QUOTATION REQUEST DOCUMENT

**E-Factor Group Ltd**

**Framework quotations for the supply of specialist consultancy services for the**

**extended GAIN Enterprise Growth programme**

**January 2022 to June 2023**

**Specialist Consultancy Services**

**Lot No 1 to 5 (see Section 2 for Details)**

Date: October 2021

**Contents:**

[1. Introduction 1](#_Toc16708471)

[2. Quotation Requirements 1](#_Toc16708472)

[3. DURATION OF CONTRACT 3](#_Toc16708473)

[4. Requirements 3](#_Toc16708474)

[5. Payment 4](#_Toc16708475)

[6. Content of Quotation Submission 4](#_Toc16708476)

[7. Evaluation of Quotations 5](#_Toc16708477)

[8. Instruction to Consultants 6](#_Toc16708478)

[9. CONDITIONS OF QUOTATION 6](#_Toc16708479)

[10. Timetable for Submission 6](#_Toc16708480)

[Appendix A: Pricing summary and bona fide tender declaration 8](#_Toc16708481)

[Appendix B: Declaration of Interest 9](#_Toc16708482)

[Appendix C: Due Diligence 10](#_Toc16708483)

# Introduction

E-Factor (Group) Ltd and MODAL Training Ltd are being part-funded by the European Regional Development Fund (ERDF) to provide support to small and medium sized enterprises (SMEs) located in the Greater Lincolnshire area to help their businesses to thrive and grow.

Our goal is to encourage and support the creation of long-term sustainable enterprises, provide business guidance and advice to existing SME’s in order to improve performance and to help the creation of sustainable jobs.

E-Factor Group Ltd (E-Factor) is a not-for-profit social enterprise which provides a range of business support services and are looking to deliver consultancy services under the extended GAIN project against various Lots and Themes up to a total value of £110,000 over the contract period.

It should be noted that there is no guarantee of any particular value of work however, the maximum contracted value of service delivery by any individual company/consultant will not exceed £24,500 over the whole contracted period, and the services required are varied under this tender based on a requirement to secure consultancy (1:1), workshops and master classes across a range of sectors and themes. For these reasons, as well as wishing to ensure management of risk, achieve geographic coverage and flexible delivery, we are expecting to make a number of appointments, based on rates, as described in Appendix C - section 2.5 pricing, to deliver specific solutions.

We will **be seeking to appoint approximately 25 suitable suppliers** with expertise across the following key sectors.

* 1. E-Factor and its’ supporting Partner, MODAL Training Ltd are seeking to establish a new framework of suppliers to deliver specialist business advice to SMEs in the following key LEP sectors in Greater Lincolnshire:
* **Food and Manufacturing and allied sectors**
* **Health and Social Care**
* **Visitor Economy**
* **Ports and Logistics**
* **Low Carbon,** **Environmental and related supply chain developments**
  1. The support available from the programme includes:
* **General business advice provided by GAIN sector specialist advisors;**
* **Thematic business advice, delivered by specialist consultants;**
* **A programme of events and workshops covering a wide range of business topics.**

E Factor and Modal lead on the engagement of the SMEs under this contract and have a team of business advisors already in place delivering specific solutions. This tender is designed to secure additional capacity and expertise that would support delivering ERDF compliant interventions to assist identified SMEs in the Greater Lincolnshire area.

# Quotation Requirements

* 1. E-Factor/MODAL is seeking to establish a new framework of consultants who can deliver the specialist advice to SMEs either on a one-to-one basis or through workshops and masterclasses. This request is for specialist advice to be delivered in Lots, not exceeding £24,500 in total per consultant across the contract period. They will service a matrix of cross cutting themes, into specific sector groups, which we envisage would require between a minimum of 10, and a maxim of 25 separate appointments.

**Sector No.1 - Food Manufacturing and Allied Sectors**

**Sector No.2 - Health and Social Care**

**Sector No.3 – Visitor Economy - Tourism and Retail**

**Sector No.4 - Ports and Logistics**

**Sector No.5 - Low Carbon - Environmental and related supply chain developments**

Consultants are being sought to provide support either through **one-to-one interventions or workshops/masterclasses** to small groups, **under the following themes**:

**Sales and Marketing**: An initial Business Needs Analysis by the GAIN Advisor may identify a need for specialist support across several areas relating to the development of the customer’s brand and its customer base. This may include advice on areas such as; strategic and tactical marketing planning, social media marketing, pricing, research, intellectual property and customer service.

