

# Business Ready Growth Specialist Pool Procurement

For

Business Ready Phase 2 Extension Programme

University of Warwick Science Park (UWSP)  
August 2022 – Jun 2023

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## Procurement Timetable

Following is an indicative timetable for those wishing to apply to join the pool:

Advertise on website	8 <sup>th</sup> July 2022
Programme information meeting	21 <sup>st</sup> July 2022 between 14:30 -16:00 Digital – please request an invitation through the procurement email address <b>procurementgs@uwsp.co.uk</b>
Final date for queries	1 <sup>st</sup> August 2022 at 17:00
Closing date for submissions of applications	8 <sup>th</sup> August 2022 at 15:00
Applicants informed of outcome	No later than 19 <sup>th</sup> August 2022
Specialist induction meetings	22 <sup>nd</sup> August 2022 from 10:00 – 12:00 Warwick Innovation Centre CV34 6UW
2 sessions available – one physical and one virtual location	22 <sup>nd</sup> August 2022 from 13:00 – 15:00 Digital/Virtual over Zoom/Teams
Client engagements to commence	August 2022
Client recording, impact measurement and publishing of case studies	August 2022 – June 2023

## Overview of the Requirement

The University of Warwick Science Park (UWSP) in partnership with Warwickshire County Council (WCC) is looking to appoint a pool of growth specialist mentors, coaches and advisers for the provision of a pool of “Business Ready Growth Specialists” (BRGS) under a framework agreement.

The University of Warwick Science Park (UWSP) has delivered the Business Ready programme to small and medium sized businesses (SMEs) based in Coventry and Warwickshire since 2016. See [www.business-ready.co.uk](http://www.business-ready.co.uk) for further information.

The Business Ready Phase 2 Extension Programme (BR2Ext) is currently a European Regional Development Fund (ERDF) supported initiative and is an extension of an earlier successful programme. It is anticipated to be able to continue the Business Ready SME support programme beyond the current funding allocation, but that will be dependent upon securing additional funding support from other sources, for example the UK Shared Prosperity Fund or similar.

## Purpose of this document

The procurement procedure requires prospective suppliers to submit a completed tender before the deadline date. Applications will be scored according to the measures explained in the Scoring Criteria section later in this document. Applicants achieving 65%/260 of the available marks (pass mark), AND passing all mandatory criteria, will be eligible to be considered for inclusion on the Growth Specialist supplier list.

The Growth Specialist pool is limited to 35 suppliers who have achieved the pass mark or higher.

To ensure we have a diverse range of commercial sectors and business skill sets represented in the pool we will first select the highest ranked applicant in each specialism and/or sector, provided that the pass mark threshold has been achieved by that applicant. After we have selected the highest ranked we will select the second highest ranked, and so on until we have reached the limit of 35 suppliers. Successful applicants will be awarded a contract. For the sake of clarity, award of a contract confers no guarantee of work under this framework agreement.

If we do not have 35 suppliers that meet or exceed the pass mark we will restrict the number of suppliers in the pool to those that have achieved that threshold.

It is possible, if we have more than 35 suppliers that exceed the threshold, that an applicant will not be awarded a contract even though they have exceeded the pass mark, because there are suppliers with the same or similar sector experience and/or skill sets that have achieved a higher score. Notwithstanding, we reserve the right to offer a contract at a later

date should any of the successful applicants who have been awarded a contract withdraw from the Growth Specialist pool.

The BR2Ext Programme is part funded by the European Regional Development Fund (ERDF) with further funding from Warwickshire County Council (WCC). The extension period of the Business Ready programme is the 18-month period from 1<sup>st</sup> January 2022 – 30<sup>th</sup> June 2023.

This Growth Specialist procurement will be from the date of the tender until 30<sup>th</sup> June 2023.

UWSP reserves the right to extend BR2Ext by further periods after 30<sup>th</sup> June 2023 up to, but not exceeding 36 months (last date this can be extended to is 30<sup>th</sup> June 2026), at the discretion of UWSP based on the contract performance of the successful applicant and the availability of funding.

The value of this procurement process is up to £200,000.

Initial funding of £42,600 from 1<sup>st</sup> January 2022 – 30<sup>th</sup> June 2023 has been secured; 50% (£21,300) provided through ERDF and 25% each (£10,650) through WCC and UWSP.

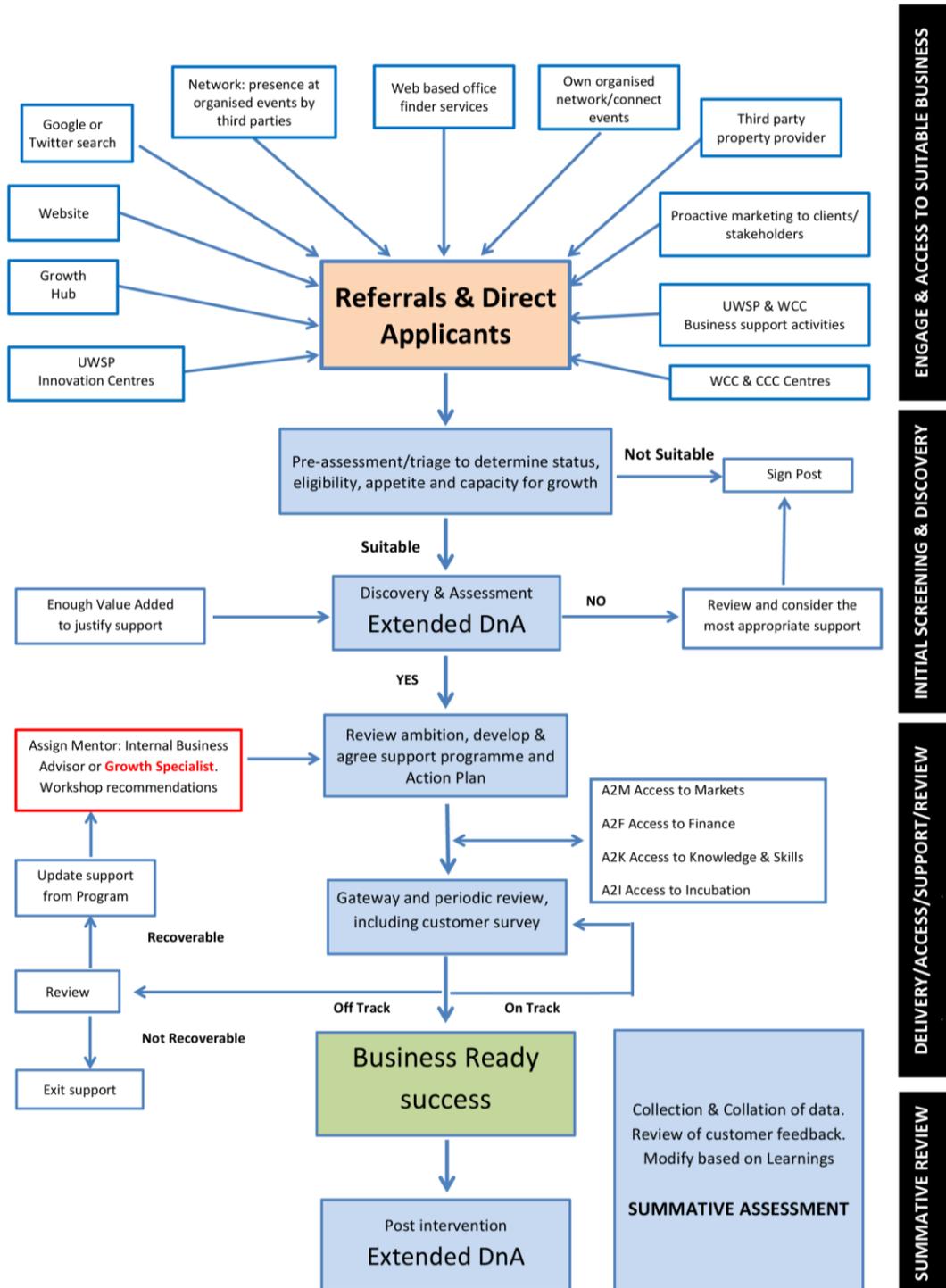
We will look to work with suitable external sources to secure funding post 30<sup>th</sup> June 2023.

The procurement of Growth Specialists (BRGS) for Business Ready is following national guidelines for procurement of ERDF funded projects. We reserve the right to modify the conditions of the procurement process to meet the requirements of other external funders should that condition arise.

