

INVITATION TO TENDER – Business Consultancy Services

Newham College of Further Education seeks to contract a Business Advisor for business consultancy services for the ERDF funded project Enterprise Steps. The Business advisor will support the delivery of the Enterprise Steps ERDF funded project to potential businesses and entrepreneurs who could benefit from the support provided.

1. Newham College of Further Education – Department of Apprenticeships, Partnerships and Innovation

The Department of Apprenticeships, Partnerships and Innovation (API) was established by Newham College of Further Education to lead on activities to support the local and regional regeneration and apprenticeship agenda, and to open up new ways of training and supporting individuals and businesses. Central to all of this is API's ability to establish strong partnerships and secure external funding. In the current year, API has successfully secured over £5m of external funding which has created a major capacity for partnerships, collaboration, development, and innovation projects including funding to develop a new Institute of Transport Technology and the London base for the new High Speed Rail College.

The College supports businesses across a wide range of sectors, and specialises in support to business start-ups, creative businesses, and businesses owned by women and people from Black and Asian Minority Ethnic communities.

2. Enterprise Steps

Enterprise Steps is a part ERDF funded project led by Newham College in partnership with London South Bank University and Enterprise for London. The project will identify and engage pre-trade and early stage SMEs pan-London in areas of low enterprise activity and amongst under-represented groups to create new enterprises and help existing enterprises survive, prosper and grow by delivering a three-stage programme:

STAGE 1: New pre-start and fledgling enterprises receive a tailored programme to support their creation and establishment.

STAGE 2: ENTERPRISE SUPPORT PROGRAMME: Existing early stage enterprises, along with new enterprises created through Stage 1 will agree a tailored programme of activities including mentoring and workshops, to help them survive, flourish and grow.

STAGE 3: FASTTRACK ESCALATOR : As part of the diagnostic assessment and action plan, new or early stage businesses with potential for growth will be identified. These will be benchmarked against a 5-point criteria for growth potential.

Eligible enterprises will be enrolled onto the Fast Track Escalator programme, which provides additional one to one support, training and intensive strategy work.

The advice delivered by Newham College will contribute to the overall outputs of the programme:

- 355 enterprises supported
- 220 new enterprises supported
- 50 increased employment
- 100 entrepreneurs supported
- 15 new to the market products

Enterprise Steps is part-funded by the European Regional Development Fund. The European Regional Development Fund (ERDF) is one of the European Union's Structural Funds which is used to tackle regional disparities across Europe. ERDF helps to stimulate economic development and growth; it provides support to businesses, encourages innovation and supports regeneration.

3. Specification of Requirements

- In depth understanding of London micro and SME businesses
- Provide general business advice to pre-start, start-up and existing businesses that assists in delivering businesses growth
- Assist clients to develop strategies, business plans and access finance
- Strong understanding of cash flow management, access to finance
- To deliver in house training sessions / workshops where required
- To assist in organising and facilitating evening networking sessions where required
- Completion of all relevant project documentation as per ERDF audit requirements
- Evidence of experience in working with ERDF outputs and paperwork (or similar)
- Demonstrate a wide range of networks and contacts throughout London which will add value to the project beneficiaries
- To provide timely documentation which includes reports from all project beneficiary contact, timesheets and updating contact diary
- Establish and maintain effective relations with key individuals and organisations to promote Enterprise Steps and aid high quality referrals
- Understand that advice forms one part of the project and show an understanding of signposting clients to other areas of the ERDF programme such as group master classes
- Work in conjunction with the client to ensure the client is offered relevant master classes and signposted to other expertise to assist the company's growth
- Keeping up to date client files to ensure project outputs are reached and evidenced correctly
- Maintain client confidentiality
- Flexibility to work weekends and evenings when required

4. Proposal submission

Enterprise Steps delivery has recently been extended until December 2019 and as a result Newham College require the service of a business consultant to support the delivery of the Enterprise Steps ERDF funded project to potential businesses and entrepreneurs who could benefit from the support available.

The maximum number of days that can be offered is two days of consultancy per week. It is anticipated that the contract will last for 4 months (to 31st December 2019).

We will accept applications from companies or individual consultants.

- The tender response must consist of a proposal that responds directly to all the requirements outlined in this tender document:
- The response must be no more than 6 pages (not including CVs) and submitted by email to **info@enterprisesteps.co.uk**. The response presented must:
 - Give a brief introduction setting the context for the proposal
 - Provide background information about the organisation/individual making the proposal
 - Provide a point of contact for correspondence
 - Outline how the specification of requirements (section 3) of this tender are going to be addressed, showing why the tendering organisation/individual should be selected
This should be structured in line with the contract evaluation criteria
 - Detail any assumptions that have been made
 - Provide the appropriate costing based on day rate
 - A confirmation that no conflicts of interest would arise in managing this brief
- The response must include a CV for each employee/individual of the tendering organisation that will be delivering the service outlined

5. Contract Value

The contract value is up to £10,000 including VAT, for the remainder of the lifetime of the Enterprise Steps project i.e. September 2019 to December 2019.

Please note – VAT. If you cannot recover VAT for the project you should include VAT within your project costs. If you are able to recover VAT it should be excluded. In the event of your bid being accepted you will not be able to charge VAT on top of project costs. You are responsible for determining your own VAT recovery position and should submit cost proposals accordingly.

6. Timescale

Invitation to tender sent out	Friday 30 th August 2019
Submission deadline	Noon Monday 9th September 2019
Estimated notification of outcome	Friday 13 th September 2019
Contract delivery to commence	Monday 16 th September 2019
Contract completion	31 st December 2019

Proposals should be no longer than 6 sides of A4 (excluding CVs or biographies) and should be submitted by email to: info@enterprisesteps.co.uk. Proposals must be received before Noon Monday 9th September 2019. Any received after this time and date will not be considered.

7. Evaluation Criteria

Contract will be awarded based on:

Value for money: cost and value added to the Enterprise Steps programme (40%)

Suitability, knowledge and experience in the field (50%)

Availability (10%)

Payments / Contract will be based on:

Submission of a monthly invoice backed up by time sheets and delivery of the agreed targets and outputs.

Newham College is not bound to accept the lowest priced Quotation or indeed any Quotation. Newham College also reserves the right to accept all or any part of a Quotation. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved. Documentation received in response to this invitation to tender shall be treated as private and confidential except where the disclosure is required by law.

The successful applicant will be offered a contract with Newham College based on the tender submitted and will be expected to deliver the activities and outputs specified. All expenditure and activity must be completed by the date stated in the tender specification.