

Liverpool City Region Senior Enterprise Coordinator Contract Notice for the Enterprise Adviser Network Key Information Document

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1. Context

1.1. This Invitation to Tender (ITT) is an offer to suitable qualified suppliers to submit a tender for the Liverpool City Region Senior Enterprise Coordinator Contract Notice for the Enterprise Adviser Network.

1.2. This ITT is a single step OPEN competitive process.

2. Timeline

2.1. This is the estimated timeline for this Contract Notice

Published in OJEU	31 st July 2018
Deadline for Suppliers questions to andy.devaney@liverpoollep.org	10 th August 2018
Deadline for LEP to respond to Supplier questions	14 th August 2018
Deadline for Tenders to lisa.duddridge@liverpoollep.org	30 th August 2018
Suppliers notified of Award of Contract (10 day standstill begins)	31 st August 2018
Contracts Issued	11 th September 2018
Start Date of Contract	11 th September 2018

3. Budget and Duration

3.1. The contract is for an initial 2 year period to run from 11th September 2018 to 31st August 2020. There is a possibility of a 12 month extension to the contract at the LEPs absolute discretion, subject to funding and performance.

3.2. The allocated budget for the Senior Enterprise Coordinator is up to £30,000 per annum for the initial 2 year period. A similar budget is expected the following year should there be an extension.

3.3. This funding must be matched by the successful supplier. Therefore, the funding detailed above is to cover 50% of overall cost of the Senior Enterprise Coordinator.

3.4. Applicants must demonstrate their ability to fund the programme at 50%. If this is omitted the application will not be considered.

3.5. Applicants may submit responses for 1 or more of the 3 roles available (see 7.6). Where the applicant only has match to deliver one of the roles, they must indicate their preferred role in the Funding Section of the Application.

4. Supplier Questions

4.1. Any questions should be directed to the LEP's Point of Contact Andy Devaney, via email andy.devaney@liverpoollep.org, on or before the 'deadline for suppliers questions' date stated in the above timeline.

4.2. All questions and answers will be made anonymous and disseminated to all potential suppliers on the LEPs tender page <https://www.liverpoollep.org/tenders/>. It will be the responsibility of the potential supplier to monitor the site for latest activity.

5. Materials

- 5.1. The documents related to this Invitation to Tender are listed below, and all documents should be read thoroughly before submitting your tender.
- Key Information document
 - Supplier Response Form
- 5.2. No additional documentation should be submitted with a Tender unless specifically requested by the LEP.
- 5.3. The Tender should not contain any inserted, pasted or embedded pictures or documents unless requested by the LEP.

6. Developing and submitting your tender

- Take the time to read and understand the ITT and our Key Info document.
- Develop a strong understanding of our Requirements and ensure your answers relate to these.
- In structuring your tender consider how it will be evaluated.
- **Ensure you answer the question asked and do not refer to experience.**
- **Experience cannot be evaluated as part of a contract award. Any comments relating to experience will be disregarded.**
- If anything is unclear or you have any questions please direct these to our point of contact before the Deadline for Suppliers questions.
- In submitting your tender, you must use the Response Form provided.
- This is a Microsoft Word form; use TAB to skip to the next box.
- Keep to the word count on the Response Form.
- You must complete and sign the conflict of interest and declaration at the end of the Response Form.
- A signed scan of your tender should be submitted via email to lisa.duddridge@liverpoolep.org before the 'Deadline for Tenders' above.
- Tenders may be submitted at any time before the Deadline for Tenders above. The date and time of the email will be recorded as the time and date of response. **Late responses will not be accepted.**

