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 must 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.