



European Union

Supplement to the Official Journal of the European Union

2, rue Mercier, 2985 Luxembourg, Luxembourg

Fax: +352 29 29 42 670

E-mail: ojs@publications.europa.eu

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Contract notice
(Directive 2004/18/EC)

Section I : Contracting authority

I.1) Name, addresses and contact point(s):

Official name: [Liverpool City Region Local Enterprise Partnership](#) National ID: *(if known)*

Postal address: [Liverpool City Region Local Enterprise Partnership, 1 Mann Island, Liverpool](#)

Town: [Liverpool](#)

Postal code: [L3 1BP](#)

Country: [United Kingdom \(UK\)](#)

Contact point(s): [Andy Devaney](#)

Telephone: [+44 1512373522](#)

For the attention of: [Andy Devaney](#)

E-mail: andy.devaney@liverpoollep.org

Fax:

Internet address(es): *(if applicable)*

General address of the contracting authority/entity: *(URL)* <http://www.liverpoollep.org>

Address of the buyer profile: *(URL)* <http://www.liverpoollep.org>

Electronic access to information: *(URL)* <https://www.liverpoollep.org/tenders/>

Electronic submission of tenders and requests to participate: *(URL)*

Further information can be obtained from

☒ The above mentioned contact point(s) ☐ Other (please complete Annex A.I)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from

☒ The above mentioned contact point(s) ☐ Other (please complete Annex A.II)

Tenders or requests to participate must be sent to

☐ The above mentioned contact point(s) ☒ Other (please complete Annex A.III)

I.2) Type of the contracting authority

☐ Ministry or any other national or federal authority, including their regional or local sub-divisions

☐ National or federal agency/office

☐ Regional or local authority

☐ Regional or local agency/office

☐ Body governed by public law

☐ European institution/agency or international organisation

☒ Other: *(please specify)*

[Local Enterprise Partnership](#)

I.3) Main activity

- ☐ General public services
- ☐ Defence
- ☐ Public order and safety
- ☐ Environment
- ☒ Economic and financial affairs
- ☐ Health
- ☐ Housing and community amenities
- ☐ Social protection
- ☐ Recreation, culture and religion
- ☐ Education
- ☐ Other: *(please specify)*

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

☐ yes ☒ no

information on those contracting authorities can be provided in Annex A

Section II : Object of the contract

II.1) Description :

II.1.1) Title attributed to the contract by the contracting authority :

Local Growth Hub Liverpool City Region Brokerage Partners

II.1.2) Type of contract and location of works, place of delivery or of performance :

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- | | | |
|---|--|--|
| <input type="radio"/> Works | <input type="radio"/> Supplies | <input checked="" type="radio"/> Services |
| <input type="checkbox"/> Execution | <input type="radio"/> Purchase | Service category No: 11 |
| <input type="checkbox"/> Design and execution | <input type="radio"/> Lease | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="radio"/> Rental | |
| | <input type="radio"/> Hire purchase | |
| | <input type="radio"/> A combination of these | |

Main site or location of works, place of delivery or of performance :

NUTS code: [UKD7](#)

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):

- ☒ The notice involves a public contract
- ☐ The notice involves the establishment of a framework agreement
- ☐ The notice involves the setting up of a dynamic purchasing system (DPS)

II.1.4) Information on framework agreement : (if applicable)

- ☐ Framework agreement with several operators ☐ Framework agreement with a single operator

Number :

or

(if applicable) maximum number : of participants to the framework agreement envisaged

Duration of the framework agreement

Duration in years : or in months :

Justification for a framework agreement, the duration of which exceeds four years :

Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : : and : : Currency :

Frequency and value of the contracts to be awarded : (if known)

II.1.5) Short description of the contract or purchase(s) :

The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.
The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority (LA) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.

Local Growth Hub Brokerage Partners will need to undertake the following actions:

- Mapping of Business Support Services
- Provision of Business Information
- Business Pre-Start, Start-up and Growth Diagnostic
- Business Pre-Start, Start-up and Growth Brokerage
- Account Management for High Growth/ potential High Growth Businesses
- Provision/Facilitation of Business Networks
- Promotion of Local Growth Hub Services, in particular, City Region European Programmes of support
- Collaboration with local delivery and brokerage partners
- Maintaining accurate and comprehensive records on common CRM platform
- Evaluation of business support impact
- Any other necessarily required ancillary services

II.1.6) Common procurement vocabulary (CPV) :

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

II.1.7) Information about Government Procurement Agreement (GPA) :

The contract is covered by the Government Procurement Agreement (GPA) : ☒ yes ☐ no

II.1.8) Lots: (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots: ☒ yes ☐ no

(if yes) Tenders may be submitted for

☐ one lot only

☒ one or more lots

☐ all lots

II.1.9) Information about variants:

Variants will be accepted : ☐ yes ☒ no

II.2) Quantity or scope of the contract :

II.2.1) Total quantity or scope : (including all lots, renewals and options, if applicable)

The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.
The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority (LA) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.

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- Any other necessarily required ancillary services

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- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance
- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40
7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%

*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.

High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : 1.00 : and : 350000.00 : Currency : GBP

II.2.2) Information about options : *(if applicable)*

Options : ☐ yes ☒ no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : *(from the award of the contract)*

II.2.3) Information about renewals : *(if applicable)*

This contract is subject to renewal: ☒ yes ☐ no

Number of possible renewals: *(if known)* 1 or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 or in days: *(from the award of the contract)*

II.3) Duration of the contract or time limit for completion:

Duration in months : 12 or in days: (from the award of the contract)
or
Starting: (dd/mm/yyyy)
Completion: (dd/mm/yyyy)

Section III : Legal, economic, financial and technical information

III.1) Conditions relating to the contract:

III.1.1) Deposits and guarantees required: *(if applicable)*

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded: *(if applicable)*

III.1.4) Other particular conditions: *(if applicable)*

The performance of the contract is subject to particular conditions : ☐ yes ☐ no
(if yes) Description of particular conditions:

III.2) Conditions for participation:

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if the requirements are met:

III.2.2) Economic and financial ability:

Information and formalities necessary for evaluating if the requirements are met:

Minimum level(s) of standards possibly required: *(if applicable)*

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if the requirements are met:

Minimum level(s) of standards possibly required: *(if applicable)*

III.2.4) Information about reserved contracts: *(if applicable)*

- ☐ The contract is restricted to sheltered workshops
- ☐ The execution of the contract is restricted to the framework of sheltered employment programmes

III.3) Conditions specific to services contracts:

III.3.1) Information about a particular profession:

Execution of the service is reserved to a particular profession: ☐ yes ☐ no
(if yes) Reference to the relevant law, regulation or administrative provision :

III.3.2) Staff responsible for the execution of the service:

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: ☐ yes ☐ no

Section IV : Procedure

IV.1) Type of procedure:

IV.1.1) Type of procedure:

☒ Open

☐ Restricted

☐ Accelerated restricted

Justification for the choice of accelerated procedure:

☐ Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) : ☐ yes ☐ no
(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

☐ Accelerated negotiated

Justification for the choice of accelerated procedure:

☐ Competitive dialogue

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate: (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators:

or

Envisaged minimum number: and (if applicable) maximum number

Objective criteria for choosing the limited number of candidates:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue: (negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated : ☐ yes ☐ no

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))

☐ Lowest price

or

☒ The most economically advantageous tender in terms of

☒ the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

☐ the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1. Explain the process for engaging businesses and delivering the necessary services as described above	20	6.	

Criteria	Weighting	Criteria	Weighting
2. How will you ensure you engage with the necessary amount of businesses?	20	7.	
3. What systems will be in place to ensure businesses move from engagement on to diagnostic/brokerage?	20	8.	
4. How will you ensure that you are able to offer all the services listed in section 8 of the document?	20	9.	
5. Price	20	10.	

IV.2.2) Information about electronic auction

An electronic auction will be used ☐ yes ☒ no

(if yes, if appropriate) Additional information about electronic auction:

IV.3) Administrative information:

IV.3.1) File reference number attributed by the contracting authority: (if applicable)

IV.3.2) Previous publication(s) concerning the same contract:

☐ yes ☐ no

(if yes)

☐ Prior information notice ☐ Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

☐ Other previous publications(if applicable)

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document: (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: Time:

Payable documents ☐ yes ☐ no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

IV.3.4) Time limit for receipt of tenders or requests to participate:

Date: 11/03/2018 Time: 00:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates: (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

- ☐ Any EU official language
☒ Official EU language(s):
 EN
☐ Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

until: :

or

Duration in months : or in days : (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders:

Date : (dd/mm/yyyy) Time

(if applicable) Place:

Persons authorised to be present at the opening of tenders (if applicable) :

☐ yes ☐ no

(if yes) Additional information about authorised persons and opening procedure:

Section VI: Complementary information

VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement : ☐ yes ☒ no

(if yes) Estimated timing for further notices to be published:

VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds : ☒ yes ☐ no

(if yes) Reference to project(s) and/or programme(s):

[Business Growth Programme](#)

VI.3) Additional information: *(if applicable)*

VI.4) Procedures for appeal:

