

Request for Quote

RFQ Ref	PR2103
RFQ Name	Community Grants Programme Evaluation
Issue of Specification	19 th January 2023
Closing date	2 nd February 2023 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

1.1. SEMLEP has managed a £1.67m Community Grants programme funded by the Education and Skills Funding Agency which commenced in 2019. The programme will close in March 2023 with over 90 projects having delivered hundreds of employment and learning outcomes and economic value for the SEM area. The programme has been run over several rounds with the most recent contract extensions being awarded in spring 2022. The purpose of this piece of work is to undertake a programme level evaluation of the programme, not only to comply with ESFA requirements, but also to better articulate the impact of the programme on the SEM area and to learn the delivery lessons and identify areas of learning for future delivery.

1.2. All European funding will end in 2023. In 2021 Government launched the UK Shared Prosperity Fund and Levelling Up Fund which will support interventions

for people and skills. The UKSPF funding is being awarded directly to Local Authorities and the results of the initial proposals will be announced later in 2022. This evaluation will enable SEMLEP to better tell the story of Community Grants impact and also ensure that our systems and processes for delivery are reported on and improved going into future programme opportunities and delivery including UKSPF.

- 1.3. We are required to undertake this evaluation as part of our contractual commitment to the ESFA. A draft should be completed before the contract end date of 31 March 2023 and a final version submitted within 2 months of the contract end date, by 31 May 2023.

The project will be overseen by the Director of Programmes and Governance and managed on a day-to-day basis by Neil Hart, Programme Manager.

3. Key requirements

3.1 The ESFA have produced a template (attached as Annex 1) with questions across the following areas:

1. Overview of the contract – ie process evaluation
2. Effectiveness of Publicity
3. 'Horizontal Principles' including equality and diversity
4. Environmental Sustainability
5. Value for money
6. Lessons learned
7. Impact assessment*

*Although not required by the ESFA we will require this evaluation to make reference in this section to the strategic context including using it to inform UKSPF and other future delivery.

The evaluation will be overseen by the Director of Programmes and Governance and managed on a day-to-day basis by Neil Hart, Programme Manager.

3.2 Output of this commission

From this piece of work, we are seeking:

- i. An agreed workplan at the outset with work commencing in February and completing in May
- ii. Consultants to use existing reports at programme and project level as well as consultation with third party grant recipients to inform the work
- iii. Work plan to include interviews with key stakeholders external and internal and online survey of wider stakeholder group of delivery project managers

- iv. Regular weekly touch points with the project manager
- v. Draft report with initial findings for Grant Panel to review in March before submission to ESFA
- vi. Final report Grant Panel to review in May before submission to ESFA

3.3 We are looking for consultants who:

- Have a proven track record in evaluation
- Experience of working on community grant schemes, preferably supporting economically inactive people, and with LEPs
- Ability to advise but also facilitate the existing team to participate in the process
- Engage the stakeholders in the process
- Can tell the story of success but also ensure the lessons learned are drawn out
- Can work to a tight timescale
- Can work to the big picture but also in detail
- Strong and engaging report writing style

4. Deliverable Timescales

RFQ issued	<i>19th January 2023</i>
Closing date for quotes	2 nd February 2023 - 5pm
Notification of interviews	9 th February 2023
Interviews or appointment of supplier	<i>w/c 13th February 2023</i>
Contract start date	<i>20th February 2023</i>
Contract end date	<i>31st May 2023</i>

Timetables may be subject to review.

5. Budget

The budget for this work will be up to £10,000 including VAT.

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 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.

Annex 1: AWARD CRITERIA EVALUATION

Criteria	Score	Score	Score	Weighting (%)
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	30%
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, 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	20%
Social Value: The proposal needs to show the social value of the contract and how your business contributes to the society and	Exceptional, covered thoroughly, providing apprenticeship and placements, helping local	Average. Brief covered adequately, Do community and charity work but do	Does not meet requirements of brief. Score 0-3	5%

Criteria	Score	Score	Score	Weighting (%)
community in which you operate.	charities and other community work. Score 8-10	not provide apprenticeship/ placements or vice versa. Score 4-7		
Interview 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%