

Catalyst

Tender Documentation

Design Thinking Facilitators



Thank you for your interest in Catalyst.

This pack has been prepared to provide further information about our organisation and its role. Catalyst, which is the trading name of the Northern Ireland Science Park group of companies, arose from a package of economic initiatives which were part of the Good Friday Agreement. Today, it is one of Northern Ireland's major economic success stories.

Catalyst is an independent not for profit organisation. We work for the greater good to build a connected innovation community in an entrepreneurial ecosystem throughout Northern Ireland.

An ambitious new strategy was approved by the Catalyst Board in 2022, targeting significant growth in Northern Ireland's Knowledge Economy and extending Catalyst's impact in new areas of value for our community. Following strong progress and extensive stakeholder analysis, the organisation is now focused on three pillars of growth:

- Future Workspace
- Entrepreneurship & Scaling
- Open Innovation

Our Values

We are a force for good, **bold** in our approach, with **integrity** at our core and **passionate** in everything we do.

Workshop Facilitators

Catalyst is seeking to establish a pool of experienced Design Thinking facilitators to undertake a range of assignments working alongside the Catalyst core team in the delivery of existing programmes, the co-design of new programmes and special projects as they arise.

Successful Design Thinking facilitators will be appointed to the pool of facilitators for a three-year period. It is envisaged that facilitators will be requested for assignments throughout the three-year period on as needed basis. There is no guaranteed number of assignments.

Requirements

All applicants should provide evidence of at least 5 years' experience in the following areas:

- Delivery of Design Thinking workshops clearly demonstrating how they have used Design Thinking methodology to deliver successful outcomes
- Using design thinking while working directly with technology and innovation driven businesses including start-ups, scaleups and multi-nationals to deliver positive significant impact.
- Co-design of programmes including user research, across a range of innovation related areas.
- Strong communication skills with the ability to deliver effective workshops in-person and online.
- Engagement with senior level stakeholders as well as staff and programme participants at varying levels of experience.
- Delivering business coaching to start up teams related to product development.

All applicants should provide a daily rate for facilitation services.

Instructions for Submission of Applications

1. Evaluation Criteria

The evaluation criteria that will be used in the award of this contract are: -

Criteria	Weighting	Pass Mark
Experience	80%	60%
Value for Money	20%	15%

2. Format of Response

Details must be provided in the attached format at Annex A.

Please do not submit any additional documentation with your response except where specifically requested. Pages requiring signature can be scanned and attached to your email response.

3. Completions and Submission of Proposals

The proposal must be completed as directed and returned to Catalyst by email.

Replies can be sent by email to elaine.smyth@wearecatalyst.org with the subject line 'Design Thinking Facilitators' to arrive by **12 noon on Friday 4th November 2022**.

4. Formal Contact

Applicants seeking to clarify any points of doubt or difficulty relating to this documentation before submitting proposals should contact: -

Elaine Smyth, Director Innovation Community

Email: elaine.smyth@wearecatalyst.org

Any questions or requests for clarification must be received by **12 noon on Wednesday 2nd November 2022**.

Format of Response

Annex A

Company Details

Company Name:	Contact Telephone:
Contact Name:	Contact E-Mail:

Customer References

Please note, customer references will only be contacted in the event that your organisation is shortlisted.

Reference 1

Company Name:	Contact Telephone:
Contact Name:	Mobile:
	Office:
	Contact E-Mail:

Reference 2

Company Name:	Contact Telephone:
Contact Name:	Mobile:
	Office:
	Contact E-Mail:

Selection Criteria 1

Experience – 80%

Evidence of at least 5 years' experience in the following areas:

- Delivery of Design Thinking workshops clearly demonstrating how they have used Design Thinking methodology to deliver successful outcomes
- Using design thinking while working directly with technology and innovation driven businesses including start-ups, scaleups and multi-nationals to deliver positive significant impact
- Using design thinking while working directly with academic institutions and local government agencies on specific collaborative projects with successful outcomes
- Co-design of programmes including user research, across a range of innovation related areas
- Strong communication skills with the ability to deliver effective workshops in-person and online
- Engagement with senior level stakeholders as well as staff and programme participants at varying levels of experience
- Delivering business coaching to start up teams related to product development.

Please do not submit more than one additional A4 page.

Selection Criteria 2**Value for Money – 20%**

Whilst we will not be selecting a delivery partner solely on cost; value for money is a pre-defined section criterion. To satisfy this objective please provide daily rate based on 8 hours per day.

Please do not submit more than one additional A4 page.

We confirm that the service outlined in your Terms of Reference can be carried out by us

Signed for and on behalf of Applicant:

Date: _____

Print Name: _____

Northern Ireland Science Park (Holdings) Limited

VAT Registration

Part 1 or Part 2 to be completed as appropriate by the Tenderer and returned at the time of tendering.

1. My/Our VAT Registration Number is: _____

Signed by:

For and on behalf of:

Date:

2. We are **"EXEMPT"** from VAT under the terms of the Finance Act 1972.

Signed:

For and on behalf of:

Date:

**NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED
FAIR EMPLOYMENT DECLARATION**

**DECLARATION AND UNCERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS,
NOMINATED SUB-CONTRACTORS OR CONSULTANTS TENDERING FOR THE
EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES AND MUST BE
RETURNED AT THE TIME OF TENDERING.**

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed, or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64 – 66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, NISP has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Article 64 – 66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed, or goods or services supplied by an unqualified person for the purposes of any contract with NISP to which Article 64 of the Order applies.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

**I/We hereby declare that I am/we are not unqualified for the purposes of the Fair
Employment and Treatment (Northern Ireland) Order 1998.**

I/We undertake that no work shall be executed, or goods or services supplied by any unqualified person for the purposes of any contract with NISP to which Article 64 of the Order applies.

Signed: _____

Duly authorised to sign for and on behalf of:

Date:

**NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED
CERTIFICATE RELATING TO BONA FIDE TENDER**

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreements or arrangements with any other person.
2. We also certify that we have not:
 - a) Communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the appropriate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender;
 - b) Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
 - c) Offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word "person" includes any persons and anybody or association corporate or unincorporated any "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Dated this _____

Signed by or on behalf of the Tenderer:

Name of Tenderer:

Registered Address:

**NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED
FORM OF TENDER**

CONTRACT FOR

1. I/We the undersigned hereby tender for the above contract in accordance with the attached Conditions or Contract and Specification at the prices quoted.
2. I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us in relation to the whole or such part of the Tender as may be specified in your written acceptance.
3. I/We accept and agree to abide by the attached Conditions of Contract which take precedence over any terms, conditions, stipulations, or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.
4. I/We understand that NISP does not bid itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
5. I/We understand that the acceptance of any Tenders will be on the basis of the published evaluation criteria.
6. I/We understand that the acceptance of this Tender does not bind NISP to place any orders under it and that NISP may accept more than one Tender for the supply of the service covered by this Tender.
7. I/We understand that NISP reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders and in such circumstances may use the negotiated procedure without a further call for competition.
8. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Dated this _____

Signed by or on behalf of the Tenderer:

Name of Tenderer:

Registered Address:
