**Request for Quotation**

***UK Shared Prosperity Fund – Business Advisers / Grant Appraisers***

**Directorate: ED&G**

**Date: 1 Sept 2023**

**INFORMATION TO BIDDERS**

The Quotation must consist of answers to all of the questions included in this document. Bidders must also complete the Pricing Schedule.

The submission must be signed and the Quotation must be valid and open for acceptance by the Council until the expiry of 90 days from the last date for the receipt of Quotations.

* For further information on SDDC Procurement Strategy –[**CLICK HERE**](https://www.southderbyshire.gov.uk/about-us/financial-information/contracts-and-tenders)

The Quotation must be duly completed and submitted with the Pricing Schedule and supporting information and returned to:

economic.development@southderbyshire.gov.uk

**Please mark submissions “Private and Confidential – Quotation documents"**

**ACCEPTANCE OF QUOTATION**

The Council will accept the Quotation which it considers is the most economically advantageous and offers the best Value for Money at the time of seeking quotations. This may not necessarily be the cheapest quote.

**FREEDOM OF INFORMATION**

Information in relation to this Quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**RECRUITMENT OF BUSINESS ADVISERS / GRANT APPRAISERS**

The District Council is seeking to appoint self-employed contractors to contribute to the delivery of a new business support programme in South Derbyshire, including a business grant scheme. The support is funded by the UK Shared Prosperity Fund and will operate until 31 March 2025.

The Business Grant Scheme Guidance for South Derbyshire can be found here:    
<https://www.southderbyshire.gov.uk/our-services/business-and-investment/uk-shared-prosperity-fund-grants-and-programmes>

Quotations are invited for the following tasks (Submissions may be made for one or both elements of the work):

1. **General Business Advisers / Grant Appraisers to review / assess grant applications**

The District Council/South Derbyshire Business Advice Service will work with applicants to develop and submit their grant applications and to undertake technical and fraud checks relating to the application and the applicant. Following this, the District Council is seeking to appoint experienced Business Adviser(s) / Grant Appraiser(s) to independently review the proposals – based on the available information about the business and the proposed activity.

Having reviewed the material, the Business Adviser / Grant Appraiser will complete an appraisal form, including a recommendation as to whether the District Council should proceed with the award of a grant from a business development perspective. This could include any conditions/terms to be attached to the grant award.

The materials required to assess applications would be supplied to the Business Adviser / Grant Appraiser. They would not normally meet with the applicant. Liaison with the District Council would normally be remotely, unless there were any points for discussion which would be undertaken via a Teams or face-to-face meeting.

Applications would be passed to the Business Adviser / Grant Appraiser on an ad hoc basis as they were received. Appraisals would normally be required to be returned within 7-10 days.

1. **Business Advisers to undertake business diagnostics (specialist business advisers)**

Alongside the Business Grant Scheme, South Derbyshire District Council intends to offer diagnostic sessions to enable businesses to review their growth and development. For the participating businesses this will be a free, impartial and confidential service, designed to complement other services available through the D2N2 Growth Hub and other agencies. It will particularly benefit smaller businesses that do not readily have access to such advice from other sources.

Critically, the diagnostic would be undertaken by a Business Adviser with expertise in the field in which the business is operating. We are particularly seeking specialists in the following sectors that predominate in South Derbyshire: engineering; manufacturing; importing/exporting; scientific & technical; construction; logistics; tourism; food & drink; and, innovation. (It is anticipated that businesses will be able to access advice on more general issues such as marketing, HR and digital adoption through other programmes).

A diagnostic would typically involve time spent reviewing the participant’s business plan and other financial/strategy documents prior to visiting the business premises and meeting with key individuals to discuss the growth issues affecting the business. The diagnostic will culminate in a short report focusing on the key issues arising, with recommendations for the business.

The District Council/South Derbyshire Business Advice Service would promote the scheme and recruit participant SMEs located in South Derbyshire, which would be passed to the appointed Business Adviser. From thereon, the Business Adviser would liaise directly with the business. Copies of the final report would be supplied to the business and to the District Council. Depending on the size and complexity of the business, it is anticipated that this will take between 5-15 hours. It is anticipated that the meeting would normally take place at the business premises, but the District Council can provide meeting space in Swadlincote if required.

Based upon the report’s recommendations, the business may be able to apply for a grant from the South Derbyshire Business Grant Scheme to take forward some of the advice (but this is not the principal aim).

