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Planning

Leeds City Region Exploring Enterprise Pre Start-Up Programme

West Yorkshire Combined Authority

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-013251

Procurement identifier (OCID): ocds-h6vhtk-02bb36

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Section I: Contracting authority

I.1) Name and addresses

West Yorkshire Combined Authority

Leeds

LS1 2DE

Contact

Frances Butterworth

Email

frances.butterworth@westyorks-ca.gov.uk

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

<https://www.westyorks-ca.gov.uk/>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Leeds City Region Exploring Enterprise Pre Start-Up Programme

II.1.2) Main CPV code

- 79400000 - Business and management consultancy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The West Yorkshire Combined Authority (the CA) and the Leeds City Region Local Enterprise Partnership (the LEP) is seeking to appoint a delivery partner to complement and add value to the existing support available across West Yorkshire for business start-ups. The focus is to support individuals of all ages and backgrounds to explore if a new business start-up is the right career pathway for them. The programme is expected to

deliver both one-to-many support through online training, events, workshops and seminars.

II.1.5) Estimated total value

Value excluding VAT: £700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKE4 - West Yorkshire

II.2.4) Description of the procurement

The focus of this commission is individuals who are exploring business start-up as an employment / lifestyle option. The programme is expected to deliver both one-to-many support through online training, events, workshops and seminars. The split of this will be determined by the individual respondents to the tender. The support package will need to cover key areas, including identifying the need/market research, creating an idea, networking, understanding different types of businesses, and financial support. And to provide scope to adapt the programme to changes in the needs and demand from participants. We are looking for a mixed delivery model which includes both on-line and in-person delivery to best meet the needs of the target group. This is to ensure that delivery continue regardless of any future COVID-19 restrictions, and also to take advantage of some of the benefits of on-line delivery. Due to the current uncertainty of the COVID-19 restrictions, we expect all delivery within the first six months of the contract to be online, and that this will be reviewed at the six-month point to determine the future delivery model. It is our preference to have some in-person delivery within the programme as there are clear and proven benefits to this in terms of peer support and local engagement. However, this can only take place when it is safe and lawful to do so, hence, the six-months review date. An element of peer learning and support is also encouraged so that the individuals have the opportunity to meet, network and share experiences. Bidders should also consider the role of inspirational case studies, and real-world example of those people who have successfully started and grown a new enterprise, in supporting individual participating on the programme. This can address the barriers that people feel

exist to prevent them starting up a business. Ensuring that the support available is promoted to, and accessed by, a diverse range of groups and across the full West Yorkshire geography is critical to the programme's success. Any future physical events need to be delivered in accessible venues with good coverage across all the district of West Yorkshire, and serious consideration given to identifying and overcoming any barriers to engagement. Online events will need to be delivered in an inclusive manner, taking account of common barriers to participation. We will expect the successful delivery partner(s) to ensure that delivery outcomes by geography and to equality groups are representative of West Yorkshire, put in place systems for monitoring engagement, and meet benchmarks for delivery by both geography and equality groups. It is a key requirement that support delivered complements and does not duplicate existing pre start-up provision in West Yorkshire, the successful contractor will be expected to work closely with existing provision and the other workstreams in the programme. The appointed delivery partner(s) will need to clearly demonstrate the ability to mobilise quickly and efficiently, and we anticipate that client-facing delivery will commence in September 2021.

II.3) Estimated date of publication of contract notice

21 June 2021

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

All our tenders go through our e-procurement system, In-Tend. Please see below link and instructions on how to register as a new supplier on InTend. To register click the following link and then click the 'Register' button

- <https://in-tendhost.co.uk/westyorkshireca/asp/Home> When a tender becomes available, hover over 'Tenders' then 'Current'. Scroll down to the project and click 'View Details' and then 'Express interest'. There will be a tab called 'Quotation/Invitation to tender' and from here you will be able to download the documents when available.