**Tender Specification**

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| Tender Title | Velocity Growth Hub Workshops |
| Procurement Process Nº | PR 1316 |
| Issue of Specification | 02nd June 2017 |
| Deadline | 07th July 2017 – 5:00 pm |

# About us

The South East Midlands Local Enterprise Partnership (SEMLEP) was set up in May 2011 as one of 38 Local Enterprise Partnerships (LEPs) in England. Established by the Coalition Government. LEPs play a central role in determining local economic priorities and undertaking activities that drive economic growth and the creation of local jobs. More information can be found on its website [www.semlep.com](http://www.semlep.com).

SEMLEP is formed as a company limited by guarantee. It has many partners including 14 local authorities, local businesses, business organisations and many other private and public organisations. In addition to the work that SEMLEP carries out we also have a business support arm, called Velocity Growth Hub which provides free business support to small and medium-sized enterprises (SME) [www.VelocityGrowthHub.com](http://www.VelocityGrowthHub.com)

Velocity Growth Hub was established by [SEMLEP](http://www.semlep.com/) in 2014 with funding from the Regional Growth Fund through Lancaster University. The Velocity Growth Hub aims to connect small and medium sized businesses in the South East Midlands with tailored support to enable them to grow.

The main elements of the Growth Hub are:

* A business information portal
* A team of seven business advisers
* Revenue and capital grants for business support
* A programme of business workshops
* Focussed business development within the four showcase sectors identified by SEMLEP

**This tender opportunity is part funded by ERDF and form part of the Velocity ERDF Project.**

# Background

Velocity Growth Hub has delivered over 100 workshops on a variety of topics such as Attracting and Managing Investors, Smash your Sales Targets, How to Negotiate Successfully, New Ways to Finance your Business, Driving Traffic to your Website, Introduction to Digital Marketing and How to Win Business Using Social Media.

Velocity workshops are known locally for their market-leading content which responds to real business issues faced by growing SME’s.

SEMLEP wishes to appoint a sub-contractor to prepare and deliver between 35 and 42 business support workshops for small to medium sizes business across the South East Midlands between September 2017 and September 2018.

The workshops will need to be a seamless part of the Velocity business support offer to high Growth SME’s in the South East Midlands, which includes one-to-one support from seven business advisers, a grants programme and the workshops.

**Requirements**

Velocity Growth Hub run by SEMLEP, wish to appoint an organisation/s to:

* Provide a wide range of Digital Marketing/social media, Sales Strategies, Marketing Strategy, Leadership, Pitching and Presenting workshops to SME’s in South East Midlands area (Aylesbury Vale, Bedford, Central Bedfordshire, Cherwell, Corby, Daventry, East Northamptonshire, Kettering, Luton, Milton Keynes, Northampton, South Northamptonshire, and Wellingborough).
* The final choice of the proposed topics and the number of workshops to be delivered will be agreed between SEMLEP and the successful tender-party.
* Each workshop duration will be no less than 3 hours, running on a working day
* Workshop content and slides for each workshop is required to be approved by SEMLEP, this will be commissioned with the provider and in line with the ESIF branding and publicity guidance, the final work would belong to SEMLEP. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564432/esif_branding_and_publicity_requirements.pdf>
* Experience of delivering training / workshops to groups of around 10-25 individuals and ideally has relevant professional qualifications
* Ability to work with a wide range of clients from many different backgrounds and to adapt style to meet the needs of different client groups.
* Flexible availability with the ability to respond rapidly to need as it arises.
* A track record of success with suitable professional qualifications and accreditations
* Good understanding of the business context and business services environment
* Ability to provide regular, timely, statistics and qualitative feedback in a form to be agreed;
* The supplier will be responsible for preparing the workshop content, organising workshop facilitators, venue hire, AV equipment and refreshments for the workshops. They will also be required to produce A4 workbooks for the workshops and complete some workshop admin, such as recording the feedback forms and creating the workshops slides and workbook.

The workshop should include the following:

* Presentation on the theory that is relevant to SME owners/directors.
* Examples of how they can use it in their business
* Exercise(s) to get the businesses involved
* Any other relevant information for an SME owner/director in order to assist growth within the business.

**SME-relevant content** – The workshops will deliver relevant content based on real business expertise, helping owner-managers of high-growth SMEs to tackle issues they are encountering in their businesses. Each workshop must provide a clearly defined set of learning outcomes. SEMLEP expects that this would mean a minimum of two bite-size pieces of useful business practice that are immediately valuable to the SME owner-manager and which can be implemented in their business in the short-term.

**Timeframe** – SEMLEP is proposing a series of workshops to be held between September 2017 and September 2018. The dates and times of each workshop to be agreed by SEMLEP and the sub-contractor once the sub-contract has been awarded but we expect to run between 3 to 4 workshops per month and we don’t usually run workshops on August.

**Number of workshops** – Between 35 and 42 workshops in total on different topics, these workshops will need to be spread across the 13 local authority areas.

**Audience** – The desired target audience is owners and managers of high-growth SMEs based in the South East Midlands who are seeking advice on immediate issues relating to growing their business.

**Duration** – Each workshop will typically last for 3 hours. They can be held at any time of day, i.e. morning, middle of the day, afternoon or evening.

**Number of delegates** – SEMLEP expects up to 25 delegates to attend each workshop.

**Venue** – Venue arrangements for all Velocity workshops are the responsibility of the successful tender party. Venues will need to be able to accommodate 25 delegates in either a u-shape or cabaret style. The will include booking venue hire, AV equipment (screen and projector, flipchart, flipchart paper and whiteboard pens) and refreshments (tea, coffee and biscuits) for the workshops. The winning contractor needs to make sure that all the venues are wheelchair accessible and have accessible parking spaces. Ideally choose venues that have free car parking spaces and can be accessed by public transport.

**As additional information in your application you will need to list your proposed venues and how they meet SEMLEP’s requirements. As guideline of our venue requirements, we have attached a venue site visit checklist form, we are not expecting to receive this form filled out with your application but for you to use it as guidance when checking your proposed venues.**

**Marketing** - Velocity Growth Hub will lead the marketing and advertising for the events programme, including event registration, primarily through online strategy. We will require the successful party to work with directly with the marketing team to develop the marketing collateral. This may include, but not limited to, wording for online leaflets, teaser campaigns, and promotional video about the content to be covered, as well as collecting photographs of the workshops on the day). The cost of this activity will be covered by Velocity Growth Hub. Presenters will not promote their own (or any other business) to delegates, as they will be operating under the Velocity Growth Hub brand.

**Bookings** – SEMLEP will be responsible for taking the bookings for the workshops.

**Data rights** – SEMLEP wishes to retain any ongoing rights to the presentations and workbooks developed, including data about delegates and their levels of satisfaction with the event. SEMLEP will provide a questionnaire for delegates to complete on the day to record their level of satisfaction with the workshop.

**Workbooks** – SEMLEP wishes the contractor to design and print A4 workbook for the delegates. These will contain the exercises that the delegates will complete at the workshop.

**Quality control -** SEMLEP reserves the right to withdraw one or more topics after the initial tender if it feels that there is not sufficient quality of content offered by tender submissions.

**Event management** – At each workshop the successful tender party will be expected to:

* Manage the delegate sign-in process and return the wet-signed signing-in sheet(s) provided by SEMLEP in a timely fashion
* Collect forms from the delegates
* Promote and explain the overall Velocity Growth Hub programme within their presentation
* Use only Velocity marketing material
* Hand out and actively encourage the completion of Velocity customer satisfaction surveys and return these wet-signed forms to SEMLEP, in a timely fashion. You will be required to update a spreadsheet with this information.
* Ensure that ERDF branding is appropriately displayed at the venue, in accordance with EU branding and publicity guidelines.

**Selection Criteria**

The Tender application form has a “2-stage” process, to evaluate initial criteria before considering the bid submission in accordance with stated “Award Criteria”.

Application form Part “A” has a pass/fail questionnaire and will need to result in a an adequate score to allow progression to Part ”B”;

* Economic and Financial standing of the Applicant
* Suitability
* Equalities
* Insurance; confirmation that appropriate levels of insurance cover exist and details of relevant claims experience

Experience and Professional Ability will be scored on a five point scale and will take into consideration experience of previous work that has been undertaken that is similar to that outlined in the tender specification.

**Award Criteria**

Part “B” the Contract Award Criteria, the section 4 provides information to applicants to clarify how their application will be evaluated and the weighting of each criteria. If an application is approved under Part A, it will be evaluated considering the Award Criteria.

**This will assess, based on the content of the tenders, the ability of the tenderers to perform a contract according to the criteria set out below:**

* **The provider will be required to demonstrate the ability to deliver the required service quality and to deliver within timescales. Please provide a timetable of key dates and work plan showing the number of days required for each of the key tasks as set out below on the timescales.**
* **Please outline the resources and technical ability to carry out the service. Providing information on the workforce to be employed for performance of the service and level of experience and level of resources to be used along with two references.**
* **The proposal needs to show the social value of the contract and how your business contributes to the society and community in which you operate.**

**Key dates**

Inception Meeting – 25th July 2017

Scoping - 3 weeks

Start of Workshops - 11th September 2017

Contract end date - 30th September 2018

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# Indicative Budget

The total budget is £57,000 including VAT. This includes the preparation of workshop content, presentation, provision of workbooks (design and printing) and the cost of room hire, av hire and refreshments for the workshops. The fee element shall include the cost of all labour, equipment, delivery, material and travel. Please provide the price per workshop rather than a breakdown of venue hire and facilitator costs.

**All prices submitted shall be in Pounds Sterling, including any extra costs and VAT.**

# Tender Process

|  |  |
| --- | --- |
| *Issue the Tender* | *02nd June 2017* |
| *Tender deadline for return – 05:00 pm* | *07th July 2017* |
| *Compliance Check / Short listing of bidders* | *10th July 2017* |
| *Interview/Presentation (If required for clarification)* | *13th July 2017* |
| *Appointment of successful bidder* | *14th July 2017* |
| *Award of contract* | *25th July 2017* |
| *Inception Meeting – 2 pm* | *25th July 2017* |

Please read carefully the instructions and answer all questions on the application form. If you have any queries regarding completion of the response please email [procurement@semlep.com](mailto:procurement@semlep.com) We reserve the right to distribute the response provided to your question to other interested applicants if required under FOI legislation.

Please send your completed forms and any supporting information electronically to [procurement@semlep.com](mailto:procurement@semlep.com) with the name of the tender in the subject header. Please note we **do not** want hard copies to be sent in the post.

If you have any queries please contact us on 01234 436100.

**The Quotation response must include:**

* SEMLEP’s Open Tender Application Form fully completed
* Please include the answers to section 4 part B as supporting information attached to your submission
* Details of the workshop topics you propose to deliver
* CV’s of the proposed workshop facilitators
* (Optional – A YouTube or video link to see the presenter in action in the topic field)
* Information about the venues that you propose to use and how they meet SEMLEP’s requirements.
* Any other relevant supporting material

**Please note:**

All tender submissions may be subject a credit check.

All the questions received will be answered and published at SEMLEP website under the recruitment and procurement page.

We only accept submissions in Word or PDF of less than 10mb

SEMLEP’s Terms and Conditions are attached.

**Open Tender Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tender name: Velocity Growth Hub Workshops | | | | | | | | | | | |
| Please return this form and your response to Part ‘A’ and Part ‘B’ as part of your application | | | | | | | | | | | |
| **PART A (SELECTION CRITERIA)** | | | | | | | | | | | |
| **SECTION 1: BUSINESS DETAIL** | | | | | | | | | | | |
| Business name | | |  | | | | | | | | |
| Contact name | | |  | | | | | | | | |
| Contact position | | |  | | | | | | | | |
| Company address including post code | | |  | | | | | | | | |
| Principal activities | | |  | | | | | | | | |
| Legal status | | | Sole Trader | Partnership | Limited Company | Other: | | | | | | | | |
| Company number | | |  | | VAT number | | |  | | | |
| Telephone number | | |  | | Mobile number | | |  | | | |
| Email address | | |  | | | | | | | | |
| Website | | |  | | | | | | | | |
| SECTION 2 – This section has several pass/fail questions, if your application does not meet the minimum requirements your submission will be rejected and will not be progressed to “Part B”. | | | | | | | | | | | |
| **ECONOMIC AND FINANCIAL STANDING OF APLICANT**  Suitability to pursue procurement, technical and professional ability | | | | | | | | | | | |
| 1. In the last three years, has your organisation committed any criminal offences or other matters (See “Summary of ineligibility conditions” below) related to your business which would qualify as “mandatory exclusions” under Regulation 57 of the Public Contracts Regulations 2015 or discretionary exclusions under Regulation 58 (if so, give details). | | | | | | | | | | | Yes/No |
| 1. What has the turnover of your organisation been over the **last three** **years**.   A copy of your financial accounts may be required in due course. | | | | | | | Year | |  | | £ |
| Year | |  | | £ |
| Year | |  | | £ |
| SUITABILITY | | | | | | | | | | | |
| 1. In the last three years have you been prosecuted for any environmental offence or do you have any case pending? If yes, please give details below. | | | | | | | | | | Yes/No | |
| 4. Has your company initiated any processes or actions in relation to improving your environmental performance? If yes, please give details below. | | | | | | | | | | Yes/No | |
| **EQUALITIES** | | | | | | | | | | | |
| 5. In the last three years have any findings of unlawful discrimination been made against you or your firm by the Employment Tribunal, the Employment of Bill Tribunal or any other court or incomparable proceedings in any other jurisdiction? If yes, please give details below. | | | | | | | | | | Yes/No | |
| 6. Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 not to treat any one group of people less favourably than others because of their “race, gender, age, religion, belief, gender re-assignment, disability, pregnancy/maternity or sexual orientation”? | | | | | | | | | | Yes/No | |
| 7. In the last three years has your organisation been prosecuted or had notice served on it for contravention of the Health & Safety at Work Act 1974 or associated regulations or been a subject of a full investigation by the Health & Safety Executive or similar body. If yes, give details. | | | | | | | | | | Yes/No | |
| 8. Does your organisation have a written health and safety at work policy with arrangements for implementing and monitoring the policy? | | | | | | | | | | Yes/No | |
| **INSURANCE** | | | | | | | | | | | |
| 9. Please advise below what Employers, Public & Professional Indemnity Liability Insurance you hold. Have you made any claims above £50,000 in value within the last three years? (if so, give details). | | | | | | | | | | Yes/No | |
|  | | | | | | | | | | | |
| 10. Please confirm below, your relevant experience in working on projects comparable to the one which you are tendering for and highlight the experience of key members of your personnel who have been engaged in the provision of such services, showing relevant experience **(no more than 500 words)** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **EXPERIENCE AND PROFESSIONAL ABILITY**  This will be scored on a 5 point scale:  5 Excellent – Surpasses requirements both in personnel and relevant experience  4 Good – Meets all requirements well and good personnel experience  3 Reasonable – Fair amount of relevant experience of organisation and personnel  2 Poor – Some experience but lacking from an organisation / employee perspective  1 Very poor – Lack of relevant experience | | | | | | | | | | | |
| **PART B (TENDER EVALUATION / CONTRACT AWARD CRITERIA)** | | | | | | | | | | | |
| SECTION 3: PRICING SCHEDULE – The price should include the total costs per workshop including VAT | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item | Description | Qty | Cost per Unit | Total | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | Total Quotation Sum | | £ | | | | | | | | | | | | | | |
| Additional Costs *(to be considered at the discretion of SEMLEP)*  Please set out below any additional costs you believe are necessary to complete this work *(insert additional rows if necessary):* | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item | Description | Qty | Cost per Unit | Total | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | Total Quotation Sum | | £ | | | | | | | | | | | | | | |
| Hourly Rate | £ | | | | | | | | | | |
| PART B (AWARD CRITERIA) | | | | | | | | | | | |
