



The Creative and Digital Industries D2N2 Consortium for increased SME Competitiveness

The Big House Framework contract opportunity: catering

1. Overview

- 1.1 The Big House is a 3-year, £5 million tailored support programme for the Creative and Digital Industries (CDI) sector in Nottingham, Nottinghamshire, Derby and Derbyshire. The programme is part-funded by a £2.5 million contribution from the European Regional Development Fund (ERDF) and from the Creative Local Growth Fund programme, funded by Arts Council England.
- 1.2 The aim of The Big House is to help creative and digital businesses to grow and to support the creation of new jobs. The programme supports start-ups, new entrepreneurs and established SMEs looking to expand and bring new products and services to market.
- 1.3 Support on offer includes one-to-one advice, coaching, grants, peer-to-peer learning and business engagement events. The programme aims to support over 500 businesses with over £350,000 of grant funding, matched by private investment.
- 1.4 CQ is one of The Big House delivery partners, along with the University of Derby, Nottingham Trent University – The Hive, New Art Exchange, Derby Theatre, Derby QUAD and NBV Enterprise Solutions.

2. The Creative Quarter – Open Doors Programme

- 2.1 The Creative Quarter's element of The Big House is called Open Doors and offers an information, engagement and communications hub focused on CDI businesses and activity, across the D2N2 area (D2N2 is the local enterprise partnership for Derby, Derbyshire, Nottingham, Nottinghamshire). The Big House aims to help businesses become 'enterprise ready', whether they're entrepreneurs or start-ups just starting out, or more established businesses looking to grow. Businesses can also be signposted to other support available through partner programmes, to make sure they get the specialist support they need.

2.2 Open Doors is delivering the following elements of The Big House:

- A range of support, including one-to-one intensive business coaching
- Peer-to-peer learning and networking opportunities
- Market place and trade fair events
- Wide ranging business engagement events with creative, digital and technology experts

3. What we're looking for

- 3.1 We would like to hear from catering companies who are interested in joining a framework which will be used for awarding contracts throughout the Open Door/The Big House programme, 2017 – 2019.
- 3.2 The framework will allow us to book catering for a range of small scale business events on a regular basis.
- 3.3 We welcome applications from companies who specialise in providing a variety of catering options including breakfast, buffet lunches, light refreshments, drinks, cakes and snacks. The events will be organised at a range of venues across the D2N2 area and aimed at start-up, early stage and established businesses and entrepreneurs.
- 3.4 This process will be implemented in line with ERDF guidelines.

4. How to apply

- 4.1 All applications must be submitted by **5pm on Wednesday 5th July 2017** by email to Diana Vernon at diana@creativequarter.com. Please mark your email clearly with the subject: Application for Framework Agreement – Catering.
- 4.2 Your submission must include:
1. Full description of your catering services to fit with corporate and business events
 2. The scale of events you are able to cater for
 3. Example menus
 4. Costs
- 4.3 We will contact you within 2 weeks of the deadline to inform you if your application has been successful.

5. Process

- 5.1 Stage one of the process is to appoint a number of catering companies to the framework. Following appointment, CQ will be able to approach members of the framework to book catering services for the Open Doors programme when needed.
- 5.2 There is no fee attached to joining the framework. The process of selection may lead to paid contracts at a later date.
- 5.3 Selection will be based on the following criteria:

- 1) Clarity of proposal and evidence of quality of proposed services (30%)
- 2) Previous track record of the proposed individual, team or business in delivery of catering services (20%)
- 3) Demonstrable ability and capacity to deliver the proposed services (20%)
- 4) Value for money (30%)

5.4 Following your application, a selection panel of staff from CQ will consider your submission and notify you of the outcome.

5.5 Please note that being successful in selection to the framework does not automatically guarantee you work for the Open Doors programme going forward.

5.6 Framework Agreements will be refreshed annually to ensure that The Big House is still receiving best value for money and attracting new suppliers to the market.

6. Further information

6.1 You can find out more about Open Doors/The Big House programme on our [website](#):

6.2 For any specific queries relating to this framework opportunity, please contact Diana Vernon, Events Producer by email at diana@creativequarter.com or phone: 0115 7100107.

The Big House is supported by the European Regional Development Fund