

Request for Quotation



European Union
European Regional
Development Fund



Growth Hub Grant Scheme Consultancy Support

Closing date for return of RFQ

5pm on Monday 4 April 2022

CONTENTS

PART A – GENERAL INFORMATION

1. Definition of Terms
2. Background to the Procurement
3. Instructions for completion and return of RFQ
4. Award Criteria
5. Additional Information
6. Indicative RFQ Timetable

Appendix 1 Specification

Appendix 2 Contract Conditions

PART B – REQUEST FOR QUOTATION

Section A

Commercial Information

Section B

Method Statement

Section C

Request for Quotation: Grant Consultancy Support

Pricing Schedule

Section D

Form of Quotation

Section E

Bidder Checklist

PART A - GENERAL INFORMATION

1. DEFINITION OF TERMS

1.1	Bid	means a Bidder's response to this RFQ
1.2	Bidder	means the entity responding to this Request for Quotation.
1.3	Bidder's Representative	means the Bidder's representative who will coordinate all communications with OxLEP's Representative in relation to this Request for Quotation.
1.4	Method Statement	means the outline description of how the Bidder proposes to perform or deliver the Service.
1.5	OxLEP	means Oxfordshire Local Enterprise Partnership
1.6	OxLEP's Representative	means the Growth Hub Manager at OxLEP, who will coordinate all communications with the Bidder in relation to this Request for Quotation.
1.7	Request for Quotation (RFQ)	means this document and all its appendices which are available to all Bidders.
1.8	Service	means the goods, works and/or services sought by OxLEP in accordance with the provisions of this Request for Quotation.
1.9	Specification	means the description of the Service contained in Appendix 1 to this Request for Quotation.

2. BACKGROUND TO THE PROCUREMENT

- 2.1 Oxfordshire Local Enterprise Partnership (OxLEP) requires a supplier to deliver consultancy support to design/deliver a series of grant schemes. The initial contract value is up to £80,000 for a period of 18 months. However, OxLEP reserve the right to increase the contract value and term may be increased should more funding become available. All grant schemes are dependant of funding which is yet to be confirmed however the two grant schemes which have been confirmed are:

Cherwell Business Adaption Fund (CBAF) – SEE DRAFT GRANT SCHEME GUIDANCE	£500k
Visitor Economy Renaissance Programme Innovation Fund (VERPIF) (value to be confirmed) SEE VERP INNOVATION DRAFT DOCUMENT	£500k

- 2.2 Bidders are invited to quote for the provision of the Consultancy described at Appendix 1 Specification and potentially may be called for a clarification interview.

3. INSTRUCTIONS FOR COMPLETION AND RETURN OF RFQ

- 3.1 Please e-mail any question(s) regarding this document and/or the RFQ process to tracy.james@oxfordshirelep.com. Questions and answers will be added to the OxLEP website. All questions must be received by midday on 28/3/2022. No questions will be answered after that date.
- 3.2 The documentation to be returned to OxLEP is listed as Sections A, B, C, and D of this RFQ. Failure to submit all documentation may result in your Bid being discounted.
- 3.3 Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done.
- 3.4 Bids must be in English.
- 3.5 If you reproduce the RFQ, the paragraph numbering, content or wording of the questions must not be changed in any way.

Request for Quotation: Grant Consultancy Support

- 3.6 Where a question is not relevant to your organisation, you should respond "N/A" or "Not Applicable".
- 3.7 Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested, or the material supplied is particularly relevant to the question. In either event, the material should be marked clearly to show your name, the number of the question to which it relates and, if appropriate, the page number or the section of the material which is relevant.
- 3.8 OxLEP may require you to clarify any part of your Bid or to supply additional information if it considers this appropriate.
- 3.9 Where this RFQ refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.
- 3.10 If you are a member of a group of companies (e.g. sister organisation, subsidiary, etc.), the Bid should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).
- 3.11 OxLEP will not accept a Bidder's terms of business in lieu of or in addition to the conditions included at Appendix 2. By submitting a Bid, Bidders are agreeing to be bound by the conditions at Appendix 2 without further negotiation or amendment should their Bid be accepted, unless changes are agreed by OxLEP and such changes notified to all Bidders prior to Bid submission.
- 3.12 Please return an electronic copy of your Bid including any supporting material by e-mail to:
tracy.james@oxfordshirelep.com and helen.brind@oxfordshirelep.com
- 3.13 Please use a delivery and read receipt on your email to confirm it has been delivered. OxLEP will confirm receipt of your Bid but this may not be until after the deadline.
- 3.14 Failure to submit your Bid by the closing time and date may result in your Bid not being evaluated.