7. Background

- 7.1. Together with the Government backed Careers & Enterprise Company (CEC), the Liverpool City Region Local Enterprise Partnership (LEP) understands the benefit of increasing the number of opportunities for young people to get to know the world of work, understand what work is, explore their options, provide inspiration and build real confidence about their future. To achieve this, it is our ambition for stronger links between business and education to be developed and that business and enterprise programmes are embedded into schools.
- 7.2. To take forward this strategic priority, Liverpool City Region LEP has secured an offer of grant funding from The Careers & Enterprise Company to continue the successful delivery of an [Enterprise Adviser Network](#) into the academic years 2018/19 & 2019/20. The contract will run from 11th September 2018 to 31st August 2020.
- 7.3. The City Region's Enterprise Adviser Network (EAN), part of the national Network, connects schools and colleges with employers and careers programme providers and supports them to work together to provide effective experiences for young people. Matched to a local school or college by a trained Enterprise Coordinator (EC), volunteer Enterprise Advisers (EAs) from the world of work use their knowledge of the local business landscape to support the headteacher or careers team to develop an effective careers plan that addresses the [Gatsby Good Career Guidance Benchmarks](#) and to create opportunities with business contacts in the area for their school or college's students. The EAN focusses on school's achievement of 2 of the 8 Gatsby Benchmarks.

- 7.4. In addition to the EAN the Liverpool City Region will also be a pilot area for a [Careers Hub](#) which will be delivered alongside the Enterprise Adviser Network.
- 7.5. The Careers Hub will focus on specific schools and work with them strategically to achieve all 8 Gatsby Benchmarks. Working with Universities, other education and training providers, employers and career professionals to ensure the Gatsby Benchmarks are delivered in each school and college and that careers outcomes are improved for all young people, it will be led by a Careers Hub Lead at the LEP.
- 7.6. To this end the LEP is looking to procure 6 Enterprise Coordinators:
- 1 x EAN Senior Enterprise Coordinator – to work with 10 Schools
 - 3 x EAN Enterprise Coordinators – to work with 22 Schools each
 - 2 x Careers Hub Enterprise Coordinators – to work with 15 Schools each
- 7.7. The funding available can cover 50% of the costs of Enterprise Coordinators in the City Region. The LEP is seeking to secure, through an application process, delivery partners who demonstrate a knowledge and understanding of how best to engage and link business and education; who display a commitment to this agenda; and whom can provide match funding to match with this grant to deliver this exciting initiative.
- 7.8. The LEP requires delivery partners to coordinate and collaborate on this programme to maximise the benefit across Liverpool City Region schools. The Enterprise Adviser Network and Careers Hub complement the core values of the City Region's Local Growth Hub <https://localgrowthhub.com/about>. The Local Growth Hub provides a single access point for businesses to discover the advice and support they need to flourish. Organisations delivering services to support business growth as part of the Local Growth Hub are encouraged to coordinate and collaborate on the support delivered.

8. Scope

- 8.1. The Enterprise Adviser Network and Careers Hub are intended to inspire and motivate young people and support them to make informed choices about their future. This is achieved by working with senior leaders in education to develop effective careers strategies. The funding is for activities related to this partnership working and is not to be substituted into existing or planned activities.
- 8.2. The role of the Enterprise Coordinator is to work with local businesses to secure volunteer Enterprise Advisers to each work with a local secondary school or college. The Enterprise Adviser Network and Careers Hub will enable high calibre volunteers to work directly with the senior leadership team in secondary schools and colleges to support more effective connection to the world of work and develop, shape or add value to the school or college's careers, enterprise and employer engagement strategy.
- 8.3. There are already 100+ schools signed up to the City Region's Enterprise Adviser Network. Enterprise Coordinators will be required to maintain and further develop these relationships, specifically working with between 10-22 schools as indicated. They will also be required to support the growth of the Network, increasing the total number of schools actively engaged with a target of all City Region schools having access to an Enterprise Adviser by 2020.
- 8.4. Through the Enterprise Adviser Network, Careers Hub and existing relationships with employers, it is intended that the offer from employers to schools will increase so that in time every young person should be able to access work related interventions at multiple points as they progress through their schooling. Enterprise Coordinators are expected to have knowledge and understanding of the range of programmes and activities available to schools.
- 8.5. Please note that we expect delivery partners to have regard to the general requirements for DBS checks and other appropriate controls for staff working in schools or with pupils. We expect all Enterprise Coordinators and Enterprise Advisers to have such checks.

9. Key Success Factors & Deliverables

9.1. The funding is to support the ongoing development of a local Enterprise Adviser Network and launch a Careers Hub to build upon and create powerful, lasting connections between local businesses and the schools and colleges in the City Region. The Enterprise Coordinator should work appropriately to maximise effectiveness, impact and long-term sustainability.

9.2. The key success factors are summarised as follows with related funding subject to delivery against these.

- a) Maintain relationships with schools and Enterprise Advisers already signed up and engage with all Schools across the City Region, as agreed.
- b) Work Strategically with Senior Leadership teams and Careers leads at school to help them work towards Gatsby Benchmarks (EAN ECs & Senior EC – focus on Gatsby Benchmarks 5&6).
- c) A review of the careers, enterprise and employment engagement strategy for all schools in the programme.
- d) Appointment of a Senior Enterprise Coordinator in line with Job Description, Annex 1.
- e) Appointment of non-conflicted volunteer Enterprise Adviser(s) and matching them with schools and colleges in the programme.
- f) Establishment of an Enterprise Adviser Network which is fully supported on a day to day basis by the Enterprise Coordinator(s).
- g) Comply with The Careers & Enterprise Company's and LEP's tracking and monitoring requirements.
- h) Share best practice and evidence of 'what works' in the form of case studies and blogs regularly.
- i) Work in collaboration locally and avoid conflicts of interest.
- j) Match our funding and provide evidence of required match funding.
- k) Minimum of one representative of each delivery partner to attend LEP EC meetings.
- l) Attendance at CEC national and regional training events and meetings. Successful ECs will be required to attend **EC Training 11th & 12th September 2018 in Birmingham**.

9.3. In addition to the key success factors listed, the Senior Enterprise Coordinator will work closely with the Careers Hub Lead and support the LEP Skills Lead with activities including the following:

- collating MI / returns
- arranging meetings
- managing inward enquiries (eg. from schools, employers, programme delivery organisations etc.)
- disseminating information (amongst EC partners, LAs, Stakeholders etc.)
- communications
- representing LCR EAN in discussions stakeholder groups

10. Cost and Payment

10.1. This opportunity is offered on the basis of:

- EAN Senior Enterprise Coordinator - up to £30,000 per annum, subject to a cash match of 50% (by which we mean an additional £30,000).

- 10.2. Grant Claim arrangements are in place to cover the reimbursement of 50% of the costs of Enterprise Coordinator(s). These costs will predominantly be salary with 'on costs', reasonable employee overheads, reasonable travel and administration support in delivery of the programme.
- 10.3. For the grant recipient to report on delivery and draw down the grant, an application for reimbursement, the 'Grant Claim' must be made. Claims are to be submitted quarterly in arrears. Only eligible expenditure defrayed (incurred and 'paid') by the end of that quarter can be included in the claim for reimbursement.
- 10.4. Claims should be submitted within 10 working days of the end of the claim period. Grant payment will normally be made within 30 working days from receipt of a completed claim.

11. Contract Award Evaluation Criteria

- 11.1. Contracts will be awarded on the basis of the overall Most Economically Advantageous Tender (MEAT) submitted.
- 11.2. The evaluation criteria and weightings are set out below.
- 11.3. In the instance that there is only one submission in a minimum overall score of 65 will need to be achieved in order for the contract to be awarded.
- 11.4.

