

Dorset Local Enterprise Partnership

Tender Specification
Dorset Gateway: Bid Writing
Support Services

March 2021

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1. BACKGROUND

- 1.1 Dorset Local Enterprise Partnership (LEP) has been awarded funds by the Department for Business, Energy and Industrial Strategy (BEIS) to provide a dedicated business support function for Dorset; this service operates under the name of Dorset Gateway and is part of the national growth hub network.
- 1.2 The purpose of the Dorset Gateway is to be the central point for information, advice and support for new and existing businesses within the county, providing them with a holistic business support service, by diagnosing their needs and signposting them to the most appropriate commercial or publicly funded assistance available to help them grow.
- 1.3 One element of specialist business support that the Dorset Gateway seeks to provide is in supporting Dorset businesses to write and submit bids for funding that will enable growth through innovation and contribute to our goal of improving productivity in Dorset.

2. BUDGET AND DURATION

- 2.1. The contract is to run from 1st April 2021 until 31st March 2022.
- 2.2. The budget allocated is up to £40,000 per annum, excluding VAT.
- 2.3. There will be an optional 12 month extension which would lead to a potential contract end date of 31st March 2022, which would be triggered by Dorset LEP
- 2.4. Any extension will be subject to the agreement of both parties.
- 2.5. Any offer to extend the contract by a further 12 months will be made with a minimum of one month's notice, prior to the expiration of the existing original term.
- 2.6. The budget allocation for year two would be up to £40,000, therefore the budget over a two-year period, if optioned, would be £80,000. Again, these figures are exclusive of VAT.
- 2.7. Any offer to extend the contract beyond the original term will be made on the basis that the supplier's existing rates remain the same, as stated in the original agreement.

3. OBJECTIVE

3.1 The Dorset Gateway requires the Bid Writing Support Service to provide the following range of services;

- Identification of Dorset companies who are R&D active and/or bid-ready;
- Capturing of relevant company Information on Dorset Gateway CRM;
- Support in drafting and distributing information marketing the service to businesses, including web-based and social media content;
- Promotion of Dorset Gateway Bid Writing Support Services;
- Identification of relevant funding opportunities, in particular those relating to delivery of Dorset's Local Industrial Strategy (LIS);
- Advertise funding opportunities to Dorset businesses through appropriate channels;
- Collaboration with local delivery and brokerage partners;
- Bid support surgeries and masterclasses (face to face, virtual);
- Bid writing services, to include:
 - Scoping meetings
 - Drafting applications
- Bid application checking service (where bids drafted by applicant); and
- Forming Consortia.

3.2 The Supplier will be required to record all activity onto the Dorset Gateway CRM system to ensure support for business through the service is tracked and can be monitored.

3.3 The Supplier will be responsible for tracking success rates of bids that are supported through the service and for reporting this back to the Dorset Gateway Steering Group and LEP Board.

4. OUTPUTS

4.1 The following outputs, outcomes are required by Dorset LEP by 31 March 2022;

- Minimum of 80 days support provided;
- Minimum of 250 businesses engaged in bid writing support activities – e.g. workshops, masterclasses, conferences, other events – per annum;
- Minimum of 10 grant funding applications, involving Dorset-based businesses, submitted to UK funders;
- 80% satisfaction rate from users of the service; and
- Minimum of three case studies.

5. CONTRACT MANAGEMENT AND MONITORING

- 5.1. The work will be overseen by the Dorset LEP Business Engagement and Dorset Gateway (BEDG) Manager and the Dorset Gateway Steering Group.
- 5.2. The supplier should nominate a dedicated point of contact to act as Contract Manager to oversee the work and liaise with and report into the BEDG Manager.
- 5.3. Dorset LEP requires a high level of accuracy in this piece of work, particularly in relation to the data and management information provided. The Contract Manager is responsible for ensuring the quality of the work and the accuracy of the information provided.

6. TIMETABLE

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| Invitation to Tender | 9 th March 2021 |
| Deadline for the submission of Tenders | 24 th March 2021 – 18:00 hrs |
| Interviews (if required) | 29 th March 2021 |
| Appointment | Week Commencing 29 th March 2021 |
| Inception meeting | 1 st April 2021 |
| Contract start date | 1 st April 2021 |

7. TENDER ASSESSMENT AND COMMISSIONING PROCEDURE

7.1. Tenders must include:

- A description of the service offered and how it meets the requirements set out within this brief;
- A fixed fee quotation for fulfilling the requirements contained within this brief, subdivided in respect of each of the items listed in section 3 (Objective);
- Evidence of completing similar work (ie writing bids on behalf of businesses and winning significant sums as a result);
- The name of any individual/individuals who will work on the project, their role, the amount of time to be spent on the work, their hourly rate and a summary of their qualifications and relevant subject knowledge and experience. Full CVs are not required;
- An indication of whether the bidding organisation will need to subcontract any of the work contained within the brief and, ideally, an outline list of known potential partners;

- A breakdown of costs under headings of staff, travel and subsistence, and other costs, identifying the daily rates of each team member plus an hourly rate for providing any additional requirements;
- Details of any conflicting or complementary work which you may be undertaking at the same time;
- Confirmation of professional indemnity insurance, including amount of cover held; and
- Contact details for two references.

7.2. Evaluation Criteria

Consultant selection will be made at the discretion of Dorset LEP.

Assessment will be made on:

- Recent experience of undertaking similar projects
- Understanding of our requirements
- Staff and other resource
- Price/ value for money.

Dorset LEP reserves the right not to make any appointment.

8. TENDER GUIDANCE

8.1. Developing and submitting your quote

- Take the time to read and understand this document.
- In particular develop a strong understanding of the Objective and Outputs sections.
- In structuring your response consider how it will be evaluated.
- If anything is unclear or you have any questions please direct these to our point of contact; Finn Morgan, via email in the first instance to fmorgan@bournemouth.ac.uk
- Your response should be submitted via email to Finn Morgan gatewayl@bournemouth.ac.uk by **18:00, 24th March 2022**.
- Responses may be submitted at any time before the deadline above. Late responses will not be accepted.

8.2. Conflicts of Interest

The 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 Dorset Gateway Bid Writing Support Services Tender.