



DORSET

Local Enterprise Partnership

Dorset Local Enterprise Partnership

INVITATION TO TENDER

DORSET INVESTMENT PROSPECTUS
Consultancy brief

MARCH
2020

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1. Purpose

The Dorset Local Enterprise Partnership (LEP) is seeking tenders to support the preparation of a Dorset Investment Prospectus. This prospectus will underpin a number of detailed investment opportunities for the Dorset Local Industrial Strategy (LIS) and other associated economic growth plans across Dorset. Its purpose is to translate the ambitions and interventions set out across the LIS and related plans into a coherent programme for investment and delivery in the next 2 to 10 years. This medium to long term focus will be an important part of inspiring confidence and growth in our economy as we deal with the economic impacts of the coronavirus pandemic and adapt to a post-Brexit market.

The Investment Prospectus will allow both public and private investors, nationally and internationally, to understand how they can invest in Dorset and enable the region to achieve its full potential.

A fresh and inspiring approach to overall communication of the prospectus - which aligns with our values and ambition - will be essential in ensuring it speaks to, and excites, multiple audiences and stakeholders.

2. Context

Whilst the Dorset LIS is not yet published, the Dorset LEP and partners are committed to the priorities and ambition laid out within it under a vision of ***'Dorset: Living better, high performing and naturally collaborative'***.

Dorset has all the advantages of a highly self-contained location with a simplified governance landscape, and includes the newest emerging City Region in the UK alongside vibrant, largely rural surrounds. Dorset is evolving, innovating and accelerating its economy through:

1. **Driving new industrial opportunities** via a unique cluster of high growth sectors, including health and social care; agriculture and environment; defence and security; and, creative and cultural sectors.
2. **Sustaining and expanding growth in existing industrial strengths**, including advanced engineering and financial services.
3. **Extending economic, social and environmental positive impact** across all communities (of place, interest and business).

Moving at pace over the next decade to drive forward test-bed ideas and industry growth through a collaborative cluster approach. Using innovation and new market opportunities from this activity to drive overall productivity growth alongside priority targets across the five foundations of productivity.

Dorset is beginning its second year of a new, much simplified, governance landscape with 2 new Unitary Councils. Both Councils have clear corporate plans in place and are developing economic development plans which 'nest' with the Dorset LIS. Both are also reviewing their

overall scale of growth with the development of aligned Local Plans within the next 4 years, and are already successfully working on joint strategic transport planning.

3. The Commission

Dorset LEP is seeking to appoint suitably qualified consultants who can work with the LEP Executive Team to develop a 10 year Investment Prospectus for the Dorset LIS, which will translate the ambitions and policy interventions of the strategy into a coherent programme of delivery. The outcome of this work will help the Dorset LEP and stakeholders to bring to life the overall economic ambition for Dorset, supporting our wider work on promotion of Dorset as a great place to do business. It should inspire confidence at a time of economic shock and uncertainty – and stand the test of time over a sustained period.

The process of developing the prospectus will be important in opening-up debate and challenge in clarifying future investment opportunities across Dorset, portraying a ‘total place’ approach across multiple investments (both existing and future) to help achieve the stretching ambitions of our LIS. For example, highlighting interdependencies between investments in housing, energy, transport and commercial land/property. It would also seek to identify public sector ‘catalyst’ projects which could act to unlock commercial investment. We expect to agitate and influence others in the process of developing this work, leading to the best outcomes for Dorset.

We welcome innovative approaches to the overall presentation of the prospectus. This will be a dynamic, multi-media output which details the investment opportunities for national and international parties from the public and private sectors to engage with Dorset. But behind an enticing, exciting and well-designed ‘multi-media brochure’ will be a sound headline assessment of need, viability and realism for the short, medium and longer term. This prospectus will need to stand up to test and challenge by stakeholders and investors – and ultimately act as a galvanising tool for partners across Dorset.

Where required, we expect the successful consultants to work closely with others already supporting Dorset LEP on due diligence and compliant business case activity to ensure a robust approach to the identification of short and medium term investment priorities. We would also expect a close alignment to the Dorset LEP’s monitoring and evaluation framework. A significant amount of data and information has already been produced as part of the Dorset LIS development – this will be shared with the successful consultancy team.

The majority of work should be desk-based and conducted via virtual technology/communications.

The Investment Prospectus should support Dorset LEP to move at pace on a short to medium term response to investment opportunities, linking to initial announcements in the 2020 UK Budget such as an extension of Local Growth Funding and increased investment in research and innovation, as well as the potential for private investment. This shorter term

'at pace' response will be a critical part of our recovery phase post the coronavirus pandemic, and as we prepare for Brexit impact.

Developing the Investment Prospectus will be an iterative process involving local, regional and national partners, with strong engagement also expected with officials from Government Departments. Close working between the consultancy team and the Dorset LEP and its partners, therefore, will be critical and tenders should set out a methodology for how this will be managed, particularly during the current travel restrictions and focus on immediate implications of coronavirus, which may go on for some time.

