

## **TENDER BRIEF**

### **BUSINESS START-UP SUPPORT PROGRAMME – COMMUNITY OUTREACH (FURNESS)**

#### **Background and aims**

Cumbria Chamber of Commerce has for the past 3 years run the BSUS (Business Start-Up Support) project for Cumbria. Having being awarded the next round of funding to deliver a follow-on project for the next 3 years we are needing to procure for community outreach work in the Furness area.

#### **Specific requirements**

We are looking for an individual willing to make connections and provide basic self-employment support to a variety of groups and networks in the Furness area ensuring anyone interested in self-employment or eligible for post-start support is fed into the BSUS programme and our three day business course. Suggested groups and networks include but are not exclusive to:

- Women's networks/ WIs
- First time mums groups/Parent and toddler groups
- BME groups
- Schools/FE colleges
- Disabled groups
- Youth clubs/groups
- Jobcentre Plus
- Social enterprise networks
- Rural communities

You will be required to:

- Make initial contact and attend groups where appropriate and thereafter maintain an ongoing relationship
- Work alongside local schools and colleges to promote self-employment and feed into the BSUS programme
- Promote and sign people up to BSUS support
- Promote attendance of the three day course and other free training provided through the BSUS programme in the area
- Signpost to other relevant organisations

The successful individual will work alongside the BSUS Project Manager to develop material and presentations to be used ensuring a highly professional service which meets the needs of participants and contributes to the projects overall targets.

#### **Content of submission**

Your submission should cover as a minimum:

- Details of groups to be approached and how contact will be established
- Description of your delivery methodology and frequency of support
- CVs for all staff involved in the management and delivery of the service
- Track record and relevant experience including examples of similar work and at least two relevant referees
- Pricing (the overall budget for the project life covering the whole county is £24,600)

Applicants should ensure that their responses also cover the following points:

- Demonstration of sufficient staff resources to deliver the quality standards, timescales and outputs in the Furness area
- Demonstration of the ability to deliver value for money, including a clearly explained rationale for the unit price which must cover the provision of any relevant materials
- An outline of any other contracts you have which will impact on your ability to deliver this programme, and how this will be managed
- Identification of any potential risks in delivery of service, contained in a risk register, along with mitigation strategies for each

### Criteria

Where we believe there is a conflict of interest we reserve the right not to mark your tender and not to award the contract to you.

Tenders will be marked as follows:

<b>Criteria</b>	<b>Which elements of your proposal we will look at</b>	<b>Weighting</b>
Relevant track record, experience and expertise	Response on track record; references; response on staffing; any previous experience we have of working with you	40
Staffing levels and financial stability	Response on staffing; response on financial stability, including last 3 years' accounts	15
Management processes	Responses on management including management of the activity; references; any previous experience we have of working with you	10
Pricing	Cost per issue; what it will cover; proposed frequency of publication	15
Proposed content	Response on proposed content, including extent of our editorial input	20
		100

Marks will be awarded against each as set out in the following table, with the score multiplied by the weighting.

Assessment	Score	Interpretation
Compliance with significant added value	5	Exceeds the requirement. Exceptional demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance with partial added value	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance	3	Satisfies the requirement. Demonstration by the applicant of the relevant ability, understanding, skills, and resource and quality measures required to provide the services, with evidence to support the response.
Partial compliance but conflict in detail	2	Satisfies the requirement with major reservations. Considerable reservations of the applicant's relevant ability, understanding, skills, and resource and quality measures required to provide the services, with little or no evidence to support the response.
Non-compliance	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the applicant has the ability, understanding, skills, resource and quality measures required to provide the services, with little or no evidence to support the response.

### **Instructions for submission**

Submissions should be sent by email to Lesley Robinson [lesley@cumbriachamber.co.uk](mailto:lesley@cumbriachamber.co.uk) marked 'Confidential – Tender Enclosed' to reach us by no later than 9am on Monday 20<sup>th</sup> March. For proof of delivery please ensure you obtain and retain both a delivery and read receipt for your email.

All queries in relation to this invitation to tender should be addressed to Lesley Robinson, [lesleyr@cumbriachamber.co.uk](mailto:lesleyr@cumbriachamber.co.uk), 0845 226 0040.

### **The Chamber's rights**

The Chamber reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior, or any notice, being given
- Seek clarification or documentation in respect of a tenderers submission
- Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this ITT
- Disqualify any tender that is guilty of serious misrepresentation in relation to its tender or the tender process
- Withdraw this ITT at any time or re-invite tenders on the same or any alternative basis
- Choose not to award any contract or accept the lowest or any tender as a result of the current procurement process
- Choose not to award a contract to any organisation it views as a competitor or to have another conflict of interest
- Make whatever changes they see fit to the timetable, structure of content of the procurement process

### **Bid cost**

The Chamber will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Chamber.

### **Project Funding**

The Department for Communities and Local Government is the managing authority for the European Regional Development Fund programme, which is one of the funds established by the European Commission to help local areas stimulate their economic development by investing in projects which will support local businesses and create jobs. For more information visit [www.communities.gov.uk/erdf](http://www.communities.gov.uk/erdf)

