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Tender

## **Business Support Consultancy Panel DPS**

Telford and Wrekin Council

F02: Contract notice

Notice identifier: 2024/S 000-007629

Procurement identifier (OCID): ocds-h6vhtk-044721

Published 11 March 2024, 10:15am

The closing date and time has been changed to:

**31 March 2026, 5:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Telford and Wrekin Council

Darby House, Lawn Central

Telford

TF3 4JA

#### **Contact**

Erica Sherry

#### **Email**

[erica.sherry@telford.gov.uk](mailto:erica.sherry@telford.gov.uk)

**Telephone**

+44 1952367589

**Country**

United Kingdom

**NUTS code**

UKG21 - Telford and Wrekin

**Internet address(es)**

Main address

[www.telford.gov.uk](http://www.telford.gov.uk)

Buyer's address

<https://in-tendhost.co.uk/telford.aspx/home>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/telford.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/telford.aspx/home>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Business Support Consultancy Panel DPS

Reference number

TWC000062

#### **II.1.2) Main CPV code**

- 79410000 - Business and management consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The proposed programme of support (1:1 and 1:many) funded via the UK Shared Prosperity Fund and the Department of Business, Innovation and Skills, will continue to build on the work of 3 successful BEIS funded 121 programmes and past 'Growth Hub Guru' workshop programmes. It is the Council's intention to establish a panel of consultants who will deliver 121 specialist support to a wide range of trading businesses from new start ups through to those with growth aspirations. The scheme will run from mid June 2023 to complete by March 2025. The 1:1 consultancy support will be fully funded to participating SME businesses and will aim to support businesses with the delivery of their aspirations through practical support. However, there will be two other support focuses namely increasing business resilience and to support productivity improvements.

#### **II.1.5) Estimated total value**

Value excluding VAT: £165,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

**II.2.1) Title**

Lot 1: Gateway workshops

Lot No

Lot 1: Gateway workshops

**II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

**II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

**II.2.4) Description of the procurement**

It is intended that "hot" topics or other pertinent issues will be identified and small events or workshops will be held that focus on the subject matter. These workshops will be delivered mainly online due to not having a designated events space for in person workshops. However opportunities may arise for in person workshops if event space becomes available at no charge. They will act as a gateway to further support from the Team – whether that be from the 121 consultancy programme or anything else that may be relevant. There will be an expectation that approved panel members will work with the Invest Telford team when requested, to identify topics for workshops based on known demand from businesses. Workshops are charged by the hour (hourly rate is £125) invoices will include costs for delivery time and in certain circumstances 'prep time' – prep time is defined as the creation of a new workshop topic at the request of the event organiser or the significant amendment of an existing workshop topic. The inclusion of prep time is at the agreement of the Project Manager. When the workshop is delivered virtually it takes the following format; •Maximum length for an online workshop is 2 hours •Course materials/presentations must be provided by consultants •If you decide that the workshop would be supported by the provision of handouts/accompanying documents – then this is included in the core delivery time cost and cannot be paid for separately or in addition to. •The consultant will host the workshop via their chosen platform and provide the joining instructions to the event organiser so they can be sent out to attendees the day before the event is scheduled. •The event organiser will attend the beginning of workshops to welcome and promote Invest Telford business services. •Feedback forms will be issues via email by the event organiser

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £30,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

### **II.2) Description**

#### **II.2.1) Title**

Lot 2: General - Multi-disciplinary

Lot No

Lot 2: General - Multi-disciplinary

**II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

**II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

**II.2.4) Description of the procurement**

Description of procurement: This category is in place for businesses who have expressed a desire to grow or improve their practices but do not neatly fit into a specific support specialism. Therefore consultants applying to deliver this Lot will need to have a wide ranging knowledge across all areas of the business and do a level of diagnostic work to see what is needed. Support Activities could therefore include business planning, high level financial planning (non accountancy accredited) e.g. looking at pricing, existing financial forecasts and budget. As well as sales and marketing strategy and other operational areas of the business.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £16,875

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

## **II.2) Description**

### **II.2.1) Title**

Lot 3: Financial Planning & Accessing Finance

Lot No

Lot 3: Financial Planning & Accessing Finance

### **II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

### **II.2.4) Description of the procurement**

Financial planning support provided under this Lot would be from certified Accountants to offer specialist financial advice and guidance on detailed forecasting and budgeting. Accessing finance advice and guidance can be provided by any consultant or broker that can demonstrate expertise and knowledge in this area as part of the process. As well as other finance options they will need to understand the grants that are available locally and refer these to Invest Telford Team where appropriate.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £16,875

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

## **II.2) Description**

### **II.2.1) Title**

Lot 4: Social enterprise and CICs

Lot No

Lot 4: Social enterprise and CICs

### **II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services



### **II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

### **II.2.4) Description of the procurement**

Consultant that specialises in Social Enterprises and CICs – support could include:-a. Providing advice and guidance to an existing trading business that wants to set up as a Social Enterprise or CICb. Providing guidance on sources of finance open to Social Enterprises and CICsc. Helping business owners understand more about what it means to be a social business.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £16,875

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

## **II.2) Description**

### **II.2.1) Title**

Lot 5: Digital - Supporting businesses to get online

Lot No

Lot 5: Digital - Supporting businesses to get online

### **II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

### **II.2.4) Description of the procurement**

a. Advice and guidance on the creation of new websites or improvement of existingb. Digital marketing and social mediac. Advice on the creation of apps or similard. Advice on staying safe online - cyber security

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £16,875

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

### **II.2) Description**

#### **II.2.1) Title**

Lot 6: Digital - Implementation of systems

Lot No

Lot 6: Digital - Implementation of systems

#### **II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

#### **II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

#### **II.2.4) Description of the procurement**

- a. Advice and guidance on implementing CRMS, new stock control systems or other relevant digital systems
- b. Advice on moving towards systems certifications

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £16,875

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

## **II.2) Description**

### **II.2.1) Title**

Lot 7: Operational effectiveness

Lot No

Lot 7: Operational effectiveness

**II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

**II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

**II.2.4) Description of the procurement**

Advice and guidance on the implementation of relevant new processes and systems to increase efficiency and effectiveness. This activity may specifically support effective Supply Chain Management for example when the new process and systems relate to the flow of goods, data, and finances related to a product or service, from the procurement of raw materials to the delivery of the product at its final destination.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £16,875

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

## **II.2) Description**

### **II.2.1) Title**

Lot 8: Sales and Marketing

Lot No

Lot 8: Sales and Marketing

### **II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

### **II.2.4) Description of the procurement**

a. Advice and guidance on improved sales techniques to increase turnover  
b. Advice and guidance on marketing practices  
c. Creation of sales and marketing strategies  
Please note that all activities delivered through this Lot must upskill the business owner and isn't hours of time to deliver specific marketing work or campaigns.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £16,875

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

## **II.2) Description**

### **II.2.1) Title**

Lot 9: Energy Efficiency and Sustainability

Lot No

Lot 9: Energy Efficiency and Sustainability

### **II.2.2) Additional CPV code(s)**

- 72224000 - Project management consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKG21 - Telford and Wrekin

#### **II.2.4) Description of the procurement**

Helping businesses reduce their environmental impact and work towards being carbon neutral; Specific activities could include; a. Guidance to understand environmental legal obligations. b. Provision of an environmental action plan consisting of short and long-term goals. c. Analysis of the initial environmental action plan and research further optional solutions (guidance, funding, other support channels). d. 1-2-1 support on how to get started with the environmental action plan. e. A carbon footprinting advisory session could be included if the businesses wanted to calculate this.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £16,875

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

22

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**



There is no guarantee of the volume of work, or if call-off contracts will be awarded for any or all Lots, during the lifetime of the DPS

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

During the application process for the 1:1 consultancy support, the business will be asked to identify outcomes from the list below, which are "outcome targets" for the programme that the project they are looking to undertake can contribute. These will be tracked and reviewed from the CRM system.

Outcome	Programme Target	Jobs Created	98Jobs Safeguarded	No. of new businesses created	Number of businesses introducing new products to the firm	Number of businesses adopting new technologies of processes	Number of businesses with improved productivity	Number of businesses engaged in new markets
The application process will also seek to identify other outcomes that will be bespoke to the business as a consequence of the support such as improved ability to plan strategically to more effectively market their business, increasing revenue, upskilled staff or owner etc. Businesses will then be followed up after completion of the project to report on and supply evidence								

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

#### **IV.2) Administrative information**

##### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

31 March 2025

Local time

5:00pm

Changed to:

Date

31 March 2026

Local time

5:00pm

See the [change notice](#).

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

##### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 1 April 2025

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The funding is from the UK Shared Prosperity Fund:UK Shared Prosperity Fund (UKSPF), succeeds the old EU structural funds. This money will go straight to local places right across England, Scotland, Wales and Northern Ireland to invest in three local priorities; communities and place, support for local businesses and people and skills.And the Government Department called Department for Business, Energy and Industrial Strategy.The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Telford and Wrekin Council

Darby House, Lawn Central

Telford

TF3 4JA

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Telford and Wrekin Council

Darby House, Lawn Central

Telford

TF3 4JA

Country

United Kingdom

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Service from which information may be obtained: Telford and Wrekin Council