



Request for Quote

RFQ Ref	PR2014
RFQ Name	ESIF Support
Issue of Specification	14 th February 2020
Closing date	28 th February 2020

1. About us

- 1.1. The South East Midlands Local Enterprise Partnership (SEMLEP) 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. Along with key local partners SEMLEP play a key role in determining how European Structural and Investment Funds (ESIF) are invested in the South East Midlands to promote growth, jobs and social inclusion.

2. Background

- 2.1. To raise awareness of the ESIF Programme and support potential applicants to maximise uptake of funds. SEMLEP has been awarded two Technical Assistance contracts, respectively for ESF and ERDF, which are due to be completed on 31st December 2020.

3. Lot 1 – ESF Technical Assistance Support

3.1. Key requirements

- 3.2. We are seeking to appoint a Consultant to work within the LEP area reporting to the Information and Compliance Manager to support the delivery of technical assistance for the European Social Fund. Activities will include:

- 3.2.1. Putting together Technical Assistance Claims to end of programme
- 3.2.2. ESIF Committee support
- 3.2.3. Project Evaluation
- 3.2.4. Organising an ESF Celebration Event
- 3.2.5. Supporting the ESF Providers Forum
- 3.2.6. Preparing for and participating in Tripartite meetings between ESFA/SEMLEP and the 6 opt in providers.
- 3.2.7. Helping with the ESF Reserve Fund application and project management of this project if successful.

3.3. We require consultants with the following expertise:

- 3.3.1. Knowledge of the European Social Fund
- 3.3.2. Experience of delivering successful ESF projects
- 3.3.3. Project Management experience

3.4. The project office is based at SEMLEP, Cranfield Innovation Centre, however events and workshops will also be offered on an outreach basis across the whole SEMLEP area.

3.5. The project will be managed by the Information and Compliance Manager at SEMLEP.

4. Deliverable Timescales

RFQ issued	<i>14th February 2020</i>
Closing date for quotes	5pm 28th February 2020
Interviews or appointment of supplier	<i>3rd March 2020</i>
Contract start date	<i>3rd March 2020</i>
Contract end date	<i>31st December 2020</i>

5. Budget

The budget for this work will be up to £6,000 including VAT.

6. Lot 2 – ERDF Technical Assistance Support

6.1. Key requirements

6.2. We are seeking to appoint a Consultant to work within the LEP area reporting to the Information and Compliance Manager to support the delivery of technical

assistance for the European Regional Development Fund. Activities will include:

- 6.2.1. Technical Assistance Claims to end of programme
- 6.2.2. ESIF Committee support
- 6.2.3. Summative Assessment due by October 2020. RFQ will be required April/May 2020.
- 6.2.4. ERDF Celebration Event
- 6.2.5. Other duties as necessary to support the ERDF programme

6.3. We require consultants with the following expertise:

- 6.3.1. Knowledge of the European Regional Development Fund
- 6.3.2. Experience of delivering successful ERDF projects
- 6.3.3. Project Management experience

6.4. The project office is based at SEMLEP, Cranfield Innovation Centre, however events and workshops will also be offered on an outreach basis across the whole SEMLEP area.

6.5. The project will be managed by the Information and Compliance Manager at SEMLEP.

7. Deliverable Timescales

RFQ issued	<i>14th February 2020</i>
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Contract end date	<i>31st December 2020</i>

8. Budget

The budget for this work will be up to £6,000 including VAT.

9. Lot 3 – Community Grants Programme Support

9.1. Key requirements

9.2. We are seeking to appoint a Consultant to work with the Information and Compliance Manager to support the delivery of a review and redesign of the

Community Grants Programme customer journey. Activities will include:

- 9.2.1. Review of the existing grant application customer journey including any sub-contractor involvement in line with ESFA requirements.
- 9.2.2. Make suggestions for changes to the existing process and if approved carry out the changes to the process.
- 9.2.3. Help train existing and new employees on the new process.
- 9.2.4. Carry out an audit of the current paperwork in place for the 32 approved grant recipients.
- 9.2.5. Provide additional support in order to restart the community grants programme and deliver against targets.

9.3. The project office is based at SEMLEP, Cranfield Innovation Centre.

9.4. We require consultants with the ESF knowledge and experience of delivering projects under ESF.

10. Deliverable Timescales

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11. Budget

The budget for this work will be up to £5,000 including VAT. Please supply an hourly rate.

12. 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 in Annex 1.

13. RFQ responses

Please note that your response must include:

- **SEMLEP’s RFQ 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 or contact Gayle Parker on 01234 436100
- Please send your completed forms and any supporting information electronically to 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.



European Union

European Structural
and Investment Funds

SEMLEP

South East Midlands
Local Enterprise Partnership

Annex 1: AWARD CRITERIA EVALUATION

Criteria	Score	Score	Score	Weighing (%)
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 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%
Quality of delivery: 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	30%