

**Tender – Rapid Procurement Process for Small and Medium Scale Requirements**

Business Hothouse Leadership and Management Development

The University of Chichester

**Latest date for Return – 9am 30th September 2022**

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1. Introduction and general background
   1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most economically advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

For this requirement we are obliged to by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In order to enable an assessment of the best value for the University, we are undertaking the rapid tender process. The rapid process enables us to consider the value proposition, and based on this to short-list providers. Only for those who are short-listed, is the further due diligence of the competitive process undertaken.

* 1. Background to this tender

The University of Chichester is seeking to appoint an experienced provider of Leadership and Management Development as part of the Business Hothouse programme to deliver Leadership and Management Development.

The Business Hothouse programme is a £10.9m ERDF / Local Authority / SME funded business support programme that is delivered by a consortium of 6 delivery partners, with the University of Chichester as the lead partner, across the Coast to Capital region.

The Business Hothouse delivers 6 strands of support and this tender relates to the Leadership and Management Strand.

1. Business Start Up Support
2. Access to Finance Support
3. Leadership and Management Development
4. Monetisation of Innovation Support
5. Business Growth and Productivity
6. SME Grants Programme

The Business Hothouse started in October 2019 and will run through to 31 May 2023, with all delivery finished by the end of 31 March 2023.

More information on the Business Hothouse can be found [here](https://www.chi.ac.uk/collaborate/business-hothouse/)

* 1. High level requirements
* To deliver a Leadership and Management development programme that ensures a minimum of 50 firms achieve 12 hours of development each.
* The programme can cover a range of topics on leadership and or management.
* The programme can be based on workshops, one to many support, one to one ‘coaching or mentoring’ style interventions or peer to peer workgroups (action learning sets) or any combination of these methods or similar.
* The programme of support needs to be delivered in person not on line
* The programme is to be delivered through to March 2023
* The contractor must be able to recruit firms on to the programme of L&M development (some marketing support will be available through the University of Chichester Business Hothouse team). All firms attending the development must be trading (i.e. not charities or projects). The firms can be sole trader or ltds, partnership, social enterprises with a legal structure etc.
* The programme of development must be delivered in the [Coast to Capital LEP region](https://www.coast2capital.org.uk/about-us/) at a selection of venues covering the region and to be agreed with UoC
* To liaise with and work closely with other providers of Business Support and in particular L&M on line support of the Business Hothouse
* All administration of the L&M programme of development must be done by the contractor (support can be given where necessary with project forms and processes)
* The programme must adhere to ERDF rules and guidelines and associated administration procedures, paperwork completion and data collection. This includes, but is not limited to:
  + Ensuring delegate firms fully complete and sign participant entry forms
  + Ensuring delegate firms fully complete and sign declarations of attendance
  + Full completion of the Data Monitoring Spreadsheets
  + Collection of pre-workshop questionnaire and post workshops feedback forms
  + More information on ERDF rules and guidelines can be found [here](https://www.gov.uk/government/publications/draft-european-regional-development-fund-operational-programme-2014-to-2020)

All these forms are made available centrally using SharePoint from University of Chichester Business Hothouse Team administrators

* The contract will work with the ERDF outputs and this contract will be subject to reaching the minimum requirements of each and evidencing requirements of the following outputs:
  + C1 – 50 minimum (firms receiving a minimum of 12 hours of support)
  + C4 – 50 minimum (firms receiving non-financial support – this is a subset of the C1s and included in the total of the C1 output)
  + C5 – 10 minimum (firms under 12 months old receiving a minimum of 12 hours of support – this will need to be proven by a certified copy of a screen shot / letter of registration UTR for sole traders and ltd companies and is a subset of the C1 output, and ins included in the total 50 C1s)
  + More information on ERDF outputs and guidance for what can be counted, including evidence required, can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719940/ESIF-GN-1-002_ERDF_Output_Indicators_Definition_Guidance_v6.pdf)
* Ability to use SharePoint for file sharing
* All delivery and full completion of required paperwork and invoicing to UoC must be done by 31st March 2023. NO PAYMENTS CAN BE MADE AFTER 31st MARCH 2023
* Contractor must be available for assessment of the programme of L&M development, which is conducted by an external evaluator and may require telephone and or face to face interviews. This will be completed by May 2023.
* All paperwork relevant to the contract must be kept until December 2033 for potential audit requirements
  1. The bidding process

We are obliged by the Public Contacts Regulations (2015) and by our own financial regulations to undertake a competitive process. In this case the perceived value of the tender, process requires us to obtain 3 quotations. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

Submission should be made by email to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) The closing date for submission is **9am 30th September 2022**

* 1. Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing. Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be published on the procurement web pages <https://help.chi.ac.uk/tenders>

* 1. Procurement timetable

The procurement project is working to the following timescale:

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| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | 12th September 2022 |
| Closing Date for submission | 9am 30th September 2022 |
| Award | 30th September 2022 + 10 Days |

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

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| --- | --- |
| Criteria | Weighting |
| Coherence and clarity to the University’s requirement | 40% |
| Organisational experience and capability | 10% |
| Costs | 20% |
| Compliance with the Social Value Model | 20% |
| Added value | 10% |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | Pass / Fail |

* 1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

There is no limit to word count here, but please bear in mind the need for clarity etc

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| --- | --- |
| 1 | Please describe your typical services |
| There is no limit to word count here, but please bear in mind the need for clarity etc | |

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| 2 | Please describe the programme of Leadership and Management Development and associated costs, addressing all the requirements as detailed above. This can be done via separate document if required. |
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| 3 | Please tell us something about you and your organisation, for example in relation to the social value model |
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* 1. The techncial requirements

To comply with the Public Contracts Act 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas, such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contracting phase of this procurement, we will ask questions about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance

How your company supports the Social Value Model (including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in **Appendix 1**

Appendix 1: Social Value Model: Model Award Criteria

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| --- | --- | --- |
| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| COVID-19 Recovery | Help local communities to manage and recover from the impact of COVID-19 | Effective measures to deliver any/all of the following benefits through the contract:   * Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. * Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. * Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. * Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. * Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)