**Enterprise Hub Skills**

**Consultant Business/Entrepreneur Support Tender Response**

Tender Brief and Response Document

Deadline for responses: 5pm; 14th January 2022

REF: MEH/EH212

**1. Introduction**

**We are seeking to procure suitable provider of enterprise engagement and support services targeting both unemployed and employees of new businesses and SMEs in the Liverpool City Region to upskill them in business development, marketing, management and leadership skills.**

**To respond to the tender please complete the following** information request and return it by 5pm on the 14th December 2021 to:

Joe Hemington

Merseyside Expanding Horizons

Mill Lane

Old Swan

Liverpool

L13 5TF

[joehemington@expandinghorizons.co.uk](mailto:joehemington@expandinghorizons.co.uk)

**2. Programme Background**

Enterprise Hub Skills Project is a programme of entrepreneurial training, learning and development focused on Liverpool City Region residents who are thinking about starting their own business, who are self-employed, working or volunteering within or running small businesses. The objective is to support and improve their individual business skills, knowledge and capacity. This would be achieved by providing a specially designed package of community outreach, one to one advice, accredited and non-accredited enterprise skills development and training support. Enterprise Hub Skills training will therefore help to improve enterprise skills and qualifications levels, which would lead to increased numbers of enterprises created in the Liverpool City Region as well as improving their sustainability and performance. It will also help to promote a culture of entrepreneurial learning and development in LCR and critically help improve growth and productivity. The programme will be delivered between 1 st January 2020 and 30 th June 2023 with final data collection by 31st July 2023.

**3. Contract Brief**

**Objectives**

The programme has been designed to address a number of specific problems:

• Bespoke pre-start up enterprise training for individuals from disadvantaged communities

• Provide necessary accredited skills and support to Unemployed and Economically Inactive and employed people in Liverpool City Region to empower them to develop their enterprise, teamworking and leadership skills.

MEH’s programme will provide participants an opportunity to develop and understand enterprise and entrepreneurialism and bridge the gap of people from disadvantaged people developing entrepreneurial related skills within LCR. It will enable access not available through mainstream routeways into sustainable businesses.

**Targets**

We will engage with 360 unemployed people before June 2023 including supporting 127 employed people to gain level 2 units of qualifications. 36 unemployed/employed people to gain level 3 units and supporting 54 employed females to improve their labour market status.

**Partners**

The Women’ Organisation – Lead Partner (accountable body)

Citizens Advice, Halton

Everton Development Trust

Granby Toxteth Development Trust

Liverpool John Moores University

MAKE CIC

Raise Advice

We are seeking delivery subcontractors to support the engagement of both unemployed and employed potential entrepreneurs to the programme and provide skills training and post start up enterprise support services to participants going through the programme

The total value of this contract is £52,500

**4. Proposal Requirements**

Entrepreneurs and business coaching support activities will be required from February 2022 – June 2023.

Applications are sought from consultants/ organisations with a knowledge of Liverpool City Region communities both geographical and of specific interests, and expertise in supporting the creation and startup of new businesses, as well as working with existing businesses to help them grow and develop. The successful Applicants are requested to indicate where their expertise lies and which communities, they are interested in working within as part of their application. The successful applicant must also demonstrate their ability to engage, recruit and deploy as necessary sessional trainers specializing in different subjects within the theme of business development and entrepreneurial skills.

Merseyside Expanding Horizons will select up to two proposals (depending upon final budget allocations) to take forward depending on the scale of specialist skills and experience offered.

Merseyside Expanding Horizons will work alongside organisations/consultants and methods of delivery to be utilised will be determined in discussion with Merseyside Expanding Horizons. Common evaluation and reporting tools will be provided.

The successful applicant must state;

* Name of company/entity offering services with business structure details included
* Main contact person and contact details
* The companies fitness to become a sub-contractor (due diligence)
* Describe their experience of working with and relationship with the communities they propose to engage and experience of delivery of entrepreneurial and business development training.
* Methodology /approach to the task as described in the Brief
* Describe the organisation’s approach to diversity and social inclusion
* Available start date
* Price structure and terms

**5. Selection, Award and Scoring**

**Selection Criteria**

Quality: Due diligence and what is your experience of delivering the contract brief?

