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Invitation to Quote

Event Development Services Ref Q1904

14th June 2019

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Business Growth Hub is a trading name of GM Business Support Limited. Registered Office: Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW
Registered in England number: 8132524 VAT
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European Union
European Regional
Development Fund

Introduction

The aim of this document is to select and appoint a company, or associate to become part of the Growth Hub team providing event development services, consultancy and advice as part of overseeing the development and delivery of key events. This includes major regional events, such as Venturfest and smaller events during 2019-21.

This document presents the detailed purpose and requirements of providers wishing to submit a quote for this contract.

About the GC Business Growth Hub

GC Business Growth Hub (The Hub) helps ambitious business people to realise their growth potential by offering access to a range of practical services, from assessing growth options to unlocking finance or accessing experienced business mentors.

GC Business Growth Hub service is offered by GM Business Support Limited, which is part of The Growth Company. The group employs over 1,000 staff and delivers more than £60m of business support services annually.

For more information about The Hub, please visit us at: <http://www.businessgrowthhub.com>

Accountable to the Greater Manchester Local Enterprise Partnership and Greater Manchester Combined Authority (GMCA), GC Business Growth Hub's challenge is to ensure that companies across Greater Manchester, and beyond in some instances, reach their full potential and are able to access the right support and services to meet their needs. These include:

- Personal support to identify and address business growth opportunities and challenges;
- Business to business networking through growth lunches and specialist events;
- Expert growth advice and planning under Growth and Scale up, Growth Start-up, Leadership and Workforce Development, Mentoring, Digital Growth, and Access to Finance, Innovation, Sector Support and Green Growth;
- Access to a wealth of public and private sector business and professional partners with a range of specialist knowledge and skills including a network of committed private providers who share our vision for supporting growth.

Complementary support is also provided by DIT Trade and Investment services and MIDAS, to attract inward investment and support re-investment by companies.

The delivery of support under ERDF requires GM Business Support Limited to comply with ERDF and public procurement guidelines. As a result this tender is designed to enable GM Business Support Limited to demonstrate compliance with these guidelines, ensure value for money and offer the opportunity to deliver the proposed support services for this project in an open and competitive way.

Overview

The successful provider is expected to be embedded within internal team and will work with team members and suppliers, including speaker agencies. The provider will also work with local and regional partners as required to secure buy in and help shape events.

The GC Business Growth Hub delivers a huge range of events each year, from bespoke workshops for 10 to 15 delegates to major flagship events, with Venturefest North West being GC Business Growth Hubs largest single event attracting more than 1,200 delegates. This Invitation to Quote focuses typically on support for larger events.

Requirement

a) Event Development Services

It is expected that the successful company imbedded within the team will carry out the following activities as a minimum for individual events where nominated:

- Support the development of internal events plans
- Help identify and secure key note speakers.
- Co-ordinate internal teams, including via arranging regular event steering group, and or management meetings.
- Manage and action outcomes from meetings keeping the event plan on track; identifying risks; liaising with teams; GC Business Growth Hub relationship management.
- Produce and distribute meeting agenda's and minutes throughout the development and delivery of allocated events against a detailed project plan.
- Manage communications with regional partners, where required.
- Support the Growth Company and GC Business Growth Hub's marketing.
- Support the event lead by undertaking event evaluation work, including report drafting. This will include designing an event survey and undertaking interviews with sponsors, exhibitors and internal stakeholders.
- Ensure processes and procedures are followed.

b) Additional events

From time to time the successful company may be asked to provide some or all of above activities for other GC Business Growth Hub events.

Period of delivery and Budget

The contract period will be for up to 12 months commencing on 24 June 2019.

The likely value of activity for under this framework will be between £10,000 and £15,000 and a maximum of £20,000 excluding VAT. The total maximum value of this procurement will not exceed £20,000 excluding VAT.

Application

Please complete the attached Quotation Form including any appendices.

Evaluation

Only Quotation Forms completed in full will be considered.

Quotations will be assessed on the following criteria:

- Overall value for money (10%).
- Methodology (10%)
- Skills and ability of the proposed personnel to carry out the requirements set out in the objectives and brief above (50%).
- Evidence of your availability to deliver the requirements set out in the objectives and brief above and, to provide the organisational status information listed in the attached Quotation Form (30%).

Scoring of Quality Questions

Responses to each of the quotation questions will be scored out of a maximum of five marks, using a standard method of scoring as set out in the table below:

Classification	Score	Scoring Guidance
Exceptional	5	Addresses the majority of the requirements at a very high level.
Above Average	4	Addresses most of the requirements at a high level.
Average	3	Addresses some of the requirements at a high level.
Below Average	2	Addresses some of the requirements at a basic level.
Poor	1	Does not address / barely addresses the requirements.
Unacceptable	0	Does not meet requirements / no response.

In order to ensure consistency of scoring, each tender submission will be scored out of five by the project team and then weighted accordingly to give a final score.

Quotation Returns by Email

Please return a copy of your completed quotation form and additional information by 16:00 on Friday 21st June 2019 **via email to:**

Nick Batty, Procurement Manager. email: nick.batty@growthco.uk

Please submit any questions to the same email address as above.

Timescales

Invitation to quote advertised	14 th June 2019
Closing date for submissions	21 st June 2019
Contract awarded	24 th June 2019

Contract Conditions

The Framework Agreement and all tasks carried out under the agreement will be governed by GM Business Support Limited Contract Conditions.

Your Information and Data

At the Growth Company we recognise the importance of the privacy and the security of your personal information. Please see the below link to our Group Privacy Notice which explains how we process and look after your personal information and data.

<http://www.growthco.uk/privacy-policy/>

Please note that by submitting a response to one of GC Business Growth Hub's procurement opportunities, your bid (whether successful or unsuccessful in obtaining the contract) will be held and processed in accordance with our Privacy Policy. In order to demonstrate our competitive procurement procedures for future audit and contractual compliance (such as those required by our funders) your response to GC Business Growth Hub's procurement will be held and archived for a period of 25 years following the end of the contracted period.