



DORSET

Local Enterprise Partnership

**Dorset Local Enterprise
Partnership**

INVITATION TO TENDER

**Local Industrial Strategy
Development**

May 2019

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1) Background

Building a Local Industrial Strategy fit for Dorset

Dorset Local Enterprise Partnership (DLEP) 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 and a delivery body, DLEP supports and delivers projects of long-term economic benefit for all in Dorset through cross-sector partnership.

In autumn 2017, the UK Government published an Industrial Strategy White Paper which highlights the importance of place and the need for local industrial strategies to bring together the five foundations of productivity and the four grand challenges for the UK to increase productivity, earnings and wellbeing, locally and nationally. In December 2018, the Government asked Dorset Local Enterprise Partnership to help deliver this strategy by developing a Local Industrial Strategy (LIS) for Dorset.

Working in close collaboration with local businesses, organisations, Bournemouth, Christchurch and Pool Council, Dorset Council and other partners and stakeholders, Dorset's LIS will be a twenty-year plan to increase productivity, innovation, earnings and well-being across the county, delivering on an ambition to create a local economy that is sustainable, innovative, resilient and inclusive.

The opportunity

Technology advancements are transforming the way we live and work, especially in more rural areas like Dorset. This 'new industrial revolution' will see government and businesses working together to shape a stronger, more inclusive economy.

Dorset is an outstanding place to live, work and do business. Our Local Industrial Strategy will unlock post-Brexit opportunities, deliver ambitious investment plans, inject growth and prosperity in to the business community and improve the quality of life for all.

“Dorset’s Local Industrial Strategy will create exciting, well-paid jobs in new industries; it will upskill and increase competitiveness in our high employment sectors and unlock greater productivity and earning power across the city-region.” (Jim Stewart, Chair, Dorset LEP)

Progress to date

Over the last two years, Dorset LEP has produced a series of economic reports and visionary documents which tell the story of Dorset's economic successes, specific challenges and ambitions to date alongside steps needed to boost our productivity and increase our contribution to UK plc. Written in collaboration with the private and public sector, they collectively provide a solid foundation for developing our Local Industrial Strategy.

Over the past four months we have grown our evidence base through submissions from a range of local economic development stakeholders in the public, private and voluntary sectors. This has included data sets, research papers, surveys and strategies highlighting the importance of innovation, future growth of industries, technologies and skills.

In April 2019, we held public consultation events across the county enabling businesses and stakeholders to input and influence the development of Dorset's LIS. This is all supported through an active and broad local collaborative approach.

2) Services required

DLEP is now seeking a single company or consortia to support its executive team and Board across the following activities:¹

- Work closely with the LEP's Board, Director and executive team to lead the workstreams required to develop an exemplar Local Industrial Strategy (LIS) for Dorset;
- Oversee the LIS engagement strategy, working closely with the LEP Board, its LIS Steering Group, the LIS Operational Group and senior members of the LEP team to ensure the Dorset LIS is a truly collaborative strategy, drawing on examples of best practice from elsewhere in the country;
- Oversee the LIS evidence pack finalisation (including LISA process) and its analysis to ensure the final LIS is fit for purpose and economically robust;
- Author the final LIS – ensuring a collaborative rather than 'written by committee' approach to its drafting;
- Ensure the LIS covers all requirements of Government but is distinctive and engaging – with potential for a wide range of functions in promoting the Dorset economy. We want this strategy to be '*distinctively Dorset*' and engaging for a wide audience;
- Support the initial development of an implementation plan for the Dorset LIS. Engage across key delivery partners to lead an effective 'form and function' approach to the Dorset economic development landscape;
- Work closely with the 2 unitary local authorities to ensure that their private sector business engagement activity and approach to delivery is fully co-ordinated with that of the DLEP;
- Engage with business support providers across Dorset, including Chambers of Commerce and universities, to build a single network approach to support LIS delivery;
- Oversee and manage a 'change programme' approach to effecting any changes in staffing and structures.

3) Budget and duration

- The contract is to run from late June to late December 2019 with the possibility of extension.

¹ These will be subject to change of emphasis as the work develops.

- The total budget allocated for the services outlined in this document is **£40,000**. It is anticipated that this work will require a commitment of 4 days per month for up to six months.
- 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 also show the proposed hourly rates once the total value of work charged exceeds £25,000. Tenders should be valid for six months.
- Subject to agreement, the LEP may extend the contract by up to twelve months, or up to a maximum of £100,000.

4. Contract management and monitoring

Day-to-day project management will be provided by Lorna Carver, Dorset LEP Director.

The successful consultant(s) will be expected to work closely with the Dorset LEP's LIS Team and the LIS Steering and Operational Groups.

5. 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.

6. Timetable for responding to this tender

The key dates for this procurement are as follows. All dates are subject to change.

Activity	By
Invitation to Tender (ITT) released	17 May 2019
Deadline for questions about ITT	24 May 2019
Invitation to Tender (ITT) Submission	14 June 2019 – 17:00pm
Assessment of proposals received	17 – 18 June 2019
Interviews with bidders	19 June 2019
Bidders notified of contract award	20 June 2019
Inception meeting	21 June 2019
Contract start date	24 June 2019 (tentative)

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.

7. Assessment

Tenders will be assessed using the following weightings:

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

Criteria	Score
Failure to respond or irrelevant information provided which fails to meet the requirement.	0
Response is unsatisfactory partially meets the requirement(s)	2
Response is acceptable and meets the minimum requirement(s)	3
Response is good - better than merely acceptable.	4
Response is excellent, exceeds the requirement and gives added value.	5

Each tender will be scored in accordance with the scoring criteria stated above. Clarifications maybe sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of the LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected. The weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Dorset LEP reserves the right not to make any appointment.

8. Proposal Submission

In order to be considered for selection, proposals to this tender must be received by **14 June 2019 – 17:00**.

Any individual or organisation responding to this tender must submit its response via email to the following:

Martina Hanulova, Strategy Development Manager
 E-mail: mhanulova@bournemouth.ac.uk

If you require clarification or you have any questions please direct these to: Martina Hanulova at mhanulova@bournemouth.ac.uk.

9. Guidance

- Take the time to read and understand this document. In particular, develop a strong understanding of the services required 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: Martina Hanulova, via email to mhanulova@bournemouth.ac.uk
- Your response should be submitted to: Martina Hanulova, via email to mhanulova@bournemouth.ac.uk. Please note that submissions not received via the means identified in the ITT may not be accepted or considered.
- **Submission deadline is 14 June 2019, 17:00.** Any tender submitted and/or received after the time specified above may not be considered and the Bidder will be advised of this.