**Information and Communications Technology**: Consultants will work with clients to improve the structure and efficiency of their IT systems in order to meet business objectives and overcome problems. This may include giving advice on areas such as; Information Security and business resilience, Customer Relationship Management (CRM), E-Commerce and Accountancy systems, Connectivity and Agile Working, new technological developments including automation and Artificial Intelligence.

**Leadership and Management**: The result of an initial consultation with a GAIN Advisor may identify a need for specialist consultancy support to help with setting the business vision and/or initiatives aimed at the values and structure of the business. This may include giving advice on areas such as; Business Culture, Management Styles, HR regulations and compliance, People Development and Health and Safety compliance.

**Financial Management**: A requirement for specialist financial advice may be identified by the GAIN Advisor. This may include advice on areas such as; business planning, forecasting, developing an investment strategy, accessing funding for growth, finance management software and processes.

**Supply Chain Management**: Businesses that are looking to expand into new markets can access specialist supply chain support to help them identify opportunities and develop capacity in their sector. This may include advice on areas such as; production planning, establishing new contacts, sourcing products, warehouse management, developing quality standards and effective distribution.

**Process Management**: Businesses that are looking to review the planning, organisation, direction and execution of production (process) activities will be offered advice on converting materials to finished products, utilising labour efficiently, throughputs, cost, machinery and production flow. Consultants will also need to review Just-In-Time processing and continuous improvement.

**Resource Efficiency**: Advice will be available to businesses to help them with a strategy for reducing resource usage, managing waste and implementing renewable technology.

We would anticipate that some workshops could be thematic and involve mix sector participation, and others would be best serviced by sector specific grouping.

The objective of utilising a framework mechanism is to secure and quality assure a range of experts, with an application within the framework where those selected could do between zero, and up to a maximum of £24,500. We reserve the right to appoint more than one type of consultant in the same field (e.g. Social Media or web-optimisation), in order to afford flexibility of delivery, or address conflicts of time (more than one set of workshops operating on the same day), availability or geographic coverage within Greater Lincolnshire.

* 1. The E-Factor/MODAL GAIN Advisers will undertake an initial diagnostic with the client and develop an Action Plan, identifying any specialist support that the business may require. E-FACTOR/MODAL may then make a referral to the relevant Specialist Consultant, after agreeing a package of specialist support.
  2. In each case, E-FACTOR/MODAL will issue a Purchase Order to the Specialist Consultant for the agreed package of support, from suppliers approved on this framework.
  3. In some instances, beneficiary businesses will be supported by multiple specialists as dictated by the Action Plan that the business has agreed with the GAIN Adviser. For example, a client may be offered 3 hours of specialist financial support to help them understand and manage their cash-flow and then up to 6 hours of sales and marketing support to develop an enhanced marketing proposition.
  4. Suppliers will therefore be appointed to deliver variable 3-hour to 9-hour blocks of support to individual SMEs, depending on the requirements of the business as identified by the GAIN Sector Specialist Adviser. There may also be a requirement to deliver support on a one-to-many basis in the form of workshops and masterclasses.
  5. The fee payable to the Specialist Consultant for delivering these blocks of support is as follows:
* Rate per Hour – face to face support (3 – 9 hours)
* Rate per 3/4 Hour Workshop/Seminar (including preparation)
* Rate per 6 Hour Masterclass (including preparation)
  1. The Specialist Consultant will deliver an agreed package of support, ensuring that all GAIN Project Model forms, evidencing the support that took place, are completed, and signed by the client and the specialist Advisor. The Project is part funded by the European Regional Development Fund, and thus, specific documentation and record keeping must be adhered to as a condition of engagement and delivery under this framework. These documents and any associated training would be supplied as part of the engagement of the supplier under this framework.
  2. On completion of the agreed package of support, the Specialist Adviser will issue an invoice to E-FACTOR/MODAL for payment, along with the evidence paperwork.
  3. Appointment to the Framework does not guarantee any level of work to the appointed supplier(s) as this will depend on client needs identified by the diagnostic process.
  4. All specialist advice services must be delivered under the GAIN Enterprise Growth brand. The supplier’s own brand should not be used when delivering services under this framework contract. Successful suppliers will be asked to comply with some simple brand guidelines.

# DURATION OF CONTRACT

* 1. The framework contract is planned to run from January 2022 and will be in place until the end of the contract held by E-FACTOR/MODAL for delivery of the GAIN programme, June 2023.

# Requirements

* 1. E-FACTOR/MODAL is inviting quotations from suitably qualified suppliers for the provision of specialist business consultancy services. Suppliers must be able to demonstrate a proven track record in delivering similar services to small and medium sized enterprises.
  2. It is anticipated that suppliers will be delivering primarily to SMEs within the Local Authority areas of North and North East Lincolnshire, or East and West Lindsey (Geographic priority areas of the Project).
  3. Suppliers should possess and maintain public and professional indemnity insurance and employer’s liability insurance (if applicable). Confirmation that these insurance policies are held, and the limits of these policies must be provided as part of your quotation submission.
  4. Suppliers may refer their own ERDF-eligible clients into the programme, but only on the basis that the referred business will undertake a diagnostic with a GAIN Sector Specialist Adviser before permission is given to undertake a work package and then all work carried out under that intervention will be under the GAIN project ownership.
  5. The above specification points are not an exhaustive list. The successful consultant may therefore be requested to provide additional services. Such services will be agreed between the supplier and E-FACTOR/MODAL.
  6. Applicants must use direct employees only for delivery of 100% of the key contract deliverables.

# Payment

* 1. The fee payable to the Specialist Consultant for delivering specialist business advice is as follows (these rates must include travel and expense costs as these will not be paid separately):
* Rate per Hour – face to face support (3 – 9 hours)
* Rate per 3/4 Hour Workshop/Seminar (including preparation)
* Rate per 6 Hour Masterclass (including preparation)
  1. On completion of the agreed package of support, the Specialist Consultant will issue an invoice to E-FACTOR/MODAL for payment, along with the completed paperwork.
  2. E-FACTOR/MODAL’s normal payment terms for approved invoices are 30 days after approval of an acceptable invoice.

# Content of Quotation Submission

* 1. A template for your response is attached at Appendix A. Potential suppliers are asked to provide the following within their submission:
* Your understanding of the requirements;
* The proposed methodology that you will use to deliver the specialist support and the expected outcomes from that support;
* Details of the key personnel who will be responsible for managing and undertaking the work, including their experience and professional qualifications;
* Statement of financial affairs for the last year;
* Confirmation that you hold insurance policies and value of indemnity (as a minimum this should include public and professional indemnity and employer’s liability if applicable);
* Evidence of previous work relevant to this contract (including client details, approximate scale of work, and dates / confirmation of delivery);
* Names and contact details of two referees to whom you have provided a similar service in the last three years.
* Evidence of any membership of professional bodies that are relevant to this contract e.g. CIM Chartered Marketer status
  1. Potential suppliers should note that answering ‘No’ to questions in Appendix 3, Sections: Insurance; Compliance with Equality Legislation, Environmental Management; Health & Safety, may preclude your bid from being considered. These are standard questions that we include in all our procurement exercises.

If successful, you will be required to supply copies of any certificates for any standards identified in Sections 4 – 7 of the Response Template.

# Evaluation of Quotations

* 1. Quotations will be evaluated by an Evaluation Panel, which will determine which of the submissions provides E-FACTOR/MODAL with the most confidence that those suppliers have the relevant experience, personnel, and capability to meet the requirement’s objectives.
  2. Scores will be agreed for each response in line with the Scoring Methodology and criteria set out below:

| **Criteria** | **Assessment / Score** | **% Weighting** | **Total possible** |
| --- | --- | --- | --- |
| Consultants’ financial stability along with all items mentioned in 6.2 above. | Pass / Fail |  |  |
| Understanding of the requirement | 0 (unacceptable) - 8 (excellent) | 15 | 1.2 |
| Methodology | 0 (unacceptable) - 8 (excellent) | 10 | 0.8 |
| Previous experience | 0 (unacceptable) - 8 (excellent) | 25 | 2 |
| Personnel | 0 (unacceptable) - 8 (excellent) | 25 | 2 |
| Price | 0 (unacceptable) - 8 (excellent) | 25 | 2 |
| Total score available | | | 8 |

* 1. Scores will be given based on the following assessment of responses:

|  |  |  |
| --- | --- | --- |
| **Score** | **Assessment** | **Description of assessment** |
| 0 | Unacceptable | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |
| 1 | Poor | Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| 3 | Acceptable | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas. |
| 5 | Good | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| 8 | Excellent | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |

# Instruction to Consultants

* 1. Please submit your full quotation submission by 12 noon on **Monday** **6th December 2021** to: [**tim.maddinson@e-factor.co.uk**](mailto:tim.maddinson@e-factor.co.uk)[**Catherine.espin@e-factor.co.uk**](mailto:Catherine.espin@e-factor.co.uk)
  2. Submissions should be titled “Quotation for GAIN Enterprise Growth Consultancy Services”.
  3. Subject to the number of quotations received, consultants may be invited to give a final presentation which will form part of the final evaluation of the quotations.
  4. Consultants should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected, and no cost of the quotation shall be reimbursed by E-Factor/MODAL.
  5. Quotations submitted after the stipulated time and date advised will be rejected.
  6. If you require further information concerning the quotation process, or the nature of the proposed contract, in the first instance please contact [tim.maddinson@e-factor.co.uk](mailto:tim.maddinson@e-factor.co.uk) with the subject line *“Quotation for GAIN Enterprise Growth Consultancy Services”*. No questions will be answered that provide a competitive advantage to any party quoting. All questions shall be answered and sent to all applicants.

# CONDITIONS OF QUOTATION

* 1. For the avoidance of doubt, the quotation specification document shall include all requirements explicit or implied within the invitation to quotation.
  2. E-FACTOR/MODAL reserves the right to withdraw this quotation document and all funding contained within it without notice.
  3. No quotation will be considered for acceptance if the consultant has indulged or attempted to indulge in any corrupt practice or canvassed the quotation with an officer of E-FACTOR/MODAL. If a consultant has indulged or attempted to indulge in such practices and the quotation is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the successful consultants.
  4. It is unlikely that any quotation will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

# Timetable for Submission

* 1. The procurement timetable is as follows:

| **Date** | **Activity** |
| --- | --- |
| 19th November 2021 | Invitation to Quotation published on Contracts Finder |
| 29th November 2021 | Deadline for queries (Email submissions) |
| 6th December 2021 | Quotation submission deadline (Electronic Submission) |
| 8th December 2021 | Panel Quotation scoring and review |
| 10th December 2021 | Decision on selected supplier(s) and notification to unsuccessful bidders |
| 24th December 2021 | Awards to Framework Consultants |

Consultants should note that although the submission date is fixed, the remainder of this timetable may be subject to change.

## Appendix A: Pricing summary and bona fide tender declaration

I/We offer to provide the services as outlined in the Invitation to quote for the provision of specialist business advisor support (This will be part funded by the European Regional Development Fund) for E-Factor Group Ltd, Prince Albert Gardens, Grimsby.)

I/We understand that **E-Factor** is not obliged to accept the lowest or any tender.

I/We give below:

Price as detailed as per your requirements.

Any Hourly Charges are exclusive of VAT but include all associated employment costs and expenses.

Sensitivity of Price with the Tender

Tender value and provision of the Provider’s evidence and track history to demonstrate they can deliver the services required will be significant factors in the weighting against the scoring. **Scoring matrix is given in Section 7.2**

**Legally binding declaration**

In submitting a quotation, including the Pricing Schedules, for these works **E-Factor** deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective quotations are that the employer receives bona fide competitive quotations from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we will not do at any time before the date for this quotation to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed quotation.

Enter into any agreement with or arrange for any other person to refrain from quoting or indicate the amount of any quotation to be submitted.

Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word ‘person’ includes any persons, bodies or associations, corporate or incorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date**: |  |
| **For and on behalf of:** |  | | |
| **Address:** |  | | |
|  | | |
| **Parent Company:** |  | | |
| **Address:** |  | | |
|  | | |

## 

## Appendix B: Declaration of Interest

I/We………………………………………………………………of……………………………………………………….. declare below my/our interests in respect of the tender submitted.

The Group may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Group, detailing the conflict below. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Group should not represent a conflict of interest for the Supplier.

|  |  |
| --- | --- |
| **Category** | *Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.* |
| Have you or any member of your staff working on this project had any previous employment (staff or contractor) with E-Factor Group Ltd. |  |
| Do you have a financial interest in E-Factor Group Limited? |  |
| Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to E-Factor Group Limited? |  |
| Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with E-Factor Group Limited? |  |
| Have you/your Company offered any gifts or hospitality to any staff members of the E-Factor Group Limited in the last twelve months and was it declined or accepted? |  |
| Are you aware of any other conflicts that are not covered by the above? |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date**: |  |
| **Company Name:** |  | | |
| **Position:** |  | | |

*Original copies of this document to be kept with tender returns or quotes by E-Factor Group Limited Team and made available for audit by request to the Managing Director.*

## Appendix C: Due Diligence

|  |  |  |
| --- | --- | --- |
| **1.1 Supplier Details** | | |
| Full name of the Supplier |  | |
| Registered Company Address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please mark ‘**X**’ in the relevant box to indicate your trading status | Public limited company |  |
| Limited company |  |
| Limited liability partnership |  |
| Other partnership |  |
| Sole trader |  |
| Other (please specify) |  |
| Please mark ‘**X**’ in the relevant boxes to indicate whether any of the following classifications apply to you | Voluntary, Community & Social Enterprise (VCSE) |  |
| Small or Medium Enterprise (SME) |  |
| Sheltered workshop |  |
| Public service mutual |  |

|  |  |
| --- | --- |
| **1.2 Quotation Model** | |
| Please confirm that you are looking to deliver your services under Model A below: | |
| **MODEL A)**  Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself |  |
| **MODEL B)**  Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | N/A |
| **MODEL C)**  Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium as a separate Appendix. This should include Consortium members and Lead member and explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Partnership may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | N/A |
| **MODEL D)**  Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV along with full details of the biding model using a separate Appendix. | N/A |

|  |  |  |
| --- | --- | --- |
| **1.3 Financial Information** | | |
| Please provide **one** of the following to demonstrate your economic/financial standing;  Mark an ‘**X**’ to indicate which option you have provided information for: | | |
| 1. A copy of the audited accounts for the most recent two years |  | |
| 1. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation |  | |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  | |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  | |
| Where the Partnership has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | Yes |  |
| No |  |
| **Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?**  If yes, please provide the name below:  Name of the organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to the Supplier completing the ITT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If yes, please provide Ultimate / parent company accounts if available  If yes, would the Ultimate / parent willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | Yes |  |
| No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.4 Relevant experience and contract examples** | | | |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to our requirements. Contracts for services should have been performed during the past three years.  The name customer contact provided should be prepared to provide written evidence to the Partnership to confirm the accuracy of the information provided below. | | | |
| **Contract 1** | | | |
| Name of customer organisation |  | Point of contact  Position  Email address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  | | |
| **Contract 2** | | | |
| Name of customer organisation |  | Point of contact  Position  Email address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  | | |
| **Contract 3** | | | |
| Name of customer organisation |  | Point of contact  Position  Email address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  | | |

To comply with the Public Contract Regulations 2015, we only require the following questions to be answered (self-certify). You do not need to provide evidence at this stage. Checks against each module will only be carried out on the winning supplier. Responses will be evaluated on a pass/fail basis instead of being scored/weighted.

|  |  |  |
| --- | --- | --- |
| **1.5 Insurance** | | |
| **1** | Please self – certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5M minimum  Public Liability Insurance = £5M minimum  Professional Indemnity Insurance = £2M minimum  “It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note that this requirement is not applicable to Sole Traders. | Yes  No |

|  |  |  |
| --- | --- | --- |
| **1.6 Environmental Management** | | |
| **1** | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Group (including local Group)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Partnership will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three years, unless the Group is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes  No |
| **2** | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | N/A |

|  |  |  |
| --- | --- | --- |
| **1.7 Compliance with equality legislation** | | |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please self – certify | | |
| **1** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| **2** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Partnership’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes  No |
| **3** | If you use sub-Contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | N/A |

|  |  |  |
| --- | --- | --- |
| **1.8 Modern Slavery Act Statement** | | |
| **1** | Please self-certify that your organisation warrants that it has thoroughly investigated its labour practices and those of its direct suppliers to ensure that there is no slavery or forced labour used anywhere in its organisation or used in any of its direct suppliers’ or sub Contractors’ organisation. The supplier further warrants that it has put in place all necessary processes, procedures, investigations and compliance systems to ensure that the warranties made above will continue to be the case at all times. | Yes  No |

|  |  |  |
| --- | --- | --- |
| **1.9 Health & Safety** | | |
| 1 | Please self-certify that your organisation has a Health & Safety Policy that complies with current legislative requirements. | Yes  No |
| 2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The partnership will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Partnership’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes  No |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | N/A |

**For the above questions the Partnership will maintain the Public Contract Regulations 2015 and undertake ‘self –cleaning’ as follows;**

Any Supplier that answers ‘Yes’ to questions Insurance/Equality/Environmental & Health & Safety should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Partnership in each case.

