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Tender

## **Shared Prosperity Fund – Business Support**

Devon County Council

F02: Contract notice

Notice identifier: 2023/S 000-015966

Procurement identifier (OCID): ocds-h6vhtk-03d3ef

Published 6 June 2023, 1:01pm

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

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

Devon County Council

County Hall, Topsham Road

Exeter

EX2 4QD

#### **Contact**

Miss Chloe Staddon

#### **Email**

[chloe.staddon@devon.gov.uk](mailto:chloe.staddon@devon.gov.uk)

#### **Telephone**

+44 1392381258

#### **Country**

United Kingdom

**Region code**

UKK4 - Devon

**Internet address(es)**

Main address

<http://www.devon.gov.uk>

Buyer's address

<http://www.devon.gov.uk>

**I.3) Communication**

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

[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

**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**

Shared Prosperity Fund – Business Support

Reference number

DN659368

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

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

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

Services

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

Devon County Council (DCC) is running a business support programme funded by UK Shared Prosperity Fund (SPF) until March 2025. This will offer a range of support to businesses and start ups in Mid Devon, East Devon, and Exeter. Support will be delivered through a mixture of in-person and online support, on either a 1-2-1 or workshop basis. Support is to be split into four Lots:

Lot 1: General business support

Lot 2: Green business support

Lot 3: Start up support

Lot 4: Job creation and safeguarding support

These lots will support DCC and its local authority partners to meet the aims of SPF and achieve specific SPF outputs and outcomes.

Devon County Council will be hosting a virtual Tender Launch Event via Microsoft Teams on Monday 12th June at 11:00 AM – 12:30 PM. This will be an opportunity to discuss the service provision, ask questions and help bidders navigate around the tender documentation and the procurement process. This event will be recorded and will be uploaded to ProContract alongside the presentation shortly afterwards.

If you would like to attend this event, please complete the following Tender Launch Event Form so that we can send you an invite link. NB each attendee must complete a form to receive an invitation.

[https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=gzehjWjLP0S7S5l\\_d\\_1b-4mLsw8gtztKu6HIP272CL5UOUFRTkZFU0RQOEIGQkZONkE5OU1JTUJHWS4u&wdlor=c57687C9E-CE76-46AF-86F2-5B3229052D4A](https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=gzehjWjLP0S7S5l_d_1b-4mLsw8gtztKu6HIP272CL5UOUFRTkZFU0RQOEIGQkZONkE5OU1JTUJHWS4u&wdlor=c57687C9E-CE76-46AF-86F2-5B3229052D4A)

The bidder's total contract price must not exceed:

£83,100 for Lot 1

- o £36,900 for Enterprises receiving non financial support
- o £13,000 for Enterprises adopting new to the firm technologies or processes
- o £18,200 for Enterprises with improved productivity
- o £11,700 for Enterprises engaged in new markets
- o £3,300 for Enterprises adopting new or improved products or services

£118,900 for Lot 2

- o £63,000 for Enterprises receiving non financial support
- o £31,200 for Enterprises adopting new to the firm technologies or processes
- o £24,700 for Enterprises with improved productivity

£64,800 for Lot 3

- o £26,100 for Potential entrepreneurs assisted to be enterprise ready
- o £38,700 for New enterprises created as a result of support

£131,450 for Lot 4

- o £33,750 for Enterprises receiving non financial support
- o £96,000 for Jobs created as a result of support
- o £1,700 for Jobs safeguarded as a result of support

Any bidders that exceed these amounts will not be taken forward to further evaluation and will be rejected for the lot (s) in which the requirement was not met, unless all bids do not meet these requirements.

Bids must also confirm a commitment to provide at least the minimum quantity of outputs and outcomes outlined in column B of the pricing schedule document in respect of each description for each lot. Any Bid that does not meet these minimum requirements will not be taken forward to further evaluation and will be rejected for the lot (s) in which the requirement was not met, unless all bids do not meet these requirements.

If all bids fail to provide these commitments, all bids except those who do not allow for each district to obtain the correct share of outputs and outcomes they require for the overall budget they have allocated individually, will be evaluated.

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

Value excluding VAT: £398,250

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Bids may be submitted for one or more lots.

Bidders who bid for more than one lot must declare that they will enter into the contract for all lots that they bid for if requested by the Authority.

