**Southend-on-Sea Borough Council**

Specialist Economic Development Support 2016

Specification of Requirements

Southend-on-Sea Borough Council

Civic Centre

Victoria Avenue

Southend-on-Sea

Essex

SS2 6ER

July 2016

# Introduction

Southend and Thurrock Councils are seeking a partner organisation with an in-depth knowledge of economic development activity and a robust track record of delivery in the field to provide support to their economic development activity over a minimum 6 month period.

Southend and Thurrock are located in Thames Gateway South Essex (TGSE) within the Thames Estuary 2050 Growth Commission area. Their economies are typified by large numbers of enterprising SMEs in a few key sectors, punctuated by a small number of large companies such as DP World, Port of Tilbury, London Southend Airport and Olympus Keymed. Both have been successful in securing significant amounts of Local Growth Fund funding to invest in key infrastructure to support these activities and intend to submit applications in the current round.

Both councils are ambitious for their area and for the wider TGSE area with an appetite for growth. As a result they work closely together on economic development matters including the BEST Growth Hub, the Growth Partnership, Town Centre Management and the adult skills agenda. Participating in economic partnerships is also a key feature of the way in which the teams work and these range from local business boards to pan-LEP working groups. Due to some internal restructures and the exceptionally high volume of work currently some additional capacity is sought to supplement the existing economic development teams and to focus solely on delivery of some key projects so that significant headway is made on these over the next 6 months.

# The Requirement of the Contract

Southend and Thurrock Councils are seeking a partner organisation with the necessary skills and experience to progress a range of live projects on behalf of and alongside the Economic Development teams. These projects include:

* Preparation of evidence for the Thames Estuary Commission
* Development of funding bids, particularly in broader partnership arrangements
* Setting the strategy and initiating delivery of adult skills interventions
* Developing programmes and initiating delivery of sector specific business support
* Developing the economic development proposition within key infrastructure projects e.g. innovation centre, housing led regeneration schemes etc
* Setting a new trajectory for inward investment with associated proposition

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This list is not exhaustive and other projects may be added with project specific outputs agreed following appointment.

The model by which bidders would propose to do this should be included in the submission and be as innovative as best suits delivery of project progression. It must include some time located in both Councils to attend meetings, build team capacity and liaise with relevant stakeholders and contacts; however it is not necessary for the individual(s) to be based here full time. We would envisage the support not being limited to individual(s) in the field but being able to draw on the expertise of the whole organisation where it is in place. This does not preclude sole traders from bidding but they may wish to draw on a network of associates to reflect the breadth of matters likely to be covered and this should be detailed in the submission.

The key individual(s) must be able to bring themselves up to speed on the projects with little direction and able to build the necessary networks within and externally to the organisations.

# Budget

Maximum £30k budget for 6 months activity

# Award Criteria

Bids received will be evaluated using the Award Criteria detailed below:

70% Technical Criterion

30% Commercial Criterion

# Project Timetable

Initial 6 months, subject to a 3 month review.

Possibility to extend by a further 6 months

Any clarification questions from the Bidders to the Council should be sent to economicd@southend.gov.uk

Bidders should note that all clarification questions must be made in writing (including email). The Council at their discretion reserves the right to circulate any response to all providers. All clarification questions must be clearly marked CLARIFICATION with the question and Provider details clearly set out. Any clarification questions from the Provider to the Council should be sent to economicd@southend.gov.uk

To allow information to be circulated in time, the deadline for receiving clarification questions is midday Friday 29th July 2016**. To receive clarifications Bidders should register their interest to the email address above: confirming the individual and the email address the clarifications are to be forwarded to.**

# Procurement Timetable

Please submit your proposal electronically to emmacooney@southend.gov.uk by 5pm on Friday 5th August.

An Inception Meeting to be held week commencing 8th August.

Your submission should reflect your understanding of the requirement and how you would propose to approach it in detail, identify relevant examples of your organisation’s delivery and experience of those of individuals to be involved should you be successful. It should also provide a clear and transparent break down of costs including travel and disbursements to demonstrate value for money to both Councils.

# Technical Questionnaire (70%)

Bidders must ensure that all technical detail relating to the provisioning of the contract is included in their written submission. It is essential that comprehensive information is provided to enable the Council to evaluate the level of service being offered by a Bidder.

The written submissions of all Bidders will be formally evaluated against the following criteria:

|  |  |
| --- | --- |
| **Area** | **Weighting**  |
| **Technical** |  |
| Understanding of the brief and importance of progression of projects | 20% |
| Track record with details of individuals to be involved in delivering this contract  | 20% |
| Proposed model for delivery | 20% |
| Value for Money | 10% |
| **Commercial** |  |
| Lowest Bid | 30% |
| **Total** | **100%** |

**General Technical Scoring Methodology**

|  |  |
| --- | --- |
| **Scoring Methodology** | **Score Range** |
| No information provided  | **0** |
| Insufficient information / unsatisfactory response. | **1-2** |
| Limited information provided / standard response | **3-5** |
| Good, comprehensive response | **6-8** |
| Outstanding response provided / very good, full and robust response. | **9-10** |

**Commercial Questionnaire (30%)**

This section should include a full cost breakdown and correspond with your proposed model for delivery so that it is completely transparent as to what the rates you are proposing as part of this bid and how you would deliver this.

Please confirm the bid price of your company:

|  |
| --- |
| £ |

Bidders must ensure the Bid price submitted as part of their Commercial Questionnaire’s is inclusive of all related costs. This includes but is not limited to: expenses, management, supervision, materials, equipment, travel, and transport to provide the required works

**General Commercial Scoring Methodology**

The lowest bid price will receive the maximum score available. All other commercial bids received will be allocated as a percentage score of the lowest bid; this will be achieved by dividing the lowest bid value by the higher bid value and multiplying it by the percentage score available.

The Councils do not bind themselves to accept the lowest priced quotation, or any quotation for this service. The Council will have no obligation to Providers arising from this quotation unless and until it enters into a formal contract with the successful Provider for the provision of the services that are subject to this Quotation document. Any contract awarded will be to the Provider whose proposal is determined to be the most economically advantageous.

**Section A- Basic Contact Details & Technical Questionnaire**

|  |  |
| --- | --- |
| Contact name for enquiries aboutthis bid: |  |
| Address:Post Code: |  |
| Telephone Number: |  |
| Email Address: |  |
| Company Registration Number (if  this applies): |  |
| VAT Registration number: (if  this applies): |  |
| Have you ever been employed by this Council? (if yes please provide details) | Yes  No          |
| Please state if you have a relative(s) who is employed by the Council at a senior level or who is a Councillor? (if yes please provide details) | Yes  No          |