

**Application form to be included on a preferred list of Providers to provide**

**Bid Development / Bid Writing Coaching Support**

**Contact: Kate de Vries**

**Address: County Hall, Martineau Lane, Norwich NR1 2DH**

**Reference:** **IGMP – NCCITQ Bid writing coach**

**Contract commencement date**

**(Provisionally set at)**: **Friday, 27th November 2020**

**Period of Contract: 24 months**

**Issue date: Tuesday, 6th October**

**Closing date: The list is open for applications until**

**5pm Wednesday, 31st March 2021**

**If you wish to apply, you can return your application at any time**

Please note that the project is looking to appoint its first cohort of coaches in time for the project launch late in November. If you wish to support the project launch, we will need to receive your application no later than 5pm on Tuesday, 27th October 2020.

# Background Information

* 1. Introduction

Norfolk County Council wishes to procure Bid writing support and bid writing coaches to SMEs.

Our exact requirements are detailed below.

At this stage we are inviting Providers to apply to be included on a list of pre-approved providers. Price will not be evaluated as part of this process, as we will pay a fixed fee of £50 per hour for all work on this project.

We will offer contracts with individual providers as required.

**There is no guarantee of any work or contracts being placed with you even if you are selected to join the preferred list.**

* 1. Background
		1. The project will support and encourage businesses across Norfolk and Suffolk to consider innovation and will support and encourage them to apply to a variety of innovation grant funding or other innovation support schemes, in order to achieve growth and new product and process development. This application sets out the requirements for the delivery of bid development / bid writing coaching services to support the Innovation Grant Mentoring Project funded by Norfolk County Council and the New Anglia LEP.
		2. Whilst the project provides opportunities for SMEs to attend a range of workshop options, the heart of the bid development / bid writing coaching is to deliver
* A community of SME employees skilled and confident in bid writing,
* Bespoke support in the development and delivery of innovation grant applications

The successful providers will be asked to coach SME company staff in the practicalities of developing and writing bids to deliver both the above outcomes.

# Statement of Requirement

* 1. Overview
		1. We require coaches to have experience of working in a range of sectors; to a variety of innovation funding streams, and delivering a wide range of products or processes. This means that when agreeing to join the project, there will be no automatic guarantee of work.
		2. SME’s joining the programme may choose solely to attend bid writing workshops; they may seek a bid development / bid writing coach to support a particular element within their innovation grant application. They may however seek support across the lifetime of the bid application’s development and submission.
		3. Bid development / bid writing coaches are sought to provide a range of services to project beneficiaries (please see Project Deliverables, below, for more details).
	2. Bid Development / Bid Writing Coaches

We understand that the bid development / bid writing coaches who are successful in applying, will be specialists, and may potentially occupy senior management roles in companies.

SMEs coaching support is designed to be flexible, and could be limited to hosting two or three hour workshops, but the project’s core offer includes bespoke support across the company’s bid development lifetime.

* + 1. The maximum amount of bid writing coaching support is capped at 35 hours per individual company.
		2. We are looking principally for bid development / bid writing coaches who have successfully won funding from innovation grant funding sources (of any kind). Our coaches are not expected to offer general business advice nor do we expect them to be technical subject matter experts.

The coaches are absolutely not expected to write the innovation application for the business client. However, we are seeking bid development / bid writing coaches who are prepared to sit alongside the company’s bid writer or bid writing team and provide bespoke, in depth support and detailed training in bid writing competencies. Through tailored support in development of a specific innovation bid, our bid development / bid writing coaches will deliver for our SME community skilled and confident bid writing staff members. Through the project’s bespoke bid writing support the company will not only have achieved a competitive, ultimately successful funding application – but its employees will have learned core skills that will enable them to tackle future grant funding with confidence.

* 1. **Experience and Expertise - Bid Development / Bid Writing Coach requirements**

**Potential coaches MUST provide evidence of at least one successful innovation funding or support application successfully delivered.**

You are required to have experience in one or more of the following areas and will demonstrate this by answering the questions in section 6:

* + 1. **The Funding Landscape and Matching Potential Applicants**
* Broad understanding of the innovation funding landscape and the range of innovation support packages on offer.
* Detailed knowledge of at least one innovation funding streams or of other innovation support packages on offer to an SME
* Ability to analyse calls and understand opportunity
* Ability to match applicant ideas with the appropriate funding stream or support package
	+ 1. **Bid Development and bid writing**
* Personal experience of leading on delivery of at least one successful innovation funding application
* Evidence of bid strategy, bid management, and understanding of timescales
* Experience of successfully building and leading a consortium of partners in a collaborative innovation funding application
* Analysis of ITT documents – what’s required from each question
* Ability to structure responses to each question
* Understanding the need for market or other specialist research
* Sector specialisms – we wish to support multiple sectors so need coaches with experience in a variety of industries
	+ 1. **Previous coaching experience**
* Building relationships with the client’s CEO and internal bid writer(s)
* Ability in asking clarification questions to support the client’s bid development
* Enabling the client to evaluate and review the developing application
* Supporting the client to view the application from the grant giver’s perspective
* Consideration of SME pressures, providing support and encouraging the client’s bid writer(s) through the process
* Ability to inspire, motivate through setbacks, providing ongoing feedback and encouragement
* providing a calm and supportive role, such as in the final stages of upload and submission

2.4 Matching Coaches with the SME

As each SME joins the programme, the project coordinator will work with them to determine

a) the type of support and amount of support likely to be required.

b) The timespan within which mentoring is sought.

Where bid writing coaching is required, the project coordinator will

* consider the sector, skill set and innovation call experience offered by bid writing coaches within our pool.
* Where relevant or requested, other diversity criteria such as gender may be considered
* The best matched bid writing coach will be approached by the coordinator to check if the coach has the capacity to deliver support within the time frame required by the SME.
* If the bid writing coach is willing and able, an introduction will be made to the SME.
* Where there are equally matched coaches, the project will operate a rolling/scrolling list to offer all coaches the opportunity to take part.
* All coaches will be required to sign a Non Disclosure Agreement when they join the project – the NDA will give comfort and security both to the Coach and to the SMEs seeking to benefit from the project.

2.5 Bid Writing Coach Support

Our project is designed to provide peer to peer support within the business community, and utilise the expertise and innovation grant experience of coaches to encourage, inspire and support entrepreneurs and SMEs new to innovation to apply for grants

* We do not anticipate our coaches will have “all the answers”.
* Our coaches expertise will be in developing bids: understanding the challenges, aware of the difficulties, but able to enthuse and support less experienced bid writers to tackle the innovation grant funding journey.
* Guidance notes will be provided for project coaches
* The project coordinator will facilitate a bid writing coaches meet up group, to allow coaches to share their experiences and bounce ideas off each other.
* We acknowledge there will be times when the chemistry between the bid writing coach and company personnel does not work, and it will be appropriate to step back from a company. This can be done simply and without criticism, in order that both the bid development / bid writing coach and company personnel have good experiences and both gain from the project.

2.6 Project Deliverables

The Innovation Grant Mentoring Project will be launched in November 2020. Managed by Norfolk County Council, and funded by that Council and New Anglia LEP, the project will be delivered by Norfolk County Council in partnership with the Cambridge Norwich Tech Corridor, Growth Hub, Enterprise Europe Network, Hethel Innovation, the Knowledge Transfer Network, MENTA, New Anglia LEP, Offshore Renewables Catapult, Suffolk County Council, University of East Anglia, and the University of Suffolk.

The Innovation Grant Mentoring Project will provide support to SMEs in Norfolk and Suffolk who aspire to innovate. The project offers flexible, tailored support, designed to complement the existing range of business support services. The project’s support could take the form of:

* Aspirational short lightning talks by mentors or bid writing coaches (1 to 3 minutes) explaining why – despite the difficulties – SMEs should consider innovating and seek innovation grant funding
* Bid writing coaching workshops (1 to many) to give general advice on the development of innovation projects
* Tailored (1 to many) bid writing workshops offering insight and intelligence on a particular funding call
* Bespoke one to one bid writing coaching and support for an SME’s bid writer (or team) developing an innovation application
* Bespoke one to one support for previously failed bids – diagnostics and support on whether to re-work or find a more suitable funding stream.
* Introductory workshops (I to many) with innovation award winning mentors explaining the benefits of innovation funding
* Bespoke one to one mentoring support - a designated mentor working one to one with the CEO or directors in a company – selected for their expertise in the sector; overcoming a particular structural or organisational hurdle, for example, or success in a particular innovation funding call
* Advance notice of innovation grant funding schemes

Businesses who are interested in the Innovation Grant Mentoring Project will be able to self refer to the project. The Growth Hub will refer businesses who could benefit from the scheme. Partner organisations already mentoring or otherwise supporting SMEs, may put them forward for short, targeted support.

