

TENDER BRIEF

THREE DAY BUSINESS START-UP TRAINING – BARROW, CARLISLE, KENDAL, PENRITH & WORKINGTON/WHITEHAVEN

Background and aims

Cumbria Chamber of Commerce has for the past seven years run the BSUS (Business Start-Up Support) project for Cumbria. We now require delivery of our three day start-up course in Barrow, Carlisle, Kendal, Penrith & Workington/Whitehaven looking at an April 2019 start for the next three years.

This course will operate as part of the wider start-up project, supporting start-up activity throughout Cumbria for new and young businesses in their first three years of trading. The BSUS programme is delivered by Cumbria Chamber of Commerce with funding anticipated from Allerdale Borough Council, Carlisle City Council, Copeland Borough Council, Eden District Council, South Lakeland District Council and the European Regional Development Fund.

Specific requirements

Our requirement is for an individual on a self-employed basis or an organisation to deliver a series of 3 day start-up courses, with each course covering as a minimum:

- Business planning, sustainability and self-employment issues
- Marketing, social media, promotion, sales and pricing
- Bookkeeping, business banking and credit control

The first course in each area would need to be delivered during April 2019 with further courses approximately bi-monthly depending on demand until the end of the project which is expected to be March 2022.

You will be required to:

- Design and deliver the course and provide any course materials, branded in line with Chamber and ERDF requirements
- Ensure clients participating in the courses fully complete all relevant paperwork
- Work with the Chamber to generate interest in attending the courses and engage people in signing up for support
- Where appropriate to client needs refer into the wider support offer

Content of submission

Your submission should cover as a minimum:

- Demonstration of the capability, capacity and experience to carry out these activities
- Details of who will deliver the courses, clearly describing their relevant skills, knowledge and experience – please include a CV(s)
- An outline of course structure and content
- Your approach to tailoring to delivery, within the generic courses, to specific client needs (for example addressing disability issues)
- Demonstration of understanding the needs of start-up businesses in your chosen area(s)

- Fee per course (to cover your time including all presentation and course materials but not the venue or any refreshments which will be arranged separately by the Chamber)
- Areas of the county you wish to be considered for
- Two relevant references

Criteria

Where we believe there is a conflict of interest we reserve the right not to mark your tender and not to award the contract to you.

Tenders will be marked as follow:

Criteria	Which elements of your proposal we will look at	Weighting
Capability/capacity/experience	Relevant experience, CVs and references; staffing levels showing delivery capacity and contingency planning	25
Approach to training	Delivery methods; topics covered; handouts/workshop notes; staff CVs; references	25
Demonstration of understanding	Clear demonstration of delivery topics; need for course materials to be produced; training aimed at suitable level for audience	25
Pricing	Cost per three day course; what is covered per unit price; rationale for unit price; value for money	25
		100

Marks will be awarded against each as set out in the following table, with the score multiplied by the weighting.

Assessment	Score	Interpretation
Compliance with significant added value	5	Exceeds the requirement. Exceptional demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance with partial added value	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance	3	Satisfies the requirement. Demonstration by the applicant of the

		relevant ability, understanding, skills, and resource and quality measures required to provide the services, with evidence to support the response.
Partial compliance but conflict in detail	2	Satisfies the requirement with major reservations. Considerable reservations of the applicant's relevant ability, understanding, skills, and resource and quality measures required to provide the services, with little or no evidence to support the response.
Non-compliance	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the applicant has the ability, understanding, skills, resource and quality measures required to provide the services, with little or no evidence to support the response.

The Chamber's rights

The Chamber reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior, or any notice, being given
- Seek clarification or documentation in respect of a tenderers submission
- Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this ITT
- Disqualify any tender that is guilty of serious misrepresentation in relation to its tender or the tender process
- Withdraw this ITT at any time or re-invite tenders on the same or any alternative basis
- Choose not to award any contract or accept the lowest or any tender as a result of the current procurement process
- Choose not to award a contract to any organisation it views as a competitor or to have another conflict of interest
- Make whatever changes they see fit to the timetable, structure of content of the procurement process

Bid cost

The Chamber will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Chamber.

Instructions for submission

Submissions should be sent by email to Lesley Robinson lesleyr@cumbiachamber.co.uk marked 'Confidential – Tender Enclosed' to reach us by no later than 9am on Monday 25th March 2019 with the intention for successful/unsuccessful responses being sent week commencing 25th March 2019.

Project Funding

The project is receiving up to £822,960 of funding from the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme

2014-2020. The Ministry of Housing, Communities and Local Government (and in London the intermediate body Greater London Authority) is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations.

For more information visit <https://www.gov.uk/european-growth-funding>.



European Union

European Regional
Development Fund