

Enterprise Cheshire and Warrington

Invitation to Tender

**Recruitment Support for Chair and Members of the Cheshire
and Warrington Business Advisory Board**

01/05/2024

1. INTRODUCTION

On 8 April 2024, ownership of the Cheshire and Warrington (C&W) Local Enterprise Partnership (LEP) transferred to the three C&W local authorities and it changed its name to Enterprise Cheshire and Warrington. This followed the announcement made by the Chancellor of the Exchequer in his Spring Budget in 2023 that LEP responsibilities would be transferred to LAs from April 2024. Enterprise Cheshire and Warrington (ECW) will support Cheshire and Warrington's elected members to deliver their vision to make C&W the healthiest, most sustainable inclusive and growing place in the country by

- providing strategic economic planning;
- delivering key government programmes; and
- ensure that a strong, independent business voice is reflected in the advice ECW provides to elected members.

The formation of a Business Advisory Board (BAB) for C&W will play an important role in delivering the third of these objectives. Each Combined Authority and sub-region has been asked to establish a BAB to be made up of local business leaders and relevant representative bodies to provide the view of local businesses and to work with local leaders to create a broad economic strategy for their areas. The Chair of the BAB in C&W will be a non-voting member of the Joint Committee of the three local authorities that has been formed to deliver the sub-region's vision and to oversee the work of ECW.

2. PURPOSE OF THE COMMISSION

Following the agreement from the local authorities, Enterprise Cheshire and Warrington wishes to commission a recruitment and executive search consultancy to:

- i. Help it recruit members of the BAB;
- ii. Help it identify candidates suitable to fill the role of Chair of the BAB.

This commission therefore comprises two parts. Consultancies may bid for one or both parts. ECW is also happy to accept bids from consortia covering both parts.

3. REQUIREMENT

ECW is seeking a recruitment and executive search agency or agencies, with experience that will enable them to successfully help recruit the Chair and members of the sub-region's

Business Advisory Board. Final membership of the BAB will be fully representative of the C&W with-profit and not-for-profit sectors, including by geography, sector and protected characteristics.

The BAB will comprise around 15 – 20 members, of which around 10 will be ex-officio roles comprising former members of the Board of the LEP, representatives of C&W's business representative organisations and the Chair of Marketing Cheshire. They will be appointed through an administrative process run by ECW. The remainder will be appointed via open applications on which the successful consultancy will be expected to take the lead.

Successful recruitment of the Chair of the BAB will require the successful firm to engage with people operating at senior levels outside of the public sector in C&W who are interested in taking a prominent role in shaping the economic development of C&W and are adept at operating at the interface between the public and private sectors. This role is expected to require on average 1½ days per month but may require some flexibility to meet various engagements. Remuneration of £25k per annum will be offered.

Recruitment of other members of the BAB will require the successful firm to engage across the business and third sector community to generate a wide field of candidates who are genuinely representative of people in C&W and who can help to shape the economic development of the sub-region through their experience, insight and understanding of the business and third sectors. The successful firm will be expected to provide support with administering the recruitment and selection process through to final appointment. BAB members will need to devote 1-2 days per month to the role on a pro-bono basis.

- Drafts of role descriptions for the Chair and members of the BAB are attached at Appendix 1. These are still subject to consultation with LA leaders and final versions will be circulated once they are agreed.
- Bidders are invited to quote for this commission by completing a proposal compliant with the specification set out in section 5. Bidders may submit tenders for one or both parts of the commission and do so in consortium with other firms.
- The contract(s) is/are anticipated to begin in w/c 20 May 2024 and will continue until successful candidates are in post.

Bidders should clearly state which part or parts they are bidding for and if bidding for both parts, complete section 5 separately for each part. Appointment/s will be made on the basis of which combination of bidder/s provides the best overall package ie a strong bid for part A only may not be successful if ECW has not received a strong bid from firms bidding for part B only.

4. TIMESCALES

Activity	Date
Issue brief for procurement	01/05/2024
Deadline for submissions	15/05/2024, 12.00 noon
Appointment of successful provider	17/05/2024
Inception meeting	w/c 20/05/2024
Completion of work	TBD

5. SUBMISSION REQUIREMENTS

Bidders are required to submit their quotes in an electronic format (i.e. MS Word/PDF) setting out the following:

- Introduction including background to the firm including the scale of your candidate base relevant to this commission (maximum 500 words)
- Approach and methodology of to each part of the commission for which you are bidding (maximum 500 words).
- Demonstration of experience of providing similar services, identifying up to three case studies for each part of the commission when you have recruited to similar roles (maximum 1000 words)
- CVs of key personnel to be attached to the account (one A4 page summary per person), identifying which personnel will work on each part of the commission
- A fixed price quotation.

