

DORSET LOCAL ENTERPRISE PARTNERSHIP REQUEST FOR QUOTES PR SUPPORT

1. BACKGROUND

Dorset Local Enterprise Partnership (LEP) was established in 2011 and incorporated as a community interest company in 2016 with the aim of stimulating growth in the economy across the Dorset area. It is a business led private and public sector partnership that aims to promote local economic growth and prosperity. Acting as a strategic gateway to funding, Dorset LEP supports and delivers projects of long term economic benefit for all in Dorset through cross-sector partnership.

2. SERVICES REQUIRED

Dorset LEP is seeking adhoc PR and communications support to raise the profile of Dorset and compliment the work of Dorset LEP's communication manager, to include (but not exclusively) the following:

- Access to National Media and national media stakeholder engagement
- Organisation of access to Radio/ TV
- Conference/ Forum events
- Public Affairs, include engagement with MPs
- Policy responses
- Opinion pieces
- Promotional materials

We anticipate that the work would be 2 days a month for 18 months (pro rata) until March 2020. Depending on the needs of Dorset LEP the support per month may be expanded or reduced.

3. CONTRACT MANAGEMENT AND MONITORING

The work will be overseen by the Dorset LEP Director.

The organisation should nominate a dedicated point of contact to oversee the work and liaise with and report to the Dorset LEP Director.

Dorset LEP requires a high level of accuracy and quality in each piece of work. In addition, any information provided to the organisation by Dorset LEP should be considered as commercially sensitive and therefore treated with utmost confidentiality.

4. TIMETABLE

Invitation to request for quotation (RFQ)	25 June 2018
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Deadline for the submission of RFQ	20 July 2018 – 17:00 (pm)
Assessment of responses received	23-27 July 2018
Interviews	30 July 2018
Inception meeting	14 August 2018
Contract start date	14 August 2018

5. ASSESSMENT

All responses will be assessed on the following basis:

- 60% Quality
- 40% Cost

Quality will be assessed against the following (60%):

- Explain the process for undertaking the services contained within this brief in respect of each of the items described in section 2 above.
- Include examples of your work.
- Evidence of completing similar work with Local Enterprise Partnerships and/or similar organisations including examples relating to section 2.
- The name of any individual/individuals who will work on the contract, their role, and a summary of their qualifications and relevant subject knowledge and experience. Full CVs are not required.
- Confirmation of professional indemnity insurance, including amount of cover held.
- Contact details for two references.
- Provide a cover letter detailing your expertise.

Cost will be assessed against the following (40%)

- A breakdown of fees for the completion of requirements contained within this brief in respect of each of the items described in section 2 above.
- A day rate would be required.

6. SCORING METHODOLOGY

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	Completely or significantly fails to meet required standard or does not provide the relevant answer



Dorset LEP reserves the right not to make any appointment. We may appoint more than one tender responder.

7. PROPOSAL SUBMISSION

In order to be considered for selection, quotes must be received by **17:00 on Friday, 20 July 2018.**

Any firm responding to this RFQ must submit its quote via email and must be sent to the following:

Katherine May

Programme Manager

Dorset Local Enterprise Partnership

Email: kmay@bournemouth.ac.uk

Phone: 01202 962720

If you require clarification or you have any questions please direct these to: Katherine May via email to kmay@bournemouth.ac.uk

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 the LEP, detailing the conflict in the Supplier response to this RFQ.