

# Request for Quotation Specification

Title	Equality and Diversity Review Support
Procurement Process No.	PR2009
Issue of Specification	9 August 2019
Closing date	2 September 2019

## 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 our website [www.semlep.com](http://www.semlep.com).

We have a large number of partners including 13 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 which is called SEMLEP's growth hub.

SEMLEP is formed as a company limited by guarantee led by a business led Board. Its role is to develop strategy for growth, use Government funding to support growth, the delivery of the strategy and to convene the public and private sector to align to the delivery of economic growth. A key focus from 2019 will be the publication and delivery of our Local Industrial Strategy. Our [Annual Delivery Plan](#) sets out the priorities for 2019/20.

## Overview

We are bound by our [2019 Assurance Framework](#) which sets out how SEMLEP is governed and manages public funds. It ensures that we comply with the best practice of the public sector, in how it makes decisions and manages its finances. The Assurance Framework seeks that SEMLEP represents and is representative of its local community and population. SEMLEP is bound by the Equality Act 2010 as it applies to public sector organisations. Our Articles of Association confirm this commitment. Our policy is published [here](#). Our evidence base on equality and diversity is published and available [here](#).

## Background information

SEMLEP wishes to appoint an external expert consultant to support the review of our current policy, the delivery of our implementation plan and advise on next steps for a refreshed implementation plan.

The review will be led by the Director of Programmes and Governance working with the Equalities Board Champion.

The review will cover the current policy and the implementation across the breadth of SEMLEP activity including; the development of the Strategic Economic Plan and Local Industrial Strategy; the delivery of funding programmes as well as other strategic and delivery areas, and roles as a strategic local partner and employer.

The commission may include some staff training if this is considered relevant to the delivery of the refreshed implementation plan.

## Requirements

We are seeking a consultant who could, by the end of February 2020, support SEMLEP Executive to:

- ensure and assist our compliance with our equality and diversity obligations including compliance with the SEMLEP assurance framework requirements as it relates to equality and diversity
- review the equality and diversity policy and published equality statement and update this for Board approval
- review and refresh the current implementation plan
- scope the need for training for all SEMLEP staff on our equality and diversity obligations, including more detailed training to key individuals in SEMLEP overseeing the issues in key work areas
- make recommendations for improvements in key strategic and delivery areas and to ensure compliance whilst remaining mindful of the resources of the LEP and the ways of working, including on monitoring and evaluation
- liaise with the SEMLEP team on HR, employment and recruitment issues as they relate to equality and diversity
- provide a report on the above to the Board for February 2020

## Timescales

<i>Issue the RFQ</i>	<i>9 August 2019</i>
<i>Closing date for receive the quotes – 9 am</i>	<i>2 September 2019</i>

<i>Compliance Check / Short listing of bidders</i>	<i>w/c 2 September 2019</i>
<i>Interview – Time TBC (will be during the afternoon)</i>	<i>23 September 2019</i>
<i>Appointment of successful supplier</i>	<i>26 September 2019</i>
<i>Award of contract</i>	<i>1 October 2019</i>
<i>Inception Meeting – Time TBC (will be during the morning)</i>	<i>1 October 2019</i>
<i>Completion of work</i>	<i>29 February 2020</i>

## **Budget**

SEMLEP has a budget of £5000 exclusive of VAT and expenses for this work.

## **Submission Requirements**

Please submit electronically any relevant supporting information related to this brief with SEMLEP's Request for Quotation Application form to [procurement@semlep.com](mailto:procurement@semlep.com) and [judith.barker@semlep.com](mailto:judith.barker@semlep.com) by **9am on 2<sup>nd</sup> September** with the name of the Quotation in the subject header. Please note we do not want hard copies to be sent in the post. Given timescales we would be looking for concise submissions.

## **Application Form**

You will find attached to this brief, SEMLEP's tender application form that must be completed and send by email to [procurement@semlep.com](mailto:procurement@semlep.com) by the deadline stated on the procurement process timescale section below, together with any additional information that you believe will be relevant to this tender opportunity. Our tender evaluation panel will assess received applications as per the selection and award criteria stated below.

## **Selection and award criteria Introduction**

This tender 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:

<b>SECTION 4 : AWARD CRITERIA EVALUATION</b>						
<b>Criteria</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Weighing (%)</b>	<b>Weighted Score</b>
<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	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%	

how will be delivered.						
<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 referees. Score 8-10	Average. Brief covered adequately, haven't provided 2 referees or have not provide a good structure proposal. Score 4-7	Bidder meets or does not meet requirements of brief. Score 0-3		20%	
<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	Exceptional, covered thoroughly, providing apprenticeship and	Average. Brief covered adequately, Do community and charity	Does not meet requirements of		5%	

and how your business contributes to the society and community in which you operate.	placements, helping local charities and other community work. Score 8-10	work but do not provide apprenticeship / placements or vice versa. Score 4-7	brief. Score 0-3			
			<b>Total</b>		<b>100%</b>	

**Please note:**

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](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.
- We only accept submissions in Word or PDF of less than 10mb
- 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.
- SEMLEP’s Terms and Conditions are attached.

**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](mailto:procurement@semlep.com) before the deadline specified in Timescales.

**END OF REQUEST FOR QUOTATION BRIEF**