All prices must be fixed and firm, quoted in pounds sterling and exclusive of VAT. Tenders should detail any ancillary costs and expenses included in the price.

6. EVALUATION OF TENDERS

Each proposal will be scored against the following evaluation questions, weighted as follows:

Evaluation question	Score
Proposed approach to the assignment	20%
Experience of delivering similar assignments	30%
Knowledge and expertise of staff	20%
Price	30%
Total	100%

Each evaluation question will be scored using the following scoring criteria

Scoring criteria	Score
Failure to respond or irrelevant information which fails to meet the requirement	0
Response is inadequate, significantly failing to meet the requirements	1
Response is unsatisfactory partially meets the requirement	2
Response is acceptable and meets the minimum requirement	3
Response is good - better than merely acceptable	4
Response is excellent, exceeds the requirement and gives added value	5

Scoring of the price criteria will be by the following methodology. The difference between the lowest and highest price quoted will be divided into five equal value segments. The lowest value range will be awarded 5 points, the highest 1 point. The quoted price will be assigned the points value associated with the segment into which it falls. For example; Highest Price quoted £20,000, Lowest Price quoted £10,000.

Segment (Ex VAT)	Points
£18,001 - £20,000	1
£16,001 - £18,000	2
£14,001 - £16,000	3
£12,001 - £14,000	4
£10,000 - £12,000	5

If, however, the range of quotes results in calculated segments less than £1,000 in value, the segments will be set at £1,000 intervals.

7. FINANCIAL ARRANGEMENTS

Payments for services covered by this invitation to quote will be on submission of appropriate invoices, subject to ECW standard payment terms. Invoicing arrangements will be agreed with the successful provider following the award of the contract.

8. CONTRACT

A contract will be awarded to the tenderer/s whose proposal is deemed to be the most economically advantageous subject to agreement on conditions of that contract. Please note that ECW reserves the right to cancel the tender process at any time prior to a contract being entered into. ECW is not bound to accept the lowest price or any tender submitted.

9. FURTHER INFORMATION, QUERIES AND SUBMISSIONS

If you require any clarifications relating to the information contained within this invitation to quote please contact Paul Chapman(contact details below) before 12:00 noon on 8 May Responses to requests for clarification may not materially change any of the elements of the

tenders submitted. Any additional information provided by ECW as a result of requests for clarification will be made available to all potential bidders.

Tender contact:

Paul Chapman
Head of Growth Hub
07377 326252
Paul.chapman@cheshireandwarrington.com
tenders@cheshireandwarrington.com

Submissions should be sent via email, to tenders@cheshireandwarrington.com stating in the email subject which tender the submission relates to. Completed submissions should be sent to the tender contact stated above only and must be submitted by the deadline for submissions. Submissions sent by other means may not be accepted at the discretion of ECW.

10. TENDER PROPRIETY

Confidentiality and Disclaimer

- 10.1. This invitation to quote is not an offer capable of acceptance but represents a definition of specific requirements and an invitation to submit a response addressing such requirements.
- 10.2. Neither the issue of the invitation to quote to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by ECW commits ECW to award a contract to you or any other bidder, even if all requirements stated in the invitation to quote are met. ECW is not responsible directly or indirectly for any costs incurred by your firm in responding to this invitation to quote and participating in ECW's procurement process.
- 10.3. All firms shall keep strictly confidential all information contained in this invitation to quote, and other information or documents made available to it by or on behalf of ECW in connection with this invitation to quote. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this invitation to quote will confirm your agreement to observe these confidentiality requirements.
- 10.4. Contact by the firms with ECW during the bidding process should only be with the individuals named as the ECW tender contact. Respondents shall not offer or give any consideration of any kind to any employee or representative of ECW as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with ECW.

Material Misrepresentation

- 10.5. ECW shall rely on the information provided by the bidder in relation to its offer. In providing the services as specified in the invitation to quote documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

Collusive Bidding

- 10.6. Collusive bidding is unacceptable to ECW. Any tenderer that is caught by ECW to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a). Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b). Communicates to any person other than ECW the amount or approximate amount of his proposal (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the tender for instance) or,
- c). Enters into any agreement or arrangement with any other person* that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d). Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to ECW and without prejudice to any criminal liability which such conduct by a bidder may attract).

*NB Sub-contracting is permissible where the bidder believes that this will enhance their proposal, however this must be clearly stated.

Bribery

- 10.7. Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.
- 10.8. The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.