CoStar Submission Headings/Attachments Specification

1. **Case for Support:**

Lot 1: 8 pages to include your proposal for the provision of the CoSTAR National Lab facilities, the Knowledge Exchange, Commercialisation and Enterprise Unit, and the Demonstrator/Pilot programme

Lot 2: 6 pages: to include your proposal for the provision of a 1, 2 or 3 CoSTAR Network Labs.

We request that you structure your response under the following subheadings:

- Approach and vision

- Delivering against the capabilities

- Expertise and Capabilities of the Partnership

- Contribution to the CoStar Infrastructure

- Long term impact of your proposal nationally, regionally or locally.

- Future sustainability of your proposal beyond IF funding.

- Additionality (what does your proposal offer that is additional to currently existing facilities or capabilities supported through other funding programmes or present in the market)

2. **Delivery Plan**

4 pages plus a 1 page max A3 equivalent GANTT chart and 2 pages (max) of site/planning charts, drawings, internal layouts or similar that will help assessors judge the feasibility of your proposal

We request that you structure your response under the following subheadings:

- Project Management Approach and Methodology

- Project Plan (containing Milestones, critical path and delivery schedule from project initiation through to bringing the facilities online)

- Resource and Team Build Up

- Resilience (how you will deal with impacts or delays to the critical path)

3. Management Plan
Lot 1: 4 pages plus Organisation Chart
Lot 2: 3 pages plus Organisation Chart

We request that you structure your response under the following subheadings:

- Management Approach (how will you manage and deliver this component of CoStar)

- Delivery Structure (identifying should identify the roles and responsibilities of the Lead Bidder and Core partners)

- Management Structure (identifying leadership and management roles, full organisational structure, any named individuals, and key senior roles to be recruited for

4. Partner Statements
Statements from Core Partners
- These <u>must </u>include Partner Statements from any industry co-siting partner and any regional/economic development partner.
- Partner Statements must be signed at a senior management level
- 2 pages per Core Partner, maximum 5 Core partners

We request that you structure each Partner Statement to address the following subheadings:
- Partner profile

- Role in your proposal

- Time and personnel commitment

- Resource contribution (including costed in kind contributions and any co-investment)

5. **Risk Register**
   2 pages
   Setting out key risks, likelihood, impact and proposed mitigations

6. **EDI and Sustainability Targets**
   2 pages
   Setting out your approach, any targets you propose and necessary monitoring
   - with respect to Equality Diversity and Inclusion
   - addressing the environmental sustainability of your proposal.