

# Request for Quote

<b>RFQ Ref</b>	RfQ2122 Expert Business Advice Specification
<b>Issue of Specification</b>	<i>Wednesday 27<sup>th</sup> November 2019</i>
<b>Closing date</b>	<b>Friday, 6<sup>th</sup> December 2019 – 5pm</b>

## 1. About us

1.1. The South East Midlands Local Enterprise Partnership (SEM LE P) has a central role in determining local economic priorities and securing investment to support business innovation and growth. To do this we link together the public and private sectors with academia to coordinate housing, transport, commercial development, energy infrastructure and raise workforce skills, in line with employers' needs, for the benefit of the wider economic area. We prioritise driving up productivity, creating jobs and promoting long-term, sustainable growth.

1.2. SEM LE P has three main roles in delivering strategic economic growth.

1.2.1. Setting the strategic direction for the area's future economic opportunities, challenges and priorities.

1.2.2. Direct intervention to increase growth. We are responsible for securing and overseeing the spend of two main sources of growth funding as well as coordinating business support through our Growth Hub

1.2.3. Facilitating growth by convening partners to assist cross-boundary collaboration on short and long-term economic issues.

## 2. Background

2.1. The UK government is clear that its plan is to leave the EU and are committed to ensuring that businesses (particularly SMEs) understand what they need to do to be prepared. Our aim is do as much as we can to support businesses through and beyond EU exit and ensure we have a robust and resilient business community where possible.

2.2. The primary key activities that have to be delivered include:

- Drawing together a detailed programme of all regional and local events and wider opportunities which enable direct engagement with business, especially SMEs, and seek solutions where gaps exist.
- Reporting the specific issues that businesses report as barriers to being ready for EU exit, identify emerging issues/trends in respect of potential economic shocks.

- Providing weekly reports on activities including business numbers engaged; events delivered, issues raised, issues resolved and issues to be escalated.
- Scaling up the number of businesses (particularly SMEs) engaged and cascading the business readiness message to as many businesses as possible.
- Focus on explaining and advocating for the clear readiness actions that all businesses can take and providing them with quick access to EU exit support collaterals.
- Signpost businesses to other sources of further information and support (local, national, public and private) where required.

### 3. Key requirements

- 3.1. SEMLEP would like to appoint an organisation to provide expert business advice in three different fields: Import and Export, Employing EU Staff (Logistics), Employing EU Staff (Food & Drink).
- 3.2. One company can apply for just one lot or multiple lots, please make clear which lot(s) you are bidding for. Please give an indications of what your organisation can deliver within the budget indicated.

#### 3.3. Lot 1 – Import and Export

- Due to uncertainty around Brexit we would like some flexibility managing this contract so would like to work on an hourly rate/cost for:
  - Delivering Workshops
  - Telephone Support
  - Developing Communication Material
  - Travel.
- Develop and deliver a workshop content that can be delivered within 2 hours (please attach to the application form a summary of the content). SEMLEP estimates that up to 6 events will be required. Workshops could cover topics such as the various technical aspects and impacts of Deal or No Deal Brexit scenarios in addition to workshops which look at opportunities for trading beyond the EU.
- Providing telephone support to businesses who have complex questions on the subject of import and export, particularly where it relates to the various impacts of a Deal or No Deal Brexit.
- Speaking at Growth Hub and other partner organisation events on the subject of imports and exports to help businesses understand the impact of a the Deal or No Deal Brexit scenarios. Typical slot around 20 minutes.
- Providing support to our communications team to produce website and social media content to help businesses be kept up to date with the latest EU Exit related Import and Export issues .
- Producing a weekly report to be submitted to our Brexit Co-ordinator each week on any intelligence from across the SEMLEP patch on the impact of Brexit on businesses.
- Please detail on section 9 of the application form, the experience you have delivering this type of contract in this sector and any experience you have of delivering workshops.

### 3.4. Lot 2 – Employing EU Staff (Logistics)

- SEMLEP has identified that the Logistics sector particularly with the run up to Brexit are struggling with the retention of EU staff. Therefore we are looking for a supplier who has experience of working in the Logistics sector and the issues faced with attracting and retaining staff in this sector as well as familiarity with the settled status process.
- Due to uncertainty around Brexit we would like some flexibility managing this contract so will would like to work on an hourly rate/cost for:
  - Delivering Workshops
  - Telephone Support
  - Developing Communication Material
  - Travel.
- Develop and deliver a workshop content that can be delivered within 2 hours (please attach to the application form a summary of the content). SEMLEP estimates that up to 2 events will be required.
- Providing telephone support to businesses who have complex questions on the subject of import and export, particularly where it relates to the various impacts of a Deal or No Deal Brexit.
- Speaking at Growth Hub and other partner organisation events on the subject of imports and exports to help businesses understand the impact of a 'a the Deal or No Deal Brexit scenarios.. Typical slot around 20 minutes.
- Providing support to our communications team to produce website and social media content to help businesses be kept up to date with the latest EU Exit related Import and Export issues .
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- Producing a weekly report to be submitted to our Brexit Co-ordinator each week on any intelligence from across the SEMLEP patch on the impact of Brexit on businesses.
- Please detail on section 9 of the application form, the experience you have delivering this type of contract in this sector and any experience you have of delivering workshops.