VI.4.1) Body responsible for appeal procedures:

Official name: [Liverpool City Region Local Enterprise Partnership](#)

Postal address: [1 Mann Island](#)

Town: [Liverpool](#)

Postal code: [L3 1BP](#)

Country: [United Kingdom \(UK\)](#)

Telephone: [+44 1512373522](#)

E-mail: andy.devaney@liverpoollep.org

Fax:

Internet address: *(URL)* <https://www.liverpoollep.org/>

Body responsible for mediation procedures *(if applicable)*

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

VI.4.2) Lodging of appeals: *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

VI.4.3) Service from which information about the lodging of appeals may be obtained:

Official name: [Liverpool City Region Local Enterprise Partnership](#)

Postal address: [1 Mann Island](#)

Town: [Liverpool](#)

Postal code: [L3 1BP](#)

Country: [United Kingdom \(UK\)](#)

Telephone: [+44 1512373522](tel:+441512373522)

E-mail: andy.devaney@liverpoollep.org

Fax:

Internet address: (URL) <https://www.liverpoollep.org/>

VI.5) Date of dispatch of this notice:

[09/02/2018](#) (dd/mm/yyyy) - ID:2018-022813

Annex A

Additional addresses and contact points

I) Addresses and contact points from which further information can be obtained

Official name: _____ National ID: *(if known)*
Postal address: _____
Town: _____ Postal code: _____ Country: _____
Contact point(s): _____ Telephone: _____
For the attention of: _____
E-mail: _____ Fax: _____
Internet address: *(URL)* _____

II) Addresses and contact points from which specifications and additional documents can be obtained

Official name: _____ National ID: *(if known)*
Postal address: _____
Town: _____ Postal code: _____ Country: _____
Contact point(s): _____ Telephone: _____
For the attention of: _____
E-mail: _____ Fax: _____
Internet address: *(URL)* _____

III) Addresses and contact points to which tenders/requests to participate must be sent

Official name: [Liverpool City Region Local Enterprise Partnership](#) National ID: *(if known)*
Postal address: [1 Mann Island](#)
Town: [Liverpool](#) Postal code: [L3 1BP](#) Country: [United Kingdom \(UK\)](#)
Contact point(s): [Lisa Duddridge](#) Telephone: [+44 1512373954](#)
For the attention of: [Lisa Duddridge](#)
E-mail: lisa.duddridge@liverpoollep.org Fax: _____
Internet address: *(URL)* _____

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name _____ National ID (if known):
Postal address: _____
Town _____ Postal code _____
Country _____

----- (Use Annex A Section IV as many times as needed) -----

Annex B

Information about lots

Title attributed to the contract by the contracting authority [Local Growth Hub Liverpool City Region Brokerage Partners](#)

Lot No : 1 **Lot title :** [Halton](#)

1) Short description:

[Brokerage Services for all aspects of Business Support in the Halton Local Authority Area](#)

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

[The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.](#)

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[Local Growth Hub Brokerage Partners will need to undertake the following actions:](#)

- Mapping of Business Support Services
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- Any other necessarily required ancillary services

[Local Growth Hub Brokerage Partners will be a primary access point for brokerage to a wide range of business support services in the Local Authority area covered by the Local Growth Hub, which will include the provision of the following Services:](#)

- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance

- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

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2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between : 1.00

and: 50000.00

Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex B

Information about lots

Title attributed to the contract by the contracting authority [Local Growth Hub Liverpool City Region Brokerage Partners](#)

Lot No : 2 **Lot title :** [Knowsley](#)

1) Short description:

[Brokerage Services for all aspects of Business Support in the Knowsley Local Authority Area](#)

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

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[The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority \(LA\) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.](#)

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- Business Finance

- Skills and Training
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The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between : 1.00

and: 50000.00

Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex B

Information about lots

Title attributed to the contract by the contracting authority [Local Growth Hub Liverpool City Region Brokerage Partners](#)

Lot No : 3 **Lot title :** [Liverpool](#)

1) Short description:

[Brokerage Services for all aspects of Business Support in the Liverpool Local Authority Area](#)

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

[The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.](#)

[The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority \(LA\) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.](#)

[Local Growth Hub Brokerage Partners will need to undertake the following actions:](#)

- Mapping of Business Support Services
- Provision of Business Information
- Business Pre-Start, Start-up and Growth Diagnostic
- Business Pre-Start, Start-up and Growth Brokerage
- Account Management for High Growth/ potential High Growth Businesses
- Provision/Facilitation of Business Networks
- Promotion of Local Growth Hub Services, in particular, City Region European Programmes of support
- Collaboration with local delivery and brokerage partners
- Maintaining accurate and comprehensive records on common CRM platform
- Evaluation of business support impact
- Any other necessarily required ancillary services

