

INSTRUCTIONS FOR APPLICANTS

Form of Response & Eligibility

Information received in response to this competition document will be used by the Catapult to evaluate the proposals made by applicants using the evaluation criteria detailed.

Applicants should respond in accordance with these instructions. Failure to respond in accordance with these instructions may result in your application not being considered further.

Applications will only be accepted as compliant if they:

- Provide the required information;
- Provide a response to all questions; and
- Supply all documentation referred to in the responses
- Are submitted before the deadline.

The Catapult expressly reserves the right to require an applicant to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this competition document. This does not create an obligation for The Catapult to have to make such requests.

Candidates will be deemed ineligible if:

- They do not comply with the response requirements stated above;
- They do not submit their tender on time;
- They are not a registered company in the UK;
- They identify a conflict of interest in their response that cannot be mitigated by either party to the collaboration
- They score 1 or less on any one of the evaluation criteria;

- There exists State aid risk for the Catapult in entering into the contract with the Candidate based on other public funding received.

Point of Contact

All applications must be completed via the F6S questionnaire. All other contact is to be made through Aline at thingsconnected@futurecities.catapult.org.uk, or during the clinic to be hosted by The Catapult.

Clarification Questions

Clarification questions should be submitted in writing to Aline at thingsconnected@futurecities.catapult.org.uk by the Clarification Question Deadline (see timetable above).

Where Catapult considers any question or request for clarification to be of significance, it may communicate both the query and the response, in a suitably anonymous form, to all applicants who have responded. If an applicant does not wish for a query or response to be disclosed to other applicants, it must communicate this and the reason why to the Catapult with the query. The Catapult will consider the request but reserves the right to disclose the query and/or the response to other applicants.

Deployment

It is the responsibilities of the winners of this open call to deploy their devices for their proposal. If permissions or consent are needed for the deployment of devices the winners must show The Catapult proof that permission has been given.

This is a demonstration project and we cannot provide commercial service level agreements (SLAs) for commercial services.

Competition Costs

Any expenditure, work or effort undertaken by your company prior to the award of a contract is a matter solely for your own commercial judgement. The Catapult reserves the right to terminate this competition at any time and not to enter into any contract. The Catapult and/or its advisers shall not be liable for any costs, liabilities or expenses whatsoever whether incurred (directly or indirectly) by your organisation, advisers or sub-contractors, in connection with the

preparation of the response to this competition or in the event of discontinuance of this competition.

Contracting

Upon selection by The Catapult of applicants to participate in the demonstration as a result of this competition will be expected to enter into a collaboration contract with the Catapult. Applicants are advised that nothing herein or in any other communication made by the Catapult (written or oral) shall be taken as constituting a legally binding contract or agreement between the Catapult (save for a formal award of contract made in writing on behalf of the Catapult).

Variations

The Catapult reserves the right to amend any information or any requirements contained within competition documents and in the F6S system.

Notice

By participating in the competition process, Applicants shall be deemed to have agreed to be bound by the notices and undertakings in the competition documents and the F6S system.

Timeline

The following table represents the timeline and milestones for the competition and commencement of the demonstrations:

Milestone	Timing
Opening Date	Thursday 24 November 2016
Open Call Clinic and Networking Event	Friday 9 December 2016
2nd drop in clinic	Thursday 5 January 2017
Clarification question deadline	Friday 6 January 2017
Closing date for applications	Thursday 12 January - 12 noon

Finalists Pitching Presentations	Wednesday 18 January
Contract awards notified by email	Friday 20 January 2017
Network Workshop	Thursday 26 January 2017
Deployment/Demonstration Period	Monday 6 February - Friday 17 March 2017

The Catapult reserves the right to amend this timetable at its discretion. All announcements regarding results of evaluations shall be sent at the appropriate time.

IMPORTANT NOTE: No extensions to the deadline for responses will usually be granted with very limited exception to situations where the Applicant finds themselves seeking to request an extension due to reasonable extenuating circumstances, those circumstances being beyond the Applicant's control and unforeseen to them.

Subject to:

- The applicant providing evidence that proves the extenuating circumstance; and
- The Applicant informs the Catapult as soon as reasonably practicable following it becoming apparent.