3.15 Bids must remain valid and open for acceptance for three months from the closing date for return of the RFQ.

4. AWARD CRITERIA

4.1 Each Bid received will be evaluated against a range of scored and mandatory criteria comprising the following:

- The grounds for mandatory rejection as set out in Part B Section A2 (this section is Pass/Fail)
- The grounds for discretionary rejection as set out in Part B Section A3 (your Bid may be rejected at OxLEP's discretion)
- The financial information requested in Part B Section A4 (this section is Pass/Fail. N.B. No specific financial standing requirement is in place for this RFQ.)
- The insurance information requested in Part B Section A5 (this Section is Pass/Fail)
- The scored criteria using the mechanism for scoring set out in Tables 1 and 2 respectively
- The mechanism for scoring Price set out in Table 3

Table 1 Scored criteria for this RFQ and respective weightings:

Criteria	Weighting (%)
Price	30%
Social Value <ul style="list-style-type: none"> Understanding including approach, processes, subcontract arrangement and delivery 	10%
Experience <ul style="list-style-type: none"> Relevant experience of designing and managing small grant schemes - 20% Evidence of working with SMEs (10%) 	30%
Methodology <ul style="list-style-type: none"> Approach to providing the service 	30%

Please note that if there are any mandatory requirements in the Specification which are not met, OxLEP will treat your Bid as non-compliant.

Table 2 Scoring mechanism for the scored criteria of this RFQ:

Assessment Score Table

Score	Definition
10	<p>Very Good (fulfils the requirement)</p> <p>The response meets all that is expected for the criteria. It leaves OxLEP and the Contract Participants in no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> Very good understanding of the requirements Considerable competence demonstrated through relevant evidence Considerable insight into the relevant issues <p>Where the response relates to the development of a product or service, it is considered to be viable and that it will meet expectations in full.</p>

Request for Quotation: Grant Consultancy Support

Score	Definition
8	<p>Good (provides the requirement with limited minor issues)</p> <p>The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> ▪ Good understanding of the requirements ▪ Sufficient competence demonstrated through relevant evidence ▪ Some insight demonstrated into the relevant issues. <p>Where the response relates to the development of a product or service, it has demonstrated a good and sound proposal which is likely to meet expectations, with limited minor issues.</p>
6	<p>Fair (provides a basic measure of the requirement)</p> <p>The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues. These would require some further clarification or attention later in the procurement process, and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <ul style="list-style-type: none"> ▪ Basic understanding of the requirements ▪ Basic competence demonstrated through relevant evidence ▪ Some areas of concern that require attention. <p>Where the response relates to the development of a product or service, it is likely to meet most of the requirement, although there are areas of concern or shortfalls that require attention.</p>
4	<p>Poor (provides some of the requirement with significant issues)</p> <p>The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> ▪ There are significant issues needing considerable attention ▪ There is insufficient evidence to demonstrate competence or understanding ▪ The response is light and unconvincing. <p>Where the response relates to the development of a product or service, it has met a limited amount of the requirement, but is light and unconvincing and has fallen short of expectations.</p>
2	<p>Very Poor (provides very little of the requirement)</p> <p>The response meets very little of what would be expected.</p> <p>Where the response relates to the development of a product or service, it has met very little of the requirement.</p>

Score	Definition
0	No Answer given or Non-Compliant

Table 3 Scoring mechanism for Price

Lowest submitted tender will obtain a score of 100. The other tenders will be scored as a percentage variance (divide the lowest price by the next offer and multiply by 100 to work out score out of 100).

4.2 OxLEP reserves the right to:

4.2.1 waive or change the requirements of this RFQ from time to time without prior (or any) notice;

4.2.2 withdraw this RFQ at any time, or to re-invite Bids on the same or any alternative basis;

4.2.3 choose not to award any contract as a result of the current procurement process, or to award the contract in part.

