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Tender

IA3793 Rural Business Hub Event Co-ordinator

Staffordshire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-004028

Procurement identifier (OCID): ocds-h6vhtk-0607f1

Published 16 January 2026, 3:50pm

Scope

Reference

IA3793

Description

Staffordshire County Council are looking to procure a Rural Business Event Co-Ordinator to provide specific support and advice to rural businesses in Staffordshire through targeted network events showcasing the varied opportunities available to rural businesses to enable them to succeed and grow.

The Provider will need to have an excellent understanding of the challenges facing rural businesses to ensure the events are relevant to business needs. Districts/Boroughs to be covered are: Staffordshire Moorlands, East Staffordshire, Stafford, Cannock Chase, Lichfield, South Staffordshire and Newcastle-under-Lyme. The minimum number of rural businesses to receive this non-financial support for the period is 80 (eighty).

Total value (estimated)

- £70,000 excluding VAT
- £84,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2027
- Possible extension to 31 March 2028
- 2 years

Description of possible extension:

Contract extension periods 01/04/2027 - 31/03/2028

Based on acceptable performance of the contract and availability of budget

Main procurement category

Services

CPV classifications

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

Contract locations

- UKG - West Midlands (England)

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

6 February 2026, 11:59pm

Tender submission deadline

13 February 2026, 12:00pm

Submission address and any special instructions

In order to access tender documentation, you will need to register on the e- tendering portal Proactis (please see link below).

<https://supplierlive.proactisp2p.com/>

Tenders may be submitted electronically

Yes

Award criteria

Award Criteria will be based on Price 30% - Quality 70%

Service Offering -15%

Programme Mobilisation and Programme Management - 25%

Relevant Experience - Case Study - 20%

Understanding of Rural Staffordshire - 10%

Price 30%

Price will be evaluation based on a submitted fixed tender price.

Please see full breakdown of the process of acceptance and consideration of the tender submission detailed in the ITT Procurement Pack

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Staffordshire County Council

- Public Procurement Organisation Number: PZDG-2995-QQMD

1 Staffordshire Place, Tipping Street,

Stafford

ST16 2DH

United Kingdom

Email: commercial.team@staffordshire.gov.uk

Website: <https://www.staffordshire.gov.uk>

Region: UKG24 - Staffordshire CC

Organisation type: Public authority - sub-central government