



# Dorset Local Enterprise Partnership

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## Capital Programme Reporting Consultancy Brief

August 2022

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## 1. PURPOSE

Dorset LEP has exceptional governance standards and a suite of policies and processes related to the application of this to programmes of capital funding awarded by Government.

We require support in applying these standards to the reporting of our capital funding programmes to government on a bi-annual basis.

## 2. CONTEXT

The [Local Growth Fund](#) and [Getting Building Fund](#) are both now closed and bi-annual reporting of outcomes to government is required until 31 March 2025. Our [Growing Places Fund](#) is still live and requires annual reporting on outputs and outcomes until 31 March 2025.

There are 54 projects under Local Growth Fund, 9 under Getting Building Fund and 5 under Growing Places Fund.

Information is obtained from the dedicated outcomes contact for each project which was awarded funding ('project partner') in order to produce the reporting required by government.

## 3. COMMISSION, KEY STAGES & DELIVERABLES

The commission is for bi-annual outcome monitoring, data collection and producing of reports for government as per the [National Local Assurance Framework](#), the Dorset LEP [Local Assurance Framework](#), all in accordance with HM Treasury guidance and [Dorset LEP Monitoring & Evaluation Plan](#) until March 2025.

This invitation to tender welcomes applications from companies or contractors with experience in government capital funding programme management and reporting. A high level of numerical accuracy is essential as is the ability to scrutinise and challenge data returns and the ability to liaise with external stakeholders in a supportive way to ensure accurate information and work through any data errors.

A strong business continuity plan and adherence to deadlines to ensure delivery will be essential as part of any application as government timescales cannot be adjusted for reporting.

## 4. KEY STAGES & DELIVERABLES

The specific activity requirements along with timescales for this are as follows.

Activity	Detail	Timescales
Produce mid-financial year Outcome Certificates covering Q1 and Q2 until 2025	Sending and requesting back updated bi-annual outcome certificates (using existing template) from project partners for all capital programmes including Q1 and Q2 data of the relevant financial year. An example template can be found in Appendix 1. The existing template will be populated with historic data and will therefore require	<u>2022/23</u> Sept- Nov 2022
		<u>2023/24</u> Sept- Nov 2023
		<u>2024/25</u>

<p>Q1 covers April-June Q2 covers July-September</p>	<p>updating by the partner and must be returned in time for review by the successful contractor with Q1 and Q2 data as part of this exercise in order to complete the return submission activity below. The population activity required includes liaising with project partners, scrutinising the returned information, undertaking clarifications/amendments and hosting virtual meetings with each individual partner to validate their data and evidence where required.</p> <p>N.B. Clarification of some historic data might be required.</p>	<p>Sept- Nov 2024</p>
<p>Complete Bi-annual and annual Government Return Submission Templates</p>	<p>Following the above and below exercise, complete the government outcome reporting template for Local Growth Fund and Getting Building Fund programmes (63 projects). An example of the government templates and their required data can be found in Appendices 2 and 3. Please note these templates will be populated with historic data and therefore require a review and an update with Q1/Q2 and Q3/Q4 data, as well as updated forecast data. Government guidance regarding the completion of these templates will be shared with the successful applicant. There is an approval process with four parties for the submission of the reporting which will also need to be implemented ahead of the deadline. Further one hour virtual meeting with government officials ahead of submission for any clarifications will also be required for each submission.</p> <p>N.B. Please note that government templates can be subject to slight changes, however, the existing information will always remain pre-populated even if a new/updated template is provided by government.</p>	<p><u>2022/23</u> By 25 Nov 2022 By 26 May 2023</p> <p><u>2023/24</u> By 24 Nov 2023 By 24 May 2024</p> <p><u>2024/25</u> By 22 Nov 2024 By 23 May 2025</p>
<p>Produce Annual Outcome Certificates covering Q3 and Q4 (signed) until 2025</p> <p>Q3 covers October-December</p> <p>Q4 covers January – March</p>	<p>Using data obtained via the first activity, request updated annual outcome certificates for each project including Q3 and Q4 data of the relevant financial year, and a forecast for the remainder of the programme until March 2025 or beyond where applicable. The same template (as in first activity above) is used and as part of finalisation, project partners will also need to sign the document. The activity required includes liaising with project partners, scrutinising the returned information, undertaking clarifications/amendments and holding virtual meetings with individual partners to validate their data and evidence where required. The annual outcome certificate must be signed by a senior representative from the partner organisation.</p>	<p><u>2022/23</u> Mar - May 2023</p> <p><u>2023/24</u> Mar - May 2024</p> <p><u>2024/25</u> Mar - May 2025</p>

