

Request for Quotation

EU Transition Business Readiness Activity

The UK is leaving the EU single market and customs union, and the end of the transition period will affect all businesses in the Coast to Capital area.

Coast to Capital LEP and Growth Hub is looking to procure services to carry out support during the UK's transition and post transition period from the EU. This is a short term contract and will end on 31st March 2021.

Coast to Capital is looking for knowledgeable and experienced membership organisations, business support organisations and business support professionals with excellent track records to deliver the required support. Professionals providing specialist advice will need to understand the complexities of trade agreements, procedures, processes, trading, customs and checks on goods moving between the UK and EU countries. Providers of general advice will have a broad understanding of the EU Transition issues and where government information regarding these can be found.

The funding can cover:

- Specialist and General Adviser
- Intelligence, Analysis and Metrics and Evaluation (survey work)
- Co-Ordination and Targeting including Event Support

The total budget for this activity is £81,000. We are required by BEIS to engage at least 4 full time equivalent advisers and engage with at least 5,128 businesses through the different funded activity. This means that engagement with networks through the delivery partners will be very important and that the delivery partners will be required to report on levels of engagement including:

- Number of businesses attending webinar and workshop events with sectors and business needs identified
- Number of businesses being provided with individual specialist and generalist advice
- Details of surveys undertaken with businesses with reporting of business intelligence gathered
- Numbers of businesses engaged with in outbound telephone and email contact.

Delivery partners will select from the above and not be expected, or required, to deliver all options. Please make it clear in the bidding document what you are bidding for and target KPIs.

Membership organisations will be able to organise and deliver events utilising their network of local EU Transition experts or business support generalists.

This request for quotation (RFQ) for the supply of services is issued by Coast to Capital.

Coast to Capital Contact	Malcolm Brabon
Response Deadline	17:30hrs on Wednesday 6 January 2021

Section 1: Company Information

Company	Coast to Capital
RFQ Title	EU Transition Business Readiness Activity
Response Date	17:30hrs on Wednesday 6 January 2021
Company Description	We are the Coast to Capital Local Enterprise Partnership (LEP). There are 38 LEPs across England. They are local business led partnerships between local authorities and businesses and play a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs. In the six years since Coast to Capital was formed, we have successfully invested more than £300 million of public money in local infrastructure, and generated a significant return in the growth of the local economy. Now, our focus is to identify further, major investments that can address the economic challenges we face and lay the foundations for future prosperity.
Contact Details	Malcolm Brabon, Head of Services, Coast to Capital malcolm.brabon@coast2capital.org.uk

Section 2: Overview of Project & Submission Instructions

Overview of Project

About Us

As a **Local Enterprise Partnership** we are here to provide strategic leadership to drive economic growth and the sustainable success of this beautiful, vibrant, and exceptionally well connected area. We have already secured over £300 million of public investment to ensure our economy is future-ready and to raise our profile even further we are developing a strong **Local Industrial Strategy**. We are collaborative to our core, passionate about the success of this area, and believe that by working together, there's nothing we can't achieve.

Our **Growth Hub** provides exceptional business support in the Coast to Capital area (West Sussex, East Surrey and Brighton and Hove). This service is funded by Government and provides free and impartial help for ambitious, innovative and high-growth potential businesses. We work with business leaders to help them to develop effective growth strategies. We are passionate about working with business leaders to support their businesses to thrive and connect them to experts, investors, funders and local, national and international opportunities.

The roles

The delivery organisations or business support professionals will work with businesses and help them understand and prepare for the transition from the EU and facilitate the provision of expert help. This includes proactively identifying these businesses and working with them to prepare them for leaving EU. This can include:

- Delivering EU Transition webinars
- Delivering specialist support by identifying business needs, developing an action plan and facilitating introductions to specialists
- Undertaking surveys with businesses, capturing business intelligence to feed into BEIS

Main Responsibilities

For Specialist Support

- Proactively develop and implement a plan to target and engage with businesses likely to be affected by the transition from EU within the Coast to Capital area.
- Undertake reviews with businesses to prepare a transition plan which include referrals to other funded support initiatives including those funded by HM Government.
- Achieve high levels of customer satisfaction and responsiveness to complaints/concerns raised, displaying a high level of professionalism.
- Achieve agreed objectives and targets, monitor own progress and report results.
- Provide documentation and reports of activity in line with agreed procedures, including the production of business diagnostics and action planning documents, logging all activity on our Customer Relationship Management system and providing follow-up communication to individual clients.
- Act as an enthusiastic ambassador for Coast to Capital and the Growth Hub, attending relevant on-line events and engaging with organisations and other relevant networks to build their in-depth knowledge.
- Adhere to our company values and behaviours.

For Events/Webinars/Workshops

- Deliver one or more high quality webinars
- Identify and promote webinars to local business
- Identify experts covering the range of identified topics for the Brexit overview and workstream topics to support the delivery of the webinars
- Identify and recommend webinar topics
- Achieve high levels of customer satisfaction
- Share information on attendees with Coast to Capital
- Issue a follow up survey.

For Intelligence, Analysis and Metrics and Evaluation

- Undertake surveys with members and the wider business community
- The content of the surveys to be agreed with Coast to Capital
- Share survey findings with Coast to Capital

Format of tender proposals

Tender proposals should come to us in the form of a brief document (no more than 6 pages) which will include the following information:

For General Business Advisor Support:

- Details of the person or organisation submitting the tender
- Which of the delivery elements is being bid for
- Contact details
- CV(s) of those delivering the service (submitted as attachments)
- Track record of delivery of similar work
- The daily fee for the person/people who will be involved in delivering the service and availability. Fees should include VAT.
- The earliest date you would be able to start.
- The number of days per week of support is being offered
- The number of businesses that will be supported

For Webinar Delivery and Support:

- Details of the person or organisation submitting the tender
- Which of the delivery elements is being bid for
- Contact details
- Track record of delivery of similar work
- Number of webinars proposed
- Fees for delivering the webinars. Fees should include VAT.
- The proposed timing of the webinars.
- The number of businesses that will be supported
- Potential experts to be involved in the delivery of the webinars

For Intelligence, Analysis and Metrics and Evaluation

- Details of the person or organisation submitting the tender
- Which of the delivery elements is being bid for
- Contact details
- Track record of delivery of similar work

- The fees for undertaking the survey work and number of businesses the survey work would reach. Fees should include VAT.
- The period during which the survey work will be undertaking

Scoring of Tender Proposals

Tender proposals will be assessed on the following criteria:

Track record of individual(s) or organisation delivering the service	25%
Quality of the funded support being offered including the personnel and organisation	25%
Value for money	20%
Contribution to targets of 5,128 business supported and 4 FTE generalist and specialist advisers	30%

Scoring and selection will be based upon using the above weighting, along with the methodology which sits beneath it, to determine quality and value for money.

Equality & Diversity

Our region is a diverse one, in every sense - geographically, economically, socially, and demographically. We regard this as a major asset. When we bring people together, and work inclusively to make the most of their potential, we achieve our best. We pride ourselves on our approach to equality and diversity which is one of our corporate values. We are committed to creating an inclusive organisation which promotes and values equality and diversity in everything we do. Therefore it is vital that the organisations we work with represent, champion and build on this approach.

Submission Instructions

Please email your proposal to malcolm.brabon@coast2capital.org.uk by 17:30hrs on Wednesday 6 January 2021

Timescales

This request for quotes opportunity will only be open until 17:30hrs on Wednesday 6 January 2021
We will contact you regarding the result of your tender application by 17:30hrs on Friday 8 January 2021

To note

Although Coast to Capital has invited you to submit a quote, Coast to Capital makes no commitment.

By providing a quote you accept that no guarantee of volume or value of business will be given by Coast to Capital at any point.

The provision of a quotation is made only to compile a list of suitable candidates who can offer this service.

Acceptance of your quotation and confirmation, or otherwise of your place on the approved supplier list will be given following a review of the quotes by in line with the Coast to capital procurement policy as contained within the Coast to Capital [Assurance Statement](#).

Prices quoted shall be all-inclusive. This will include time, materials and disbursements.

Prices quoted shall be inclusive of VAT.

Costs Associated with Preparation of the Vendor's Response

Coast to Capital will not be liable for any costs incurred by the respondents in preparing responses to this RFQ.

Price Stability

The fixed price and cap will be fixed for the period up to 31st March 2021 from the date of confirmation of acceptance of your proposal. In no case shall the price exceed the Approved Supplier price cap unless agreed in writing between both parties.

Compliance with Laws and Regulations

The Approved Suppliers performance of the work shall comply with all applicable **English** laws, rules, and regulations

Liability and Insurance

The Supplier shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance relevant to the provision of the service and / or required by law.

Right to Reject

The issue of this tender does not commit Coast to Capital to enter into the contract or any other agreement. Coast to Capital reserves the right to reject any or all of the responses received and discontinue the bidding process. Coast to Capital can also reject any incomplete or incorrectly completed responses.

Cancellation

In the event provisions of this RFQ are violated by the appointed supplier, Coast to Capital may give written notice to the Supplier stating the deficiencies and removing them from the Approved Supplier list.

Advertising

The Vendor agrees not to use the results from this RFQ a part of any commercial advertising or promotion without prior written approval of Coast to Capital.

Non-collusion

A bidder will be disqualified from further participation in the tender if it:

- Fixes or adjusts its bid in any agreement or arrangement with any other bidder;
- Enters into any agreement with any other bidder to withhold its bid or alters, in any way the content of any other bid to be submitted; or
- Offers to pay, pays or gives any sum of money or inducement or directly or indirectly to any persons for doing or causing to be done any act or omission in relation to any other bid.

Canvassing

Any bidder who, in connection with its bid:

- Offers an inducement, fee or award to any representative of Coast to Capital LEP or any person acting as an adviser to Coast to Capital LEP in connection with the selection of bidders for inclusion in the contract; or
- Does anything which would constitute a breach of the Prevention of Corruption Act 1889 to 1916 of the Competition Act 1998,

Will be disqualified from further participation in the competition for inclusion in the contract.

Gifts and Hospitality

Bidders shall not offer gifts, hospitality, donations, and inducements to Coast to Capital staff during this tender process.