| SECTION 4 : FOR OFFICE USE ONLY  This section provides information to applicants to clarify how their application will be evaluated and the weighting of each criteria. If an application is approved under Part A, it will be evaluated considering the award criteria below.     |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Criteria** | **Score** | **Score** | **Score** | **Score** | **Weighing (%)** | **Weighted Score** | | **Price:** It is necessary to illustrate the value for money in the proposal and how your proposal will deliver the best value per £ of public funds. | Exceptional, covered thoroughly, prices are very good and better than other suppliers. Score 8-10 | Average. Brief covered adequately, Prices are reasonable. Score 4-7 | Bidder meets or does not meet requirements of brief. Score 0-3 |  | 30% |  | | **Ability to deliver the required service quality and within timescales:** Outlines the resources and technical ability to carry out the service. Provide information on the workforce to be employed for performance of the service and level of experience and level of resources to be used. | Exceptional, covered thoroughly, which staff will be provided and if they are experienced. Any timeframe provided to complete the key tasks. Score 8-10 | Average. Brief covered adequately, haven't mentioned about staff's experience or haven't given any timeframe for the key tasks. Score 4-7 | Bidder meets or does not meet requirements of brief. Score 0-3 |  | 30% |  | | **Overall quality of submission:** Give experience of previous work that has been under taken that is similar to that outlined in this brief and provide two referees. | Exceptional, covered thoroughly, have very good experience/good quality of work and similar to SME's, and have provided 2 referees. Score 8-10 | Average. Brief covered adequately, haven't provided 2 referees or have adequate experience only. Score 4-7 | Bidder meets or does not meet requirements of brief. Score 0-3 |  | 20% |  | | **Project Plan for delivery:**  Provide a timetable of key dates and workplan showing the number of days required for each of the key tasks. | Thorough, complete and comprehensive project plan 8-10 | Adequate / fair plan 4 - 7 | Poor or non-existent plan 0-3 |  | 15% |  | | **Social Value:** The proposal needs to show the social value of the contract and how your business contributes to the society and community in which you operate. | Exceptional, covered thoroughly, providing apprenticeship and placements, helping local charities and other community work. Score 8-10 | Average. Brief covered adequately, Do community and charity work but do not provide apprenticeship/ placements or vice versa. Score 4-7 | Does not meet requirements of brief. Score 0-3 |  | 5% |  | |  |  |  | **Total** |  | **100%** |  | | | | | | | | | | | | |
| SECTION 5 REFERENCES  Please provide a contact name, organisation details, telephone number, the value and the type of work carried out. | | | | | | | | | | | |
| Reference 1: | |  | | | | | | | | | |
| Reference 2: | |  | | | | | | | | | |
| SECTION 6: DECLARATION | | | | | | | | | | | |
| **I confirm that the information provided herein is correct to the best of my knowledge. I understand that my data is protected under the terms of the data protection act 1998.**  Declaration of conflict of interest  Contracted organisations will strive to avoid any conflict of interest between the interests of the organisation (SEMLEP/Velocity Board or any member of staff) and personal or professional or business interests of another. This is to ensure integrity and transparency of SEMLEP’s decision making process and the reputation of the organisation and staff.  I hereby declare that, to my knowledge, I nor anyone working on the project has any conflict of interests with any individuals or contractors who have applied to participate in this procurement procedure or submitted a tender for this procurement, or are involved in the project delivery.  To the best of my knowledge and belief, there are no facts or circumstances, past or present, which might call into question the independence of the staff within the business.  I confirm that if I discover, or should it become apparent during the course of the procurement process, (including performance of or amendment to the contract) that such a conflict exists, I will declare it immediately to SEMLEP.  I confirm that I will keep all matters entrusted to me confidential. I agree to hold in trust and confidence any information or documents disclosed to me, discovered by me or prepared by me in the course of, or as a result of contact award. I agree that any information received will be used only for the purposes of this contract and will not be disclosed to any third party. | | | | | | | | | | | |
| If there are any potential conflicts of interest, please provide details: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Name: |  | | | | | | | | | | |
| Position: |  | | | | | | | | | | |
| Date |  | | | Signature | |  | | | | | |

## SUMMARY OF INELIGIBILITY CONDITIONS

1. is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
2. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
3. has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
4. has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
5. has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
6. has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
7. is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
8. has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
9. has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
10. has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
11. has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.61991 on prevention of the use of the financial system for the purpose of money laundering. Statement confirming that items (a) to (k) do not apply.

Please remember to email this response to [procurement@semlep.com](mailto:procurement@semlep.com) before the deadline specified in Timescales.

**END OF TENDER DOCUMENT**