## Service description

Business Ready is an innovative business growth support package for tech-based, innovation-led and knowledge intensive SME businesses based in Coventry and Warwickshire. The programme is supporting micro and small enterprises with the characteristics and ambition for growth.

The process flow below indicates the Customer Journey and how the Growth Specialist (see box with red border) would interact with the Business Ready engagement process.



The programme offers a tailored package of demand-led specialist and practical support.

This will be delivered through a combination of mentoring, coaching and workshops for business owners and managers to develop their expertise and understanding of:

- Targeted marketing strategies and costed plans
- Strategic & business expansion planning
- Preparing investment propositions and funding applications
- Financial Control, Planning and Forecasting
- Growing the team through structured recruitment and retention activity
- Leadership & Team development
- Access to and availability of specialist premises and resources
- Access to relevant sources of knowledge and expertise
- Networking – peer to peer opportunities with other local growth companies
- Access to a wider network of contacts & knowledge

## **Growth Specialist pool requirements**

In order to deliver the Business Ready (BR2Ext) services to ambitious, innovative local companies, UWSP wish to procure a pool of experienced mentors, coaches and advisers to support the programme delivery through client project-based interventions. Following an assessment by the Business Adviser a Growth Specialist will allocated a specified number of hours to engage with the client; typically that initial engagement will be between 7 and 14 hours (1-2 days), which may be delivered over a short or long period (up to the duration of the contract) depending upon the needs of the client.

The duration of engagement may be shorter or longer than 7 or 14 hours; for example, if the client requires a review of their HR procedures this may require only 2 or 3 hours of support. Alternatively if they require a review of manufacturing processes this may require more than 2 days.

It is anticipated that the Growth Specialist pool will comprise in total up to 35 individuals; each specialist may have expertise in more than one specialism. The tender process permits an applicant to submit up to three specialisms, and potentially to be awarded a contract for up to three specialisms, provided they exceed the pass mark for each specialism and they are ranked high enough to be selected.

All business growth specialists will have a proven track record in growing their own business and in supporting potential growth companies through their private work or previous programmes such as earlier iterations of Business Ready, MAS, Growth Accelerator or H2020/EASME.

UWSP are looking to recruit specialists with a pragmatic approach & expertise in one or more of the following fields. Where an application covers more than one specialism the business Growth Specialist should indicate the order of priority for which they wish to be considered in Question A7 (there are 3 x separate pages provided, one for each specialism if required. If more than one Growth Specialist is applying through the same organisation then these pages should be copied and completed for each of the Growth Specialists) :

- Access to Finance – equity, debt or grants
- Market research, Marketing strategy and Planning
- Digital Marketing and Social Media Marketing
- Manufacturing (including Lean, Six Sigma, Value Chain, Process Mapping)
- Business & Sales development
- Recruitment and Talent Management
- Management, Leadership and Team building
- Strategic Planning for growth (including Value Proposition, Strategy Canvas, Orbit)
- Innovation and new product development
- Technology commercialisation
- Operational Management
- Strategic Planning
- Business Financial management
- Managing IP
- Product Design
- Mobile communications/5G networks, IoT and associated technologies
- SAAS systems and cloud-based solutions
- Business Information/IT systems and productivity tools
- VR/AR/AX

We anticipate cross sector expertise requirements, but are keen to recruit those with expertise in the following strategically important sectors:

- Logistics
- Professional and Financial Services
- Digital & Creative
- Advanced manufacturing
- ICT and Technology/IoT
- Healthcare
- Intellectual property and law

Growth Specialists, liaising with the UWSP Business Growth Adviser, will be expected to refer clients on to other specialist expertise within and external to BR2Ext, ensuring referrals are accurately recorded on project documentation.

## Contractual issues

The names and specialism/sector expertise of each business Growth Specialist will be recorded in a table. The table will be used by the UWSP Business Advisers to identify specialists with the relevant expertise, skills and delivery capability to support the growth of selected business clients.

The UWSP Growth Adviser will assess the client needs. When there is more than one specialist with the appropriate skill set the client will be able to select their preferred specialists from the pool of specialists available. On occasion, clients may wish to speak with or meet specialists prior to choosing the one they wish to engage with.