The breadth of partners with whom the process will need to engage will be wide and varied ranging from local bodies such as local authorities and Universities to employers, business bodies, regional groupings and national agencies. Tenders will need to demonstrate how the consultancy team would approach this task and set out innovative ways, including the use of technology and communication platforms, by which we can capture input and generate value to the Prospectus, ensuring that the final outputs are shared and owned across local, regional and national stakeholders.

5. Key Stages and Deliverables

Headline Milestones

- 27 March 2020: publication of consultancy brief
- **8 May 2020: deadline for submission of tenders**
- w/c 11 May 2020: desk based sift and potential for virtual interviews, if required
- w/c 18 May 2020 appointment of consultants
- w/c 18 May 2020 inception meeting (virtual)
- 23 July 2020: progress report and presentations to Dorset LEP Board
- End of September (tentative) first draft of prospectus to Dorset LIS steering group
- End of October (tentative): refinement and development of key documents; second draft prepared
- 26 November 2020: draft final for formal approval by Dorset LEP Board
- **31st December 2020 at the latest, final documents completed and delivered**

Core Outputs

- A comprehensive investment plan which translates the ambitions of the LIS into a programme of action and delivery
- A detailed monitoring and evaluation plan, in line with the commitments to track performance as set out under the LIS
- Outline benchmarking framework to monitor Dorset's progress
- Interim report / discussion paper setting out the options for an Investment Prospectus which can be shared with the Dorset LEP Board and LIS steering group
- Investment prospectus designed for multi-platform use including digital format and images, text and interactive maps
- Final suite of deliverables to be produced in Word, Excel and PDF format which can be used and adopted by the Dorset LEP Executive Team and relevant partners

- Digital material, infographics and collateral which can be used on social media, online and digital platforms

6. Budget

The Investment Prospectus is a critical piece of work which will shape Dorset's future economic priorities, enhance our work in the economic recovery phase of coronavirus, prepare for Brexit and form the basis for our relationship with Government and investors.

- We anticipate a total maximum budget of **£40,000, exclusive of VAT**
- Tenders should be submitted clearly setting out, individually for each member of the proposed team, the hourly rate at which they will be charged (exclusive of VAT). Tenders should also show the proposed hourly rates once the total value of work charged exceeds £25,000. Tenders should be valid for six months.

7. Contract management and monitoring

Day-to-day project management will be provided by Martina Hanulova, Strategy and Programmes Manager. The successful consultant(s) will be expected to work closely with the Dorset LEP Director, Lorna Carver, and the Dorset Local Industrial Strategy Steering Group.

8. Conflicts of interest

Dorset 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.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Dorset LEP, detailing the conflict in the Supplier response to this tender.

9. Timetable for responding to this tender

The key dates for this procurement are as follows. All dates are subject to change.

Activity	By
Invitation to Tender (ITT) released	27 March 2020
Deadline for questions about ITT	10 April 2020
Invitation to Tender (ITT) Submission	8 May 2020, 17:00
Assessment of proposals received	13 May 2020

Interviews with bidders (tentative)	15 May 2020
Bidders notified of contract award (tentative)	w/c 18 May 2020
Contract start date (tentative)	w/c 18 May 2020
Virtual Inception meeting (tentative)	w/c 18 May 2020

The LEP reserves the right to cancel the tender process. No work is guaranteed to be awarded under the tender process and Dorset LEP is not responsible for any costs incurred as part of the bidding process.

10. Assessment

Tenders will be assessed using the following weightings:

Question	Weighting
Understanding of requirement	20
Experience of similar work and credibility with stakeholders	20
Proposed approach to this work	20
Proposed team	20
Pricing	20

Criteria	Score
Failure to respond or irrelevant information provided which fails to meet the requirement.	0
Response is unsatisfactory partially meets the requirement(s)	2
Response is acceptable and meets the minimum requirement(s)	3
Response is good - better than merely acceptable.	4
Response is excellent, exceeds the requirement and gives added value.	5

Each tender will be scored in accordance with the scoring criteria stated above. Clarifications maybe sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of the LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected. The weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Dorset LEP reserves the right not to make any appointment.

11. Proposal Submission

In order to be considered for selection, proposals to this tender must be received by **17:00, on 8 May 2020.**

Any individual or organisation responding to this tender must submit its response via email to the following:

Martina Hanulova
Strategy and Programmes Manager
E-mail: mhanulova@bournemouth.ac.uk

If you require clarification or you have any questions please direct these to:

Martina Hanulova
Strategy and Programmes Manager
E-mail: mhanulova@bournemouth.ac.uk
Mobile: 07925 891380

12. Guidance

- Take the time to read and understand this document. In particular, develop a strong understanding of the services required section.
- In structuring your proposal, consider how it will be evaluated.
- Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems. Failure to submit the tender submission as required may result in the relevant Bidder being excluded from any further participation in this procurement.
- If you require clarification or you have any questions please, direct these to: Martina Hanulova, via email to mhanulova@bournemouth.ac.uk.
- Your response should be submitted to: Martina Hanulova, via email to mhanulova@bournemouth.ac.uk. Please note that submissions not received via the means identified in the ITT may not be accepted or considered.
- **Submission deadline is 17:00, on 8 May 2020.** Any tender submitted and/or received after the time specified above may not be considered and the Bidder will be advised of this.