



## **Procurement Opportunity to deliver business support to the social enterprise sector**

### **Background and context**

As part of the UK government Levelling Up Agenda, the East Riding of Yorkshire Council (ERYC) and Hull City Council (HCC) have been allocated funds through the UK Shared Prosperity Fund (UKSPF) to support us in the development of our communities, local businesses and personal skills, training, and professional development.

Through supporting local businesses our priority aims are, to:

- Create jobs and boost community cohesion by supporting local businesses
- Promote networking and collaboration
- Stimulate innovation and growth
- Help and support businesses to grow

The ERYC Business Support Services team and HCC Business Support Team are continually reviewing their delivery model and wanting to be responsive and adapt their services in line with the ever-changing economic landscape as well as the needs of the business community.

Support for businesses consists of various services including, 1-2-1 adviser and specialist support, access to various resources, financial assistance where deemed appropriate, as well as workshops and events.

Through providing a wraparound business support service one of our key Investment priorities is:

To give support for the growing of our local social economy, including community businesses, cooperatives and social enterprises. Supporting organisations whose business activities that are not only driven by a strong social mission but also intend to be economically viable.

### **Procurement Opportunity**

As part of this model, we are wanting to develop further the support for organisations within the social business sector. These are businesses with social aims and objectives who undertake, or are planning to undertake, income generating activity from commercial operations, which is then reinvested into their social business.

We recognise that this sector has different needs to the general business stock in the areas and are therefore looking to procure a sector specialist to work with social enterprises in both Hull and East Yorkshire on our behalf.

### **Objectives of the support**

The ultimate aim of the programme is to support and enable more social enterprises, to:

- Be financially robust and able to face the future
- Take advantage of opportunities for growth
- Access a wider range of markets and opportunities
- Develop new products and services
- Develop their assets
- Increase employment opportunities and manage volunteers more effectively

## **Scope of work**

The work is expected to include, but not be limited to:

- Pre start advice
- Advice on legal structures,
- Strengthening governance.
- Business and financial planning including access to finance
- Developing income streams
- Development of new products and services

Areas of support provided may include:

- Overcoming barriers to growth
- Managing people performance
- Succession planning
- Systems and processes
- Identifying and responding to new markets
- Social impact and measuring social return on investment.
- Asset development

The programme will involve delivery of activity to engage and support a minimum of 30 Social Enterprises (15 Hull, 15 East Riding), with each receiving a minimum of 12 hours of support of which a minimum of 6hrs must be 1-2-1 support, including initial diagnostic and action planning activity, this must be followed up by a Final Review after the completion of the 12hrs of support. All activity will need to be recorded and signed off by the social enterprise receiving the support.

An in-depth one-to-one diagnostics (Needs Analysis) should be used at the initial client meeting to determine business needs and to enable the development of an Action Plan of support to achieve the target Social Enterprise's growth ambitions. The completed Business Needs Analysis and Action Plan must be signed and dated by the Social Enterprise's nominated lead as confirmation of agreement.

We are wanting to work with a responsive, adaptable partner organisation(s) or individual(s) to deliver this support on our behalf. Where relevant and appropriate we would be agreeable to the selected partner sub-contracting part of the service to ensure that diverse sector specific knowledge and or industry specialists are sharing key information to support needs as they are identified.

We are looking for tender responses to include a clear delivery model and how you would identify need and support social enterprises through the journey.

We operate a model of continual improvement and through this partnership, delivery will be collectively monitored with the intention that improvements and changes will be implemented into the programme.

The delivery programme will therefore need to be flexible with a clear project management plan in place to ensure effective working with the ERYC and HCC Business Support Teams to enable the programme to be responsive in terms of the needs of our business community.

Support will be delivered across the East Riding of Yorkshire and Hull and the successful bidder can make use of technologies such as video meetings to minimise travel time and costs.

Social enterprises wishing to access the support will need to first be registered with the appropriate business support team in ERYC or HCC and eligibility checks will be undertaken prior to any work being carried out.

For participating enterprises grants are available through the individual business support teams to eligible applicants for eligible projects subject to meeting the grant guidelines at the time of application. The successful bidder will be expected to support the social enterprise in the completion of the application but will not take part in the assessment of the grant.

It is anticipated that the project will commence on the 1<sup>st</sup> June 2024 and run through to 28<sup>th</sup> February 2025.

### **Budget / Contract**

Due to current levels of funding, we are unable to consider submissions with a project cost above £30,000 + VAT (inclusive of any additional costs).

The number of social enterprises to be supported within the potential budget should be defined by you which will be informed by your experience and delivery model. Explanations should be given within your response of your chosen methods of delivery and the rationale applied.

Contract for the work will be up to 28<sup>th</sup> February 2025 in line with present UKSPF timelines or earlier if demand exceeds expectations or funding ceases.

### **Proposal Requirements**

Response should include as a minimum:

#### **Knowledge & experience**

- Details of up-to-date experience of individual/agency, that substantiate you meet the requirements of the opportunity
- Name of key developers/deliverer/s and Curriculum Vitae/s of identified parties. Please note, sub-contractors will be accepted and should be identified where available within the tender response.
- Evidence to demonstrate a comprehensive knowledge of the subject matter and how you maintain a consistent and up to date knowledge base.
- Proposed delivery model, including examples of proposed documentation/paperwork, style of delivery and handouts and resources that would be made available to social enterprises accessing the support (where appropriate).
- Examples of previous delivery of similar work.

#### **Project Management skills**

- Explain how you will maintain consistent and relevant delivery of information
- Evidence of how you would manage the portfolio of work within timescales and need for flexibility of delivery
- Availability of time for the undertaking of this contract.
- Explanation of your own present evaluation and improvement process

#### **Price**

- Clear cost breakdown either hourly rate/s to be applied or cost per social enterprise supported.