The Innovation Grant Mentoring Project has allocated £40,000 to the cost of mentoring, and £35,000 to bid writing coaching, to be utilised during the two year project life span.

SME’s interested in benefitting from the scheme will need to complete a simple application form and provide a state aid declaration to identify the level of de minimis support they can receive.

The project aims to

* Engage with a minimum of 50 SMEs across Norfolk and Suffolk over the two project lifespan
* Encourage a minimum of 20 applicants to apply for innovation funding
* To support 18 successful innovation bid awards

2.7 Fees and payment

* Contract price
* Bid Development / Bid Writing Coaches will be paid at a rate of £50 per hour for their services in support of the SME community. Payment can be made to a company for release of staff, or to the Mentor themselves if work is undertaken on a freelance basis.
* Payment triggers
* 30 days from production of a valid invoice.

2.8 Contracts

* Under this preferred list the Council will be allowed to directly award to one provider without competing the requirement and capcity and matching of SMEs with the provider will be a component when evaluating whether to directly award to one supplier.
* Contracts will be placed with individual providers as required.

# ITQ Management

Proposals are requested for Suppliers to deliver coaching services. Suppliers will need to describe how they will meet the coaching requirements set out in the above specification.

From the approved suppliers pool, individual coaching contracts will be awarded as per the ‘Bid Development / Bid Writing Coach Matching Process’ explained above.

Please complete

* Section 5 - Supplier Information
* Section 6 - Supplier Questions

Receipt of the quote

* The project manager will review supplier responses as they are received on an approximately fortnightly basis across the open procurement window, and up to a fortnight after the window closes on the 31st March 2021.
* Please note that the project is looking to appoint its first cohort of coaches in time for the project launch in late-November. If you wish to support the project launch, we will need to receive your application no later than 5pm Tuesday, 27th October 2020
* Your response must be submitted via email to econdev@norfolk.gov.uk
* The Council may at its sole discretion change any aspect of or stop this procurement exercise at any point and if it stops the exercise not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
	1. Clarifications

Please email econdev@norfolk.gov.uk with any clarification questions.

If you don’t have any questions but wish to be kept informed of any questions that we respond to, please provide a contact e-mail address to econdev@norfolk.gov.uk

* 1. Format and content of response
1. Submissions must not be password protected
2. Suppliers are to answer all questions.
3. Suppliers’ responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.
4. Documents shall not include any embedded objects which, if printed, appear as icons, rather than in full.
5. Proposals shall not contain any attachments other than the personal CV requested, and the Council will disregard any information contained therein.
6. The answer to each question shall be self-contained. Responses such as ‘see answer to question x’ are not acceptable, nor are responses which refer to or assume knowledge of existing arrangements.
7. Suppliers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
8. Suppliers are reminded that their proposal should respond specifically to the Council’s requirements. Generic responses which do not take account of the Council’s requirements and circumstances are unlikely to achieve good marks.

3.3 Scoring Method

Scoring method for quality

1. All questions will be scored using the following descriptors.

|  |
| --- |
| **Descriptors for the award of quality marks** |
| **The mark to be awarded is that for which the descriptors most closely match the bidder’s response** | **Mark awarded** |
| An excellent response that is realistic, appropriately detailed and specific. There is no material weakness and the organisation, qualification and experience of staff assigned to performing the contract are excellent. | Pass |
| A good response that is realistic, appropriately detailed and specific and with only minor weaknesses, where the organisation, qualification and experience of staff assigned to performing the contract are good, with only minor deficiencies | Pass |
| A satisfactory response that is realistic in all material respects, and that is at least sufficiently detailed and specific to give general clarity about what is to be delivered and how. There are some weaknesses, but the organisation, qualification and experience of staff assigned to performing the contract are generally acceptable. | Pass |
| A rather deficient response provides insufficient detail or specificity to be clear on what is to be delivered and how; the organisation, qualification and experience of staff assigned to performing the contract do not reach the expected levels in some material respects. | Fail |
| An inadequate response that is sufficiently unrealistic as to cast serious doubts over deliverability. There are very material weaknesses. | Fail |
| No response or a response with insufficient content to allow meaningful evaluation or a fundamentally unrealistic response or a clearly unacceptable response where the weaknesses, individually or in aggregate, are fundamental. If any question receives a score of ‘0’, the entire submission will be rejected. | Fail |

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Your specific innovation bid writing expertise and successes, proving your capability to deliver the knowledge and skill set being contracted for | Pass or Fail |
| Your personal skills and coaching experiences  | Pass or Fail |
| Your understanding of the innovation funding landscape and abilities to match potential applicants with the appropriate funding stream or support package | Pass or Fail |
| Capacity: Potential hours available for coaching, noting any timescale limitations if appropriate | Information only |

# Procurement Timetable

The procurement timetable, outlined below, is for information and potentially subject to change. The council reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

As the project is open for applications until March 2021, we intend to carry out the evaluation in tranches.

