

# Request for Quote

<b>RFQ Ref</b>	PR2063
<b>RFQ Name</b>	Enterprise Coordinator (North Northamptonshire)
<b>Issue of Specification</b>	19 <sup>th</sup> July 2021
<b>Closing date</b>	5.00pm 30 <sup>th</sup> July 2021

## 1. About us

The South East Midlands Local Enterprise Partnership role as a Local Enterprise Partnership is to help economic growth thrive across Northamptonshire, Bedfordshire, Luton and Milton Keynes.

Our activity with partners has resulted in growing employment with higher employment levels and a more diverse and inclusive labour market than national averages and to ensure employment in the South East Midlands continues to prosper, the [Skills Strategy](#) sets out the local strengths, skills needs and an action plan to address key priorities:

- Support alignment of provision, facilities and activity with employer needs.
- Remove discrepancies between the skills/attainment needed by employers and those held by individuals.
- Inform, inspire and raise aspirations of the talent pipeline.
- Enable people into employment and those within employment to progress.
- Deliver through employer-led engagement, best practice and innovation.
- Guide stakeholders through informed labour market information.
- Coordinate, facilitate and simplify engagement for all stakeholders.

The South East Midlands Enterprise Adviser Network (EAN) in partnership The Careers & Enterprise Company is an essential element in the contribution to the success of the Skills Strategy.

The Careers & Enterprise Company has been set up to inspire and prepare young people for the fast-changing world of work.

It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 200 full time Enterprise Coordinators now working with clusters of schools and colleges.

Significant focus has been on improving links between employers and schools and colleges, to create powerful, lasting connections. Over 4000 Enterprise Advisers - business volunteers who have signed up to provide strategic support to individual schools and colleges – are now part of the EAN. More than 300 Cornerstone Employers from a

range of business sectors and sizes have stepped up to support young people in Careers Hubs around the country.

## 2. Background

The Enterprise Coordinator (EC) sits at the heart of the local EAN to help schools and colleges improve their careers and enterprise programmes and to engage with the world of work.

Working closely with the SEMLEP Employment and Skills Manager, the EC will ensure the EAN contributes to SEMLEP skills strategy and make it easier for employers to engage with schools and colleges.

Through establishing the local and national contexts the EC will focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people through:

1. Building Networks
2. Supporting Careers Leaders
3. Backing the Gatsby Benchmarks

## 3. Key requirements

SEMLEP would like to appoint an organisation to provide an Enterprise Coordinator working within North Northamptonshire to deliver the following:

### **Establishing and developing your Network**

- Establishing and growing the EAN locally by engaging and supporting a caseload of c.21 schools/colleges and Enterprise Advisers (EAs).
- Building and maintaining effective relationships with senior leaders in local schools and colleges within the caseload.
- Leading and coordinating relationships between the EA, the school/college and the wider EAN with a focus on impact and destination outcomes for young people.
- Ensuring all schools and colleges are completing compass evaluations, driving Gatsby Benchmark performance and therefore all young people are benefiting from high quality careers education.
- Acting as an ambassador for SEMLEP and The Careers & Enterprise Company including raising the profile of the EAN through communication and marketing channels to engage with key local stakeholders.
- Cascading learning from SEMLEP and The Careers & Enterprise Company by delivering CPD sessions to school and business audiences.

## **Enterprise Advisers**

- Leading on the recruitment of Enterprise Advisers, encouraging diversity in recruitment and tracking the representation of local sectors.
- Successfully match Enterprise Advisers to schools and colleges within the EAN and provide on-going support to EAs in scoping, identifying and addressing the needs of their matched school.
- Responsible for the smooth induction of Enterprise Advisers and for tracking the time to match them to a suitable school/college, with a target of no longer than 3 months.
- Responsible for tracking 100% completion of all DBS checks for EAs prior to them working with a school/college and within no more than 3 months of confirming them in post.
- Overview of the source of all EA referrals to support the generation of additional EAs where there are opportunities.

## **Building Careers and Enterprise Networks – working nationally, tailoring locally.**

- Supporting EAs and Careers Leaders including induction and training, coordinating network meetings and identifying and delivering ongoing training to meet individual EAs' and CL's development needs.
- Organise and attend regular EA/CL meetings to ensure progress is being made across all benchmarks and school priorities addressed.
- Establishing methods of recognising and highlighting best practise to ensure the network is accessing and delivering the most impactful activities.
- Supporting any Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP and local EAN and providing feedback on them to your Regional Lead and the Education Development Team.
- Building and understanding the local context of careers provision and providers including and how these fit with the national context.
- Contribute to the monitoring and impact tracking of the EAN by submitting the EAN Register.
- Attending The Careers & Enterprise Company EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN developments.
- Keeping up to date on the progress and success of the EAN and sharing this knowledge across the local and national network, through quarterly reports, case studies and bi-weekly meetings.

## **Implementation and Impact**

- Regularly reviewing the network to ensure the members (at all levels) remain engaged and proactive, via communications, training and support.
- Staying abreast of best practise examples, emerging guidance and legislation and considering the differing audiences you will need to cascade this information to.
- Track the progress of your schools/colleges (using a variety of tools and resources), identifying trends, gaps and solutions.

- Analysing and understanding the impact of the network on your local economy and skills strategy and feeding information back to SEMLEP and The Careers & Enterprise Company.
- Recognising and monitoring risks within the network and ensuring a strategic approach to careers and the EAN is adopted with the SEMLEP Employment and Skills Manager.

#### 4. Deliverable Timescales

RFQ issued	<i>19<sup>th</sup> July 2021</i>
<b>Closing date for quotes</b>	5.00pm 30 <sup>th</sup> July 2021
Interviews or appointment of supplier	<i>11<sup>th</sup> August 2021</i>
Contract start date	<i>1<sup>st</sup> September 2021</i>
Contract end date	<i>31<sup>st</sup> August 2022</i>

#### 5. Budget

SEMLEP is seeking a partner to provide evidence of match funding of up to £25,000 to support this role.

Upon evidence of expenditure being provided by the partner, The Careers and Enterprise Company via SEMLEP, will match fund claims at four points during the year for the periods, September 2021 to December 2021, January 2022 to March 2022, April 2022 to June 2022 and July 2022 to August 2022 up to the total value of £25,000.

#### 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 in Annex 1.

## 7. 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](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.

## Annex 1: AWARD CRITERIA EVALUATION

Criteria	Score	Score	Score	Weighting (%)
<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	25%
<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	40%
<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.	Average. Brief covered adequately, haven't provided 2 referees or have not provide a good structure proposal.	Bidder meets or does not meet requirements of brief.	15%

Criteria	Score 8-10	Score 4-7	Score 0-3	Weighting (%)
<b>Quality of delivery:</b> Provide details about the quality of delivery indicating the member 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%
			Total	100%