



Regional Development
Agency

Pre-Qualification Questionnaire Instructions and Contract Needs

Manufacturing and Productivity Support 2008

Tender Reference: OJEU07/08 - 004

21 September 2007

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1.0 INTRODUCTION AND PURPOSE OF THE PQQ

The purpose of this PQQ is to obtain sufficient information to enable One NorthEast (the 'Agency') to evaluate the suitability of potential suppliers to meet its requirements, as outlined within this Document. During the PQQ stage, the intention will be to arrive at a shortlist of potential suppliers (normally around 5) for formal Invitation to Participate ('ITP') against the Agency's specific requirements.

Sometimes when the Agency advertises a requirement asking suppliers to express an interest in tendering, the Agency may include an initial sifting stage in the overall tendering process (referred to as "Pre-Qualification"). This is common with the Restricted and Competitive Dialogue Procedures at EU level tendering and it serves the purpose of fairly reducing the number of competing suppliers to a manageable number based upon financial and economic standing and technical ability. This is particularly appropriate where buyers anticipate that a large number of suppliers are likely to want to bid.

In order to evaluate suppliers' ability to meet the advertised requirement the Agency will ask registered parties to submit information about themselves, usually focusing on the supplier's capabilities and resources. The Agency will then examine each supplier's response and decide which firms they will issue the Invitation to Participate (ITP) to on the basis of this high-level evaluation. The simple document that asks firms to provide the information needed to carry out the process is called a Pre-Qualification Questionnaire (PQQ).

The Agency has adapted the OGC (Office of Government Commerce) PQQ and adopted good standards with the aim of simplifying the Pre-Qualification process for suppliers and buyers alike and to ensure a standardised approach is made to the Pre-Qualifying stage within its procurement processes.

It does this by making the necessary questions easy to answer and thus evaluate, and by not asking firms to provide a wealth of accompanying information.

When a buyer wants to assess suppliers' suitability to tender for a particular contract they will need to consider a wide range of information about the interested firms. This PQQ tries to gather all of the necessary information whilst not making too much work for those responding to it.

The specific areas in which the PQQ seeks information are described below:

Section 1 - Organisation Identity and Basic Details

The Agency will need some basic contact details for each supplier and some background information about who they are.

Section 2 - Financial Information

The Agency needs to know about a possible supplier's financial situation to ensure that the organisation has the financial resources and stability to carry out the required work, and that they are likely to be around to complete the contract satisfactorily. The PQQ therefore asks for some basic company financial information to allow a buyer to assess the risk of contracting with a supplier.

Section 3 - Business Activities

The Agency will want to know what a potential supplier's main lines of business are when deciding if that supplier should be invited to tender. The buyer will also want to be sure the firm is likely to have sufficient resource to perform the contract properly or if the supplier would intend to sub-contract. Section 4 of the PQQ asks for information to help the buyer carry out this assessment.

Section 4 – Technical Ability and References

When a supplier wants to be invited to tender for a contract the buyer will want to know if it has done similar projects/contracts of a similar size to a good standard in the past three years. The PQQ therefore asks for details of up to three previous jobs done by the firm that demonstrate previous the delivery of the Agency's requirements. The more similar these are to the buyer's current requirement, as set out in the Contract Notice and the contract needs the better. The buyer will also want to know about any problems the supplier has had on previous contracts. It may be there are reasonable explanations in justification so it is best to be honest and open in answering these questions rather than have details scrutinised later.

Section 5 - Insurance

With the best will in the world there are sometimes problems with contracts for one reason or another. A buyer needs to know that possible suppliers have the necessary insurance policies to adequately cover any such problems.

Section 6 - Quality Assurance

Quality management is all about making sure that work is done in a planned, controlled way to ensure that the results are satisfactory. There are various schemes and standards that define how a firm can make sure it meets its customers' needs.