However,

Please note that the project is looking to appoint its first cohort of coaches in time for the project launch in late November.

If you wish to support the project launch, we would need to

**1. receive your application** no later than 5pm Tuesday, 27th October 2020.

2. Evaluation will take place on Wednesday, 28th and Thursday, 29th October

3. Successful providers will be notified on Friday, 30th October.

4. We may wish to film short interviews: “lightning talks” which, when edited to one to three minutes, will raise awareness of successful innovators in Norfolk and Suffolk; excitement in the innovation journey and encourage enrolment onto the Innovation Grant Mentoring Project.

5. If you wish to take part in filming please indicate in Section Five, Part 3 below. Filming is scheduled to take place between the 2nd and 10th November.

6. The Innovative Grant Mentoring project is currently scheduled for launch at the end of November. We will select one or two mentors and one or two bid writing coaches to attend and support the project launch.

 Further evaluation will take place approximately fortnightly across the procurement period:

# Supplier Information

Suppliers are to edit the header of this form to insert their name at the top of every page.

Suppliers are to complete this Form and return it as the front cover of their submission.

Part 1 is information relevant to the procurement. If bidding as a consortium, please complete a copy of this form for each organisation bidding.

Part 1

|  |  |
| --- | --- |
| Name of person or organisation tendering  |  |
| Trading as… |  |
| **Person managing bid** | **Director, partner, trustee overseeing bid** (if applicable) |
| Mr/Mrs/Ms/Other       | Mr/Mrs/Ms/Other       |
| Name |       | Name |       |
| Address |                      | Address |                      |
| Postcode |  | Postcode |  |
| Country |       | Country |       |
| Phone |       | Phone |       |
| Mobile |       | Mobile |       |
| Email |       | Email |       |
| **Registered office address** | **Applicant’s registration numbers, as applicable** |
|       | Company registration no.  |       |
|        | Charity registration no.  |       |
|       | VAT registration no. |       |
| Postcode |       | Level of VAT to be charged | Choose an item. |
| Country |       | Other relevant reg. no. |       |
| **Group structure (as applicable)** | **Type of organisation (select one box only)** |
| Name of immediate parent organisation |       | Sole Trader |[ ]  Public sector |[ ]
| Name of ultimate UK holding company |       | Partnership(Unincorporated) |[ ]  Private Company |[ ]
| Company regn. no. of ultimate UK holding co. |       | Limited Liability Partnership (‘LLP’) |[ ]  Public Limited Company |[ ]
| Name of ultimate parent organisation |       | Private Co. Limited by Guarantee |[ ]  VCSE, please select: Choose an item. |
| If known, DUNS number  |       | Other (please write in): |       |
|  |  | Are you a SME? Yes/No |       |

Part 2 is information relevant to contract management if you were to be successful and is non-mandatory.

Part 2

|  |  |
| --- | --- |
| *Who will manage the contract* | *Email addresses and phone numbers of relevant contacts, as applicable* |
| Mr/Mrs/Ms/Other       |
| Name |       | For invoice and payment queries |       |
| Address |                      |
| Postcode | For out of hours contact in an emergency |       |
| Country |       |
| Phone |       |
| Mobile |       |
| Email |       |

**If you are not an existing NCC supplier please complete the BACS form below.**

|  |
| --- |
| Bank Details |
| Account Type |    |
| Name of Bank |        |
| Address of Bank |        |
| Sort Code |        |
| Account Number |        |
| Building Society Roll Number |        |
| Name the account is held in |        |
| Pay Method |
| NB: Norfolk County Council’s preferred method of payment is by BACS and preferred remittance delivery is by email. |
| Pay Method |   |

Part 3 Filming (As detailed in section 4.4 above)

Delete as applicable

Yes, I wish to be considered to take part in filming

No, I do not wish to be considered to take part in filming

# Supplier Questions (Pass or Fail)

* Suppliers are to edit the header of this section to insert their name at the top of every page.
* Please answer all questions and complete this form retaining the questions and numbering and return it as part of your bid.
* You should not assume that the evaluators have any prior knowledge of your organisation, its capabilities or the solutions your organisation offers and you should ensure your responses to each question presume the evaluators know nothing of your organisation, and where relevant your subcontractors, consortium members or partners if you are heavily reliant on a third party in a bid.
* Word count - Where a guide has been issued, ensure that your answers are succinct and do not drift over the guide unnecessarily. If the word count is causing you significant issues with answering a question thoroughly, please raise this as a clarification.
* Please ensure your answers are fully referenced to the relevant question.
* Responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.

|  |
| --- |
| 1. **Bid Writing experience - Potential Providers must provide evidence of a minimum of one successful innovation funding or support application delivered. Please state whether this has been within a company or an external consultancy setting**

Guide 250 words |
| Please type your response here |
| 1. **Coaching Experience - Please provide an outline of the skills and the coaching experiences of the individual(s) who will be carrying out the coaching**

Guide of 250 words plus CVs to support this question |
| Please type your response here |
| **3. Please outline your understanding of the innovation funding landscape, and your experience in matching applicants with an appropriate funding stream or support package** Guide of 250 words Please type your response here. |
| **4. This is for information only - Potential hours available for Coaching, noting any timescale limitations if appropriate**Guide 250 wordsPlease type your response here. |

# Important Legal Notice

1. Any person who participates in this procurement exercise shall be deemed to accept the conditions set out below and the terms and conditions of contract appended to this document. These conditions constitute the entire agreement between the parties concerning the conduct of the exercise.
2. Norfolk County Council (“the Council”) does not make any binding commitment to actual or potential suppliers (“Suppliers”) or to any other party about its conduct of this procurement exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice. No other obligation on the Council shall be implied into any contract which may arise between the Council and any Applicant governing the conduct of this exercise.
3. Suppliers shall not, in connection with this procurement exercise, place any reliance upon any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference number stated on the front page of this document. Suppliers shall not place any reliance on any communication which is not in writing.
4. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of proposals. It does not purport to contain all of the information which Suppliers may require and Suppliers must satisfy themselves by their own investigations about the accuracy of such information. While the Council has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this Invitation are true and accurate in all material respects, the Council does not make any representation or warranty as to the accuracy or completeness of this Invitation, or the reasonableness of any assumptions on which this document may be based. The Council accepts no liability to Suppliers however arising and whether resulting from the use of the information provided, or any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Suppliers.
5. Any notice from any person in connection with this procurement exercise shall be sent to the contact person listed on the first page in accordance with the relevant timescales.
6. In inviting potential Suppliers to participate, the Council is not making an offer to enter into any contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
7. The Council reserves the right at its sole discretion to change any aspect of, or to discontinue this procurement exercise at any point and if it does discontinue the exercise need not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
8. The Council will not under any circumstances be liable to pay Suppliers for any costs incurred as a result of their participating in this procurement exercise.
9. The Council may exclude from consideration any proposal which is not submitted in full compliance with the conditions and/or instructions contained within this Invitation and shall be under no obligation to consider any extenuating circumstance which may have arisen. The Council’s decision as to whether any response submitted complies with the instructions shall be final.
10. Suppliers may notify the Council of information they wish, acting reasonably, to designate as confidential and the reasons why. Suppliers shall not apply any blanket designation of confidentiality to their entire quote and the Council will not pay any regard to any such designation.
11. The Council is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may - notwithstanding any claim made by any Supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the Council’s discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time, for example, during a quote process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However, Suppliers should note that no information is likely to be regarded as exempt forever.
12. The contents of this Invitation to Quote together with all other information, materials, specifications or other documents provided pursuant or in the course of this procurement process as a whole, or prepared by the Suppliers specifically for such purposes, shall be treated at all times as confidential by the Suppliers. Suppliers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Suppliers´ company or group or use them for any purpose other than for the preparation and submission of a response to this Invitation or other requirement of the procurement process, nor shall Suppliers publicise the Council’s name or the Invitation to Quote without the prior written consent of the Council.
13. The Suppliers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.
14. Suppliers must seek the approval of the Council before providing to third parties any information provided in confidence by the Council or its professional advisers or consultants and must maintain a register of all employees and third parties who have access to such information. If so requested by the Council, Suppliers must make such a register available for immediate inspection by the Council or its duly authorised representatives.
15. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council. For the avoidance of doubt, the Council’s only obligation to Suppliers concerning debriefing shall be to provide the Suppliers with a written statement, as approved by the chair of the evaluation panel.
16. Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to this Invitation to Quote.
17. Suppliers should not, in connection with the proposed contract:
	1. offer any inducement, fee or reward to any officer or member of the Council or of the commissioning organisations;
	2. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or Bribery Act 2010; or
	3. canvass any of the persons referred to in a) in connection with the response about any aspect of the proposed contract or for soliciting information in connection therewith.
18. If any Supplier or any employee of any Supplier or any third party acting on behalf of any Supplier commits an act detailed in clauses 16 to 17 inclusive or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Supplier in connection with this procurement exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
	1. immediately exclude that Supplier’s offer from consideration;
	2. exclude that Supplier from future procurement exercises;
	3. terminate any contract entered into with that Supplier; and
	4. recover from that Supplier the reasonable costs of re-running this procurement exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
19. If any person approaches any Supplier seeking any bribe or making any offer to collude in respect of this procurement exercise, that Supplier is to contact the Council’s Head of Law immediately.
20. All intellectual property rights in this Invitation to Quote and all materials provided by the Council or its professional advisers, consultants or information provided in connection with this Invitation to Quote are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a proposal and delivering any resulting contract.
21. All responses and submissions provided by any Supplier will form part of the contract should the Supplier be successful.
22. The Council will not accept any variation to the terms of this legal notice and in the event that any Supplier submits any response which seeks to vary the above conditions such purported variation shall be void, even if the Council considers the proposal.
23. In the absence of a formal document signed by the Council and the successful Supplier, and for as long as such absence persists, then the acceptance by or on behalf of the Council of the Supplier’s written response shall itself constitute a binding agreement between the parties, the terms of which unless amended by agreement between the parties shall be the conditions of contract sent out with the Invitation to Quote and the prices and operational proposals set out by the Supplier in their response.
24. Suppliers should view the Procurement Privacy Notice on the council’s website [www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection](http://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection) and must raise any concerns about the Privacy Notice and how personal information will be handled during the procurement process without delay.

