



## **INVITATION TO TENDER - BUILDING LEGACIES TRAINING & EVENTS PROGRAMME (Multi-disciplinary)**

### **1. Introduction**

This document outlines the requirements of the 'Building Legacies' programme, which is being delivered by East London Business Place (ELBP) in partnership with Newham College's Apprenticeships, Partnerships and Innovation Department (API), and which provides tailored support solutions for London-based Small, Medium and Micro Enterprises (SMMEs) seeking competitive business advantage.

Part-funded by the European Regional Development Fund (ERDF), the purpose of this initiative is to deliver a sustained support programme tackling gaps in SMMEs' growth, innovation, contract-readiness and knowledge of procurement and supply-chain requirements until December 2021.

Target market and sectors (predominantly but not exclusively)

- Digital/Creative
- Care
- Construction

Targets and KPIs

- 350 x 12 hour SME supports (min 12 hours)
- 85 x 'new to the firm' product introductions
- 45 x new enterprises supported
- 52 x jobs created

The Building Legacies training and events programme will provide robust business support and networking opportunities to its clients via the usage of external expert consultants and trainers. The main focus for Building Legacies is to differentiate its approach, proposition and focus by offering a variety of events which focus on business growth in key areas and also provide hands on practical outcomes and takeaways.

Building Legacies has undertaken extensive client research via diagnostics, 1-2-1 engagements and focus groups to better understand the training needs of its clients. The outcome of this research has effectively dictated the proposed training programme which will ensure that clients have access to the training required to help grow their business.

The training programme is planned to be delivered through a series of training workshops/webinars and (where applicable) associated 1-2-1 activity between July 2021 and December 2021.

## **2. Requirements**

- To create and deliver a consistent programme of training in one or more of the above areas as outlined and defined in table A.
- To deliver workshop topics as detailed in table A, whilst being flexible and innovative where Building Legacies business requirements and programme need dictate required topic and content amendments (this may include training sessions specifically for the Building Legacies Business Growth Management Team).
- To provide either half day workshop sessions (typically from 09:00am – 13:00pm or 13:00pm to 17:00pm) or a series of smaller 2 to 3.5-hour webinars, either in the morning, afternoon, or evening. (A flexible approach will be required should future government lockdowns occur)
- To facilitate and run the training sessions at venues across London (Building Legacies will be responsible for all venue arrangement and liaison) and online webinars using the Building Legacies chosen online account as required.
- To provide and supply relevant training material and visual aids which are of a high standard and approved in advance by the Building Legacies event management team.
- To print and supply ALL physical handouts and material for ALL delegates at every training workshop and 1-2-1 engagement.
- To provide workshop content, marketing information, trainer/consultant biographies and presentation slides at least 4 weeks in advance of each workshop, to assure optimum marketing and promotional opportunities (and recruitment of workshop-relevant SME clients) by Building Legacies
- To develop and deliver content that delegates find useful, so they are able to come away from the session with a clear understanding of what they should practically do next, as opposed to just an overview of subject theory.
- To assist with workshop promotion and awareness-raising of the Building Legacies brand, through social and other appropriate media, including at least one written article on the subject area for marketing purposes/distribution pre, during or post event.
- To have clear tangible outcomes by the end of each workshop (e.g. reports/strategies/customisable templates etc), to facilitate further support by Building Legacies' Business Growth Managers, or 1-2-1 engagements where and if appropriate.

- Workshops should be comprised of the following as a minimum:
  - Introduction and networking
  - Information packs for delegates, relative to the workshop delivered
  - Presentations that can be distributed or shared online with workshop attendees
  - Interaction with the delegates in the form of group discussion
  - Practical exercises leading to one of Building Legacies stated outcomes wherever practicable
  - Useable subject matter 'take-away' for all attendees
  - Question and answer session
  - Digitally inclusive content and interaction
  
- Workshops should not:
  - Be delivered as lectures
  - Be "data-dumps"
  - Contain excessive volumes of presentation slides (50 maximum, unless required due to subject material, and explicitly agreed in advance by Building Legacies)
  - Be self-promoting
  
- One-to-one consultancy should adhere to the following principles as a minimum:
  - The 4 hours support should be comprised of face-to-face meetings, telephone calling, online-video calling, emails and research, as appropriate to the needs of the client and engagement. **(subject to lockdown and government guidelines)**
  - The trainer/consultant is responsible for agreeing with the SME client the venue and timing of the 1-2-1 engagement.
  - Building Legacies are not responsible for securing venues for 1-2-1 engagements.
  - The engagement should achieve the specific outcome/s set out by the Building Legacies team, subject to extenuating circumstances.
  - The trainer/consultant must provide full documentary evidence of the support provided, via a full written summary on standard Building Legacies client meeting documentation, which must be agreed as factual and signed by the client.
  - All original copies of said evidence must be sent/provided to the Building Legacies team, together with a further minimum one-page company

letter-headed report (and any other relevant attachments) outlining further supporting details.

- To provide and complete all 1-2-1 consultancy engagements within a reasonable timeframe (maximum of 2-3 weeks following engagement of the trainer/consultant by Building Legacies), subject to extenuating circumstances, which must be agreed by Building Legacies in advance.

All submissions should consist of detailed plans for a range of high quality workshops for the programme, covering (but not strictly limited to) those subjects and associated areas as outlined in table A below.

You are therefore invited to submit a proposal to provide one of more of the lots shown below.

**Table A**

<b>Title</b>	<b>Topic Examples</b>	<b>Expected Workshop Outcomes Examples</b>
Lot 1 – Executive Coaching  (Maximum of 3 x workshops and 10 x 1-2-1 sessions)	<ul style="list-style-type: none"> <li>• Executive coaching</li> <li>• Understanding and using new management communication styles.</li> <li>• Improving performance</li> <li>• Creative business thinking (strategy building).</li> <li>• Business psychology &amp; Professionalisation</li> </ul>	<ul style="list-style-type: none"> <li>• Creating development action plans for self/team</li> <li>• New policies</li> <li>• Growth leading to sales</li> <li>• New staff recruitment opportunities</li> </ul>
Lot 2 – Procurement and Tendering  (Maximum of 4 x workshops and 6 x 1-2-1 sessions)	<ul style="list-style-type: none"> <li>• PQQ &amp; ITT</li> <li>• Public &amp; Private sector procurement</li> <li>• Policies, accreditations and e-portals</li> <li>• Tender writing</li> <li>• Understanding social Value, section 106 &amp; CSR</li> <li>• Beginner &amp; improver sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Completing a procurement action plan</li> <li>• Completing PQQ / ITT</li> <li>• New policies</li> </ul>
Lot 3 – Good Business Practice  (Maximum of 5 x workshops and 6 x 1-2-1 sessions)	<ul style="list-style-type: none"> <li>• Why, Vision and Goals</li> <li>• Sales and Marketing</li> <li>• Mindset</li> <li>• Cashflow</li> <li>• Systems and Processes</li> <li>• Profitability</li> <li>• Team and Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Cashflow forecast</li> <li>• Strategy / plan</li> <li>• New system or process</li> <li>• New policies</li> <li>• New product / service</li> </ul>

<p>Lot 4 – HR &amp; Legal</p> <p>(Maximum of 3 x workshops and 6 x 1-2-1 sessions)</p>	<ul style="list-style-type: none"> <li>• HR contracts legal documents - Examples</li> <li>• Hiring, firing and redundancy laws – systems &amp; procedures</li> <li>• Good HR practice</li> <li>• Q&amp;A Session</li> <li>• Hints &amp; tips</li> <li>• Retaining staff</li> <li>• Training staff</li> </ul>	<ul style="list-style-type: none"> <li>• Producing a strategy/plan</li> <li>• New systems &amp; procedures in place</li> <li>• Specific action plans completed</li> <li>• Signing up to new portals</li> <li>• Staff recruitment</li> </ul>
<p>Lot 5 – Pitching and Presenting – Generating interest and sales</p> <p>(Maximum of 3 x workshops and 5 x 1-2-1 sessions)</p>	<ul style="list-style-type: none"> <li>• Designing a pitch</li> <li>• Delivering the perfect pitch online (&amp; in person)</li> <li>• Describing the business, service/products</li> <li>• What does a buyer want to see/hear?</li> <li>• Elevator pitch</li> <li>• Q&amp;A – hints &amp; tips</li> <li>• Use of slides</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing a plan or strategy</li> <li>• Creating new content</li> <li>• Potential for new sales</li> <li>• Growth leading to recruiting new staff</li> <li>• PQQ/ITT increased opportunity</li> </ul>
<p>Lot 6 – Social Media</p> <p>(Maximum of 4 x workshops and 4 x 1-2-1 sessions)</p>	<ul style="list-style-type: none"> <li>• LinkedIn training</li> <li>• Instagram training</li> <li>• Facebook training</li> <li>• Social media strategy</li> <li>• Hootsuite training</li> <li>• Strategy planning</li> </ul>	<ul style="list-style-type: none"> <li>• New process or social media account opened</li> <li>• Introducing a plan or strategy</li> <li>• Compiling new content</li> <li>• New media account opened/set-up</li> </ul>
<p>Lot 7 – Leadership &amp; Management (Post Covid specific support)</p> <p>(Maximum of 5 x workshops and 4 x 1-2-1 sessions)</p>	<ul style="list-style-type: none"> <li>• Short, med, long term changes due to pandemic</li> <li>• Credibility in the workplace</li> <li>• Essential leadership skills</li> <li>• Maintaining and boosting team dynamics</li> <li>• Improve your management skills</li> <li>• Communication for personal &amp; team development (e.g. NLP)</li> <li>• Useful behaviour style assessments for better team culture &amp; sales</li> </ul>	<ul style="list-style-type: none"> <li>• Create a development plan</li> <li>• New systems and processes</li> <li>• Succession plans</li> <li>• Disc profile test (or similar)</li> <li>• Communications, growth or action plans</li> </ul>

<p>Lot 8 – Capacity building for DOM care and CARE homes</p> <p>(Maximum of 4 x workshops and 6 x 1-2-1 sessions)</p>	<ul style="list-style-type: none"> <li>• GDPR (care specific)</li> <li>• Policies review (to meet statutory requirements and get procurement ready)</li> <li>• People (customers and staff)</li> <li>• Funding and contracts for non CQC organisations</li> <li>• Funding and contracts for CQC organisations</li> <li>• Designing, writing and submitting impressive tenders</li> </ul>	<ul style="list-style-type: none"> <li>• Specific action plans completed</li> <li>• New or revised specific policies</li> <li>• New communications, recruitment or marketing process</li> <li>• Marketing strategy</li> <li>• New service potential identified</li> <li>• New e-portals joined</li> <li>• Potential contract wins identified</li> <li>• Networking opportunities</li> </ul>
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### **1-2-1 Consultancy**

In addition, your submission should also include associated post-workshop (and, where required, 'stand-alone') 1-2-1 consultancy which is designed to provide more intense client-specific sessions, with defined outcomes as dictated by the Building Legacies team.

Said sessions should typically be for a half-day (4 hour) duration, although 2 hour sessions may be permitted where suggested as appropriate to client need by the trainer/consultant, and agreed by Building Legacies in advance.

### **3. Proposal Submission**

Organisations are invited to submit their proposal/s, which should each be submitted separately and be no more than 6 pages per lot, including any web-links and attachments (copies of policies and insurance cover must be provided, but can be in addition to the maximum 6 pages).