### 3.5. Lot 3 – Employing EU Staff (Food & Drink)

- SEMLEP has identified that the Food & Drink sector particularly with the run up to Brexit are struggling with the retention of EU staff. We are looking for a supplier who has experience of working in the Food & Drink sector and the issues faced with attracting and retaining staff in this sector as well as familiarity with the settled status process.
- Due to uncertainty around Brexit we would like some flexibility managing this contract so will would like to work on an hourly rate/cost for:
  - Delivering Workshops
  - Telephone Support
  - Developing Communication Material
  - Travel.
- Develop and deliver a workshop content that can be delivered within 2 hours (please attach to the application form a summary of the content). SEMLEP estimates that up to 2 events will be required.

- Providing telephone support to businesses who have complex questions on the subject of import and export, particularly where it relates to the various impacts of a Deal or No Deal Brexit.
- Speaking at Growth Hub and other partner organisation events on the subject of imports and exports to help businesses understand the impact of a 'a the Deal or No Deal Brexit scenarios.. Typical slot around 20 minutes
- Providing support to our communications team to produce website and social media content to help businesses be kept up to date with the latest EU Exit related Import and Export issues .
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- Producing a weekly report to be submitted to our Brexit Co-ordinator each week on any intelligence from across the SEMLEP patch on the impact of Brexit on businesses.
- Please detail on section 9 of the application form, the experience you have delivering this type of contract in this sector and any experience you have of delivering workshops.

## 4. Deliverable Timescales

RFQ issued	<i>27<sup>th</sup> November 2019</i>
<b>Closing date for quotes</b>	<b>6<sup>th</sup> December 2019 - 5pm</b>
Interviews or appointment of supplier (these can be carried out via Zoom)	<i>9<sup>th</sup> December 2019</i>
Contract start date	<i>6<sup>th</sup> January 2019</i>
Contract end date	<i>31<sup>st</sup> March 2020</i>

## 5. Budget

- Lot 1 – up to £10,000 including VAT
- Lot 2 – up to £5,000 including VAT
- Lot 3 – up to £5,000 including VAT

## 6. Selection and Award Criteria

This RfQ application has a two-stage process: Part A and Part B. The first stage will assess Part A in accordance with the Selection Criteria that assesses the ability of the tenderer to perform a contract based on qualitative information related to the economic and financial standing of the applicant, suitability, equalities and insurance. If the application passes stage one that is Part A, it will be assessed under the Award Criteria “Part B”, stage two.

### Stage One - Selection Criteria

Section 3 to 5 of the application form is Part A. Questions 1, 3, 5, 6 and 7 are pass / reject. If you fail these questions, your application will be rejected.

## Stage Two - Award Criteria

If your application passes on “Part A” it will progress to “Part B” that is the Award Criteria. The applications will be scored under the Award Criteria set out below:

AWARD CRITERIA EVALUATION						
Criteria	Score	Score	Score	Score	Weighing (%)	Weighted Score
<b>Price:</b> 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%	
<b>Ability to deliver the required service quality and within timescales:</b> Outlines what is to be delivered and how will be delivered.	Exceptional, covered thoroughly, Score 8-10	Average. Brief covered adequately, Score 4-7	Bidder meets or does not meet requirements of brief. Score 0-3		30%	
<b>Overall quality of submission:</b> Give clarity of offer and structure of proposal.	Exceptional, covered thoroughly, have provided a very good response, covered the structure of proposal and have provided 2	Average. Brief covered adequately, haven't provided 2 referees or have not provide a good structure	Bidder meets or does not meet requirements of brief. Score 0-3		20%	

	referees. Score 8-10	proposal. Score 4-7				
<b>Quality of delivery:</b> Provide details about the quality of delivery indicating key members of the team that will be working on the project and relevant experience	Exceptional, covered thoroughly, have provided a satisfactory information of the key members that will be involved on the project delivery and their relevant experience compared to the requirements of the brief. Has provided very good response, covered the structure of proposal and 8-10	Average. Has provided adequate / fair information regarding the key members that will be involved on the project delivery and their relevant experience compared to the requirements of the brief 4 - 7	Poor, have not provided satisfactory information 0-3		15%	
<b>Social Value:</b> 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%	
			<b>Total</b>		<b>100%</b>	

## 7. RFQ responses

Please note that your response must include:

- **SEMLEP's Request for Quotation Application Form fully completed**
- **Any additional information you wish to provide to support your response. Please**

**keep additional information to no more than 3 A4 pages**

- All prices quoted shall be fixed and firm and shall apply for the full duration of the contract.
- All costs are deemed to include expenses and any other on-cost.
- All prices quoted shall be inclusive of Value Added Tax (VAT)
- The quotation response must be on SEMLEP's Request for Quotation Application Form
- Any queries regarding completion of the response please email [procurement@semlep.com](mailto:procurement@semlep.com) or contact us on 01234 436100
- 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.