4.3 OxLEP will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this RFQ process including if the process is terminated or amended by OxLEP.

5. ADDITIONAL INFORMATION

Freedom of Information

All information provided by you in your response to this RFQ will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that OxLEP considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

Confidentiality

By receiving this RFQ you agree to keep confidential the information contained in the RFQ or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this RFQ.

Material Changes

At any time before the award of the contract, OxLEP reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Bid unless substantial justification can be provided to the satisfaction of OxLEP. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify OxLEP of this as soon as possible.

6. INDICATIVE RFQ TIMETABLE

The deadline for the return of the RFQ is as set out here unless otherwise notified by OxLEP. All other dates are indicative only and subject to change.

Timetable for proposals	
Activity	Date
Advertised on CF and OxLEP website	21/2/2022
Deadline for questions in respect of this RFQ	28/3/2022
Latest date by which responses to questions will be published	29/3/2022
Closing date for proposals - 5pm	4/4/2022
If required, bidders invited for a clarification interview	8/4/2022

Proposals must be submitted before midday on the 4 April (midday) 2022

Appendix 1

Specification

About OxLEP

The Oxfordshire Local Enterprise Partnership (OxLEP), formally launched by the Business Minister, Mark Prisk MP in March 2011, is responsible for championing and developing the Oxfordshire economy. Now in its tenth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector.

This strong partnership is reflected within our Board - a body of Non-Executive Directors who are leaders within education, business and local authorities across Oxfordshire. With their support OxLEP can act as an informed, independent advocate for those driving innovation and growth across the county. In addition, we are also able to prioritise the key programmes needed to address priority deficiencies identified in Oxfordshire.

Requirement

OxLEP is looking for consultancy support to design and deliver a series of grants schemes, building on existing grant systems and processes and best practice in line with the relevant Government Functional Standard (GovS 015: Grants).

The consultant will be adopting and tweaking previous grant scheme principles, convene and provide secretariat services to Task and Finish Grant Panels, which will make funding recommendations.

The consultant will design and deliver the full grant lifecycle, systems processes and documentations (unless already designed which is the case for the CBAF scheme).

This will include:

- On-line application form
- Guidance notes and Q&As for applicants
- Manage launch
- Applicant webinar(s)
- Due diligence processes
- Completing due diligence and scoring
- Assessment guidance for assessors
- Scoresheets
- Terms of Reference for the Task and Finish Grant Panel
- Manage Grant panel
- Issuing Grant offer letters
- Claims process and guidance for applicants
- Claims documents

The consultant will fully manage each grant project to ensure that claims are submitted and defrayed as per timeline detailed below. The consultant will be responsible for reviewing claims received and passing compliant claims to OxLEP for payment.

Successful applicants will be contractually obliged to take part in grant impact PR activity, providing case studies and images within 6 months of grant being defrayed.

Grant schemes

Currently we have 2 grant schemes, both at contract sign off stage:

Cherwell Business Adaption Fund (CBAF)

Cherwell District Council (CDC), £500,000 Additional Restrictions Grant (ARG). ARG provides local councils with grant funding to support businesses that are impacted by Coronavirus restrictions, and that may or may not be in the business rates system.

Deleted: ¶

Deleted: have/

Deleted: .

The CBAF is a grant fund to support businesses to accelerate investment to strengthen business performance, provide supply chain resilience, transition to net zero, drive technology and innovation adoption and increase sales and market share.

CBAF will offer revenue and capital investment grants ranging from £5k-£20k to eligible businesses in the Cherwell area. Applications that can evidence CBAF co-investment would be preferred although this is not essential where a compelling rationale can be provided. CBAF would fund both capital and revenue projects that deliver tangible outcomes aligned to driving economic recovery, prosperity and job creation.

CBAF will support the ambitions of both the extant Cherwell Local Plan and the current Cherwell Local Plan 2040 Review – and specifically its ambition of responding to the challenges of climate change which are increasingly influencing customer choices.

Formatted: Font: 12 pt, Not Italic

CIF will help support businesses to introduce industry 4.0 outcomes, also address the priority of transitioning to a zero-carbon economy – both key drivers of productivity enhancements.