There is no limit on the number of lots to be awarded to one provider. There is a limit of one provider to be appointed to each individual lot.

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

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

General business support delivery

Lot No

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000 - Education and training services

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

NUTS codes

- UKK43 - Devon CC

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

This is to include the delivery of a broad business diagnostic sessions on a 1-2-1 basis, as well as subject-specific sessions on either a 1-2-1 or workshop basis, follow-up support, networking events and peer support activities to explore topics including;

- Business and Person-centred diagnostics;
- Business planning;
- Access to finance & budget management;
- Access to new markets;
- Human Resources, staff and apprenticeships;
- Innovation;
- Digital capability;
- Bidding for work and procurement advice;
- Marketing.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £83,100

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

End date

31 March 2025

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) Description**

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

Green business support

Lot No

2

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000 - Education and training services

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

NUTS codes

- UKK43 - Devon CC

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

This is to include the delivery of a broad business diagnostic sessions on a 1-2-1 basis, as well as subject-specific sessions on either a 1-2-1 or workshop basis, follow-up support, networking events and peer support activities to explore topics including;

- Carbon reduction and net zero agenda;
- Energy and resource efficiency;
- Carbon foot printing (impact vs sequestration);
- Waste management;
- Renewable energy (wind, hydro, solar);
- Clean and inclusive growth;
- On-site/off-grid energy generation.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £118,900

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

End date

31 March 2025

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) Description**

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

Start up support

Lot No

3

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000 - Education and training services

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

NUTS codes

- UKK43 - Devon CC

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

This is to include the delivery of a broad business diagnostic sessions on a 1-2-1 basis, as well as subject-specific sessions on either a 1-2-1 or workshop basis, follow-up support, networking events and peer support activities to explore topics including;

- Business planning;
- Building confidence;
- Market research;
- How to identify resources;
- How to avoid common mistakes;
- Legal structure;

- Registering as a Sole Trader, or on Companies House;
- How to manage, organise, run, market, finance and grow a new business.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Value excluding VAT: £64,800

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

End date

31 March 2025

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) Description**

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

Job creation and safeguarding support

Lot No

4

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000 - Education and training services

**II.2.3) Place of performance**

NUTS codes

- UKK43 - Devon CC

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

This is to include the delivery of a broad business diagnostic sessions on a 1-2-1 basis, as well as subject-specific sessions on either a 1-2-1 or workshop basis, follow-up support, networking events and peer support activities to explore topics including;

- Employment legislation and requirements, including pensions, insurance, and registering as an employer with HMRC;
- Self-employment;
- Inclusive employment;
- Setting wages;
- Recruiting and hiring;
- Alternatives to redundancy.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

**II.2.6) Estimated value**

Value excluding VAT: £131,450

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

End date

31 March 2025

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

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## **Section IV. Procedure**

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

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

Open procedure

#### **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**

Date

7 July 2023

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

7 July 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The authority reserves the right to cancel the procurement process at any stage. The authority does not bind itself to accept the lowest or any tender, and reserve the right not to award a contract. The authority reserves the right to award the contract in part, or to call for new tenders should they consider this necessary. Economic operators remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from them in connection with their participation in this procurement, whether incurred directly by them or their advisors or subcontractors and regardless of whether such costs arise as a consequence direct or indirect of any amendments to documents issued by the authority at any time, or as a consequence of the cancellation of the procurement by the authority. For the avoidance of doubt, the authority shall have no liability whatsoever to economic operators or their advisors or subcontractors, for any of their costs, including but not limited to those for any discussions or communications. Any contract(s) or agreement(s) entered into as a result of this contract notice shall be considered as a contract(s) or agreement(s) made under English law and subject to the exclusive jurisdiction of the English courts. If an economic operator considers that any information supplied by it during this procurement process is commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity as well as the duration of that sensitivity specified. Economic operators should be aware that even where they have indicated that information is commercially sensitive, the authority may disclose it pursuant to the Freedom of Information Act 2000 in response to a request for information where such disclosure is considered to be in the public interest. Please note that the receipt by any of the authority of any materials marked 'confidential' or equivalent shall not be taken to mean that the authority accepts any duty of confidence by virtue of that marking.

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

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

The High Court of Justice

The Royal Court of Justice, The Strand

London

WC2A 2LL

Country

United Kingdom