

Request for Quote

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| RFQ Ref | PR2010 |
| RFQ Name | Business Intelligence |
| Issue of Specification | 14 th February 2020 |
| Closing date | 5pm 21 st 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. SEMLEP 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. Our Growth Hub is being tasked by Government to support businesses during the transition phase of the UK's departure from the EU and beyond and ensure we have a robust and resilient business community where possible.
- 2.2. To this end the Government requires bi-weekly intelligence from SEMLEP on the specific issues that businesses report as barriers to being ready for any new regulations and trade agreements as they emerge and identifying issues/trends in respect of potential economic shocks.

3. Key requirements

3.1. SEMLEP would like to appoint an organisation to help provide the Ox Cam Arc Cluster of Growth Hubs with business intelligence. The intelligence will need to come from across the 5 LEPs geography in the Arc Cluster: Oxfordshire LEP, Buckinghamshire LEP, SEMLEP, Cambridge and Peterborough Combined Authority and New Anglia LEP.

4. Stage 1

4.1. The first stage in the process would be to review all the existing weekly reports that have been produced by the Growth Hubs in the cluster and identify overarching themes that emerge across the following:

- a) Local economic impact of EU exit on the area in relation to any cross-cutting themes that businesses are identifying that are inhibiting their readiness for EU exit.
- b) Locations within the region (e.g. cities, towns, urban, rural areas) with an underlying resilience issue such as productivity, income or skills.
- c) Any sectors that are particularly vulnerable, due to their exposure to EU trade.
- d) Specific information from businesses (particularly SMEs) about potential issues associated with EU Exit.
- e) Information about any new investments or economic opportunities.
- f) Technical issues faced by businesses specific to certain sectors or geographic areas.

5. Stage 2

5.1. The second stage of our requirement would be to produce an ongoing bi-weekly report, in Word for the growth hubs broken down by LEP area that would cover the same information as above.

6. Stage 3

The third part of our requirement would be an enhanced bi-weekly, report specific to SEMLEP that would include:

- a) inward investment deals or projects that have been completed;
- b) current and future inward investment including businesses that are moving and/or expanding.

7. Deliverable Timescales

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|---------------------------------------|--|
| RFQ issued | 14 th February 2020 |
| Closing date for quotes | 5pm 21 st February 2020 |
| Interviews or appointment of supplier | 25 th February 2020 |
| Contract start date/Inception Meeting | 12.30pm 26 th February 2020 |
| Contract end date | 25 th February 2021 |

8. Budget

The budget for this work will be up to £25,000 including VAT for a period of 12 months from the point of contract award.

9. 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.

10. 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.

Annex 1: AWARD CRITERIA EVALUATION

| 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 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 | | 40% | |
| 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 | 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 | | 25% | |

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| | proposal and 8-10 | | | | | |
| 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% | |