

New Anglia Local Enterprise Partnership Business Resilience and Recovery Scheme Consultancy Framework Specification

Introduction

This invitation sets out the requirements for the delivery of consultancy framework/services to support the implementation of projects funded by the New Anglia LEP Business Resilience and Recovery Scheme, which assists companies during the challenging business environment facing many sectors as a result of the Covid-19 pandemic.

Background

The Business Resilience and Recovery Scheme (the Scheme) was launched by New Anglia Local Enterprise Partnership (the LEP) at the end of April 2020 and it is being delivered by the LEP in partnership with Suffolk Chamber of Commerce /New Anglia Growth Hub (Growth Hub) and Suffolk County Council.

The Scheme provides support to businesses in Norfolk and Suffolk that have been affected by the Covid-19 Coronavirus and are looking at ways to recover and strengthen their business performance. The support could take the form of one or more of the variety of interventions including:

- Support for the production of products to tackle the Coronavirus outbreak
- Support for Coronavirus related Research and Development
- Development of new technology or innovation and productivity improvements
- Short term manufacturing diversification
- Longer term development for future recovery and diversification
- Identification and mobilisation into new markets

As part of the process, an initial in-depth diagnostic exercise will be undertaken by Growth Hub Advisers, to determine eligibility of the business and identify what type of support they require. Examples include advice on:

- Access to finance – seeking advice on leveraging working capital
- Financial and business planning
- Market appraisal, including overseas markets
- Creating a more efficient business operation by reducing costs
- Diversification into other appropriate sectors
- Creating a pipeline of products or services or commercialisation of a new product
- Collaboration with other businesses or R&D institutions to develop new technology or ideas
- Stabilising losses on contracts by reducing overheads
- Reducing staff in a way that does not affect viability and paves way for longer term growth

The Scheme has an initial allocation of £3.5m from the New Anglia Growth Deal pot. Funding between £25,000 and £50,000 and up to 50% is available to local businesses for a short period of time (until December 2020).

For more information on the Scheme and its criteria go to <https://newanglia.co.uk/grant/business-resilience-and-recovery-scheme/>

Consultancy

The LEP would like to offer free consultancy services to those companies supported by the Scheme where the diversification proposed by the company is unclear or they require support to achieve it.

Companies could have just the consultancy, rather than both consultancy and grant support (subject to Scheme assessment).

The costs for consultancy for businesses provided by consultants, as part of this framework, will be paid by the LEP. We [the LEP] are urgently seeking to create a list of preferred suppliers of consultancy services to support the Scheme delivery.

Requirements

Applicants must be able to demonstrate the skill set and track record to provide advice to local businesses looking to diversify into new markets and processes to combat the impact of Covid-19.

They will need to provide the following basics-

- Their organisation details: trading name, registered company name (if different from trading name), address, telephone number, e-mail address, company registration number, VAT registration number and website address (if applicable). Name of main contact.
- An outline of the approach for satisfying the contract
- Similar examples of the type of work being contracted for
- Personnel to be used and their experience
- Day/hour rates including and without expenses

Contract

The contract(s) is(are) to be offered on a call-off basis only and for the period up to the end of March 2021.

Potential Extension of the Contract

If the LEP secures additional funding for the Scheme and the consultancy framework beyond the above-mentioned dates, the contract(s) could also be awarded after April 2021.

How to Apply

Please send the information as per the “Requirements” section (no more than 10 pages in total) electronically to Nataliya Klymko **by 5 pm on 21st July 2020** via email: nataliya.klymko@newanglia.co.uk

Short-listed companies will be invited by email to present their applications to a Panel as an arranged online meeting on **w/c 27th July 2020**. If your organisation has been approved as a preferred supplier of consultancy for the Scheme, you will be notified by **the end of July 2020**.

Tender process

Applicants will be shortlisted based on their tender submissions which will be assessed on the following basis: -

Criteria	Weighting
Capability/similar examples of the type of work being contracted for	40%
The approach for satisfying the contract	20%
Personnel to be used and their experience	20%
Value for money	20%
Total	100%

Timescales and Milestones

- Proposals submitted - **by 5pm Tuesday 21st July 2020**
- Shortlisting and invitation to present proposals – **22nd – 24th July 2020**
- Presentation by shortlisted applicants – **w/c 27th July 2020**
- Approval of the list of the Scheme consultants – **by the end of July 2020**
- Start of the contract(s) delivery – **from 13th August 2020**

Main Contact

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