

Request for Quotation Specification

RFQ Ref 2116	South East Midlands Local Enterprise Partnership European Regional Development Fund Technical Assistance Project Evaluation
Issue of Specification	<i>21 May 2018</i>

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.

Our executive team works to a programme set out across three core themes:

Growing Business

- Producing and delivering sector growth plans, as part of a Local Industrial Strategy.
- Promoting the area to prospective investors, working in partnership to match businesses with appropriate support and employment land.
- Through the Growth Hubs, providing coordinated business support services, tailored advice and access to finance to businesses across the South East Midlands.
- Strengthening links between business and government
- Using our Growth Programme investment to progress sector innovation, strengthen the area's cultural and creative offer and improve employment, skills and transport infrastructure

Growing People

- Working with business to determine required skills, education and training provision, attainment and capacity to meet current and future employer needs.
- Facilitating effective employer engagement with educators and improving access to labour market information.
- Supporting school and college staff to embed employer-led core skills competencies into the curriculum and promote and showcase activity that inspires young people into careers in high growth sectors.
- Building awareness of and signposting people opportunities to assist up-skilling, re-skilling and enhancing leadership skills.
- Channelling EU funding to strengthen social inclusion and assist people to progress in work.

Growing Places

- Progressing the Oxford-Milton Keynes- Cambridge Growth Arc, working with partners to strengthen governance.
- Working with local partners and through England's Economic Heartland to coordinate major transport infrastructure and improve local connectivity.
- Developing an Energy strategy to meet the area's future energy needs.
- Improving digital and mobile infrastructure and innovation in new technologies, working with business and local authorities.
- Supporting Local Growth Fund and other strategic infrastructure projects critical to long-term growth.

Overview

SEMLEP is responsible for securing and overseeing the spend of two main sources of European Social Inclusion Funding [ESIF] through our Technical Assistance Projects. The SEMLEP Technical Assistance project has provided a targeted programme of advice, workshops, and events designed to encourage and assist SMEs in the South East and South Midlands in applying for the European Rural Development Fund [ERDF] monies to grow business and employ people to strengthen the SEMLEP area.

The ERDF project goal is to help increase the capability and capacity of SMEs. In the logic model developed, we quantified achieving this overarching goal through quantifiable deliverables.

- Number of informational events held
- Number of attendees
- Feedback on event value
- Number of projects supported to application
- Number of supported projects approved

As part of our contractual obligation to the ERDF project, we wish to appoint an outside sub-contractor to evaluate the effectiveness of SEMLEP's TA project through the ERDF summative assessment process.

The summative assessment is intended to provide reliable evidence of the efficiency, effectiveness and value for money of our project, as well as insights into what and why interventions work (or not). This analysis can assist during the implementation of the project and provide lessons for future interventions. It can also be used to support a case for future funding.

ERDF have published updated guidance on the project evaluation summative assessments using a common framework and methodology. ESIF GN-1-033 – ERDF Summative Assessment guidance v1 outlines three stages.

1. Assessment planning was completed in early 2018.
2. Data collection and reporting is ongoing as part of our quarterly claims process
3. Reporting and communication of the completed summative assessment will be conducted later this year.

Guidance documents can be reviewed

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705888/ESIF-GN-1-033_ERDF_Summative_Assessment_Guidance_v1.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705889/ESIF-GN-1-034_ERDF_Summative_Assessment_Guidance_Appendices_v1.pdf

Requirements

We are looking for the successful applicant to produce a report using analysis of our technical assistance documentation collected from Jan 2016 to Jun 2018.

Project updates will take place when and where appropriate. You may be invited to present your findings to key stakeholders at the completion of the project. A final report must be provided by 10/01/2018.

While all applicants will be considered based on the conditions of our tendering process, we would be looking particularly for applicants or organisations that can provide evidence of the following relevant skills.

- Strong evidence of writing and presentation skills supported by relevant academic credentials. Those with a back ground in academic research would be highest rated.
- Previous experience working with public sector projects or programmes, preferably ERDF monitored deliveries. Experience delivering similar evaluations will be highest rated.
- Previous demonstrated experience working with Social Enterprise or experience in SME public funding support.

Demonstrated ability to work without excessive supervision and deliver to budgets and timelines. Project management qualifications or proven work experience will be highest rated.

Deliverable Timescale

(This section can be mentioned on the email only, we recommend allow a minimum of 2 weeks for receive response however it can be done in one week if it is an urgent requirement)

<i>Issue the RFQ</i>	<i>21 May 2018</i>
<i>Closing date for receive the quotes</i>	<i>15 June 2018</i>

Indicative Budget

The total budget is £3,500 including VAT. All prices submitted shall be in Pounds Sterling, including any extra costs and VAT.

Selection criteria

SEMLEP will select a supplier based on value for money, which is not necessarily the cheapest tender.

Response to Quotation

Please note that the Quotation response must include:

- SEMLEP's Request for Quotation Application Form fully completed
- All prices quoted shall be fixed and firm and shall apply for the full duration of the contract.
- Following that period, any requests for the price changes must be accompanied by a written summary and supported by evidence to justify the proposed price change.
- No quantity or continuity is guaranteed to successful suppliers and this should be taken into account when completing the price schedule.
- All costs are deemed to include expenses and any other on-cost.
- All prices quoted shall be exclusive 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 us 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.

Request for Quotation - Application Form

RFQ Ref 2116: SEMLEP ERDF TA Project Evaluation			
Please return this form and any additional document as part of your application			
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		Number of FTE employees	
Can you confirm your business is VAT registered? If yes, please provide a number			
Business incorporation date		Date trading commenced	
Telephone number		Mobile number	
Email address			
Website			
SECTION 2: REFERENCES			
Please provide a contact name, organisation details, telephone number, the value and the type of work carried out.			
Reference 1:			
Reference 2:			

SECTION 3: GDPR

What procedures does your business already have in place or are implementing to ensure that it will be compliant with the GDPR regulation?

SECTION 4: PRICE

It is necessary to illustrate the value for money in the proposal please provide details of how your proposal will deliver the best value per £ of public funds and provide information related to the prices requested on the Request for quotation.

Item Description	Qty	Price	VAT	Total - Including VAT
Total		£		

Additional Costs *(to be considered at the discretion of SEMLEP)*

Please set out below any additional costs **related that is relevant to the tender specification** that you believe are necessary to complete this work *(insert additional rows if necessary)*:

Item Description	Qty	Price	VAT	Total - Including VAT
Total including additional costs (if applicable) and VAT		£		
Hourly Rate (if applicable)		£		
SECTION 5 – ABILITY TO DELIVER THE REQUIRED SERVICE Please provide details of how you would provide the service based on the “Requirements of the RFQ” the business relevant experience in working on projects comparable to the one which you are tendering for and the timescales. (no more than 1000 words)				
SECTION 6: QUALITY OF DELIVERY Please provide details about the quality of delivery indicating the key members of the team that will be working on the project and relevant experience compared to the requirements of the brief. (no more than 1000 words)				
SECTION 11: 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 below:

Name:		Position:	
Signature:		Date:	

SUMMARY OF INELIGIBILITY CONDITIONS

- a) 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;

- b) 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;
- c) 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;
- d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
- e) 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;
- f) 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;
- g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- h) 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;
- i) 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;
- j) 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;
- k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 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 before the deadline specified in Timescales.



Janic Roemer

ESIF Programme Manager

END OF TENDER DOCUMENT