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**Invitation to Tender**

**Konnect Communities**

**Business Konnector**

**CLLD Project Code: CW0017**

# 1. About Konnect Communities CIC

# 1.1 Konnect Communities CIC works to enable, motivate, and inspire people in our communities who are seeking to improve their skills, develop their opportunities and maximise their potential. We work with a wide range of individuals including victims and offenders of crime, young people struggling to remain in education, and other marginalised groups in our communities. We know that the expertise of the practitioner and the strength of their relationship with the client is the strongest determinant of the impact of a service.

# 1.2 The aim of Konnect is to work closely with clients, to create a tailored and supported pathway that supports the development and enhancement of life skills so that clients are enabled to participate in a positive and constructive future. To achieve this, Konnect provides a needs-based service that includes access to mentoring; training, meaningful and relevant education and facilitates opportunities for employment.

# 1.3 We will ‘Konnect’ our clients with existing and bespoke provision in education, training and the workplace, thus enabling them to move forwards and to participate in a more productive future. To find out more visit our website at: [www.konnect-communities.co.uk](http://www.konnect-communities.co.uk).

# 2. The Business Konnector project

2.1 The Business Konnector project involves the design and delivery of a social recruitment agency, which is a service not currently provided by Konnect Communities CIC. The development of a social recruitment agency is a key part of the progression of Konnect Communities CIC into the world of business support, which is an existing ad hoc service provided by Konnect Communities CIC but is not formalised and does not currently provide sustainable income generation.

2.2 The legacy of the Business Konnector project will be a social recruitment agency and a paid-for service that follows the loss of European funding in Cornwall. The aim of this is to enhance the viability of Konnect Communities CIC beyond this loss of funding, as well as to support Konnect Communities CIC to continue as an organisation that performs as the ‘glue that holds other provision together’.

2.3 This ethos is central to Konnect Communities’ work as we aspire to ensure that both employers and employees are more fit for the purpose of creating, securing, and sustaining opportunities to strengthen communities, and to grow business to support this. We will do this by offering new and existing businesses in the CLLD eligible Lower Super Output Areas (LSOA’s) (Enclosure 1) the opportunity to receive specialist support to:

2.3.1 remove barriers to business growth and finance

2.3.2 to develop viable employment opportunities and

2.3.3 to secure a high-quality work force.

2.4 This is important because a higher pay and lower welfare society, where more people are able to work and progress, is a key message in the Cornwall and Isles of Scilly (CIoS) Employment and Skills strategy 2016 - 2030. Yet employers in key industries in Cornwall continually report issues with growth and finance, skills shortages and gaps, and many struggles to recruit into low skilled work, especially since there has been a significant movement of workers into medium-skilled and high- skilled jobs.

2.5 There are also future challenges to consider in these areas since the availability of European workers may reduce post the UK’s exit from the European Union (EU). To support change in these areas we will provide a package of support to eligible businesses including:

2.5.1 an initial diagnostic and initial assessment of needs

2.5.2 leadership and management support and corporate and social responsibility consultancy

2.5.3 tailor made workshops

2.5.4 at least 12 hours of mentoring

2.5.5 pre and in-work support for both employer and employee, to make the most efficient use of resources.

2.6 We will prioritise work with the key industries highlighted in the 2019 Cornwall Council Labour Market Analysis, which are the health, care, food and hospitality and construction sectors, but in addition we will support eligible businesses in Core LSOA’s who have been impacted by COVID-19. Our project aims to address four key strategic objectives within the four Local Action Group (LAG) areas in Cornwall <https://communityledcornwall.co.uk/local-action-groups/> :

CTCLAG1: Supporting business and employment development at the community level to generate locally available employment opportunities.

SETLAG1: Stimulating new and existing local businesses to provide local work opportunities including by making them as competitive as possible.

AMLAG1: To remove barriers to growth and finance for new and existing businesses.

WCLAG5: Making the most of local skills and assets to help support jobs, training and skills development -an underpinning objective.

2.7 This project will be part funded by a grant from ERDF.

# 3. Tender requirements

We are looking for the provision of project and management consultancy services for the duration of this project as outlined above. The successful tender will:

3.1 Provide support to our CEO and represent him at business networking and corporate events relating to activities associated with social recruitment agency (approx. 10% of service provision requiring attendance to 2 networking events per month)

3.2 Lead the strategic and financial planning for the development of the social recruitment agency (approx. 40% of service provision)

3.3 Oversee the design of the social recruitment agency (approx. 25% of service provision)

3.4 Provide support, coaching and, where appropriate, in-house training to two project staff; ensuring the successful implementation of the social recruitment agency. (approx. 25% of service provision)

4**. Budget**

The total maximum budget available for this commission is £40,000 (exc VAT) but inclusive of all expenses. Konnect Communities is VAT exempt.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 31 March 2023. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 24th March 2021 |
| Last date for raising queries | 10th May 2021 |
| Last date for clarifications to queries | 14th May 2021 |
| Deadline to return ITT | 17:00 28th May 2021 |
| Evaluation of ITT | 31st May 2021  |
| Award of Contract  | 31st May 2021 but no later than 14 June 2021. These dates may change depending on the ERDF approval process. |
| Contract end date | 31 March 2023 |

# 6. Tender submission requirements

Please include the following information in your Tender submission**. All documentation must be in PDF format.**

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Konnect Communities CIC during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor’s obligations and liabilities under this contract, including but not limited to:
* Professional indemnity insurance with a limit of liability of not less than £1 million;
* Public liability insurance with a limit of liability of not less than £5 million;
* Employers liability insurance with a limit if liability of not less than £5 million

 All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

1. Conflict of interest statement (see Section 8)
2. Confirmation that the tender response is valid for 6 months from the closing date
3. If you do not have any of the following experience you should not make an application. If you are applying as a company/business, please indicate how your organisation will be able to supply personnel who meet the following criteria. Please complete the following table and include full detail in your covering letter:

|  |
| --- |
| **Do you have significant experience in:** |
| Self-employment and/or founder CEO roles in business/es.  |  |
| Senior Leadership role/s such as Operations Directors, Senior Managers, Chief Officers.  |  |
| Business development role/s |  |
| **Do you have at least significant experience in:** |
| Leading the strategic and financial planning for the development of business/es, ideally a social business such as a social enterprise, and/or a social recruitment agency.  |  |
| Board membership and/or consultancy |  |
| Employee Mentoring and Coaching  |  |
| **Please provide two references that demonstrate the criteria requested.**  |  |

6.2 Social Businesses and Social Recruitment Agencies. Please detail your strategic and operational understanding and experience of the aims and objectives of social businesses and social recruitment agencies (up to 250 words)

6.3 Local Connections in the Labour Market.

6.3.1 Please detail your strategic understanding and experience of working in Cornwall and the Isles of Scilly, or another LSOA (please provide details), within roles that develop the labour market, particularly in the area of low- skilled work (up to 250 words)

6.3.2 Please provide an example of when you have successfully created new employment opportunities for people from marginalised groups (up to 250 words)

6.4 Board Membership/Senior Leadership/Representation of CEOs. Please detail your strategic understanding and experience of undertaking or representing the role of CEO a Chief Executive Officer, or other Senior Leader, at public events (up to 250 words)

6.5 Consultancy/Networking. Please provide an example of how you have successfully utilised new contacts made through business networking events (up to 250 words)

6.6 Employee Support, Coaching and Training in a Business Setting (as detailed in section 3.4)

6.6.1 Please detail your strategic understanding and experience of providing support, coaching and training to employees working in business related roles, such as Business Mentors (up to 250 words)

6.6.2 Please provide an example of how you have successfully supported, coached and/or provided training for an employee working in a business-related role, such as Business Mentors (up to 250 words)

6.7 Budget. Using the guidance in section 3, please supply a total contract cost, including a breakdown of day/hourly rate associated with each aspect of the service, and including travel and other expenses within the fixed fee (excluding VAT).

**7 Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Konnect Communities CIC.

**8 Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Konnect Communities CIC or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Konnect Communities CIC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

**kerry@kerrystleger.co.uk** in accordance with the Tender and Commission Timetable in Section 5.

Responses to clarifications will be anonymised and uploaded by Konnect Communities CIC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Konnect Communities CIC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/Fail |
| Ref 6.2 Social Businesses and Social Recruitment Agencies. |  |
| Detail your strategic and operational understanding and experience of the aims and objectives of social businesses and social recruitment agencies (up to 250 words) | 20 marks |
| Ref 6.3 Local Connections in the Labour Market |  |
| 6.3.1 Detail your strategic understanding and experience of working in Cornwall and the Isles of Scilly, or another LSOA (please provide details), within roles that develop the labour market, particularly in the area of low- skilled work.6.3.2 Provide an example of when you have successfully created new employment opportunities for people from marginalised groups (up to 250 words) | 10 marks10 marks |
| Ref 6.4 Board Membership/Senior Leadership/Representation of CEOs. |  |
| Detail your strategic understanding and experience of representing a Chief Executive Officer, or other Senior Leader, at public events (up to 250 words) | 20 marks |
| Ref 6.5 Consultancy/Networking. |  |
| Provide an example of how you have successfully utilised new contacts made through business networking events (up to 250 words) | 20 marks |
| Ref 6.6 Employee Support, Coaching and Training in a Business Setting. |  |
| 6.6.1 Detail your strategic understanding and experience of providing support, coaching and training to employees working in business related roles, such as Business Mentors (up to 250 words)6.6.2 Provide an example of how you have successfully supported, coached and/or provided training for an employee working in a business-related role, such as Business Mentors (up to 250 words) | 10 marks10 marks |
| Ref 6.7 Budget |  |
| *A* ***fixed fee*** *for this work, including travel and other expenses**The lowest bid will be awarded the full 100 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 100 x lowest bid /* bid | 100 marks |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |
| --- |
| **Scoring Matrix for Award Criteria** |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. |

During the tender assessment period, Konnect Communities CIC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Konnect Communities CIC is not bound to accept the lowest price or any tender. Konnect Communities CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Konnect Communities CIC’s internal procedures and Konnect Communities CIC being able to proceed.

# 12. Tender returns

Please submit the Tender document by email or post by **17:00 on 28th May 2021**

If submitting electronically, please send by email to

kerry@kerrystleger.co.ukwith the following wording in the subject box: “Tender TEN CLLD Project Code: CW0017 Strictly Confidential Konnect Communities Business Konnector”

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post, the Tender must be enclosed in a sealed envelope, only marked as follows:

“Tender TEN CLLD Project Code: CW0017 Strictly Confidential Konnect Communities Business Konnector”

Kerry St Leger

Office 2,

31 Lemon Street,

Truro,

Cornwall,

TR1 2LS

The envelope should not give any indication to the tenderer’s identity. Marking by the carrier will not disqualify the tender.

# 13. Disclaimer

The issue of this documentation does not commit Konnect Communities CIC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Konnect Communities CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Konnect Communities CIC and any other party (save for a formal award of contract made in writing by or on behalf of Konnect Communities CIC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Konnect Communities CIC or any information contained in Konnect Communities CIC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Konnect Communities CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Konnect Communities CIC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Konnect Communities CIC liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. SLOA for Cornwall 2019 data