On engagement, meeting dates and times will be directly agreed between client and specialist, usually during working hours (typically between 08h00 and 18h00). Any weekend or evening work is agreed between specialist and client but will not attract a premium rate.

There is no guarantee of any minimum number of hours/days to be accessed from the pool; selection will be based on client requirements.

Growth Specialists accepted into the pool must attend a compulsory induction meeting prior to the first client engagement. These will be scheduled at various times to accommodate availability (see timetable).

**Only direct client delivery time will be paid; this includes face to face, digital meetings and telephone time, evidenced by a timesheet duly authorised by the client. Travel time, preparation time and expenses will not be paid.**

Growth Specialists are asked to quote their fee rate for delivery.

**A maximum hourly rate of £90 + VAT (if applicable) will be paid.**

Any application with an hourly rate in excess of the rate specified above will be disqualified from consideration.

Growth Specialists will be invited to attend further team and client recruitment events to extend their network and share skills, expertise and experiences.

A purchase order will be raised for each individual client engagement. Growth Specialists will be required to submit invoices for direct client engagement evidenced by client satisfaction signatures.

BRGS are required to produce accurately completed timesheets and outputs paperwork signed by the client on a monthly basis.

Paperwork must be supplied by the BRGS on a monthly basis; 1 invoice and 1 timesheet per client per month, duly signed by client and Growth Adviser. This documentation will be required before any invoices are paid. Correctly supplied invoices will be paid within 30 days. UWSP reserves the right to decline invoices for work completed more than 90 days before the date the invoice is received by UWSP.

BRGS may also be asked to assist with the following with no additional fees:

- Provide information for the production of case studies
- Support external promotion to stakeholder groups
- Provide information requested by an audit.

It is anticipated that contracts will be raised with companies registered at Companies House. If BRGS expect to deliver services as a sole trader or partnership, then evidence of an HMRC Unique Tax Reference (UTR) must be provided and the individual must meet the requirements of The University of Warwick Self Employed status assessment: otherwise payment will be made via the university payroll with deduction of applicable PAYE and NI.

BRGS are required to have insurance cover to the following levels:

- Public Liability £1,000,000
- Employers Liability (if applicable) £5,000,000
- Professional Indemnity £ 500,000

You are required to attach copies of your insurance certificates with your application, or confirm that this will be in place, before contracting commences.

All suppliers invited to join the BRGS pool will be asked to sign a contract stating their responsibilities towards:

- Health & Safety
- Anti-Bribery
- Data Protection
- Anti-Slavery
- Freedom of Information Act 2000

Copies of the contract will be made available on request.

For data privacy reasons BRGS may not use contact details of BR2Ext clients for their own marketing communications and should refrain from adding BR2Ext clients to their respective marketing databases without client consent.

## Subcontracting

We are expecting a direct delivery model between client and engaged specialist, based on BRGS skills, expertise and personality. Our model does not expect substitution. However, we are aware that some companies may bid for multiple specialists.

Where use of subcontractors is proposed, all company information requested and supplied herein should be given in respect of the prime contractor (the Supplier).

The names, addresses and background details of any subcontractor Growth Specialist the Supplier proposes to employ must be furnished with this tender application and UWSP must be notified of any change to this throughout the Contract.

Suppliers must ensure payment to subcontractors of any undisputed invoices under this contract, within 30 days from the date on which the relevant invoice is regarded as valid and undisputed.

Please note, the prime contractor (the Supplier) must comply with the terms of the contract and will be liable for, and must ensure, the compliance of any of their subcontractors with the terms of the contract.

Please see application process below.

## Application Process

There are two stages to this open tender procurement.

### Stage 1:

Open tender

- Questionnaire – Appendix A. Where a question is not relevant to the respondent's organisation, this should be indicated as not applicable or n/a, with an explanation.
- Appendix A7 - Provide a response for each Growth Specialist to be considered and for each specialism and or sector.
- Provide references/testimonials from three clients. for each Growth Specialist.

#### Evaluation criteria:

- Pass/Fail on Equal Opportunities and Insurance
- Financial and Legal status of supplier (10%)
- Specialist experience with SME client base (50%)
- Tools and techniques (10%)
- Capacity and availability (10%)
- References supplied (10%)
- Fee rates (10%)

Applicants scoring 65%/260 points or more for each specialism they apply for will be considered for award of a contract.

### Stage 2:

Growth Specialist matched to client (see Customer Journey in the Service description)

Growth Specialist who are awarded a contract will have the opportunity to be matched to clients with that specific need.

The client will select a Growth Specialist from a number of matched specialists based on their individual needs, availability and/or other preferences.

Applicants should refer to the Service Description issued as part of this document for further detail on the requirements of the BRGS.

Applicants should answer the questionnaire in Appendix A as fully, accurately and concisely as possible. If the applicant wishes to be considered for more than one specialism they should provide a suitable response for each of those specialisms; pages labelled A7(i), A7(ii) and A7(iii) are included for such purpose. Each specialism will be scored individually.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean applicants will fail to meet the minimum requirement to progress to the next stage.

Completed applications **must be submitted by 3:00 pm on Monday 8<sup>th</sup> August, 2022** to the email address **[procurementgs@uwsp.co.uk](mailto:procurementgs@uwsp.co.uk)** - late submissions and postal submissions will not be considered.

## Stage 1 - Scoring Criteria for each BRGS:

Points	Scoring Criteria
<p style="text-align: center;">4 Very Good</p>	<ul style="list-style-type: none"> <li>• Provision of a high level of detail and key information which has allowed a thorough and extensive assessment</li> <li>• All information is specific, relevant and very well thought out</li> <li>• All issues raised by UWSP have been considered or addressed to a very good degree</li> <li>• The responses exceed all of UWSP's requirements</li> <li>• High level of evidence that applicant can exceed requirements with detailed explanations/evidence in support</li> <li>• UWSP has no concerns and has a high level of confidence in the applicant's proposals</li> </ul>
<p style="text-align: center;">3 Good</p>	<ul style="list-style-type: none"> <li>• Provision of a good level of detail or key information which has allowed a thorough assessment</li> <li>• Responses give a detailed, specific and well thought out answer to the question</li> <li>• All issues raised by the UWSP have been considered and addressed to a good degree</li> <li>• The responses satisfy all and exceed some of the UWSP's requirements</li> <li>• Appropriate level of evidence provided to indicate that the applicant can satisfy the requirement</li> <li>• UWSP has no concerns and has a good level of confidence in the applicant's proposals</li> </ul>
<p style="text-align: center;">2 Satisfactory</p>	<ul style="list-style-type: none"> <li>• Provision of a sufficient level of detail or key information which has allowed assessment</li> <li>• Information is generally specific to the tender</li> <li>• Responses answer the questions to an acceptable degree</li> <li>• All issues raised by UWSP have been considered or addressed to a satisfactory degree</li> <li>• The responses satisfy all of UWSP's requirements</li> <li>• There is evidence that the applicant can satisfy the requirement with minor reservations about ability to provide the service</li> <li>• UWSP has some minor concerns but has confidence in the applicant's proposal</li> </ul>
<p style="text-align: center;">1 Poor</p>	<ul style="list-style-type: none"> <li>• Very little information provided or key information omitted</li> <li>• Responses do not properly answer the questions</li> <li>• Very few of the issues raised by UWSP have been considered or addressed, or they have been poorly considered/addressed</li> <li>• The responses only satisfy a few of UWSP's requirements</li> <li>• There is some evidence that the applicant can meet some of the requirement, but limited information and/or significant weaknesses</li> <li>• UWSP has little confidence in the applicant's proposals</li> </ul>
<p style="text-align: center;">0 Unacceptable</p>	<ul style="list-style-type: none"> <li>• No information provided and/or fundamentally unacceptable</li> <li>• Responses do not answer the questions</li> <li>• Responses do not consider/address the issues raised by UWSP</li> <li>• The responses do not satisfy any of the requirements</li> <li>• Non-Compliant – little or no evidence that the applicant can meet the stated requirements</li> <li>• UWSP has no confidence in the applicant's proposal</li> </ul>

## Scoring – Assessment & Evaluation Criteria and Scoring Calculations

- Each member of the evaluation panel will allocate points to each question in accordance with the points framework detailed below (i.e. 0, 1, 2, 3, 4);
- The resulting scores provided by each panel member to each question will then be added up and divided by the number of panel members to calculate an average answer score;
- The average answer score to each question will be divided by the maximum question multiplier and the result of this will then be multiplied by the maximum points attainable;
- The scores for each of the questions will be added to achieve a total non-cost score out of 360 for the Non-Cost quality questions (accounting for 90% of the 400 marks).
- This procurement requires suppliers to submit a tender. Applicants achieving 65%/260 of the available marks (quality and price combined) AND passing all mandatory criteria will be considered for inclusion in the Growth Specialist pool. Final contract award will be dependent upon the total number of successful applications and the number and range of skills and sectors represented in the successful applications.