Norfolk County Council’s Terms and Conditions are provided in Appendix One to this document.

# Supplier's Declaration

* **Suppliers may either may either print this declaration on plain white A4 paper, sign and date it with a pen, scan and then upload it as the final part of their submission or use an electronic signature.**
* **Suppliers are to edit the header of this section to insert their organisation’s name at the top of every page of the forms.**

Checklist

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Supplier Information
 |  |
| * Supplier Questions
 |  |
| * This declaration, either printed then signed with an original signature, then scanned and uploaded as a .pdf, or signed electronically.
 |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Made arrangements for the quote to be uploaded and submitted on time, with adequate contingency for ICT failures, power outages etc. |  |
| Bid Development / Bid Writing Coach CV to be submitted with this application |  |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that permitted. |  |
| Annexed any document not specifically requested. |  |

Declaration

|  |
| --- |
| We agree to the conditions specified in the ‘Important Legal Notice’ at in this Invitation to Quote.We warrant, represent and undertake to the Council that:1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise
2. we have complied in all respects with this Invitation to Quote
3. all information, representations and other matters of fact contained in our quote are true, complete and accurate in all respects
4. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the Quote and have not submitted this Invitation to Quote response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of the Council
5. we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the quote.
6. we have full power and authority to enter into the contract and provide the services
7. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract
8. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.

We hereby offer to provide the services in accordance with the contract attached as the annexure to this Invitation to Quote which includes for the avoidance of doubt any documents specified in the contract as forming part of the contract including (but not limited to) the prices and operational proposals set out in this quote, the terms and conditions of contract, the Specification and any written clarifications issued or received by the Council prior to the written acceptance of the Council of this quote. We agree that the Council’s acceptance of this quote shall form a binding contract between us on the above terms. |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |

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| *This block will be signed on behalf of Norfolk County Council in the event that your quote is accepted.* |
| We, Norfolk County Council, hereby accept your offer for Innovation Grant Mentoring Scheme and a binding contract now exists between us and you on the above terms.(To be completed by NCC when the results of the evaluation are known.) |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Date |  |