

## **Invitation to Tender**

### **Business Resilience Support**

#### **Background**

Growth Platform is Liverpool City Region's economic enabler, designed to support people and businesses to realise their potential and generate growth. It has been established by the Liverpool City Region LEP and the Combined Authority to simplify and strengthen the City Region's business support landscape and help deliver the City Region's business growth and investment priorities, working in partnership with business, government departments, our Local Authorities, Chambers, Universities, Colleges and Third sector partners.

In the light of the developing Covid-19 Pandemic and the immense challenges it is presenting to business, Growth Platform is directing much of its resource to support businesses and partner organisations during this period.

[www.growthplatform.org](http://www.growthplatform.org)

#### **Requirement**

To compliment the service provided by our Business Growth team and our Local Growth Hub partners, Growth Platform wishes to engage with professional advisory organisations and/or individuals who can provide professional advice and provision to support Liverpool City Region SMEs recover from the current economic crisis, to boost their business resilience, drive ambition and assist in developing strategies to allow them to develop innovative solutions enabling them to survive, thrive and grow.

Tendering organisations/individuals will be required to work proactively, in partnership with Growth Platform and its Local Growth Hub partners, in generating leads for this service. Introduction will be made to these partners on award of contract.

In order to provide this service, Growth Platform requires an organisation and/or individual who can provide suitable personnel and expertise in the following areas.

#### **Economic Recovery, Business Resilience & Business Growth Advice**

Businesses with £1m turnover initially/locally assessed through Growth Platform/Growth Hubs, or otherwise considered as being potentially significantly impacted by Covid 19, we require Business Audit/Diagnostic and advisory support working with business leaders, and their boards/senior management teams.

Business Advisers will be expected to take companies through a comprehensive diagnostic and establish an action plan, addressing key issues for the business to focus on. It is expected that performance is monitored throughout this process, and progress with issues and actions are recorded to determine progress being made.

Particular focus is expected on the economic challenges faced at present as a result of Covid-19 and EU Transition, helping businesses to remain resilient, as well as helping them to identify and explore opportunities for growth and diversification.

Where needs are identified in the initial diagnostic, suppliers will be required to provide SMEs with more focused guidance and action planning on driving ambition and growth on becoming more generally resilient and efficient through application of sound financial management and controls, efficient business processes, contracting etc. This should cover all areas of the business with a view to helping them identify areas of risk and subsequent action planning. Performance monitoring is required throughout. In order to do this, we require business advisers with good financial management expertise and wider business management capability to support SMEs in developing their resilience and planning their recovery from the current economic challenges and those looming, helping to create a clear vision for the future growth of the business.

Appointments with clients and group sessions would be generated and recorded through Growth Platform and its Local Growth Hub partners, and each session is expected to require approximately 12 hours of adviser time for client meeting, board/senior managers group/workshop session and report/action plan production.

We expect 130 business to be supported over the 7-month term of the contract.

### Questions

Any questions should be directed to Janice Mears, via email [janice.mears@growthplatform.org](mailto:janice.mears@growthplatform.org), on or before the 'ITT Questions Deadline' date stated in the timetable below.

All questions and answers will be made anonymous and disseminated to all potential suppliers on Growth Platform's tender page <https://growthplatform.org/tenders/> by the ITT Responses deadline stated in the timetable below. It will be the responsibility of the potential supplier to monitor the site for latest activity.

### Response

Responses are sought from those organisations and individuals that can provide the above services.

A cost must be provided per business.

If you are bidding as a consortium, all members will be required to provide the information required in the ITT as part of a single composite response to Growth Platform.

The response should make clear which service is being offered and provide the expertise details/CVs of those who will be undertaking the work and the daily fee rate that is required to undertake the work.

### Delivery Timescales

The contract is expected to run for 7 months from 3rd November 2020 – 31st May 2021. There is a possibility of a 12-month extension to the contract, based on the same terms and conditions of this contract. This would be at Growth Platforms absolute discretion and subject to funding and performance.

## Project Timetable

This opportunity is being offered under an accelerated open OJEU process due to the pressing need to have this service in place to support LCR businesses through the Covid pandemic and imminent EU exit.

The planned project timetable is as follows, please note these dates are subject to change;

ITT Advertised	30 <sup>th</sup> September 2020
ITT Questions Deadline	13 <sup>th</sup> October 2020
ITT Responses	13 <sup>th</sup> October 2020
Submission Deadline	16 <sup>th</sup> October 2020 @ 11.59pm
Clarification Interviews	w/c 19 <sup>th</sup> October 2020
Appointment Decision	23 <sup>rd</sup> October 2020
Contract Commencement	3 <sup>rd</sup> November 2020
Contract Completion	31 <sup>st</sup> May 2021

## Proposal Format

Suppliers should demonstrate they have the capabilities and resources to deliver the above brief and provide examples of the range of research support they can provide.

## Indicative Budget

£160,000 + VAT

Budget may increase dependant on take up and availability of funding.

## Evaluation

When awarding this contract Growth Platform on behalf of the LCR LEP reserves the right not to accept the lowest price tender, but the most economically advantageous tender taking into consideration the award criteria below.

In the event that tenderers score under 65 the Growth Platform reserves the right to re-advertise the opportunities.

## Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

- Quality/ Technical Merit (60%)  
Technical and professional capability to deliver the requirement?  
What resources they intend to use?
- Capacity (20%)  
Supplier must demonstrate they have the capacity to deliver over the required period.
- Cost/Value for money (20%)  
Does supplier offer value for money. This will not necessarily be the cheapest quote.

### Scoring Methodology

Score	Response Rating	The tenderer gives a response which in the opinion of the evaluator
5	Excellent	Addresses all of the requirements and provides a highly detailed, robust and unambiguous response with relevant supporting evidence where no weaknesses are identified, giving the Authority complete confidence that the requirements will be met in full.
4	Good	Addresses all of the requirements and provides a comprehensive response with relevant supporting evidence, where no weaknesses are identified, giving the Authority high confidence that the requirements will be met.
3	Satisfactory	Addresses all of the requirements and provides a response with relevant supporting evidence but contains minor weaknesses or lacks clarity in some areas, giving the Authority reasonable confidence that all the requirements will be met.
2	Partial	Partially addresses the requirements and provides a response with some relevant supporting evidence but contains weaknesses which lack explanatory detail or clarity, giving the Authority some confidence that the requirements will be met.
1	Poor	Fails to address most of the requirements or provides supporting evidence that is of insufficient detail or contains multiple and/or significant weaknesses, and therefore gives the Authority low confidence that the requirements will be met.
0	Inadequate / No response	An inadequate response which gives the Authority no confidence that the requirements will be met. Or nil response.

### Clarification Interviews

If it is felt that submissions require clarification, tenderers will be invited to a clarification interview. The representatives who attend should be the people who will be working on this contract. Suppliers will be sent an invitation with an allocated slot before the interview date in the timetable above.

### Deadline and Submission

Proposals are required by Friday 16<sup>th</sup> October 2020 @ 11.59pm electronically to [localgrowthhub@growthplatform.org](mailto:localgrowthhub@growthplatform.org)

### Date Published

1<sup>st</sup> October 2020

### Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.

- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.