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Planning

## **Pre-market Engagement to Inform the Design of a Pilot Capacity Building Programme ('Citizen Office of Digital Innovation' or CODI).**

Belfast City Council

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-016235

Procurement identifier (OCID): ocds-h6vhtk-034610

Published 14 June 2022, 11:24am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Belfast City Council

9 - 21 Adelaide Street

Belfast

BT2 8DJ

#### **Email**

[crothersr@belfastcity.gov.uk](mailto:crothersr@belfastcity.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKN06 - Belfast

**Internet address(es)**

Main address

<https://www.belfastcity.gov.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Pre-market Engagement to Inform the Design of a Pilot Capacity Building Programme ('Citizen Office of Digital Innovation' or CODI).

Reference number

T2313

#### **II.1.2) Main CPV code**

- 73000000 - Research and development services and related consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This Prior Information Notice is to notify the market of Belfast City Council's intention to hold a pre-market engagement session with interested parties that will inform the design of a pilot capacity building programme ('Citizen Office of Digital Innovation' or CODI).

The pilot programme aims to identify and test a 'digital citizenship skillset' that will support citizens and other actors to engage and participate in shaping the technologically-enabled city to support quality of life outcomes.

The programme seeks to utilise creative and interactive methods to explore relevant topics such as co-design, citizen science, the Internet of Things, AI & data science, privacy, and smart cities.

The tender will be published at the end of July subject to Council approval.

#### **II.1.5) Estimated total value**

Value excluding VAT: £70,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, Northern Ireland

### **II.2.4) Description of the procurement**

A total budget of £70,000 (excluding VAT) will be available to the selected organisation/s who will be expected to deliver on the following areas over a seven month period that is expected to start in September 2022:

1. Undertake international best practice review
2. Map current and planned relevant provision in Northern Ireland
3. Provide detailed recommendations for the syllabus including core modules
4. Identify, with City Innovation team, a number of specific modules for piloting
5. Work with City Innovation team to recruit participants for the pilot
6. Deliver the pilot programme focusing on specific modules to include:
  - Development of programme materials
  - Deliver four workshops/awareness raising sessions (in person)
8. End of project report to include:
  - Learning and evaluation

- Recommendations to inform future business cases for funding
- Recommendations to ensure the CODI programme complements wider skills provision
- Recommendations for a future commissioning model
- Modules and learning materials

The pre-market engagement session will give a brief overview of CODI, including further details regarding the above areas of work and potential requirements. It will also give a brief overview of the procurement process including an indicative timeline. The session will be run via MS Teams and representatives from Belfast City Council's City Innovation Team and Commercial Procurement Services Departments will deliver a briefing presentation. There will then be an opportunity for interested parties to submit written feedback and/or questions (via a Pre-market Engagement Questionnaire).

The date of the pre-market engagement session will be Wednesday 29 June at 2.30 pm and will last approximately 30-45 minutes. If you are interested in attending the pre-market engagement session, please register your interest by sending an email to Rachel Crothers (Category Officer) at [crothersr@belfastcity.gov.uk](mailto:crothersr@belfastcity.gov.uk) by 5pm Tuesday 28th June 2022. Please note that a maximum of two attendees from each Organisation may be permitted to attend.

### **II.3) Estimated date of publication of contract notice**

1 August 2022

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes