

**REQUIREMENT BRIEFING DOCUMENT**

ITT REFERENCE ITT/17/027

**THE CREATION OF A FRAMEWORK AGREEMENT FOR INTELLECTUAL PROPERTY**

**DEVELOPMENT & COMMERCIALISATION SUPPORT**

**FOR**

**CARDIFF METROPOLITAN UNIVERSITY**

**INTRODUCTION**

Cardiff Metropolitan University (the “University”) is seeking to procure and appoint a small number of specialist businesses (“Supplier” or “Suppliers”) to a framework agreement that will support the University in developing and commercially exploiting University Intellectual Property (“IP”).

This document is designed to be “read first” to give you an overview of our requirements and to enable you to decide if you wish to tender for this contract opportunity.

**THE UNIVERSITY**

The University currently operates two teaching campuses and one purely residential site within the city of Cardiff, and has almost 11,000 students from over 140 different countries. The University’s range of programmes identifies it as sharply focused upon professionally and vocationally-relevant higher education and applied research.

Proud of its reputation for providing a student-centred approach to learning and first-class teaching, and boasting a culture within which applied research and enterprise flourishes, the University is a confident, forward-thinking and metropolitan higher education institution with a history tracing back to the 19th century.

Ranked as the top new University in the UK for its research excellence,[[1]](#footnote-1) the University offers the opportunity to study in one of Europe’s most dynamic and cosmopolitan capital city locations.  The University regularly achieves positive league table ratings and has just been re-awarded the leading UK university status for overall international student satisfaction for a sixth consecutive year.

For further information about Cardiff Metropolitan University, please visit:

<http://www.cardiffmet.ac.uk/Pages/home.aspx>

**REQUIREMENT OVERVIEW**

The University’s Strategic Plan for the 5 years up to academic year 2022/23 notes an intention to achieve “…significant growth in the volume, quality, value and impact of research and innovation”. The University therefore believes that the time is right to procure and appoint a small number of Suppliers to assist the University in the development and commercialisation of University-developed IP.

The successful Suppliers will be suitably skilled, experienced and resourced with proven and successful track records in supporting universities and similar organisations develop and exploit IP.

The University believes that the most effective way to structure this requirement is to create a framework arrangement comprising two ‘lots’. The lots are based on supporting projects at various Technology Readiness Level (“TRL”) stages as follows:

Lot 1 would usually cover TRL’s 4 to 7 and Lot 2 would usually cover TRL’s 8 and 9.

Lot 1 – the University will seek to appoint up to 3 Suppliers to this lot. The successful Suppliers will have the skills and experience of various technologies to provide support as the University deems appropriate to research projects that are usually in the TRL phases 4 to 7.

Lot 2 – the University will seek to appoint one firm to undertake the various activities associated with the commercialisation of technologies that are usually in TRL’s 8 and 9, which will include but not be limited to:

identification of market channels and potential investors; undertaking introductions to potential investors and assisting in due diligence assessments; and supporting the negotiation and conclusion of commercialisation arrangements in the form of licencing or sale.

At the University’s discretion, the firm appointed to Lot 2 may be asked to become involved in projects at earlier TRL stages where the University deems appropriate.

Bidders may submit proposals to be appointed to either or both lots.

**procedural REQUIREMENT**

This variability of the potential value of this framework as set out above gives rise to the possible situation that the potential revenue generated through this framework may exceed the procurement value threshold for full and open competition as set out in the Public Contracts Regulations.

Consequently, this procurement is being conducted in accordance with the Public Contracts Regulations (‘PCR’), using the PCR ‘Open’ procedure. Under the ‘Open’ procedure, there is no separate pre-qualification process and the University will evaluate all compliant tenders received by the closing time and date.

The PCR requires us to place a contract notice advertising this contract opportunity in the Official Journal of the European Union (OJEU), via which you have hopefully arrived at this documentation set.

A brief overview of the evaluation process is detailed below; a more detailed evaluation plan is contained within the tender documentation available on the University etender portal.

**ACCESSING THE TENDER DOCUMENTS AND SUBMITTING A TENDER**

If after reading the requirement overview you believe that your business is able to provide IP development or exploitation support in accordance with our requirements, please proceed to register your business and download the full tender documentation set from the Cardiff Metropolitan Intend e-tender portal, link below:

[**https://in-tendhost.co.uk/cardiffmet/aspx/Home**](https://in-tendhost.co.uk/cardiffmet/aspx/Home)

Registration on this site is simple to undertake and is free of charge. There is a portal user guide accessible from the home page.

The tender documentation set comprises the following documents:

1. This Requirement Briefing Document
2. Invitation to tender document (ITT), including:
* Specification
* Terms and Conditions
* Evaluation Plan
* Question Set
* Pricing Schedule

This tender is being conducted fully electronically and completed tenders must be uploaded to this Cardiff Met e-tendering portal by the closing date and time detailed below;

**TUESDAY 28TH NOVEMBER 2017 AT 12:00 HRS**

1. Source: Research Excellence Framework 2014 - 2020 [↑](#footnote-ref-1)