



# **DORSET**

Local Enterprise Partnership

**Dorset Local Enterprise  
Partnership**

**Tender Specification**

**Dorset Gateway:  
Bid Writing Support Services  
April 2018**

## Contents

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

## 1. BACKGROUND

- 1.1. The Dorset Local Enterprise Partnership (LEP) has been awarded funds by the Department for Business, Energy and Industrial Strategy (BEIS) to establish a Business support function for Dorset, to be 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 pre-start, 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. 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 1<sup>st</sup> June 2018 until 31<sup>st</sup> March 2019.
- 2.2 The budget allocated is up to £40,000.

## 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 the Industrial Strategy
  - Advertise funding opportunities to Dorset businesses through appropriate channels
  - Collaboration with local delivery and brokerage partners

- Bid support surgeries (face to face, digital)
  - Bid writing services, to include
    - Scoping meetings
    - Drafting applications
  - Bid application checking service (where bids drafted by applicant)
  - 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 2019;
- Minimum of 80 days support provided

## **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. The 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

Invitation To Tender	12 <sup>th</sup> April 2018
Deadline for the submission of Tenders	30 <sup>th</sup> April 2018 – 18:00 (pm)
Interviews	Week Commencing 7 <sup>th</sup> May 2018
Appointment	Week Commencing 14 <sup>th</sup> May 2018
Inception meeting	Week Commencing 21 <sup>st</sup> May 2018
Contract start date	1 <sup>st</sup> June 2018

## 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.
- 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 the LEP. The 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; Rob Dunford, via email in the first instance to [rdunford@bournemouth.ac.uk](mailto:rdunford@bournemouth.ac.uk)
- Your response should be submitted via email to Kathryn Hill [khill@bournemouth.ac.uk](mailto:khill@bournemouth.ac.uk) by **18:00, 30<sup>th</sup> April 2018**.
- 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 the LEP, detailing the conflict in the Supplier response to Dorset Gateway Custom Broker Services Tender.