



**Babraham Institute**  
**Knowledge Exchange & Commercialisation Strategy**  
**for 2017-2022**

**Invitation to Tender**

## **Contents**

Glossary

- 1 INTRODUCTION AND BACKGROUND**
- 2 PURPOSE AND SCOPE OF THIS DOCUMENT**
- 3 PROCUREMENT PROCESS**
- 4 TENDER CONDITIONS**
- 5 INSTRUCTIONS TO TENDERERS**
- 6 APPENDICES**
- I STATEMENT OF REQUIREMENTS**
- II EVALUATION CRITERIA**

## **Glossary**

<b>Contract</b>	The contract which the successful Tendering Organisation intends to enter into with the Babraham Institute for the performance of the Services.
<b>Babraham Institute or Institute</b>	The Babraham Institute of Babraham Research Campus, Cambridge CB22 3AT.
<b>ITT</b>	Invitation to Tender.
<b>KEC</b>	Knowledge Exchange & Commercialisation
<b>Project</b>	“Research to support a new Knowledge Exchange & Commercialisation Strategy for the Babraham Institute”
<b>Response</b>	The response to this ITT prepared by the Tendering Organisation which complies with the provisions set out in this ITT.
<b>Services</b>	Research and benchmarking to support the development of a new KEC strategy for the Babraham Institute to cover April 2017 to March 2022.
<b>Tendering Organisation</b>	Any party invited to take part in the procurement process with the view that they will submit a Response and tender for the performance of the Services.

## **1 Introduction and background**

- 1.1 The Babraham Institute is a charity and company limited by guarantee, which receives strategic funding from the Biotechnology and Biological Sciences Research Council (“BBSRC”). It undertakes innovative life sciences research to generate new knowledge of biological mechanisms underpinning lifelong health and wellbeing.
- 1.2 The Institute aims to maximise the impact of its research through Knowledge Exchange and Commercialisation (KEC) in order to translate research into action for social and economic benefit. KEC at Babraham is funded by a dedicated grant from the BBSRC. The Institute is entering a new five-year funding period from 2017, and wishes to revise and update its KEC strategy to cover the period from 2017-2022.
- 1.3 This ITT relates to a procurement project in which the Babraham Institute wishes to commission research and consultancy to support the update to its KEC strategy, as set out in Appendix I.
- 1.4 The issue of this ITT and Statement of Requirements marks the commencement of the ITT stage of the procurement process.

## **2 Purpose and scope of this ITT document**

- 2.1 The purpose and scope of this ITT and supporting documents is to:
  - 2.1.1 explain to Tendering Organisations the timetable and process for the remaining stages of the procurement;
  - 2.1.2 set out the requirements and provide detail of the commercial, technical and legal provisions required by the Babraham Institute and to elicit a Response outlining Tendering Organisations’ proposals to meet those provisions;
  - 2.1.3 provide Tendering Organisations with sufficient information to enable them to respond fully to this ITT with an offer capable of acceptance;
  - 2.1.4 explain the information required in Responses to this ITT and, through the detail included with the supporting documents, provide guidance for Tendering Organisations’ Responses;

- 2.1.5 explain the administrative arrangements for the receipt of Responses; and
- 2.1.6 set out the evaluation criteria that will be used to evaluate the Responses, and to identify Tendering Organisation(s) to perform the Services in the next stage of the procurement process.

### **3 The procurement process**

- 3.1 This procurement process is subject to the conditions of tender set out at section 6 of this ITT.
- 3.2 The key dates for the remainder of the procurement procedure are set out in the table below (although the Babraham Institute reserves the right to vary key dates on notice to all Tendering Organisations).

<b>Event</b>	<b>Date</b>
Submission of Responses	26 <sup>th</sup> May 2017 at 5pm
Interviews with shortlisted organisations	Week commencing 29 <sup>th</sup> May 2017
Final decision	Week commencing 5 <sup>th</sup> June 2017

- 3.3 You must submit your Response to this ITT by **26<sup>th</sup> May 2017** (the “**Deadline**”) in accordance with the provisions of this ITT. The Babraham Institute reserves the right to extend the Deadline. Any extension granted will apply to all Tendering Organisations. The Babraham Institute reserves the right to reject any Responses received after the Deadline.
- 3.4 Hardcopy Responses should be addressed to:
- Dr Simon Cook  
Head of KEC  
Babraham Institute  
Babraham Research Campus  
Cambridge  
CB22 3AT  
UK

Alternatively electronic Responses should be emailed to [kec@babraham.ac.uk](mailto:kec@babraham.ac.uk). Responses may be rejected if the complete information called for is not given by the Deadline.