Maintain Key Capital Programme Data Masters Spreadsheet	This is required for Dorset LEP communications activity, including the production of the Annual Report. A data template already exists and this needs to be updated shortly following each bi-annual government return submission for Local Growth Fund and Getting Building Fund. A spreadsheet for Growing Places Fund is updated annually, as per the last activity.	See bi-annual government return submission dates.
Programme Dashboard update	Annual update of the <a href="#">Dashboard</a> published on Dorset LEP website. The update captures programme progress of outcomes.	May 2023 May 2024 May 2025
Growing Places Fund (GPF) Annual outcome collection for the Annual Report & GPF outcome tracker.	Annual collection of outcomes from 5 GPF projects for the Annual Report and the GPF outcome tracker. This is required for Dorset LEP communications activity. The two templates already exist, and information needs to be updated shortly following the annual government submission.	May 2023 May 2024 May 2025

## 5. BUDGET

The total amount available for this work is up to £36,000 including VAT 2022-2025. The calendar annual value of this contract is £12,000 including VAT. It is intended payments will be made in arrears on the following schedule aligned with activity:

Year	Activity period	Invoice to be received by
2022/23	1 Sept – 1 Dec 2022	5 December 2022
2023/24	1 March – 1 June 2023	5 June 2023
	1 Sept – 1 Dec 2023	5 December 2023
2024/25	1 March – 1 June 2024	5 June 2024
	1 Sept – 1 Dec 2024	5 December 2024
2025/26	1 March – 1 June 2025	5 June 2025

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 be valid for six months.

## 6. CONTRACT MANAGEMENT & MONITORING

The Director of Dorset LEP will be the main point of contact for this contract. The contract will be subject to annual review.

## 7. 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.

## 8. TIMESCALES

Activity	Date
Invitation to Tender	17 August 2022
Deadline for submissions	Noon on 1 September 2022
Assessment of responses received	2 September 2022
Interviews	6 September 2022
Inception meeting	8 September 2022
Activity start date	9 September 2022

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.

The deadline for any Tender Clarifications is 31 August 2022.

## 9. ASSESSMENT

Tenders will be assessed using the following criteria and weightings and the weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Question	Weighting
Understanding of requirement	20%
Experience of similar work and credibility with stakeholders	30%
Proposed approach to this work	20%
Proposed team	20%
Pricing	10%

Tenders will be scored according to the below scheduled; scoring and comments are confidential and will not be shared with any applicants.

Score	Comment
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	Significantly fails to meet required standard or does not provide the relevant answer

Clarifications may be sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of the Dorset LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

Dorset LEP reserves the right not to make any appointment.

## 10. PROPOSAL SUBMISSION

In order to be considered for selection, proposals to this tender must be received by **noon, 1 September 2022**. Any individual or organisation responding to this tender must submit its response via email to the following:

Corrina Osborne, Interim Director  
[cosborne@bournemouth.ac.uk](mailto:cosborne@bournemouth.ac.uk)

Please note that submissions not received via the means identified in this document may not be accepted or considered. Any tender submitted and/or received after the time specified may not be considered and the Bidder will be advised of this.

## 11. GUIDANCE

- Take the time to read and understand this document. In particular, develop a strong understanding of the Commission 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: Corrina Osborne, Interim Director, [cosborne@bournemouth.ac.uk](mailto:cosborne@bournemouth.ac.uk)