Quality	Weightings
Prior experience and delivery is not an indicator of suitability and will not be considered or scored.	
<ul style="list-style-type: none"> Describe how you will maintain the relationship with schools and Enterprise Advisers who are already a part of the Network and how you will coordinate and collaborate with other Enterprise Coordinator delivery partners. 	20%
<ul style="list-style-type: none"> Demonstrate your knowledge and understanding of the range of activities available in schools, in relation to careers and enterprise, in particular Gatsby Benchmark 5 & 6, and how you will share this information to encourage involvement in programmes. 	20%
<ul style="list-style-type: none"> Provide information on how you will deliver the Senior Enterprise Coordinator role, supporting the LEP in overall delivery of the EAN and linking in with the Careers Hub Lead, whilst managing your responsibilities with schools and Enterprise Advisers. 	15%
<ul style="list-style-type: none"> The programme must complement the current available activity and services without duplicating or conflicting against them. Show how you will accomplish this. 	15%
<ul style="list-style-type: none"> Describe your current Business Network and how this will be leveraged to deliver the programme. 	10%
<ul style="list-style-type: none"> The programme requires a proven Schools/College Network. Detail how you meet this criterion and how this will assist Programme delivery. 	10%
<ul style="list-style-type: none"> Detail how you will deliver the Programme either through recruitment or with existing resource. 	10%

11.5. Quality Scoring Methodology

4 Excellent	Proposal meets and in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

11.6. Scoring

All tenders received on time will be independently scored against the award criteria by suitably experienced appraisers. The scores will then be added together, and the average score will be used to rank the bids. See example below:

Example appraiser scoring and overall score

Example appraiser scoring and overall score						
Quality		App 1	App 2	Appraiser		
Award Criteria Supplier 1	Question Weighting	Score (out of 4)	Score (out of 4)	Score (out of 4)	Score as a percentage	Weighted Score
Describe how you will maintain the relationship with schools and Enterprise Advisers who are already a part of the Network and how you will coordinate and collaborate with other Enterprise Coordinator delivery partners.	20%	1	2	2	50%	10.0
Demonstrate your knowledge and understanding of the range of activities available in schools, in relation to careers and enterprise, in particular Gatsby Benchmark 5 & 6, and how you will share this information to encourage involvement in programmes.	20%	3	3	3	75%	15.0
Provide information on how you will deliver the Senior Enterprise Coordinator role, supporting the LEP in overall delivery of the EAN and linking in with the Careers Hub Lead, whilst managing your responsibilities with schools and Enterprise Advisers.	15%	2	1	1.5	38%	5.6
The programme must complement the current available activity and services without duplicating or conflicting against them. Show how you will accomplish this?	15%	1	3	2	50%	7.5
Describe your current Business Network and how this will be leveraged to deliver the programme.	10%	3	2	2.5	63%	6.3
The programme requires a proven Schools/College Network. Detail how you meet this criterion and how this will assist Programme delivery.	10%	2	2	2	50%	5.0
Detail how you will deliver the Programme either through recruitment or with existing resource.	10%	2	2	2	50%	5.0
Total Score		14	15	54.4		

11.8 Ranking

Supplier	Score	Ranking
Supplier 1	54.4	3
Supplier 2	43	4
Supplier 3	75	1
Supplier 4	73.5	2

Supplier 3 is the successful tender

12. Conflict of Interest

- 12.1. The LEP 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.
- 12.2. 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 LEP, detailing the conflict in the Supplier response to Local Growth Hub Custom Broker Services Contract Notice.

Annex 1

Job Description

Job Title	Senior Enterprise Co-ordinator
Location	
Reporting to	Skills Lead
Direct Report	Enterprise Coordinators
Term (Temp/Perm)	
Salary Range	£35,000 - £47,500

Overview

The Careers & Enterprise Company is an employer-led organisation that has been set up to inspire and prepare young people for the fast-changing world of work. Its role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the country.