### Example Evaluation – Cost Question

Question/Criteria	Question Weighting (Maximum Score)	Bid Price	Lowest Bid	Score
A6 - Pricing	10% of the 400 marks (40)	90.00	70.00	31.11
<b>Total Cost Score</b>				<b>31.11</b>

Question/Criteria	Question Weighting (Maximum Score)	Bid Price	Lowest Bid	Score
A6 - Pricing	10% of the 400 marks (40)	75.00	70.00	37.33
<b>Total Cost Score</b>				<b>37.33</b>

### Example Evaluation - Non-Cost Questions

Question/Criteria	Percentage weighting	Maximum question multiplier	Maximum Points	Average Answer Score	Non-cost score
A2 - Legal Information – Q1	1%	4	4	3	(3/4) *4=3
A2 - Legal Information – Q2	1%	4	4	3	(3/4) *4=3
A2 - Legal Information – Q3	1%	4	4	3	(3/4) *4=3
A2 - Legal Information – Q4	2%	4	8	3	(3/4) *8=6
A3 - Financial Information	5%	4	20	2	(2/4) *20=10
A7 - i) Growth Specialist – first specialism (50%), tools and techniques (10%), availability (10%)	70%	4	280	4	(4/4) *70=280
A7 - ii) Growth Specialist – second specialism (50%), tools and techniques (10%), availability (10%)	70%	4	280	2	(2/4) *70=140
A7 - iii) Growth Specialist – third specialism (50%), tools and techniques (10%), availability (10%)	70%	4	280	3	(3/4) *70=210
A8 - References	10%	4	40	4	(4/4) *40=40
<b>Total Non-Cost Score out of a possible 360</b>	<b>Growth Specialist specialism (i) 345 = Exceeded threshold – consider for pool</b> <b>Growth Specialist specialism (ii) 205 = Did not exceed threshold – do not consider for pool</b> <b>Growth Specialist specialism (iii) 275 = Exceeded threshold – consider for pool</b>				

## Stage 1 Open Tender - Evaluation Criteria:

Section	Weighting
<b>Mandatory Information Only</b>	These sections of the questionnaire are for 'Information only' and are therefore not scored as part of our evaluation.
A1 - Business Details	You should complete all sections. If any question is not applicable please explain why.
<b>Mandatory Pass/Fail Questions</b>	These are of a Pass/Fail nature and therefore failure to satisfy these requirements will result in your bid being deemed non-compliant.
A4 – Equal Opportunities	You must answer 'Yes' in order to be able to pass this question.
A5 - Insurance	You must answer 'Yes' in order to be able to pass this question.
<b>Price/Cost</b>	
A6 - Pricing	10%  You must provide your overall price for the delivery of both Marketing and Publicity. <i>Information regarding how we will evaluate pricing can be found above.</i>
<b>Assessment Criteria (Non Cost Questions)</b>	90% - <i>Information regarding how we will evaluate non-cost can be found above.</i>
A2 - Legal Information	5% (see breakdown in the Appendix)
A3 - Financial Information	5%
A7 - i) First Specialism and SME sector experience	50% (500 word limit – any words in excess of this limit will not be evaluated)
A7 - ii) Second Specialism and SME sector experience	50% (500 word limit – any words in excess of this limit will not be evaluated)
A7 - iii) Third Specialism and SME sector experience	50% (500 word limit – any words in excess of this limit will not be evaluated)
A7 – Identify relevant tools and techniques that you have used to support SME clients	10%
A7 – Capacity and availability	10%
A8 – References	10%

## **Mandatory (Pass/Fail) Questions – Personal Data Protection & Systems & Data Security**

Regardless of the merits of your tender at both Selection and Award stages, any contract award is conditional on satisfying the Warwickshire County Council's requirements in relation to the protection of personal data and systems and data security.

