



Invitation to Tender for

“Future Proofing Your Finances – Being Strategic to Underpin your Business Growth”

to assist the delivery by Reaseheath College within the
ERDF Project for Cheshire and Warrington Business
Growth Programme

March 2017

Our Delivery Partners are -



**“Future Proofing Your Finances –
being strategic to underpin your business growth”**

The Brief:

We are looking to appoint and work with a panel of highly experienced professional business consultants on a call-off basis to provide workshop support to our cohort of food sector SMEs.

The workshops will total 12 hours, covering **financial planning, cash flow and business strategy** for startups and existing micro-SMEs. Delivery will be within the Cheshire & Warrington area.

The criteria are as follows, therefore please quote with details of your:

1. Experience in delivering workshops tailored to micro-SMEs,
2. Knowledge of business finances, cash flow, and business strategy,
3. Knowledge and experience of working with food sector micro-SMEs,
4. Quality Assurance processes,
5. Charge-out rate per day.

For more details, please contact Beth Chinn, at businessgrowth@reaseheath.ac.uk or phone 01270 616 492. There may be an inception meeting. Travel costs will not normally be reimbursed unless agreed in writing.

This project work is part-funded by the European Regional Development Fund (ERDF) to September 2018.

Deadline

Please provide a written response with your quoted price, including VAT if appropriate, on headed paper by **12 noon on Friday 10 March 2017**. Email is fine.

1 INTRODUCTION

This document constitutes an invitation to prepare and submit a tender to Reaseheath College for dedicated marketing and communications support in order to achieve our agreed outputs for the European Regional Development Funded (ERDF) Cheshire and Warrington Business Growth Programme project

The scope and parameters of this proposed work opportunity are described below.

1.1 Tender Scope

The ERDF funded Cheshire and Warrington Business Growth Programme is a consortium of North West based partners set up to deliver business growth activities across priority sectors from 2016-2018.

With a £2.7m investment of European Regional Development Funding (ERDF) this innovative programme brings together key business support providers across Cheshire and Warrington to offer businesses access to a variety of services

Reaseheath College is a delivery partner for the Cheshire and Warrington Business Growth Programme and has a set of individual outputs to be achieved by the end of December 2018.

The programme will also utilise the specialist expertise and facilities available from other Higher and Further Education partners and Local Authority Growth Teams as well as several science and business parks within the sub-region.

The delivery partners are:

- University of Chester
- Manchester Metropolitan College
- Warrington Collegiate
- South Cheshire College, and
- Reaseheath College.

The Cheshire and Warrington Business Growth Programme can help entrepreneurs and businesses by enabling them to access fully funded support (in the form of one-to-one meetings, workshops, seminars, master classes and more) across a wide range of areas including:

- Finance and accounting
- Recruitment
- Leadership and management
- Sales
- Marketing
- Health and safety
- Skills development and training
- Product development
- Process improvement
- Innovation and IP
- Investment readiness
- Export
- Business growth strategy

The support is available for:

- Pre-start: Entrepreneurs looking to start a business
- New start-ups: trading less than 42 months
- SME: Small and medium-sized enterprises trading over 42 months

The Programme will work with people to access the expertise and knowledge that currently exists across the region to help them develop their skills and grow their business.

1.2 Programme Aims / Objectives

Each delivery partner has a set of outputs that they need to achieve within the programme timescales, Reaseheath College (by December 2018), needs to have achieved the following outputs:

- 1) To raise awareness of the programme within the Warrington and Cheshire region
- 2) To highlight the specialist support available from Reaseheath College
- 3) To generate recruitment of eligible* clients to the programme.

"Due to the rules governing the funding of the project geographical eligibility criteria apply and entrepreneurs businesses must be based in Warrington and Cheshire LEP area to be eligible for support under the programme.

1.3 Contract Budget

We are looking to appoint and work with a panel of highly experienced professional business consultants on a call-off basis to provide workshop support to our cohort of food sector SMEs.

Each actual contract awarded will depend on the SME support details agreed between the appointed contractor and Reaseheath College, including but not limited to workshops.

1.4 Upon Contract Award

The appointed agency will be required to offer quality and a value for money approach to this activity, supported by best practice and experience of similar work.

Upon appointment, an inception meeting will be held with the appointed provider to finalise and agree the proposed work-plan and payment schedule This is to fully understand the requirements of the project, and use this information to develop and agree an implementation plan. This plan must fit in with other business support, events and courses that the project is planning There must be a degree of flexibility and responsiveness to changing requirements and ask that tenderers work collaboratively with all parties.