Organisations are therefore requested to supply a full proposal which responds directly to the requirements outlined in this tender document and includes:

- Professional capacity and expertise – i.e. company/individual profile highlighting experience of delivering similar workshops and training sessions
- Evidence of previous client feedback, testimonies, case studies etc.
- Knowledge and experience in the proposed business discipline/s
- A brief outlining how the requirements of this tender are going to be addressed, the proposed/likely content of each workshop, based (as a minimum) on the topic examples detailed in Table A above
- Any additional benefits/value added features which will be provided

- Costs for both half-day workshop / seminars or two-hour sessions as requested by the Building Legacies team. (Your proposal should be based on a maximum of £500 inclusive of all travelling/ancillary expenses and VAT per half day session, or pro-rata for two hours session, and an assumed maximum equivalent to the outlined sessions for each Lot)
- Costs for 1-2-1 consultancy based on a half day or pro-rata hourly rate (based on a maximum £500 inclusive of all travelling/ancillary expenses and VAT per half-day, and an assumed maximum equivalent to the outlined sessions for each Lot)
- Details of any assumptions that have been made
- Provision of relevant policies and insurance cover
- Provision of evidence to demonstrate organisational GDPR compliance, including but not strictly limited to those controls which would protect Building Legacies and Building Legacies' clients from any loss of data and/or viruses and cyber-attacks
- Ability to adhere to the timescale detailed in section 6 below
- Confirmation that no conflicts of interest would arise in managing this brief
- A point of contact for correspondence

#### **4. Contract Value**

Lot 1 : maximum contract value £6,500

Lot 2 : maximum contract value £5,000

Lot 3 : maximum contract value £5,500

Lot 4 : maximum contract value £4,500

Lot 5 : maximum contract value £4,000

Lot 6 : maximum contract value £4,000

Lot 7 : maximum contract value £4,500

Lot 8 : maximum contract value £5,000

Please note – if you cannot recover VAT you should include VAT within your project costs. 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.

If successful, the above does not constitute the awarding of anything further than a minimum one x half-day's workshop or 1-2-1 training provision. The proposed programme may be subject to change and will be at the total discretion of Building Legacies, according to the requirements of the business and programme need.

## **5. Evaluation Criteria**

### **Contract will be awarded based on:**

- Value for money: cost and value added to the Building Legacies programme (40%)
- Suitability, knowledge and experience in the field (50%)
- Availability (10%)

## **6. Timescale**

**Proposals no longer than 6 sides of A4 per lot must be submitted by 12.00pm on 2<sup>nd</sup> July 2021 by e-mail to [ELBP.procurement@CanaryWharf.com](mailto:ELBP.procurement@CanaryWharf.com)**

Please note, no other method of submission will be accepted and any received after this time and date will not be considered.

*Shortlisted organisations may be invited to make a presentation to a selection panel, and will be notified if this is required.*

*The successful organisation/s will be expected to attend a \*mandatory group session on the afternoon of 30<sup>th</sup> July where all successful trainers/consultants, venue providers and the Building Legacies team will be present to discuss the forthcoming programme, synergy areas across all providers and all mandatory process, outcome and reporting requirements.*

Invitation to tender sent out	18 <sup>th</sup> June 2021
Submission deadline	2nd July 2021 (12.00 Noon)
Presentation to selection panel (if required)	12 <sup>th</sup> July 2021
Estimated notification of outcome	16 <sup>th</sup> July 2021 (17.30)
*Mandatory group session for providers	30 <sup>th</sup> July 2021 (p.m.)
Contract delivery to commence	5 <sup>th</sup> August 2021
Contract completion	16 <sup>th</sup> December 2021

Building Legacies is not bound to accept the lowest priced Quotation or indeed any Quotation. Building Legacies 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 Building Legacies 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.

Payments will be based on a structured invoicing schedule supported by evidenced delivery of the agreed targets and outcomes.