In its first eighteen months of operation it has focused on improving links between employers and schools and colleges. It has established a network of coordination (Enterprise Adviser Network) across England in partnership with Local Enterprise Partnerships, with over 100 full time Enterprise Coordinators now working with clusters of 20 schools and colleges, and 1,400 Enterprise Advisers - business volunteers who have signed up to provide counsel to individual schools and colleges. The purpose of the Enterprise Adviser Network (EAN) is to create powerful, lasting connections between local businesses and the schools and colleges in their area.

The Company has committed to investing £13m in proven careers and enterprise programmes to connect schools and businesses, unlocking a further £11m in match funding. Funding is primarily directed to geographic areas in the country most in need of support – the 'Cold spots' – and 300,000 young people will benefit.

Christine Hodgson, chairman of Capgemini, was named as chairman and it was established as a CIC, independent of government. Other board members include Lord Young, former Enterprise Adviser to the Prime Minister, Steve Holliday, former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL and Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince's Charities. The company is led by Claudia Harris, CEO and former partner at McKinsey.

Role Scope

The Senior Enterprise Coordinator (EC) is the pivotal role in The Careers & Enterprise Company's national programme and critical to achieving its aim of motivating, inspiring and supporting young people in making informed choices about their future and help them achieve against those choices.

Working closely with the Skills Lead and Careers Hub Lead, the Senior Enterprise Coordinator will ensure effective and broad based governance of the programme across a range of stakeholders, leading and coordinating a team of Enterprise Coordinators and responsible for delivering the continued growth and success of the Enterprise Adviser Network.

The post-holder will ensure that the best local careers and enterprise provision is made available to schools and colleges in their area by acting as a core link to existing provision, to new initiatives emerging locally, regionally, nationally and through The Careers & Enterprise Company and by stimulating more provision where there are gaps.

Key Responsibilities

- Deliver a service which meets and maintains The Careers and Enterprise Company's grant requirements and the LEP's accountability framework for the EAN ensuring effective and broad-based governance.

- Lead and develop a high performing team of Enterprise Co-ordinators that ensures the delivery of a high-profile, successful and impactful Enterprise Adviser Network in the LEP area by engaging and supporting clusters of 20-22 schools and Enterprise Advisers.
- Optimise the performance of the local EAN to set and lead a culture of excellence to ensure delivery of a service that is managed to a consistently high standard across the region and is quality assured.
- Ensure submission of timely monitoring and impact tracking returns as requested by The Careers & Enterprise Company including the monthly EAN Register and support the Skills Lead in the submission of quarterly grant claims
- Act as an ambassador for The Careers & Enterprise Company and LEP including raising the profile of the EAN through utilising existing communication and marketing channels in order to engage with key local stakeholders.
- Provision of ongoing support to EA's including induction training, coordinating EA network meetings and identifying and delivering ongoing training to meet individual EA's development needs.
- Support The Careers & Enterprise Company grant recipients to ensure they are coordinating delivery with the LEP and local EAN and provide feedback on them to your Regional Lead and the Investment Team.
- Build and understand the local context of careers provision and providers including National Apprenticeship Service, National Careers Service and JobCentre Plus and how these fit with the national context.
- Attend EC national and local training events and meetings to keep up to date with The Careers & Enterprise Company and EAN developments.

Qualifications & Experience required:

- Demonstrable experience of engaging and building relationships with leaders from schools, colleges and businesses.
- Demonstrable experience of leading the delivery of programmes or projects with multiple stakeholders.
- Experience of managing people and performance
- A strong track record of stakeholder engagement and management and of communicating with a variety of audiences, preferably in the education and careers sector.
- A demonstrable understanding of school culture and the challenges faced by schools in delivering careers and enterprise, and the current careers education and corporate social responsibility landscapes.
- An understanding of relevant local and national policy relating to skills and economic development and the the issues and barriers to employment faced by young people.

Skills & Core Competencies:

- Excellent communication and interpersonal skills, with the ability to persuade a variety of audiences and encourage others to use new ways of working.
- Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders.
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture.