



**Dorset Local Enterprise  
Partnership**

**Tender Specification**

**Dorset Gateway:  
Scale-Up Business  
Development Programme  
December 2019**

## Contents

1. BACKGROUND.....	3
2. BUDGET AND DURATION .....	4
3. OBJECTIVE .....	4
4. OUTPUTS .....	4
5. CONTRACT MANAGEMENT AND MONITORING.....	5
6. TIMETABLE .....	6
7. TENDER ASSESSMENT AND COMMISSIONING PROCEDURE.....	6
8. TENDER GUIDANCE .....	7

## 1. BACKGROUND

- 1.1. Dorset Local Enterprise Partnership (LEP) is funded by the Department for Business, Energy and Industrial Strategy (BEIS) to run a business support function for Dorset; this is known as the Dorset Gateway.
- 1.2. The purpose of the Dorset Gateway is to be the central repository of 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 to the most appropriate commercial or publicly funded assistance available to help them grow.
- 1.3. Dorset Gateway is part of the Dorset Local Enterprise Partnership (LEP) and provides an informed and bespoke service, free to any Dorset-based businesses looking for help to source appropriate available solutions for growth and development. This includes a bespoke business support service and signposting to the most appropriate local or national commercial or public funded assistance available to help businesses innovate and grow.
- 1.4. One element of specialist business support that the Dorset Gateway seeks to provide is in supporting those businesses who are classified as scale-up or potential scale-up businesses. The scope of the project is to seek a service provider – “supplier” – to deliver a scale-up business development programme to assist owners, directors and senior leaders from small and medium sized enterprises (SMEs) to develop their skills, knowledge and expertise to enable growth within their business.
- 1.5. We want this to be recognised as a high-impact programme of support and, as such, a sense of exclusivity should be created. The service provider shall be expected to deliver high quality development activities to businesses across the whole of the Dorset LEP geography.
- 1.6. This shall be achieved through the calibre of providers and competitive application for businesses with focus being targeted on those businesses with the highest growth potential. As such, the programme shall target businesses that have the capacity to create jobs and increase turnover/sales.
- 1.7. For the purpose of this tender, a sale-up business is defined as: “an enterprise with average annualised growth in employees or in turnover greater than 20 per cent a year over a three-year period, and with 10 or more employees at the beginning of the programme.” Whilst this criterion will be used to help direct the types of businesses that are supported, the full criteria for eligible businesses will be agreed at inception with the supplier.

## 2. BUDGET AND DURATION

2.1. The contract is to run from 1<sup>st</sup> April 2020 until 31<sup>st</sup> March 2021.

2.2. The budget allocated is up to £25,000, excluding VAT.

## 3. OBJECTIVE

3.1 The Dorset Gateway requires the contracted service provider – “the supplier” – to provide the following range of services:

- Identification of Dorset companies that meet the definition of being a scale-up business;
- Workshops especially tailored to the needs of growing businesses;
- Undertaking bespoke diagnostic and evaluation of each businesses capacity to grow;
- Capturing relevant company Information that can be shared with the Dorset Gateway;
- Support in drafting and distributing information marketing the programme to businesses, including web-based and social media content where appropriate;
- Advertise funding and support opportunities to Dorset businesses through appropriate channels;
- Collaboration with other local delivery and brokerage partners.

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

## 4. OUTPUTS

4.1 The following outputs, outcomes are required by Dorset LEP by 31<sup>st</sup> March 2021:

- Minimum of 30 businesses supported and engaged with 12 hours of scale-up support each;
- Held a minimum of five workshops tailored to meet the needs of scale-up or high growth potential businesses;
- Engaged with 15 businesses in the creation of a business growth Action Plan leading to sustainable scale up for the SMEs concerned. These Action Plans need to be a bespoke plan for each business and directly reflect the nature of their business needs;

- Signposted a minimum of five businesses into a tailored support package to help address identified barriers to business growth;
- Produce regular reports and programme monitoring documents for sharing with Dorset LEP;
- Collation of evidence illustrating the impact of the programme;
- 80% satisfaction rate from businesses engaging with the programme.

## **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 LEP's Performance and Investment Committee (PIC).
- 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. As part of the regular reporting arrangements, the supplier will need to attend scheduled meetings with the BEDG Manager to assess the ongoing performance and development of the programme.
- 5.4. Dorset LEP requires a high level of accuracy in this piece of work, particularly in relation to the data and management information provided. The Supplier's Contract Manager is responsible for ensuring the quality of the work and the accuracy of the information provided.

## **6. GENERAL DATA PROTECTION REGUALTION (GDPR)**

- 6.1. Company data will be required to collected by the Supplier and shared with Dorset Gateway for evaluation and data archiving purposes. In respect of the contract, Dorset Gateway acts as data controller and the contracted supplier acts as data processor.
- 6.2. All information and data collected for the purposes of evaluation will be anonymised and managed according to strict confidentiality requirements. All findings will be confidential, anonymised and aggregated up for the purpose of reporting to the Department of Business, Energy and Industrial Strategy (BEIS). All data will be presented in such a way that it does not allow any individual to be identified without their prior consent.

## 7. TIMETABLE

Invitation To Tender	20 <sup>th</sup> December 2019
Deadline for the submission of Tenders	31 <sup>st</sup> January 2020 – 18:00 hrs
Interviews	w/c 10 <sup>th</sup> February 2020
Appointment	w/c 24 <sup>th</sup> February 2020
Inception meeting	w/c 9 <sup>th</sup> March 2020
Contract start date	1 <sup>st</sup> April 2020

## 8. TENDER ASSESSMENT AND COMMISSIONING PROCEDURE

### 8.1. 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.
- 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
- Contact details for two references.

### 7.2 Evaluation Criteria

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

Quality will account for 75% of the Overall Score. A total of 100 marks are available. This is broken down as follows:

- Recent experience of undertaking similar projects – 25%

- Understanding of our requirements – 25%
- Staff and other resources – 25%

Price will account for 25% of the Overall Score.

The contract will be awarded on the basis of the overall most economically advantageous tender submitted to Dorset LEP. Dorset LEP reserves the right not to make any appointment.

## 9. 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](mailto:fmorgan@bournemouth.ac.uk)
- Your response should be submitted via email to Finn Morgan at [gateway@bournemouth.ac.uk](mailto:gateway@bournemouth.ac.uk) by **18:00, 31<sup>st</sup> January 2020**.
- 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 Scale-Up Business Support Tender.