In order to pass the mandatory (Pass/Fail) questions, you are required to answer YES to all parts of section A4 and A5. Failure to answer any of the Pass/Fail questions, or to answer NO is likely to result in your application being unsuccessful and no further assessment of your application will be undertaken.

### **Queries about the procurement**

A digitally hosted information session will be held on 21<sup>st</sup> July 2022 to answer questions regarding the programme and the requirements to be considered for the pool. Interested applicants are invited to register their interest to attend by email to the address below; further information will be supplied in response.

This information session will be held digitally and you will receive an email invitation if you request to attend.

If you cannot attend this event, you may forward any questions you have about the procurement to the same email address - [procurementgs@uwsp.co.uk](mailto:procurementgs@uwsp.co.uk)

Any queries or requests for clarification must be submitted in email correspondence to the to the email address [procurementgs@uwsp.co.uk](mailto:procurementgs@uwsp.co.uk) and be received by 1<sup>st</sup> August at 5.00pm

All questions and responses will be made available to all applicants; these will be published on the Business Ready website [www.business-ready.co.uk](http://www.business-ready.co.uk) in an anonymous form.

In the interests of transparency and fairness UWSP does not accept, and will not respond to, any verbal requests for clarification or information outside of the information session.

## Appendix A – Questionnaire

<b>Appendix A - Questionnaire: Business Details</b> (complete appendix for applicant business and each subcontractor separately)		
<b>A1</b>	<b>Business Details (MI)</b>	
	Name of the organisation (or individual) in whose name the contract would be agreed:	
	Principal contact name:	
	Contact address:	
	Telephone number:	
	Mobile number:	
	E-mail address:	
	Company Registration number:	
	Date of Registration:	
	Registered address (if different from above):	
	VAT Registration number:	
	Website address:	

**Appendix A - Questionnaire: Legal Information**  
(complete appendix for applicant business and each subcontractor separately)

<b>A2</b>	<b>Legal Status (5%)</b>	
	<b>Company Name:</b>	
<b>Q1 (1%)</b>	Are there any court actions and/ or tribunal hearings outstanding or threatened against your organisation or your sub-contractors?	Yes / No  If 'Yes', please provide details:
<b>Q2 (1%)</b>	Has your organisation or your sub-contractors been involved in any court action and/ or significant tribunals over the last three years?	Yes / No  If 'Yes', please provide details:
<b>Q3 (1%)</b>	During the last three years, has your organisation had a contract terminated, failed to complete a contract to timescales, or had financial penalties imposed as a result of failure to meet deliverables?	Yes / No  If 'Yes', please provide details:
<b>Q4 (2%)</b>	Have you or any of your employees or subcontractors been convicted of any of the following legal offences: <ul style="list-style-type: none"> <li>• participation in a criminal organisation;</li> <li>• corruption;</li> <li>• fraud;</li> <li>• terrorism;</li> <li>• money laundering;</li> <li>• child labour or human trafficking;</li> <li>• non-payment of taxes and social security contributions.</li> </ul>	Yes / No  If 'Yes' to any of these statements, please provide details and which statement they relate to:

**Appendix A - Questionnaire: Financial Information**  
(complete appendix for applicant business and each subcontractor separately)

	<b>Company Name</b>	
<b>A3</b>	<b>Financial Status (5%)</b>	
	Has your organisation or your subcontractors met all of its obligations to pay its creditors and staff during the past 2 years?	Yes / No  If 'No', please provide details:

**Appendix A - Questionnaire: Equal Opportunities**  
(complete appendix for applicant business and each subcontractor separately)

	<b>Company Name</b>	
<b>A4</b>	<b>Equal Opportunities (Pass/Fail)</b>	
<b>P/F</b>	Can you confirm that your organisation fully complies with the Equality Act 2010?	Yes / No

**Appendix A - Questionnaire: Insurance information**  
(complete appendix for applicant business and each subcontractor separately)

<b>A5</b>	<b>Insurance (Pass/Fail)</b>	Please select one of the following statements (you are required to provide further information in the table below for information purposes only):																				
<b>P/F</b>	Provide copies of your public liability, employer’s liability and professional indemnity insurance. If unavailable please confirm this will be in place prior to contracting; applicants will be unable to commence any work until copies have been provided.	<p><i>The required premiums can be found on page 7 of this document. Delete as applicable.</i></p> <ul style="list-style-type: none"> <li>• Yes, I have the required levels of insurance;</li> <li>• Yes, I agree to obtain the required levels of insurance prior to contract commencement;</li> <li>• No, I do not hold/agree to obtain the required levels of insurance.</li> </ul>																				
<b>MI</b>	<table border="1" data-bbox="316 1146 1374 1568"> <thead> <tr> <th></th> <th>Policy number</th> <th>Insurer</th> <th>Expiry date</th> <th>Limit (£)</th> </tr> </thead> <tbody> <tr> <td>Public liability</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Employers’ liability</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Professional Indemnity</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Policy number	Insurer	Expiry date	Limit (£)	Public liability					Employers’ liability					Professional Indemnity				
	Policy number	Insurer	Expiry date	Limit (£)																		
Public liability																						
Employers’ liability																						
Professional Indemnity																						

## Appendix A - Questionnaire: A6 Pricing Schedule

(please complete for each sector if applicable)

It is mandatory to complete the table below. Failure to complete this question, or making a bid in excess of £90.00 (+VAT), the highest rates permissible under this contract, will result in disqualification from consideration.

The lowest cost bid will be given the maximum percentage weighting for the cost element (10%) and a maximum score of 40. All other bids will then be compared against the lowest cost bid on a pro-rata basis.

The formula that will be used to do the comparison is: -  
(lowest price/applicant bid price) x 40

This fee element shall include the cost of all labour, equipment, materials and travel and cover the period August 2022 – June 2023.

All Prices submitted must be **exclusive of VAT**.

A6 (10%)	Fees for specialist services (hourly rate – maximum £90.00)	£
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\_\_\_\_\_  
Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
On behalf of

\_\_\_\_\_  
Date

\_\_\_\_\_

**Appendix A - Questionnaire: A7(i). Growth Specialist (70%)**  
(please complete for each Growth Specialist/specialism):

**Name:**

Does the specialist belong to any **relevant** professional or trade bodies?  
Please list

Does the specialist hold any **relevant** qualifications?  
Please list

Please detail the Growth Specialist's relevant experience **50%** (No more than 500 words).

**Relevant Tools and Techniques 10%** Please give some examples of business tools or techniques you have used when supporting clients with business growth:

**Capacity and Availability 10%** Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours:



## Appendix A - Questionnaire: A7(ii). Growth Specialist (70%)

(please complete for each Growth Specialist/specialism):

**Name:**

Does the specialist belong to any **relevant** professional or trade bodies?

Please list

Does the specialist hold any **relevant** qualifications?

Please list

Please detail the Growth Specialist's relevant experience **50%** (No more than 500 words).

**Relevant Tools and Techniques 10%** Please give some examples of business tools or techniques you have used when supporting clients with business growth:

**Capacity and Availability 10%** Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours:

**Appendix A - Questionnaire: A7(iii). Growth Specialist (70%)**  
(please complete for each Growth Specialist/specialism):

**Name:**

Does the specialist belong to any **relevant** professional or trade bodies?  
Please list

Does the specialist hold any **relevant** qualifications?  
Please list

Please detail the Growth Specialist's relevant experience **50%** (No more than 500 words).

**Relevant Tools and Techniques 10%** Please give some examples of business tools or techniques you have used when supporting clients with business growth:

**Capacity and Availability 10%** Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours:

**Appendix A - Questionnaire: References**  
(complete appendix for applicant business and each subcontractor separately)

<b>A8</b> <b>(10%)</b>	Please include <b>three references/testimonials</b> from clients for each Growth Specialist, ensuring you have the client's permission. These can be on letter headed paper, or an email from a registered company domain name. UWSP retains the right to contact a referee.
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**Appendix A - Questionnaire: Conflict of Interests**  
(complete appendix for applicant business and each subcontractor separately)

Are there any potential conflicts of interest that may arise from other existing contracts and/or relationships should the specialist be selected?	Yes / No
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If Yes, please provide details:

**Availability for Induction Day (please delete where unavailable)**

I have previously worked on the Business Ready programme?	NO	YES
I am able to attend the induction some of the induction sessions	NO	YES
I am available to attend on ... (please select all applicable)	22 <sup>nd</sup> August Warwick	22 <sup>nd</sup> August Digitally