CBAF priorities

- increased sustainable job creation
- increased R&D and product development
- diversification into new business markets
- increased exporting capacity (manufacturing, production and services)
- de-risked/strengthened supply chains with a focus on UK supply chains
- transition to trade globally including new EU requirements

- successful transition of business operations to net zero carbon emissions and lower carbon footprint
- enable the visitor economy to become more resilient post pandemic

Successful applicants will also be required to evidence how CBAF investment will support the creation of new jobs and/or the safeguarding of existing jobs – including new apprenticeships, traineeships and T- level placements for young people.

Applications that can evidence CIF co-investment would be preferred although this is not essential where a compelling rationale can be provided for the applicant to not provide matched funds.

All applicants will be expected to have at least one hour of business advice/support via OxLEP Growth Hub team should support be available moving into new financial year to strengthen the application and the consultant will design a means by which this can be assured.

Visitor Economy Renaissance Programme Innovation Fund (VERPIF)

The Visitor Economy Renaissance Programme Innovation Fund (VERPIF) is the latest initiative to be launched by OxLEP Business, to enable businesses within the Visitor Economy in Oxfordshire to adopt new business models, invest in new technology solutions, build an improved digital presence to rebuild market share and attract new customers, develop new activities in new areas and seize new opportunities that will restore employment and secure jobs. Grants must enable better resilience in the visitor market by supporting the business to adapt or innovate in response to COVID-19 and potential effects of Brexit.

Advances in the technology of distribution, acquisition and channel management have been accelerated post COVID and for Visitor Economy businesses new ways to run their businesses are being demanded particularly linked to cash flow and requirement to have their business bookable online. As restrictions continue to ease there will be the renewed opportunity to attract inbound tourists to our destination and businesses. Businesses that can adapt, refresh and renew experience led products, make use of technology innovation can position themselves to boost visitor numbers, safeguard jobs, and be more pandemic resilient.

Visitor Economy Grants will be only available to Oxfordshire businesses who can demonstrate that they are operating within the visitor economy, with a primary function in one of the following sectors: tourism, culture, arts, leisure, events, or hospitality. The £500k VERPIF will offer co-investment grants which we expect will range from £5k -£20k (to be confirmed) with businesses required to provide match funding, for capital projects that deliver tangible outcomes aligned to rebuilding the visitor economy, assisting visitor to return, market recovery, job security and creation alongside supporting the county's aim to be known as a COVID safe destination. This fund is part of the wider set of interventions within the Visitor Economy Renaissance Programme with funding secured via the Government's Contain

Request for Quotation: Grant Consultancy Support

Outbreak Management Funding (COMF) recognising the vital need to support this key Oxfordshire sector which has been devastatingly affected by the pandemic. This fund aligns with wider support being actioned via the Oxfordshire Economic Recovery Plan (ERP).

All applicants will be expected to have at least one hour of business advice/support via OxLEP Growth Hub team should support be available moving into new financial year to strengthen the application and the consultant will design a means by which this can be assured.

Further grant schemes

NOTE: Further schemes may be added at a later date at which point the contract value and end date may be reviewed

Timeline

CBAF – confirmed timeline

Milestone	Date
Final design of grant scheme and processes	20/4
Launch of CBAF	3/5
Deadline for CBAF grant applications	31/5
Due diligence and internal scoring	1/6 – 1/7
Grant panel and final approval	15/7
Grant offer letters	31/8
Claims received and checked	31/1/23
Evaluation and closedown activities completed	28/2

Outputs/Deliverables

The successful consultancy will deliver the following milestones:

Output/Deliverable	Date
Monthly progress reports	7 of each month
Full set of grant scheme documents	20/4
Grant webinars where appropriate	20/4
Final Q&A document for applicants	20/4
Grant Offer Letters/Agreements	30/5/
Full set of grant claims submitted	31/3/23
100% of grant claims reviewed and sent for payment	28/1
Evaluation and final report	28/2

Visitor Economy Renaissance Programme Innovation Fund (VERPIF)

NOTE - Timeline not agreed but pre launch likely in July 2022 with formal launch in October 2022

Request for Quotation: Grant Consultancy Support

Milestone	Date
Final design of grant scheme and processes	
Launch of CBAF	October 2022
Deadline for CBAF grant applications	
Due diligence and internal scoring	
Grant panel and final approval	
Grant offer letters	
Claims received and checked	
Payments sent to OxLEP Finance team	
Evaluation and close down activities completed	

Output/Deliverable	Date
Monthly progress reports	
Full set of grant scheme documents	
Grant webinars where appropriate	
Final Q&A document for applicants	
Grant Offer Letters/Agreements	
Full set of grant claims submitted	
100% of grant claims reviewed and sent for payment	
Evaluation and final report	

Process

Please complete a detailed proposal and pricing schedule, costing out the items that have been described.

