should be addressed to sbri@innovateuk.gov.uk;

Once the competition is closed, no further dialogue will be entered into. In order to streamline the process for this competition, feedback to unsuccessful applicants may not be available until after the contracts have been let.

PRIVACY NOTICE

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes connected with your application, assessment and further use (if successful) as you progress throughout the competition, which is jointly operated by Belfast City Council, Department of Justice and Dublin City Council who are referred to as the core partners.

You are providing your personal data to the Council whose lawful basis for processing is for the performance of a task carried out in the public interest.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

It will also be shared with Department of Justice and Dublin City Council for the purposes connected with your application, assessment and further use (if successful) as you progress throughout the competition.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so.

The personal data is held and stored by the Council and core partners in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact Deirdre Ferguson at fergusond@belfastcity.gov.uk.

If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

MORE INFORMATION

For more information about SBRI and other competitions please see: <http://www.innovateuk.org/sbri>