- 3.5 On receipt of the Responses, the Babraham Institute will perform an evaluation of Responses, with a view to selecting a Tendering Organisation to perform the Services.
- 3.6 The Babraham Institute may, in its absolute discretion, require that you attend a meeting to discuss any aspect of your Response, or any other matter related to this ITT or the Statement of Requirements.
- 3.7 The engagement of the successful Tendering Organisation is subject to the formal approval process of the Babraham Institute. Until all necessary approvals are obtained, no contract will be entered into. Please also refer to paragraph 6.5.

#### **4 Instructions to Tenderers**

- 4.1 You may submit, by no later than **19<sup>th</sup> May 2017**, any queries that you have relating to this ITT. Please submit such queries by email to [kec@babraham.ac.uk](mailto:kec@babraham.ac.uk). Any queries should clearly reference any appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, the Babraham Institute will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents, if made before the above deadline.
- 4.2 You must inform the Babraham Institute in writing if there is any change in control, composition or membership of your organisation or your consortium members subsequent to your expression of interest in this procurement process. The Babraham Institute reserves the right to disqualify you from the procurement process as a result of any such change.
- 4.3 You must state if you will be using any third party contractors to deliver the Services and ensure that all relevant terms and conditions are applied within any relevant sub-contract. You will be fully responsible as the prime contractor for all third party sub-contractors.

#### **5 Preparation and format of Responses**

- 5.1 Responses, all documents and all correspondence relating to the tender must be written in English.

- 5.2 You should consider only the information contained within this ITT and supporting documents, or otherwise formally communicated to you in writing when making your offer.

## **6 Conditions of Tender**

- 6.1 In submitting a Response to this ITT it will be implied that you accept all the provisions of this ITT including these conditions.
- 6.2 Capitalised terms used in this ITT are defined terms and are defined either in the glossary at the front of this document or within the text of this ITT.
- 6.3 The Babraham Institute reserves the right to issue the response to any clarification request made by you to all Tendering Organisations unless you expressly require it to be kept confidential at the time the request is made. If the Babraham Institute considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the request.
- 6.4 The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Babraham Institute will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Babraham Institute.
- 6.5 By issuing this ITT, the Babraham Institute is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- 6.6 It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but the Babraham Institute reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. The Babraham Institute will accept no liability for any losses caused to you as a result of this.
- 6.7 You will not be entitled to claim from the Babraham Institute any cost or expenses that you may incur in preparing your Response irrespective of whether or not your tender is successful.

- 6.8 All information supplied to you by the Babraham Institute, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.
- 6.9 There must be no publicity by you regarding the Project or the future award of any Contract unless the Babraham Institute has given express written consent to the relevant communication.
- 6.10 The results of this Project will be shared with the BBSRC. You should be aware of the BBSRC's obligations and responsibilities under the Freedom of Information Act ("FOIA") to disclose, on written request, recorded information held by the BBSRC. Information provided by you in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the BBSRC in response to such a request, unless the BBSRC decides that one of the statutory exemptions under the FOIA applies. If you wish to designate information supplied as part of a Response as confidential, you must provide clear and specific detail as to the precise elements which are confidential.
- 6.11 Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way will result in your Response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of the Babraham Institute concerning another tendering organisation may result in disqualification at the discretion of the Babraham Institute.
- 6.12 The Babraham Institute reserves the right to disqualify you if you do not submit your Response in a manner consistent with the provisions set out in Instructions to Tenderers and Statement of Requirements.
- 6.13 It is your responsibility to ensure that any consortium member, sub-contractor and adviser abide by these Conditions of Tender.
- 6.14 Your Response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.



- 6.15 Additional terms and conditions will apply to any Contract awarded. It is expected that the Babraham Institute will own any Intellectual Property Rights resulting from the Project.

## **Appendix I: Specification of Requirements**

### **Research to Support the New Babraham Institute KEC Strategy**

#### **Background**

The Babraham Institute undertakes innovative, life sciences research to generate new knowledge of biological mechanisms underpinning lifelong health and wellbeing. Research focuses on signalling and genome regulation, particularly the interplay between the two, and how epigenetic signals can influence important physiological adaptations during the lifespan of an organism. By determining how the body reacts to dietary and environmental stimuli, and manages microbial and viral challenges, the Institute aims to improve lifelong wellbeing and healthier ageing. The Babraham Institute is a registered charity and receives strategic funding from the BBSRC. It is also supported by research grants obtained from the Medical Research Council, medical charities, industry collaborators and other organisations. The Institute benefits from its location on the Babraham Research Campus, home to around 60 biomedical companies, many of which collaborate with Institute scientists. It also has a range of state-of-the-art scientific facilities and services, many of which are accessible to companies and external academic organisations in the Cambridge cluster and elsewhere.

Through its Knowledge Exchange and Commercialisation (KEC) programme, the Babraham Institute aims to maximise the dissemination, impact and, where appropriate, the commercial exploitation of its research. This primarily occurs through partnerships with external stakeholders including industry, policy makers, charities and clinicians. KEC happens through two-way engagement with these partners. KEC at the Institute is primarily led by scientists, but is supported by a small team of KEC professionals headed up by Dr Simon Cook, who is also a group leader in the Signalling Programme. A KEC strategy was put in place at the Institute in 2012, to cover the funding period from 2012 to 2017 – this is available to tenderers on request under a confidentiality agreement.

#### **The Project**

The Institute wishes to update its existing KEC strategy to cover the new funding period from 2017 to 2022. It wishes to commission a consultant to assist in this process, primarily reviewing the existing strategy and by benchmarking the Institute's KEC activities against two similar organisations, and the expectations of the BBSRC and RCUK.

The Project should:

- Review the Babraham Institute's 2012-2017 strategy using clear, robust methodology, and identify the Institute's strengths, opportunities, weaknesses and threats in KEC. Review will include (but not be limited to)
  - The Babraham Institute's resources for KEC
  - Level of engagement in KEC activities
  - Processes for embedding KEC within the Institute
- Benchmark the Institute's KEC outcomes and impacts generated, using similar organisations as examples, and taking into account the various pathways to impact set out by Research Councils UK. Activities will include (but not be limited to):
  - Industry collaborations
  - Consultancy
  - Commercial use of Institute science facilities
  - Commercialisation of Babraham Institute IP
  - Influencing policy
  - Knowledge exchange with clinicians and charities
- Involve dialogue with key stakeholders (both internal and external) to assist with the analysis of the Institute's KEC strategy.
- Identify new opportunities in KEC, finding potential routes to impact for the Institute as both a member of the Cambridge bioscience ecosystem and further afield.
- Recognise that some of the data shared may be confidential, and treat that data appropriately.
- Be started by **12<sup>th</sup> June** and completed by the **21<sup>st</sup> July 2017**.

## **Milestones and Methodology**

The Project should include the following milestones:

- Project initiation meeting, including a discussion of the requirements, the Babraham Institute's activities, and the data to be collected.
- One-day workshop/series of meetings involving a small group of Group Leaders, Campus companies and other key stakeholders (assistance for setting this up will be provided)
- One-day meeting with KEC team and KEC Committee
- Desk research and data collection.
- Data analysis and draft report.
- Final report.

Regular contact by phone and email with the Babraham Institute is expected throughout this process.

## **Outcomes**

The expected outcomes of this project are as follows:

- An analysis of the strengths and weaknesses in the Institute's current KEC strategy.
- An analysis of the Babraham Institute's KEC resources, activities and outputs, potential outcomes and impacts, and a comparison with the activities of other relevant organisations, taking into account the Institute's scientific remit and size.
- Suggestions for new KEC opportunities to build into the Institute's new KEC strategy.

## **Response Requirement**

The following should be included in any Response:

- A company profile, and if relevant that of any sub-contractor. This should include: the company name; address; telephone number; ownership of the business and any related

companies; number of years trading; number of employees; and the specialisms and focus of the business including details of any similar projects where possible.

- Details of the required resources to carry out the Services, and the qualifications and experience of any staff who would be working on the Project.
- A description of the proposed methodology for carrying out the Project, and a planned programme of work including a timeframe for the completion of milestones. This should include details of how the quality of service will be ensured.
- A pricing schedule. An unchangeable total price should be provided, including any consultancy fees, travel and subsistence expenses. This should also be broken down into individual elements, including a daily fee rate for staff carrying out the Services. All prices quoted should be exclusive of VAT.

## **Appendix II: Evaluation Criteria**

Responses to this ITT will be evaluated according to (but not exclusively based on) the following criteria:

### **Project**

- Understanding of the objectives of the Project.
- The quality of the proposed methodology and project plan.
- Appropriate timescales.
- The price, including value for money. However, the Babraham Institute is not bound to accept the lowest cost bid.

### **Organisation**

- Relevant experience and expertise.
- Sufficient resources for the project.