Proposals should detail how the bidder will integrate with the Growth Hub team to:

- Deliver grant aims
- Signpost to existing support to ensure wrap around business support
- Evaluate individual grant schemes
- Manage differing/additional grant schemes

We require examples of similar work you have delivered previously and how you would meet OxLEP's programme management requirements.

We require detail of all relevant experience, and short profiles of key personnel in the organisation and how you will provide appropriate technical expertise to meet our needs.

Include delivery schedule where possible.

All costs provided should be *exclusive* of VAT.

Request for Quotation: Grant Consultancy Support

Appendix 2

Contract Conditions

[OBJ] [OBJ]

PART B – REQUEST FOR QUOTATION

SECTION A COMMERCIAL INFORMATION – TO BE COMPLETED

A1 BIDDER INFORMATION

A1.1 Bidder details	Answer	
Full name of the Bidder completing the RFQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes

Request for Quotation: Grant Consultancy Support

	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

A1.2 Contact details	
Bidder contact details for enquiries about this RFQ	
Name	
Postal address	
Country	
Phone	
Mobile	

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

E-mail	
--------	--

A2 MANDATORY REJECTION CRITERIA

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question A2.1 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact OxLEP for advice before completing this form.

A2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
(c) the common law offence of bribery;		
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		

Request for Quotation: Grant Consultancy Support

(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		

Request for Quotation: Grant Consultancy Support

(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<p><u>Non-payment of taxes</u></p> <p>A2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

A3 DISCRETIONARY REJECTION CRITERIA

OxLEP may exclude any Bidder who answers 'Yes' in any of the following situations set out in paragraphs (a) to (j);

A3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		

Request for Quotation: Grant Consultancy Support

<p>(h) your organisation—</p> <p>(i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</p> <p>(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or</p>		
<p>(i) your organisation has undertaken to</p>		
<p>(aa) unduly influence the decision-making process of OxLEP, or</p>		
<p>(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or</p>		
<p>(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>		

Conflicts of interest

In accordance with question A3.1 (e), OxLEP may exclude the Bidder if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform OxLEP, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by OxLEP should not represent a conflict of interest for the Bidder.

Taking Account of Bidders' Past Performance

In accordance with question (g), OxLEP may assess the past performance of a Bidder (through a Certificate of Performance provided by a Customer or other means of evidence). OxLEP may take into account any failure to discharge obligations under the previous principal relevant contracts of the Bidder responding to this RFQ. OxLEP may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, OxLEP may re-assess reliability based on past performance at key stages in the procurement process (e.g. contract award stage). Bidders may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Bidder that answers 'Yes' to questions A2.1, A2.2 and A3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Bidder has to demonstrate it has taken such remedial action, to the satisfaction of OxLEP in each case.

If such evidence is considered by OxLEP (whose decision will be final) as sufficient, the Bidder concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Bidder shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the

measures are considered by OxLEP to be insufficient, the Bidder shall be given a statement of the reasons for that decision

A4 All financial accounts and supporting information should wherever possible be in English and GBP Sterling. Where this is not possible, OxLEP will use an exchange rate for certain parts of its assessment of financial standing. The source of the exchange rate to be used and the rate itself will be notified to the Bidder by OxLEP at the time the assessment is made.

FINANCIAL INFORMATION							
A4.1	<p>Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) A copy of the audited accounts for the most recent two years</td> <td style="width: 20%;"></td> </tr> <tr> <td>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years		(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation		(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
(a) A copy of the audited accounts for the most recent two years							
(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation							
(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position							
A4.2	<p>Where OxLEP has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this RFQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.</p> <table style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requested for this RFQ </td> </tr> </table>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requested for this RFQ				
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requested for this RFQ						

A4.3	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Bidder completing the RFQ</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p>	Name of the organisation		Relationship to the Bidder completing the RFQ		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the organisation						
Relationship to the Bidder completing the RFQ						

A5 OxLEP's minimum insurance requirements for any contract(s) awarded for the goods and/or services covered by this RFQ are set out below. Evidence in the form of valid certificates of insurance for at least the sums set out below will be required prior to contract award.

A5.1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance £5m Public Liability Insurance = £5m Professional Indemnity Insurance = £2m</p> <p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
------	---	---

Request for Quotation: Grant Consultancy Support

A6 Please provide details of up to 3 contracts performed during the past 3 years that are relevant to and demonstrate your experience in providing the Service covered by this RFQ. Although the information you provide will not be scored as part of this RFQ process, OxLEP may wish to use it in order to verify your relevant experience and capability. Please note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should OxLEP wish to contact them.

For each contract please provide the following information:

Customer organisation name	
Customer contact name, position in organisation, phone number and email address	
Contract start date Contract completion date Estimated Contract Value	
Brief description of contract (max 150 words)	

Request for Quotation: Grant Consultancy Support

--	--

SECTION B METHOD STATEMENT

Please describe how you propose to deliver the Service described in Appendix 1 Specification. Please detail how you will integrate with the Growth Hub team, support the Growth Hub Manager to deliver the Growth Hub objectives and provide the service.

We require examples of similar work you have delivered previously.

We require detail of relevant experience, and short profiles of key personnel in the organization.

The Method Statement should be a maximum of 10 pages, excluding CVs which may be provided in an annex.

METHOD STATEMENT

--

METHOD STATEMENT (continued)

SECTION C PRICING SCHEDULE

Please insert your quotation price for delivery of the Service set out in the Specification **excluding VAT** in GBP Sterling.

Item	Cost per day (£)	Description / Assumptions
	£	
Total	£	Please specify how many days per week have been used to calculate the budget.

You should identify all potential cost components anticipated in your delivery of the Service described in Appendix 1 Specification within the consultancy rate. No additional costs for travel or expenses will be considered by OxLEP unless these are clearly stated in your Pricing Schedule response.

NB: This contract is not covered by IR35 Legislation.

SECTION D FORM OF QUOTATION

Contract for Growth Hub Business Grant programmes Consultancy Support
To Oxfordshire Local Enterprise Partnership

I/we the undersigned DO HEREBY OFFER to provide the Service upon and subject to the terms and conditions set out in such Contract Conditions, Specification, and the pricing and rates contained in the Pricing Schedule and other documents as are contained or incorporated herein. This offer remains valid and open for acceptance for three months.

The amount of my/our Bid has not been calculated by agreement or arrangement with any person other than OxLEP and that the amount of my/our Bid has not been communicated to any person until after the closing date for the submission of Bids and in any event not without the consent of OxLEP.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from bidding, that they shall withdraw or vary the amount of any Bid once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of OxLEP in connection with the award of the Contract and that no person employed by me/us has done or will do any such act.

Signature
Duly authorised for and on behalf of the Bidder
(Electronic/typed signatures are acceptable)

Position held

Name and Address
of Bidder
.....

Request for Quotation: Grant Consultancy Support

Dated

It must be clearly shown whether the Bidder is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual Bidder, the capacity in which s/he signs or is employed.

SECTION E BIDDER CHECKLIST

Bidders should ensure that they have completed the following sections before returning their RFQ responses:

<u>SECTION HEADING</u>	<u>COMPLETED?</u>
Section A Commercial Questions	<input type="checkbox"/>
Section B Method Statement	<input type="checkbox"/>
Section C Pricing Schedule	<input type="checkbox"/>
Section D Form of Quotation	<input type="checkbox"/>

It is important that all sections are completed as failure to do so may result in your RFQ response not being considered.

Bidders who do not wish to provide a response to this RFQ are requested to advise OxLEP's Representative as soon as possible.

All correspondence relating to this request for proposals should be directed to: helen.brind@oxfordshirelep.com and Tracy.James@oxfordshirelep.com raised by bidders will be published on the OxLEP website so all potential respondents can view them.