**Background and context**

As part of the UK government Levelling Up Agenda, the East Riding of Yorkshire Council (ERYC) has 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 are continually reviewing their delivery model and wanting to be responsive and continually develop and adapt their services in line with the ever-changing economic landscape as well as the needs of the business community.

Support for businesses will consist of various services including, 1-2-1 adviser and specialist support, access to the ERYC business resources portal, 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 Increase investment in research and development at a local level to support the diffusion of innovation knowledge and activities, the commercialisation of ideas, encouraging collaboration and accelerating the path to market so that more ideas translate into industrial and commercial practices.

**Procurement Opportunity**

East Riding of Yorkshire Council (ERYC) Business Support Team wishes to procure a company / companies to work alongside us to deliver a programme of support to help our business community to recognise and maximise opportunities for innovation within the workplace.

This support will be provided directly to East Riding businesses to help them at any stage of their journey to identify where they are on the technology readiness level scale (TRL). This will be through offering an independent review on the progress made up to the point of consultation to help the business to understand what the next steps might be and compile a future plan on what further actions are required to help commercialise the product / service ideas, and accelerate the path to market.

The successful company will:

* Work directly with ERYC to confirm the eligibility of the businesses and assessed as being appropriate for support
* Analyse and record progress of product / service idea taken to date, to determine current TRL scale.
* Work with the business to support them in determining the next stages in the development of their product / service idea and compile a plan of action for them on how to potentially progress through the TRL scale.
* To share analysis and action plans with ERYC as well as the business for consideration on if they wish to proceed in the development of the idea, if appropriate at this stage.

Please note: If the supported business decides to continue to develop the idea and access to funding is identified as being required, in addition to any sources / support / schemes identified by the successful applicant of this work, potential grants are available through the ERYC UKSPF.

It is envisaged that engagement with East Riding businesses for this work could come from direct referrals from ERYC Business support team, however it is recognised that the majority of business engagements will be generated through the successful applicant for this work due to their own client services network/portfolio, and their current service offer and focus on innovation

 Given the geography of East Riding, it is important that the support provided is flexible and responsive across the range of business sizes from micro, small, and medium sized SMEs. We are wanting to work with a responsive, adaptable partner organisation(s) or individual(s) to deliver this support on our behalf.

The innovation support programme will therefore need to be flexible with a clear project management plan in place to ensure effective working and communication with the ERYC Business Support Team to enable the programme to be responsive in terms of the needs of our business community and providing clarity of business progress at every stage of the journey.

**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 innovation opportunities supported within the potential budget should be defined by you, along with the hourly rate, 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.

Paperwork and process of engagement will be determined in partnership with ERYC to ensure that continuity of support across our services can be maintained with minimal interruption and integrated with maximum ease.

Contract for the work will be up to March 2025 in line with present UKSPF 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 business/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 initial analysis outline, style of delivery with key practical actions for the business to undertake during or following the appraisal.
* 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 assessment process and associated paperwork

**Price**

Clear cost breakdown either hourly rate/s to be applied or cost per business 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 will undertake marketing activities aimed at promoting the programme and it is expected that the successful bidder will also undertake their own marketing activity including to their current database of clients and networks.

ERYC will develop marketing collateral as needed.

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

**Timescales**

|  |  |
| --- | --- |
| 1. Tender advertised
 | Tuesday 14th May 2024 |
| 1. Final submission of queries and questions regarding tender
 | Noon Thursday 23rd May 2024 |
| 1. Closing date for submissions
 | 5pm Tuesday 4th June 2024 |
| 1. Scoring of initial submissions
 | Wednesday 5th June 2024 |
| 1. Potential face to face interviews by shortlisted applicants (if applicable)
 | Thursday 6th June 2024 |
| 1. Notification of successful applicants
 | Monday 10th June 2024 |
| 1. Inception meetings and agreement of approach
 | w/c Monday 10th June 2024 |
| 1. Delivery of contract
 | Between 10th June 2024 – 28th February 2025 |

Questions about the specification should be directed to Josh Elliott-Shircore via email business.support@eastriding.gov.uk by noon Friday 24th May 2024.

If you are interested in this opportunity responses should be sent to Josh Elliott-Shircore via email business.support@eastriding.gov.uk by 5PM Tuesday 4th June 2024.

**Attachments**

Appendix 1: Award criteria

Appendix 2: Scoring criteria

Appendix 3: ERYC terms and conditions

**Appendix 1: Award Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Assessment Method** | **Description** |
| 1. Knowledge & experience  | 50% | Submission | Expertise, experience and qualifications of Project Team/Consultant Comprehensive knowledge of innovation, business models, financing, supporting growth in the sector etc. Evidence of previous work to support submission |
| 2. Proposed delivery model  | 15% | Submission | Evaluation of the proposed model and how well this meets the tender brief |
| 3. Project Management  | 15% | Submission | Explanation of how you will maintain consistent and relevant delivery of information Evidence of how you would manage the portfolio of work within timescales Explanation of your present delivery evaluation and improvement process |
| 4. Price | 20% | Submission | 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. e.g. Company A price = £1000 (10 points) Company B price = £1250 Score for company B will be calculated as: 10 – (((1250 – 1000) / 1000)\*10) = 7.5 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. |

