

# Request for Quote

<b>RFQ Ref</b>	PR2096
<b>RFQ Name</b>	Information Management
<b>Issue of Specification</b>	1 August 2022
<b>Closing date</b>	15 August 2022 at 5PM

## 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. SEMLEP has established good information governance practices to ensure the safety of data that is in our care and as such we are looking for an organisation to help support us in the following areas:

- Information Management
- IT Management
- Data Protection

## 3. Key requirements

3.1 SEMLEP would like to appoint an organisation to work closely with our inhouse team and provide consultancy services on a call off basis to provide the following services:

- 3.1.1 Information Management** – preparing new policies as and when required, reviewing existing policies and keeping the Document Control system up to date.
- 3.1.2 IT Management** – providing advice and guidance on our IT Infrastructure, cyber security and incident management.
- 3.1.3 3.1.3 Data Protection** – providing advice and guidance on our data protection practices, carrying out audits, preparing and updating the necessary policies, incident management and undertaking risk assessments including identifying mitigating actions The contract will be overseen by Growth Hub Programme Contracts Manager. The commission will also include training provision to the staff team.

## 4. Deliverable Timescales

RFQ issued	1 August 2022
<b>Closing date for quotes</b>	15 August 2022 at 5pm
Interviews or appointment of supplier	22 August 2022
Contract start date	1 September 2022
Contract end date	31 August 2023

## 5. Budget

Please supply an hourly rate for the work outlined in the Key Requirements section. Total delivered service cost no more than £5,000 inclusive of VAT to run for 12 months.

## 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.

### Stage Three – Interview

If your application achieves a high enough score in “Part B” then you will be invited in for an interview to answer questions about your application. This will account for 15% of the overall score.

## 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	35%
<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	30%
<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, covering all the key deliverables 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%

Criteria	Score	Score	Score	Weighting (%)
<b>Interview</b> If your organization scores high enough in the previous criteria then you will be invited in for interview.	Exceptional, all questions were answered fully and the responses fully covered what was expected. 8-10	Good, questions were answered by there were some gaps in the responses. 4-7	Did not provide satisfactory responses to the majority of the questions. 0-3	15%
			Total	100%