If such evidence is considered by the Partnership (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Partnership to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

|  |  |  |
| --- | --- | --- |
| **2.0 Information Security** | | |
| Mark an ‘**X**’ in the relevant boxes below | | |
| Is your organisation assessed and certified to a recognised Information Security Standard? (e.g. ISO27001, Cyber Essentials Plus) | **YES** | **NO** |
|  |  |
| **If YES, please attach a copy of your current certificate with your submission and go to Section 8** | | |
| **If NO, please answer the following questions:** | **YES** | **NO** |
| Do you have an Information Management System? |  |  |
| Do you utilise an email and web filter? |  |  |
| Do you take regular back-ups and store copies off site? |  |  |
| Do you have information security systems in place i.e. up-to-date Anti-Virus Software, perimeter firewalls, regular patching of software and computer operating systems? |  |  |
| Do you have independent penetration testing of your networks and websites? |  |  |
| Have you experienced a cyber-attack that has disrupted your business? |  |  |
| Do you have staff awareness training in place to raise awareness of cyber security risks? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1 Data Protection** | | | |
| Mark an ‘**X**’ in the relevant boxes below | | | |
| Is your organisation registered with the Information Commissioner’s Office (ICO) under the Data Protection Act? | | **YES** | **NO** |
|  |  |
| **If YES, please provide your registration number and then go to Section 9** |  | | |
| **If NO, please answer the following questions:** | | **YES** | **NO** |
| Do you comply with the Data Protection Act (DPA) 1998? | |  |  |
| Do you use personal information fairly and lawfully? | |  |  |
| Do you collect only the information necessary for a specific purpose(s)? | |  |  |
| Do you ensure it is relevant, accurate and up to date? | |  |  |
| Do you only hold as much as you need, and only for as long as you need it? | |  |  |
| Do you allow the subject of the information to see it on request? | |  |  |
| Has your organisation experienced a data breach that has resulted in the loss or revealing of personal data? | |  |  |

|  |  |
| --- | --- |
| **2.2 Requirement Specific Conditions** | |
| Please provide details of the key personnel who will be responsible for managing and undertaking the work, including their experience and relevant qualifications. Please identify one named Account Manager who will co-ordinate your services. | |
| **Response:** |  |
| Please outline your understanding of our requirements and your proposed methodology for meeting our requirements. Please include details of likely outcomes of the support delivered. | |
| **Response:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.3 Sectors** | | | |
| Please indicate below which specialist advice services you are bidding to deliver. See 2.1 | | **YES** | **NO** |
|  | Lot No.1 - Food Manufacturing |  |  |
| Lot No.2 - Health and Social Care |  |  |
| Lot No.3 - Tourism and Retail |  |  |
| Lot No.4 - Ports and Logistics |  |  |
| Lot No.5 - Low Carbon |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.4 Themes** | | | |
| Please indicate below which specialist advice services you are bidding to deliver. See 2.1 | | **YES** | **NO** |
|  | Sales and Marketing |  |  |
| Information and Communications Technology |  |  |
| Leadership and Management |  |  |
| Financial Management |  |  |
| Supply Chain Management |  |  |
| Process Management |  |  |
| Resource Efficiency |  |  |

|  |  |  |
| --- | --- | --- |
| **2.5** **Quoted Fees – exclusive of VAT but inclusive of preparation time and expenses** | | |
| Please confirm if you are VAT Registered? | **YES** | **NO** |
|  |  |
| **Fees** | | |
| Rate per Hour – face to face support (3 – 9 hours) | £ | |
| Rate per 3/4 Hour Workshop/Seminar (including preparation) | £ | |
| Rate per 6 Hour Masterclass (including preparation) | £ | |

***Consultants should note that they are responsible for their own overheads and running costs and that no direction of Time or Work Pattern will be given and payments made will not therefore qualify as payroll pay and successful bidders will be responsible for their own Tax and NI payments against associated earnings***

|  |  |
| --- | --- |
| **Contact Details and Declaration** | |
|  | I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. |
| Contact name: |  |
| Name of organisation: |  |
| Role in organisation: |  |
| Phone number: |  |
| E-mail address: |  |
| Postal address: |  |
| Signature (electronic is acceptable): |  |
| Date: |  |