

Invitation to Quote

An assessment of the availability and role of innovation space in Berkshire

Issued by Thames Valley Berkshire Local Enterprise Partnership

5 February 2019

INSTRUCTIONS

1 Introduction

- 1.1 This invitation is issued by Thames Valley Berkshire Local Enterprise Partnership (LEP), a company limited by guarantee and registered at Companies House No. 07885051.
- 1.2 The LEP lead for the project is Caroline Perkins, Research Manager, caroline@thamesvalleyberkshire.co.uk or 0118 945 0201. Please contact Caroline for all queries regarding this invitation.
- 1.3 If you intend to compete for this contract, please read the following instructions and prepare your submission accordingly.

2 Submission of Quotes

- 2.1 Please submit your quote in both word and pdf formats by email to caroline@thamesvalleyberkshire.co.uk no later than 5pm on Tuesday 19 February.
- 2.2 The Appendix contains the headings for the structure of your quote.
- 2.3 We expect to make an appointment by Monday 25 February, but we ask that quotes will remain open for acceptance for a minimum of 90 calendar days.

3 Evaluation of Submissions

- 3.1 The contract will be awarded on the basis of quality and value for money. The two factors will be weighted as follows:
 - Quality (80%)
 - Value for money (20%)
- 3.2 The quality element (worth 80%) will be scored out of 100 points as follows:
 - The method statement (See Appendix)
 - Key staff experience
- 3.3 We are under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Quote to any bidder, or at all.

4 Financial Arrangements

- 4.1 The maximum price for this contract will be £15,000 (exclusive of VAT).
- 4.2 If, for whatever reason, we require additional work to be performed over and above the services described in your submission, this will be the subject of a written instruction.
- 4.3 All prices should include travel and subsistence expenses and all other disbursements.
- 4.4 Payment will be 100% on completion.

5 Timetable

	Task	Date
1	Deadline for proposals	Tuesday 19 February 2019
2	Award of contract	Monday 25 February
3	Inception meeting	w/c 25 February 2019
4	Fieldwork	4 March – 15 April 2019
5	Draft report submission	29 April 2019
6	Final report submission	6 May 2019

SPECIFICATION

1 Requirement

- 1.1 Thames Valley Berkshire LEP seeks to commission research to establish the availability of innovation space within Berkshire, to understand its role in contributing to local economic growth and inform possible future investment.

2 Definition

- 2.1 We have adopted the following definition of 'innovation space' used by Oxfordshire LEP and SQW in their study 'A Review of Innovation Spaces in Oxfordshire' January 2017 – available [here](#).

“Innovation spaces provide entrepreneurs and businesses with accommodation on flexible terms and access to supporting administrative, business and innovation support services and networks”

- 2.2 For the purpose of this study, the following categories of 'innovation space' are being considered...

- Accelerators that make use of innovation space
- Incubators
- Co-working spaces
- Hack spaces
- Lab space
- Creative spaces
- Science parks

- 2.3 The study will not include managed spaces, offices, business and industrial parks run simply as property schemes. Nor will it cover cafes or coffee shops whose primary purpose is not to provide business space or innovation support.

3 Background

- 3.1 As Thames Valley Berkshire LEP develops a Local Industrial Strategy for Berkshire, we are seeking to deepen our understanding of Berkshire's economic assets and innovation ecosystem.

- 3.2 In 2016, Thames Valley Berkshire LEP commissioned Renaisi to provide an assessment of hub and workspace typologies, the extent to which they existed in Berkshire, and potential public sector interventions. This report, which includes a list of incubators, accelerators and co-working spaces that were operating in Berkshire at the time of the research, along with a list of people interviewed for the research, can be found [here](#).

- 3.3 Thames Valley Berkshire LEP has recently updated the list of incubators, accelerators and co-working spaces produced by Renaisi. This can be found [here](#).
- 3.4 Thames Valley Berkshire LEP's Business in Berkshire 2018 report provides an overview of key companies operating in Berkshire and information about the local business ecosystem. This can be found [here](#).

4 Methodology

- 4.1 We are seeking answers to the following research questions

Supply

What innovation space currently exists in Berkshire?

Does Berkshire have sufficient supply of innovation space?

What are the barriers prohibiting the supply of innovation space?

Does Berkshire have a sufficient pipeline of future innovation space?

Is Berkshire's innovation space located in optimal locations?

Is Berkshire's innovation space financially accessible for those who require it?

Is Berkshire's innovation space effectively marketed?

Demand

What is the level of demand in Berkshire for innovation space and how can evidence of demand be maintained?

What kind of innovation space is in demand in Berkshire and where?

What works

How important is the availability innovation space for local economic growth?

Is the provision of innovation space necessary to develop connected local ecosystems?

Are 'innovation districts' important in creating connected places where innovation happens?

What models for providing innovation space work well in Berkshire and in other areas of the country?

What is the impact of innovation spaces on the local economy and vibrancy of town centres?

Do the models in Berkshire help SMEs gain access to large customers (public and private sector)?

Intervention

Should the public sector intervene to improve the supply of, or demand for, local innovation space?

What form should any intervention take?

- 4.2 We anticipate that data and intelligence will be collected through desk research, in-depth interviews and a survey of existing innovation spaces.
- 4.3 The findings will be presented to Thames Valley Berkshire LEP both verbally and in a final report.

Appendix

Method Statement <i>Please use the following headings to structure your method statement</i>	
1.	Ability to deliver the specification, including proposed methodology (<i>maximum 2,000 words</i>)
2.	Experience of similar projects, including a description of the services provided for your two named referees (<i>maximum 500 words</i>)
3.	Outline project plan including staff resource plan (showing names, seniority and days), staff experience
4.	Cost breakdown

Please supply two referees for whom you have provided similar services. Please provide contact name, company, phone number, email address, project name and completion date

Referees will be contacted to confirm the description of the services delivered, and invited to provide comments.