**REQUIREMENTS**

The District Council intend to contract with a pool of Business Advisers / Grant Appraisers as appropriate. Whilst there is no guarantee of work, it is anticipated that all Advisers / Appraisers will be allocated work in order to progress the schemes and achieve the required applications and outcomes.

Contractors are required to indemnify the District Council against any claim which may be made in respect of: a personal injury to any person; damage to the property of a third party; or negligence in providing services on behalf of the Council. The selected contractor(s) will be required to provide satisfactory evidence that he/she is insured against any such claims prior to any contract being signed.

**SUBMISSIONS**

Please enclose the following with your quotation:

* CV of the Business Adviser / Grant Appraiser who will be undertaking the work, including their relevant qualifications, experience and accreditations relevant to the requirements plus two referees.
* A short statement setting out the experience of the Business Adviser / Grant Appraiser in recently delivering comparable work and available capacity to undertake the work, highlighting any existing knowledge or experience of the business community in South Derbyshire. If the submission is to undertake business diagnostic activities, this should clearly state the Adviser’s sector/areas of expertise.
* A fixed price (ex VAT) to review / appraise a grant application and associated documentation and make a recommendation; and/or,
* An hourly rate (ex VAT) to undertake a business diagnostic and make recommendations.
* Prices quoted must include for travel costs/time, research, preparation of reports, materials and all other costs.

The closing date for submissions is **17 September 2023**. Please email your submission and supporting documents to: [economic.development@southderbyshire.gov.uk](mailto:economic.development@southderbyshire.gov.uk)

This project is funded by the UK government through the UK Shared Prosperity Fund.

The UK Shared Prosperity Fund is a central pillar of the UK government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.

For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

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| ***Statement setting out relevant experience*** |

**PRICING SHEDULE**

**PRICE and DETAILS OF GOODS/SERVICES TO BE SUPPLIED**

**(*TO BE COMPLETED BY THE BIDDER*)**

*The Bidder should break down the price if necessary between different components and add in any further narrative in the subsequent box if required.*

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| --- | --- |
| **Details** | **£** |
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|  |  |
|  |  |
| **Total** |  |

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| ***Any additional Information regarding how the services will be delivered, resources to be deployed, timescales, etc.*** |

**DETAILS OF BIDDING ORGANISATION**

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| --- | --- | --- | --- | --- | --- |
| **Name of Organisation** | |  | | | |
| **Registered Address** | |  | | | |
| **Contact Name** | |  | | | |
| **Email** | |  | | | |
| **Phone** | |  | | | |
| **Website Address** | |  | | | |
| **Nature of Organisation – Company, Sole Trader, etc.** | |  | | | |
| **Main business activity of the organisation** | |  | | | |
| **Number of years trading** | |  | | | |
| **Number of employees (if applicable)** | |  | | | |
| **VAT Registration Number (if applicable)** | |  | | | |
| **Membership of trade or professional bodies (if applicable)** | |  | | | |
| **Does the Bidder have any known connections with any Employee or Member of the Council** | |  | | | |
| **Insurance Cover** | | Employer’s Liability: £10 million (if applicable)  Public Liability: £10 million  Professional Indemnity: £5 million | | | |
| **Are there any legal cases outstanding or pending against the organisation or its directors or senior management.**  *Detail any enforcements or formal notices* |  | | **H&S** | **Environmental** | **Other** |
| 2020 | | *Number - details* | *Number - details* | *Number - details* |
| 2021 | | *Number - details* | *Number - details* | *Number - details* |
| 2022 | | *Number - details* | *Number - details* | *Number - details* |
| 2023 | | *Number - details* | *Number - details* | *Number - details* |

**FORM OF QUOTATION**

To: South Derbyshire District Council

Having examined carefully and understood the Conditions of Quotation, the Specification and all other documentation issued by the Council in connection with the provision of the Goods/Services as detailed:

I/We ………………………………………………………………………………………………

Of ………………………………………………………………………………………………

………………………………………………………………………………………………

Hereby offer to supply the Goods/Services subject to the terms and conditions set out in this document and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand that the Council is not bound to accept the lowest or any Quotation you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Quotation.

Unless and until a formal Contract is prepared and executed this Quotation together with your written acceptance thereof shall constitute a binding Contract between us.

Signature ………………………………………………………

*Duly authorised agent of the Bidder*

Position held ………………………………………………………

Name and Address of Bidder ………………………………………………………

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Dated ………………………………………………………