[Local Growth Hub Brokerage Partners will be a primary access point for brokerage to a wide range of business support services in the Local Authority area covered by the Local Growth Hub, which will include the provision of the following Services:](#)

- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance

- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between : 1.00

and: 50000.00

Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex B

Information about lots

Title attributed to the contract by the contracting authority Local Growth Hub Liverpool City Region Brokerage Partners

Lot No : 4 **Lot title :** Sefton

1) Short description:

Brokerage Services for all aspects of Business Support in the Sefton Local Authority Area

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.

The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority (LA) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.

Local Growth Hub Brokerage Partners will need to undertake the following actions:

- Mapping of Business Support Services
- Provision of Business Information
- Business Pre-Start, Start-up and Growth Diagnostic
- Business Pre-Start, Start-up and Growth Brokerage
- Account Management for High Growth/ potential High Growth Businesses
- Provision/Facilitation of Business Networks
- Promotion of Local Growth Hub Services, in particular, City Region European Programmes of support
- Collaboration with local delivery and brokerage partners
- Maintaining accurate and comprehensive records on common CRM platform
- Evaluation of business support impact
- Any other necessarily required ancillary services

Local Growth Hub Brokerage Partners will be a primary access point for brokerage to a wide range of business support services in the Local Authority area covered by the Local Growth Hub, which will include the provision of the following Services:

- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance

- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between : 1.00 and: 50000.00

Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex B

Information about lots

Title attributed to the contract by the contracting authority Local Growth Hub Liverpool City Region Brokerage Partners

Lot No : 5 **Lot title :** St Helens

1) Short description:

Brokerage Services for all aspects of Business Support in the St Helens Local Authority Area

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.

The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority (LA) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.

Local Growth Hub Brokerage Partners will need to undertake the following actions:

- Mapping of Business Support Services
- Provision of Business Information
- Business Pre-Start, Start-up and Growth Diagnostic
- Business Pre-Start, Start-up and Growth Brokerage
- Account Management for High Growth/ potential High Growth Businesses
- Provision/Facilitation of Business Networks
- Promotion of Local Growth Hub Services, in particular, City Region European Programmes of support
- Collaboration with local delivery and brokerage partners
- Maintaining accurate and comprehensive records on common CRM platform
- Evaluation of business support impact
- Any other necessarily required ancillary services

Local Growth Hub Brokerage Partners will be a primary access point for brokerage to a wide range of business support services in the Local Authority area covered by the Local Growth Hub, which will include the provision of the following Services:

- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance

- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between : 1.00

and: 50000.00

Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex B

Information about lots

Title attributed to the contract by the contracting authority Local Growth Hub Liverpool City Region Brokerage Partners

Lot No : 6 **Lot title :** Wirral

1) Short description:

Brokerage Services for all aspects of Business Support in the Wirral Local Authority Area

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.

The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority (LA) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.

Local Growth Hub Brokerage Partners will need to undertake the following actions:

- Mapping of Business Support Services
- Provision of Business Information
- Business Pre-Start, Start-up and Growth Diagnostic
- Business Pre-Start, Start-up and Growth Brokerage
- Account Management for High Growth/ potential High Growth Businesses
- Provision/Facilitation of Business Networks
- Promotion of Local Growth Hub Services, in particular, City Region European Programmes of support
- Collaboration with local delivery and brokerage partners
- Maintaining accurate and comprehensive records on common CRM platform
- Evaluation of business support impact
- Any other necessarily required ancillary services

Local Growth Hub Brokerage Partners will be a primary access point for brokerage to a wide range of business support services in the Local Authority area covered by the Local Growth Hub, which will include the provision of the following Services:

- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance

- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
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4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between : 1.00

and: 50000.00

Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex B

Information about lots

Title attributed to the contract by the contracting authority Local Growth Hub Liverpool City Region Brokerage Partners

Lot No : 7 **Lot title :** City Region wide Brokerage for Hard to Reach Groups

1) Short description:

City Region wide Brokerage Services for Hard to Reach Groups

2) Common procurement vocabulary (CPV):

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	79411100	

3) Quantity or scope:

The LEP has been awarded funds by the BEIS to continue to manage and deliver a Local Growth Hub for the Liverpool City Region, this funding will initially be matched by ERDF.

The Local Growth Hub intends to continue with its current approach and therefore, wishes to engage Brokerage Partners covering each of the 6 Local Authority (LA) areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral. In addition, the LEP are seeking a specialist broker to cover harder to reach groups including Women, BAME Groups, and Social Economy businesses across the City Region. Therefore, there will be a total of 7 lots that suppliers can bid for.

Local Growth Hub Brokerage Partners will need to undertake the following actions:

- Mapping of Business Support Services
- Provision of Business Information
- Business Pre-Start, Start-up and Growth Diagnostic
- Business Pre-Start, Start-up and Growth Brokerage
- Account Management for High Growth/ potential High Growth Businesses
- Provision/Facilitation of Business Networks
- Promotion of Local Growth Hub Services, in particular, City Region European Programmes of support
- Collaboration with local delivery and brokerage partners
- Maintaining accurate and comprehensive records on common CRM platform
- Evaluation of business support impact
- Any other necessarily required ancillary services

Local Growth Hub Brokerage Partners will be a primary access point for brokerage to a wide range of business support services in the Local Authority area covered by the Local Growth Hub, which will include the provision of the following Services:

- Pre-start Support
- Business Start up
- Account Management
- Business Growth
- Business Planning
- Business Finance

- Skills and Training
- Sales and Marketing
- Supply Chains/Procurement
- Innovation, Research and Development
- Product, Service and Process Development
- Export and Import
- Business Premises
- Business Networks
- Mentoring
- Sector Specialists
- Accessing and taking advantage of the International Festival for Business in 2018
- Any other necessarily required ancillary services

The Supplier shall broker business into the most appropriate support available from a wide range of local, national and commercial providers. It is then for the business to determine, from the information provided, which provider they select to provide services, using appropriate procurement and evaluation where applicable. It is the responsibility of the supplier to have sufficient and demonstrable knowledge of all support available in the LCR.

Suppliers will have a duty to contribute to the success of the other support programmes available in the City Region. Suppliers will be accountable for ensuring that all the components of the Local Growth Hub are considered equally and there is a requirement to ensure, in particular, that they are referring businesses to European Programmes of support.

The Supplier will be required to record all activity accurately and comprehensively onto the Local Growth Hub CRM system to LEP guidelines. The data should be recorded onto the system in 'real time' as the data will be used to regularly report to BEIS to demonstrate the performance of the Local Growth Hub and will allow the LEP to ensure the support delivered to businesses is appropriate and effective.

The Supplier shall utilise www.localgrowthhub.com or any other system as specified by the LEP for the online search and identification of appropriate services for business. This will be maintained by the Local Growth Hub with current information on services for businesses in a readily searchable format.

If Suppliers directly deliver services to businesses, they must ensure and demonstrate to the LEP's satisfaction that these services are considered equally alongside those of other providers when delivering the Services. Businesses must always be brokered into the most suitable service for them and their needs. This is essential to the delivery of the Local Growth Hub. Activity and performance will be subject to regular monitoring and scrutiny by the LEP.

Suppliers will be required to comply with the Local Growth Hub Handbook, which will be maintained by the LEP. The Handbook will specify standards required of the Supplier, operating protocols, use of diagnostics tools and marketing requirements, including the use of Local Growth Hub and ESIF branding on Supplier documentation, websites and communications and information uploads to Local Growth Hub website. The Handbook will be revised and updated by the LEP periodically and any such revisions will be applicable to the Contract.

The following outputs, outcomes and service levels are required from each Lot by the LEP by 31st March 2019 and will be subject of reports to both BEIS and ERDF.

1. No. of businesses recorded and engaged with initial diagnostic and brokerage 500
2. No. of businesses brokered into external* business growth services and provision (in total and with breakdown of service) 100
3. No. of businesses taking up external* business growth services and provision (in total and with breakdown of service) 50
4. Of the initial 500 engagements – No. of growth/potential growth businesses receiving in depth diagnostic as agreed with the LEP 80
5. Of the 80 businesses receiving the in depth diagnostic - No. of high growth/potential high growth businesses account managed from diagnostic through brokerage and delivery to monitor impact and satisfaction 40
6. No. of businesses reporting growth as a result of the support provided (in total and with breakdown by service) 40

7. Satisfaction level with Local Growth Hub and service provided (by Local Growth Hub business survey) 80%
*External business growth services and provision is any provision that your organisation is not a part of or affiliated with.
High growth/potential high growth businesses are those that you expect to have a greater positive affect on the economy.

(if known, give figures only) Estimated cost excluding VAT:

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Range: between : 1.00

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Currency: GBP

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : 12 or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Further information and associated documents can be found at <https://www.liverpoollep.org/tenders/>

Annex C1 – General procurement
Service categories referred to in Section II: Object of the contract
Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.