Once agreed, Reaseheath College will then issue a Purchase Order for the procurement of consultancy advice / services in relation to the above brief and the agreed work plan.

1.5 Terms & Conditions

Tenderers are required to adhere to Reaseheath College's standard terms and conditions.

2 TENDER EVALUATION CRITERIA

2.1 Tender Criteria and Weightings

The award of Contract will be on the basis of the most economically advantageous (whole life cost) tender taking into consideration the following award criteria and sub-award criteria:-

Criteria	Weighting
Experience	30%
Personnel	15%
Quality Assurance	15%
Pricing Schedule with Full Breakdown of Costs	40%

Tenderers must provide information which demonstrates and supports their understanding of, and ability to meet, the requirements contained within this document and will be evaluated on their responses submitted.

Where in the opinion of College the information requested on the tender return is inadequate the tenderer may be excluded from further consideration.

2.2 Scoring Definitions

Each aspect of quality will be scored according to a scale of 0 - 5 as follows:

Score	Summary	Details
0	Unacceptable	Nil response or of no relevance to the requirement.
1	Poor	Response has insufficient relevance and provides no detail or explanation of how requirements will be met.
2	Somewhat	Response has partial relevance and addresses some aspects but with deficiencies in the detail or explanation of how the requirement will be met.
3	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
4	Good	Response has significant relevance and is good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
5	Excellent	Response is completely relevant and excellent overall. The response is extensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full, adds value and may contain innovative solutions.

PRICING EVALUATION

Tenderers are required to include within their tender submission a complete pricing schedule showing full breakdown of costs. This must also detail the number of hours and types of support your organisation plans to deliver.

Reaseheath College will not recognise any charges made by the supplier for the duration of the contract that were not received as part of this submission, unless they represent additional costs brought about by a change of client needs.

In completing the schedule, tenderers should note the following:

All prices in the tender submission must be quoted in GBP. All prices quoted must detail costs including and excluding VAT. All prices must include all associated costs. Any other costs must be specified. Your tender must be valid if taken up within 90 days of the tender return date. Definitive fixed prices valid for the duration of this 90 day period are required.

Please note that Reaseheath College reserves the right to benchmark prices and use alternative suppliers should our requirements alter or if prices no longer remain competitive. The actual volume of services required cannot be guaranteed. The option to purchase additional services will only be taken on existing terms.

Failure to comply with these requirements may result in exclusion from the tender process.

3. GENERAL TENDERING INFORMATION

This invitation to tender does not constitute an offer and Reaseheath College does not undertake to accept any tender. The College reserves the right to accept a Tender in part, rather than in full.

Reaseheath College is not bound to accept the lowest of any cost submissions received and reserves the right to accept a cost submission other than the lowest Reaseheath College also reserves the right not to accept any submission.

Reaseheath College will not be responsible for any expense or loss involved in the preparation and submission of any tender return.

4. DECLARATIONS AND UNDERTAKINGS

We the undersigned agree, on being notified of the acceptance of my / our tender, to accept all purchase orders placed by the College within the terms of this tender. We agree that each purchase order shall form a separate and binding contract between my or our firm or company and the College.

We undertake and agree, if and when requested so, to do to enter into and execute an Agreement with the College and we agree that until an Agreement is executed, if ever, this offer, when accepted in writing by the College, shall constitute a binding contract.

We accept the Specification referred to in the tender documentation and undertake to be bound by it.

We understand that the College is not bound to accept the lowest of any tender received, and reserves the right to accept a tender other than the lowest. The College also reserves the right not to accept any tenders. The College will not be responsible for any expense or loss involved in preparation and submission of tenders.

We confirm that this tender has not been submitted in collusion with any other organisation not explicitly named in our tender submission documents as a delivery partner.

We confirm that any potential conflicts of interest, including but not limited to family members and relatives being employed by the College, have been fully declared in our tender submission documents.

We confirm that all of the personnel to be deployed in the performance of the services specified in this tender are fit and proper persons within the meaning of the Companies Act.

We certify that the information supplied is accurate and understand that false or misleading information could result in exclusion from further participation in this tender:

We understand that this tender shall remain open to be accepted or not by the College for a period of 90 days from the closing date for the receipt of tenders.

We have clearly stated whether we are a Public Limited Company, a Limited Liability Company, a Statutory Corporation Partnership, a Community Interest Company, a Limited Liability partnership, or a single individual trading under his or her own or another “trading as” name and also if the person signing is not the actual tenderer, the authority by which he or she does so must be stated.

Signed:

Print name:

Position:

Organisation:

Date:

(a signed copy of this sheet should be included in each tender submission)