The Agency wants to know if possible suppliers have thought about how they can make sure their work is up to the mark in terms of quality. This may mean the firm indicating it has been formally checked against a recognised standard (benchmarked) or it may involve the firm giving a description of how it makes sure its work is done repeatedly to high standard.

Section 7 - Health and Safety

The Agency will want to be sure that a supplier takes care to ensure the health and safety of its workers and others when carrying out its work. This will be especially important for construction work, for example. There are also legal requirements in this area that the buyer will need to know that the supplier meets. The PQQ therefore asks suppliers to provide some information about their policies on health and safety.

Section 8 - Equal Opportunities

Public bodies have a special responsibility to make sure that all members of the community are treated fairly and equally in the field of their work. They will therefore want to know that a possible supplier accepts its legal duties in this area and takes them seriously.

Section 9 - Environmental Management

Some business operations can have a big impact on the environment, but all firms

can help to ensure that they minimise any harmful effects of their work on the environment, for example by recycling where appropriate and properly disposing of hazardous materials.

A firm's policies in this area will be more important for some types of contract than others, but the PQQ provides for buyers to gather information from suppliers in this area.

Section 10 - Professional & Business Standing

The Agency has a duty to maintain high standards of professional behaviour and honesty. They need to be sure that potential suppliers can show that they meet the same standards. The PQQ asks suppliers to answer some important questions on this subject.

Section 11 – Mandatory Exclusion

Under the Public Contract Regulations 2006 (SI 2006 No.5) the Agency must exclude suppliers, contractors and service providers from public contracts where they have been convicted of certain offences as described in this section of the PQQ.

Section 12 – Declaration

This is simply the confirmation to the buyer by the supplier that the information provided is valid and correct and is the final section of the PQQ with the exception of any explanatory notes and supplementary modules.

In this section the supplier is certifying that the information supplied is accurate to the best of their knowledge and that they understand and accept that false information could result in rejection of the application to tender.

They are also certifying that they understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a Public Body and that any such action will empower the Agency to cancel any contract currently in force and will result in rejection of our application.

NB This Declaration is to be completed by a partner or authorised representative in their own name on behalf of the Tendering Organisation.

2.0 INSTRUCTIONS ON COMPLETING THE PQQ

The purpose of this questionnaire is to assist One NorthEast in deciding which suppliers to short-list to invite to take part in the competitive dialogue for Manufacturing and Productivity Support 2008.

You must complete the Pre-Qualification Questionnaire on-line through the toolkit if you are to be considered for selection by the Agency to be invited to tender. It is located in the Technical Parameters section of the toolkit. Instructions for completion of this document are as follows:

The PQQ is being provided on the same basis to all potential suppliers and it must be completed in its online form corresponding with the sections and numbering in the questionnaire.

In order to simplify the process you must provide and upload supporting documents where requested. These may, for example, include insurance certificates, statements or policies, 'Financial Information' and 'Technical Ability and References'.

Please note that the Agency may require evidence of documents at a later stage in the process. Where the information provided is incorrect or cannot be provided the Candidate becomes ineligible and the Agency reserves the right to disqualify the Candidate from the selection and shortlisting process in these.

You may also be asked to clarify your answers or provide more details.

Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

"Authority" means the purchasing organisation that is seeking to award a contract.

"The Agency" means One NorthEast whose registered address is Stella House, Goldcrest Way, Newburn Riverside, Newcastle upon Tyne, NE15 8NY.

Where applications are submitted on behalf of a consortia bid, joint ventures or other joint arrangements a questionnaire must be completed for each member of the stated arrangements.

Responses must be in the English language or full English translation provided at no cost.

All requests for clarification or further information in respect of this PQQ should be submitted via the toolkit. No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, One NorthEast. Failure to comply with this requirement may result in disqualification from the process.

The completed on-line PQQ and associated documents requested must be submitted via the toolkit by no later than **12 Noon 23 October 2007**. **Attachments should contain the reference OJEU07/08 - 004**

3.0 Project Background and Contract Needs

3.1 One NorthEast

One NorthEast (the Agency) is the Regional Development Agency (RDA) for the North East of England, comprising Northumberland, Tyne and Wear, Durham and Tees Valley. The RDA was established in April 1999 by Government to further economic development and regeneration and has created a 10 year Regional Economic Strategy (RES), together with regional partners, which has led to a diverse range of programmes and initiatives throughout all parts of the region. The Agency's role is to improve the economic performance of the Region through:

- Identifying priorities for achieving economic growth within the context of national policy objectives
- Influencing national and regional policies and spend to help achieve these priorities
- Directing its own resources to help achieve these priorities and achieve national targets

One NorthEast was established by the Government in 1999 along with seven other RDAs, to transform England's regions through sustainable economic development. All RDAs are non-departmental public bodies that are accountable to the Department for Business, Enterprise and Regulatory Reform (BERR). For more information, visit www.englandrdas.com

The rationale behind RDAs is that successful solutions to regional problems need to be rooted in the regions themselves, rather than being enforced by central government. This is especially relevant when you consider that each English region has its own identity and its own individual strengths and challenges

3.2 Project Information

A thriving, productive and competitive manufacturing sector is key to the economic prosperity of the North East and One NorthEast has long invested in and supported a range of manufacturing and productivity support activities. Key amongst these is the North East Productivity Alliance (NEPA) Best Practice project, which has been recognised as a national exemplar. This is currently delivered directly within One NorthEast.

Government also takes a keen interest in the development of the sector and the Department for Business, Enterprise and Regulatory Reform (BERR) allocates funding to each of the countries 9 Regional Development Agencies to run the Manufacturing Advisory Service (MAS). This is a national brand and operates to agreed guidelines across the country with each region allowed to adopt its own regional variations.

From 2008, BERR is seeking to deliver an enhanced MAS service in line with an agreed national specification and in the North East, new arrangements need to be put in place for the delivery of the enhanced MAS offer. It has been decided that in order to offer an integrated service to the region's manufacturing sector, that the enhanced MAS will be integrated with other related manufacturing and

productivity support services, including NEPA Best Practice as well as Energy Resource Efficiency (ERE) and new manufacturing design activity.

The Agency is now seeking proposals from those interested in delivering the enhanced and integrated Manufacturing and Productivity Support service, post 2008. This will be delivered via a rigorous contractual arrangement and One NorthEast intends to take a strong partnership role in overseeing the future delivery of the service.

Bidders should be aware that although the Contracting Authority for the purposes of this procurement is One NorthEast, one or more of the other Regional Development Agencies and/or public bodies and/or subsidiary companies may choose to access the concluded contract, without creating any obligation on any of them to do so.

3.2.1 One NorthEast's Role

In September 2006 One NorthEast published "Leading the Way" - the North East Regional Economic Strategy (RES) 2006 to ensure the continued transformation of the North East economy by building on the region's many assets and tackling areas of underperformance. The strategy seeks to set out how the region will achieve sustainable economic growth to 2016 by increasing levels of productivity and participation within the economy. The strategy is largely based upon providing the underpinning economic conditions necessary for achieving the region's vision and ensuring sustainable economic growth. The vision will promote greater alignment across regional strategies and policies, and will facilitate a greater understanding of the kind of region One NorthEast wants to be in the future.

The Region's vision is "the North East will be a region where present and future generations have a high quality of life. It will be a vibrant, self-reliant, ambitious and outward looking region featuring a dynamic economy, healthy environment and a distinctive culture. Everyone will have the opportunity to realise their full potential".

It is One NorthEast's role to ensure that the aims and vision are fulfilled. The vision is underpinned by the following key principle; maximise return on investment, address market failures, and lever in private sector investment.

Four major drivers have been identified for achieving the strategy's vision:

Leadership – including a commitment to work in partnership around the issue of sustainable development as outlined in the Government's securing the Region's Futures Strategy paper

Business – support for encouraging resource efficiency including focusing on the delivery of the Energy White Paper 2003

People – a strong focus on economic inclusion including improving access to employment, raising economic participation in deprived communities and promoting quality and diversity

Place – a strong focus on delivering sustainable development best practice in the planning, management and design processes of regeneration and planning including activities.

More information on One NorthEast can be found at www.onenortheast.co.uk.

3.3. Manufacturing and Productivity Support Services Post 2008

The new service will contain the following key elements

Manufacturing Advisory Service (MAS)

MAS is the national brand and service for manufacturing, supported by the Department of Business, Enterprise and Regulatory Reform (BERR). Currently the MAS offering is directed towards to small and medium sized businesses, based on a rapid response service for urgent and short-term problems. Following on from the recommendations of the 2004 Manufacturing Strategy Review and the MAS Development Board (November 2006), the MAS programme will build on its success in introducing lean manufacturing practices to client businesses by introducing more strategic and in-depth advice and support, to improve their product offer and market position. Up to 20% of MAS clients will be encouraged to engage in longer-term or repeat consultancy projects to help them on their journey to world class.

From 2008 the enhanced MAS (based upon a nationally agreed specification to be signed off by September 2007) will offer the following additional services;

- A programme of visits to best practice exemplars
- Assistance in finding supplies, services or equipment
- Assistance to companies who want to improve their resource efficiency
- Assistance to companies developing and/or introducing new products
- Help for companies to work within a Supply Base or work with Supply Chains
- Help for companies to develop a medium to long term manufacturing strategy
- Help for companies to apply lean techniques, enterprise wide.

Support will be delivered from a series of structured support activities which fall into the following categories:

- Enquiry Handling – A free service to provide information, solve an urgent problem or identify specialist help.
- Diagnostic Visit – A free half day visit to the company by a MAS specialist who will provide an immediate solution or an agreed action plan.
- Extended Diagnostic –Further consultancy where substantial progress can be made in a two day time scale.
- Full Consultancy – MAS will fund longer term assistance at 50% funding for a consultancy project for an additional ten days.

For further information on MAS go to

<http://www.mas.dti.gov.uk/content/home.html>

Design Helpline - Support for SMEs

To supplement the MAS offer, this project includes additional investment for helpline support aimed at small and medium sized enterprises. This will be a light touch intervention which guides and signposts SMEs around the provision currently available within the region. This will be a responsive and informative service operated by experienced professionals who understand product innovation and design within the manufacturing sector and have detailed understanding of the regional business support provision within this area.

Advice and guidance will be given under the following main headings:

- Developing, embedding and resourcing, a product innovation strategy and process.
- Idea generation and business case development for new products, particularly focusing on linking the technical aspects of product development with the commercial and branding aspects of the business.
- Detailed design and analysis tools and techniques for new products.
- Prototyping and testing, tools and techniques for new products.

The range of advice and guidance currently available within the MAS offer covers other aspects of the product development process e.g. design for manufacture and validation and therefore this will supplement what is available rather than duplicate services.

North East Productivity Alliance (NEPA)

In order to complement the consultancy based MAS offer, which focuses mainly on SMEs, and to ensure that the manufacturing sector as a whole can access quality support to increase productivity and competitiveness, a range of other activities will be supported within the project and marketed under the NEPA brand. These services are skills based and targeted primarily at mid-corporates and large companies and include the following:

NEPA Best Practice

NEPA Best Practice was originally conceived in 2001 as a direct response to the heavy loss of manufacturing companies in the region. Emerging out of a consultation group comprised of Universities, Colleges and Industrialists, its objective is to ensure that the North East is not only the most productive¹ manufacturing region in the UK but an exemplar region from which other regions can learn and benefit. NEPA Best Practice is currently delivered by Agency staff and has three elements, engineering secondments, 'Narrow and Deep' programme, and bespoke productivity improvement. Since 2003, the NEPA Best Practice programme has created an average of 38 jobs, safeguarded 1028 jobs, assisted 210 businesses and generated 1,259 learning opportunities annually and helped firms make savings worth £19 million.

¹ Productivity in this context is “ the efficient conversion of labour and materials to product a product”

Going forward, we will build upon this success but the new service will be offered as an integrated package of support and delivered outside of the Agency. This element of the new service is designed to deliver training in manufacturing best practice as a result of technology transfer, utilising global best practice, linked to a productivity needs diagnostic. Through specific activities tailored to meet the diagnosed needs of each company, the workforce is engaged and trained to solve problems which will lead directly to productivity improvement. The objective of any productivity improvement is to assist a company to improve its competitive position in the market place.

Through analysis, companies are made aware of the potential effects of adopting new technology, both to their production lines and to their staff. All clients are encouraged to network in technology clusters based on knowledge requirements and ability levels. Supply chains within the region are investigated for all participating companies.

Key to the Best Practice methodology is the concept of bringing all staff within companies to the concept of learning, via the NVQ route or through more specific training such as senior management workshops, change management, leadership, and workshop management programmes. This training addresses both the climate and systems within an organisation and complements the core activity of the project.

This is delivered using two resource streams:

- Selected engineers from local industry who are seconded to the project as NEPA Engineers. These engineers are trained to a national standard in manufacturing best practice and then disseminate this knowledge within local manufacturing companies.
- A panel of approved suppliers who have been selected using an OJEU process.

Productivity interventions are delivered within companies to provide specific training in the tools of Lean Manufacturing, using 3 principal routes:

- Training of senior management and key staff to prepare for the introduction of company wide change. This includes where appropriate training in the concepts of policy deployment.
- A 15 day masterclass led by NEPA engineers, which enables employees to understand the tools of lean manufacturing and utilise them in a specific way to make productivity improvements. This method is also used to train nominated Change Agents within companies to NVQ Level 3 in Business Improvement Techniques (BIT) over an extended period.
- Productivity interventions in the form of workshops designed to suit the specific needs of predominantly smaller companies, (but not restricted to), more flexible in method and duration, led by a nominated supplier to the project chosen from the approved panel. These will be delivered as a joint MAS/NEPA offering.

The current funding methodology for NEPA Best Practice is based upon 100% subsidy for the first intervention, although the company invests significantly in

terms of support in kind and downtime etc. The funding model needs to clearly express the real value of the company contribution.

As part of the new arrangements, this model will be examined to investigate the companies' ability to pay in order to generate income which will be invested to further develop the service. There will also be a charge for any subsequent interventions.

NEPA Energy

The Energy Resource Efficiency Project (ERE) was established in 2006-7 to help businesses tackle rising energy costs. It is currently delivered by NE Life. A team of specialist engineers has been seconded under the guidance of industry experts. The team works closely with firms to develop energy action plans, analyse current usage and highlight innovative ways of cutting bills. Thirty six organisations are currently working with the ERE programme with a further 22 about to join. An early success for the project is where ERE experts worked with a regional manufacturing company and identified that by installing a heat recovery system on an ink drying machine this would potentially yield 60% less energy use.

The company hopes to save in excess of £100,000 per annum from its current electricity bill which equates to over 10% of its total electricity costs.

ERE will now be incorporated into this project as NEPA Energy and be delivered as an integral part of the MAS/NEPA service. The element of the project will provide additional support for manufacturing industries in the region to manage their energy needs effectively. Energy intensive industries have, in many cases drawn on existing support services in this area, but now require a more innovative and sustainable way of managing their energy needs. Many industries have not as yet developed or are able to develop a strategy to address energy price increases.

NEPA Energy will draw on and enhance the services currently provided by the Carbon Trust, Envirowise and Midas etc. It will be fully integrated into the wider business support network to ensure that this specialised offer is utilised and capable of engaging companies in wider support to meet identified needs.

The current funding methodology for ERE is based upon 100% subsidy for the first intervention, although the company invests significantly in terms of support in kind and downtime etc. The funding model needs to clearly express the real value of the company contribution.

As part of the new arrangements, this model will be examined to investigate the companies' ability to pay in order to generate income which will be invested to further develop the service. There will also be a charge for any subsequent interventions.

NEPA Design

This element of the project aims to support the region's manufacturing sector to develop and improve their product innovation capacity. The main thrust of the service is in-depth and hands on support to help larger manufacturers adopt more structured and formal approaches to product innovation. The project aims to support around 30 companies each year and impact will be measured by speed of product introduction as well as number of new products introduced to the market.

NEPA Design has been developed to support the region's manufacturing sector to support their product innovation capacity. It has been developed following significant consultation and desk research with a number of the regions key manufacturers, business support professionals, educationalists and research.

The following key strands of support were identified as the areas which could provide the greatest return on investment:

- Helpline support for SMEs – a light touch, signposting service for those undertaking product innovations, highlighting areas of support and expertise within the region. (See above)
- Product innovation capacity – an in-depth hands on service supporting manufacturers to adopt a formal approach to product innovation. Training and support will be given to the business over approximately 18 months.

The in-depth long term intervention will work alongside the business to identify strategic training activities, a four step approach has been developed and is briefly outlined below: -

Step One – Introduction and diagnostic/benchmarking covering idea generation, concept development, detailed design, scoping and commercial strategy development, prototyping and testing, design for manufacture and hand over to manufacture.

Step Two – Action Plan covering actions, target beneficiaries, delivery mechanism, resources required, planned programme and timescales, agreed management, monitoring and communication plan.

Step Three - Delivery of the Action Plan over a 12 month period after which a review of progress will take place.

Step Four – A Customer Relationship Management process will be put in place to ensure the Senior Engineer can monitor progress against the action plan and ensure the aims and objectives are achieved.

3.4 Delivery Model

3.4. 1The legal structure of the body to deliver the service will be agreed with bidders as part of the competitive dialogue process.

In order to give the Agency a strong involvement in the future of the service, the specification will invite proposals on the basis of an arrangement which secures a rigorous contractual interest and with One NorthEast taking a strong partnership role in overseeing the future delivery of the service.

Bidders would need to demonstrate how the quality of the service and the integrity of the brand would be maintained and how the Agency would be involved in arrangements to give the necessary degree of governance, control and ownership.

Bidders would also be required to show how they would see the current model developing with regard to manufacturing support.

3.4.2 MAS is a national brand and service and the successful bidder will be required to follow national guidelines on use of the brand.

NEPA is the Agency's brand and the successful bidder will be allowed to use the brand under license and in accordance with brand guidelines

The NEPA methodology is also protected and the successful bidder will be required to adhere to the guidelines which will be contained within the contract. The delivery of qualifications will be where possible to national standards in conjunction with the relevant sector skills academy.

3.5 Financial and Output Information

3.5.1 Investment from One NorthEast for the NEPA Best Practice, NEPA Energy, NEPA Design and the delivery of the enhanced MAS service is anticipated to be £6.43 million per year, made up of both Single Programme and the European Regional Development Fund (ERDF). Currently funding from BERR is agreed to end March 2011.

This includes all management fees and all delivery costs associated with the projects. This does not include any private sector contributions from clients of the service.

All budgets include VAT where appropriate.

Economic operators will be required to bid against agreed notional criteria/funding as set out above however there will also be a provision under the Contract to call-off additional services over the term of the contract and in any extension period beyond the initial term.

It is estimated that the budget allocation for the first year of the contract in financial year ending 31 March 2009 (9 months – July 2008 – 31 March 2009) is approximately £4.8 million.

The estimated annual budget allocation for the financial year 2009-2010 and beyond is anticipated to be approximately £6.43 million p.a.

All funding is subject to and conditional upon appropriate funding approvals.

3.5.2 It should be noted that both TUPE and Fair Deal for pensions will apply as part of this process. (Further detailed information will be made available at later stages within the process)

3.5.3 The key output table below outlines what would be expected from the bidder as a minimum.

	2008/9	2009/10	2010/11	2011/12	2012/13	TOTAL
Jobs created and safeguarded	1261	1324	1390	1460	1533	6968
Businesses Supported	659	692	727	763	801	3642
Skills	2022	2123	2229	2340	2457	11171

Output definitions are as follows: -

NTF1 Job Creation	Number of jobs created or safeguarded
NTF4 Business support	Number of businesses assisted to improve their performance
NTF6 – Skills –	Number of people assisted in their skills development as a result of RDA programmes.

Please note these are the key outputs, there are other outputs which include private sector leverage and other leverage that have not been included here but will be discussed at a later stage in the procurement process.

3.6 Length of Agreement

The length of the Agreement will be five years with break clauses.

3.7 Prospective Bidders

The successful bidder is anticipated to have the following attributes which are commensurate with the objectives of One NorthEast:

- To have extensive knowledge of the manufacturing sector
- To possess credibility and expertise in delivering productivity, lean manufacturing, resource efficiency, design and other related services
- To be able to demonstrate an in-depth knowledge of the North East economy and manufacturing sector and understanding of the strategic context and importance of the sector to the region
- To be able to demonstrate an in depth knowledge and understanding of the Public Sector and Public Service requirements, and the associated procedures relating to European Regional Development Funding
- To possess track record of managing similar scale projects and demonstrate clear commercial acumen
- The Agency may require the potential bidder to deliver other manufacturing and productivity related projects as and when required.
- To be able to demonstrate how they will boost the economy of the North East by supporting manufacturing businesses to become more productive, competitive and deliver increased GVA
- Demonstrate an understanding of how the model can be developed to become more sustainable.

- Demonstrate knowledge of delivering projects with European funding.

3.8 TIMETABLE AND INFORMATION

3.8.1 Procurement Timetable

The procurement process will be structured according to the Competitive Dialogue process as defined by the European Procurement Guidelines.

This process includes an initial short listing step followed by a stage where the delivery solution is discussed with bidders prior to a final structure being defined. There may be an interim stage where the number of bidders is reduced. After close of the dialogue remaining bidders will be invited to provide fully priced tenders on the solutions.

The initial shortlisting of bidders to take through to the Competitive Dialogue stage will be arrived at by the evaluation of the completed Pre Qualification Questionnaire (PQQ) against technical and organisational capacity of the bidder.

The PQQ will be scored out of a possible 1000 marks with the highest ranking six bidders being taken through to the next stage in the process. The online PQQ carries 465 marks, with technical references, previous experience, CVs, related experience/skills in relation to the Contract Needs (Section 4 of the PQQ) carrying 535 marks.

OJEU Contract notice posted	21 st September 2007
Closing Date for return of completed Pre Qualification Questionnaires	12 noon 23 rd October 2007
Notification of selected parties at Competitive Dialogue stage	19/11/2007
Issue Dialogue Stage documents to facilitate a discussion between ONE and bidders	19/11/2007
Anticipated close of Competitive Dialogue stage	17/12/2007
Issue tender documents to bidders requiring a fully priced tender	04/02/2008
Return of tender documents	03/03/2008
Clarification and evaluation	14/04/2008
Selection of successful bidder	2/05/2008
Enter into contract with selected bidder	16/05/2008

The dates in the procurement timetable are not definitive, however, and One NorthEast reserves the right to change any or all of them as necessary.

Status/Date Issued	Current
Date of Last Review	28/03/2007 and 21/06/2007
Scheduled Next Review	01/03/2008
Document Owner	Head of Legal Services and Procurement
Related Policies and Guidance	Procurement Strategy and associated Procurement documents

End of Document