The maximum value of the contract is £30,000 + VAT to include any additional costs including travel and other expenses. These costs should be factored into your submission.

### **Marketing of the project**

ERYC and HCC will undertake marketing activities aimed at promoting the programme and it is expected that the successful bidder will also undertake their own marketing activity to their current database of clients and networks.

ERYC and HCC will develop marketing collateral as needed.

Where businesses are identified by ERYC and HCC these will be forwarded to the successful bidder for consideration for support through the programme.

### **Timescales**

1. Tender advertised	Friday 26 <sup>th</sup> April 2024
2. Final submission of queries and questions regarding tender	Noon Wednesday 8 <sup>th</sup> May
3. Closing date for submissions	8am Monday 13 <sup>th</sup> May 2024
4. Review and scoring of submissions	Monday 13 <sup>th</sup> May / Tuesday 14 <sup>th</sup> May 2024
5. Potential face to face interviews by shortlisted applicants (if applicable)	Friday 17 <sup>th</sup> May 2024
6. Notification of successful applicant/s	Monday 20 <sup>th</sup> May 2024
7. Inception meetings and agreement of approach	W/C Monday 20 <sup>th</sup> May 2024
8. Delivery of contract	Between 1 <sup>st</sup> June 2024 and 28 <sup>th</sup> February 2025

Questions about the specification should be directed to the Business Support team via [business.support@eastriding.gov.uk](mailto:business.support@eastriding.gov.uk) by noon Wednesday 8<sup>th</sup> May 2024

If you are interested in this opportunity responses should be sent to [business.support@eastriding.gov.uk](mailto:business.support@eastriding.gov.uk) by 8am Monday 13<sup>th</sup> May 2024.

### **Attachments**

Appendix 1: Award criteria

Appendix 2: Scoring criteria

Appendix 3: ERYC procurement of goods and services terms and conditions

### **Appendix 1: Award Criteria**

Criteria	Weighting	Assessment Method	Description
1. Knowledge & experience	50%	Submission	<p>Expertise, experience and qualifications of Project Team/Consultant</p> <p>Comprehensive knowledge of the social sector, business models, financing, supporting growth in the sector etc.</p> <p>Evidence of previous work to support submission</p>
2. Proposed delivery model	15%	Submission	Evaluation of the proposed model and how well this meets the tender brief
3. Project Management	15%	Submission	<p>Explanation of how you will maintain consistent and relevant delivery of information</p> <p>Evidence of how you would manage the portfolio of work within timescales</p> <p>Explanation of your present delivery evaluation and improvement process</p>
4. Price	20%	Submission	<p>The lowest overall bid will receive full marks. All other offers will be scored a comparative mark, by calculating the percentage difference between them and the offer which achieved the highest mark, and deducting this from the highest available mark.</p> <p>e.g. Company A price = £1000 (10 points)</p> <p>Company B price = £1250</p> <p>Score for company B will be calculated as:</p> $10 - (((1250 - 1000) / 1000) * 10) = 7.5 \text{ points}$

## Appendix 2: Scoring Criteria

Score	Criteria for awarding the score
0	Complete failure to grasp/reflect the issue or does not provide a proposal.
1 -2	Serious weaknesses, or does not address the question in a meaningful way.
3 - 4	The proposal falls short of the expected standard and reflects limited understanding missing some aspects. Significant weakness or risks associated with the answer.
5 -6	The proposal meets the required standard in most material respects but is lacking or inconsistent in others.
7 – 8	Good understanding and interpretation of requirements.
9 – 10	Excellent understanding and interpretation. Innovative and proactive with a sound strategy.

<b>Weighted Score Marking:</b>													
5%		10%		15%		20%		25%		30%		50%	
Score	Weighting	Score	Weighting	Score	Weighting	Score	Weighting	Score	Weighting	Score	Weighting	Score	Weighting
10	5.0%	10	10%	10	15.0%	10	20%	10	25.0%	10	30%	10	50%
9	4.5%	9	9%	9	13.5%	9	18%	9	22.5%	9	27%	9	45%
8	4.0%	8	8%	8	12.0%	8	16%	8	20.0%	8	24%	8	40%
7	3.5%	7	7%	7	10.5%	7	14%	7	17.5%	7	21%	7	35%
6	3.0%	6	6%	6	9.0%	6	12%	6	15.0%	6	18%	6	30%
5	2.5%	5	5%	5	7.5%	5	10%	5	12.5%	5	15%	5	25%
4	2.0%	4	4%	4	6.0%	4	8%	4	10.0%	4	12%	4	20%
3	1.5%	3	3%	3	4.5%	3	6%	3	7.5%	3	9%	3	15%
2	1.0%	2	2%	2	3.0%	2	4%	2	5.0%	2	6%	2	10%
1	0.5%	1	1%	1	1.5%	1	2%	1	2.5%	1	3%	1	5%
0	0.0%	0	0%	0	0%	0	0%	0	0.0%	0	0%	0	0%
<b>Scoring Methodology:</b>													
0	Complete failure to grasp/reflect the issue or does not provide a proposal.												
1-2	Serious weaknesses, or does not address the question in a meaningful way.												
3-4	The proposal falls short of the expected standard and reflects limited understanding missing some aspects. Significant weakness or risks associated with the answer.												
5-6	The proposal meets the required standard in most material respects but is lacking or inconsistent in others.												
7-8	Good understanding and interpretation of requirements.												
9-10	Excellent understanding and interpretation. Innovative and proactive with a sound strategy.												