**Award Criteria**

Most economically advantageous/Quality/How would you deliver the brief/Added value? 80%

Price 20%

**Scoring**

*Section One Overview:* Not scored

*Section Two Due Diligence:* This is a gateway section with pass or fail score, applicants that fail will not be assessed at Section Three.

Please provide details of your experience of working within business startup and training potential and new entrepreneurs

*Section Three Proposed Delivery:*

3.1 Please provide details of your methodology /approach to the task as described in the Brief - 40%

3.2 Please describe your approach to providing one to one coaching support and training around entrepreneurship and business development to individuals from a diverse background who may face barriers to social inclusion in the delivery of this contract - 40%

3.3 What is your readiness to commence delivery upon notification of a successful bid? Not scored

3.4 Please state your price structure and terms - 20%, with lowest price securing 20% and score reducing by pro-rata with price increase

Threshold: Any applicant with an overall score of less than 65% will not be considered for contracting.

Ranking: Applicants will be ranked and offered contracts in ranked order (above threshold) based upon budget availability.

**TENDER AND PROGRAMME TIMETABLE**

Tender Call issued and advertised: 13th December 2021

Contractor submissions received by MEH: by latest 17:00hrs on 14th January 2022

Contractor appointments confirmed: 21st January 2022

Contract Starts: 01st February 2022

**Response to Tender**

**Section 1: Overview**

|  |  |  |
| --- | --- | --- |
| 1 | **Organisation/ Consultant’s Details** | |
| 1.1 | Legal name of organisation |  |
| 1.2 | Trading name of organisation: (if different from the above) |  |
| 1.3 | Main function of organisation  (SIC code if known) |  |
| 1.4 | Contact name: |  |
| 1.5 | Job Title: |  |
| 1.6 | Registered Legal Address: |  |
| 1.7 | Primary Correspondence Address (if different from above):  Post Code: |  |
| 1.8 | Telephone number: |  |
| 1.9 | E-mail address: |  |
| 1.10 | Website address (if any): |  |
| 1.11 | Company Registration number (if this applies): |  |
| 1.12 | Charities or Housing Association or other Registration number (if this applies). Please specify registering body: |  |
| 1.13 | Date of Registration: (if this applies) |  |
| 1.14 | Are you registered for VAT?  If “YES” please provide Registration number |  |
| 1.15 | Is your organisation: |  |
|  | a public limited company? |  |
| a private limited company? |  |
| a company limited by guarantee |  |
| CIC |  |
| a limited liability partnership (LLP)? |  |
| Statutory Corporation? e.g. Further Education College |  |
| Sole Trader |  |
| Other (please specify the legal status of your organisation)? |  |
| 1.16 | Is your organisation part of a group of companies? If “YES” please give details below. |  |
| 1.17 | Name of (ultimate) parent company  (if this applies): |  |
| 1.18 | Companies House registration number of parent company (if this applies): |  |
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**Section 2: Due Diligence**

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| **2** | **Financial Information** | | |
| 2.1 | Can you provide evidence of financial stability in the following form | | |
| A copy of your accounts for the most recent three years | |  |
| An up to date set of management accounts covering the period from the last set of audited accounts to now including turnover, profit & loss account and cash flow | |  |
| 2.2 | Has your organisation had any CCJs issued against it within the last 3 years | |  |
| 2.3 | Please indicate the size category of your organisation | |  |
|  | | | |
| 3 | **Insurance** | | |
| 3.1 | Please confirm the insurances that you hold | | |
|  | Employer’s Liability (required): |  | |
|  | Professional Indemnity (required) : |  | |
|  | Other (Specify): |  | |
| 3.2 | Would you be able to increase level or type of insurances as required for this contract? |  | |
|  | | | |
| 4 | **Competencies** | | |
| 4.1 | Does your organisation hold evidence of professional qualifications of its staff that it is prepared to submit for verification on request? | |  |
| 4.2 | Does your organisation actively encourage CPD for staff and have an auditable record of staff development? | |  |
|  | | | |
| 5 | **Health and Safety** | | |
| 5.1 | Does your organisation have a written health and safety policy that demonstrates your compliance with Health and Safety legislation? | |  |
| 5.2 | When were your Health and Safety procedures last audited and / or reviewed and updated? | |  |
| 5.3 | In the past 5 years has your organisation ever been prosecuted under health & safety legislation or been served prohibition or improvement notices by an Enforcing Authority such as the Health & Safety Executive?  If “YES” please provide evidence of the issues and how they have been resolved in practice to the satisfaction of H&S Executive | |  |
| 5.4 | Do you have auditable systems in place to undertake and / or monitor risk assessments at employer locations | |  |
| 5.5 | Does your health and safety policy make reference to and arrangements for participants / learners? | |  |
| 5.6 | Please name and state the position of the person who will have responsibility for the health and safety of clients. | |  |
|  | | | |
| 6 | **Equality and Diversity** | | |
| 6.1 | Do you collect and monitor equality and diversity data relating to your organisation and the services it provides, including that on ethnicity, gender and disability? | |  |
| 6.2 | Where relevant, do you monitor participation and success rates of learners by ethnic origin, gender and disability? | |  |
| 6.3 | Do you produce an action plan with targets based on the analysis of the equality data collected and review progress regularly? | |  |
| 6.4 | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? | |  |
| If “YES”, what steps did your organisation take as a result of that finding? | | | |
| 6.5 | Do you undertake, in the delivery of services to actively promote good practice in terms of ensuring equality and eliminating discrimination in all forms through, as a minimum: | | |
| a | The implementation of an organisational Equality and Diversity policy? | |  |
| b | Providing relevant examples of the instructions, documents, recruitment advertisements or other literature with concern to the delivery of the contracted services when requested? | |  |
| c | Issuing appropriate messages to participants / learners concerning recruitment onto provision and / or training progression? | |  |
| 6.6 | Do you ensure that all staff in your organisation undertakes training so that they are aware of their responsibilities under your Equality & Diversity policy and the Equality Act 2010? | |  |
|  | | | |
| **7** | **Professional and Business Standing** | | |
| 7.1 | Has your organisation ever been removed from a contract prior to its intended close date for failure to meet minimum levels of performance or for any other reason?  If you answer YES please give detailed explanation | |  |
| 7.2 | Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s) or any other person with powers of representation? | |  |
| i | A conviction (or convictions ) for a criminal offence related to business or professional conduct | |  |
| ii | In a state of insolvency, voluntary administration, compulsory winding up, receivership, composition with creditors, company voluntary arrangements or subject to equivalent proceedings? | |  |
| iii | Failure to fulfil obligations related to the payment of taxes | |  |
| iv | Failure to fulfil obligations related to the payment of social security contributions? | |  |
| v | Legal or administrative finding of commission of an act of grave misconduct in the course of business | |  |
| vi | Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise | |  |
| vii | Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law | |  |
|  |  | |  |
| 8 | **Please provide details of your experience/previous contracts of working within business startup and supporting new entrepreneurs** | | |
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**Section 3: Proposed Delivery**

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| --- | --- |
| **3.1 Please provide details of your methodology /approach to the task as described in the Brief (40%)** | |
|  | |
| **3.2 Please describe your approach to providing one to one coaching support and training around entrepreneurship and business development to individuals from a diverse background who may face barriers to social inclusion in the delivery of this contract (40%)** | |
|  | |
| **3.3 What is your readiness to commence delivery upon notification of a successful bid? (not scored)** |
|  |
| **3.4 Please state your price structure and terms (20%), including a day rate** |
|  |

Signed:

Name:

Date: