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Tender

Contract for the provision of self-employment support to individuals in Norfolk and Suffolk

NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP LIMITED

F02: Contract notice

Notice identifier: 2021/S 000-019337

Procurement identifier (OCID): ocids-h6vhtk-02d2f8

Published 10 August 2021, 2:57pm

Section I: Contracting authority

I.1) Name and addresses

NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP LIMITED

Centrum

Norwich

NR4 7UG

Contact

Rose Joy

Email

rosemary.joy@newanglia.co.uk

Telephone

+44 1603510085

Country

United Kingdom

NUTS code

UKH1 - East Anglia

Internet address(es)

Main address

www.newanglia.co.uk

I.3) Communication

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

<https://newanglia.co.uk/tenders>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://newanglia.co.uk/tenders>

I.4) Type of the contracting authority

Other type

Local Enterprise Partnership (LEP)

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Contract for the provision of self-employment support to individuals in Norfolk and Suffolk

Reference number

NALEPJW0004

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The successful organisation will be expected to deliver a programme of support as outlined below, and engage with the wider evaluation and information sharing goals of the project partnership as outlined above.

We currently offer a funded business start-up programme within our ERDF Business Growth Programme, which is delivered by Nwes and Menta, and due to end this autumn. Details on our website here :

www.newanglia.co.uk/grant/start-up-programme

This procurement is to deliver C-CARE Support for Self-Employment, a strand of T2, C Care Support for Social Inclusion. We are seeking a contractor to deliver project outputs as part of the larger programme. The whole delivery will take place in Norfolk and Suffolk with both online and face-to-face support required in both counties, and evidence that the successful organisation can deliver activity at locations right across Norfolk and Suffolk as demand requires.

The contract will require a package of support in topic areas as outlined below. The aim of the activity is to train, upskill, and aid individuals into self-employment, and to support them on the start of their journey to create successful and stable businesses which have the potential to grow and to develop further, providing employment opportunities as they grow.

The formal required outputs for this programme are: -

- Minimum of 620 participants
- 300 new businesses to be created.
- 60 additional employees within those businesses

We are seeking organisations to deliver across Norfolk and Suffolk via a bespoke package of support to be agreed. The programme will have a particular focus on encouraging people from disadvantaged communities to make the most of self-employment opportunities and should provide a delivery plan for the following: -

- Assessment of individuals
- Identified wrap-around support and signposting
- Assist individuals in the undertaking of market research
- Workshops (virtual and/or actual)
- One to one mentoring/coaching support
- Access to upskilling of digital skills
- Raise awareness of business appropriate applications/tools
- Signpost to workspace as required, hot desking, shared space, units.
- To encourage the individuals to join business communities.
- Recording all aspects of the programme including evidencing outputs for data reporting according to Interreg FCE programme rules.

Please provide the following:

1. Delivery plan across the full seventeen-month period.
2. Provide a description of bespoke packages of support to be offered.
3. Explain your experience at delivering this type of contract, with examples of contracts successfully delivered in the past.
4. Details of premises and locations to be used for delivery.

5. Provide Curriculum Vitae of staff delivering the programme.
6. Provide a marketing plan to support the delivery as part of your bid and supporting the larger project.
7. Provide two referees.

II.1.5) Estimated total value

Value excluding VAT: 666,666 EUR

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 73000000 - Research and development services and related consultancy services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKH1 - East Anglia

Main site or place of performance

Norfolk and Suffolk

II.2.4) Description of the procurement

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II.2.5) Award criteria

Quality criterion - Name: Capability/similar examples of the type of work being contracted for / Weighting: 20%

Quality criterion - Name: Demonstrate best practice in delivery of similar programmes / Weighting: 20%

Quality criterion - Name: The approach to delivering the contract / Weighting: 25%

Quality criterion - Name: Experience of the personnel to be used / Weighting: 25%

Cost criterion - Name: Value for money / Weighting: 10%

II.2.6) Estimated value

Value excluding VAT: 666,666 EUR

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

Start date

1 November 2021

End date

31 March 2023

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

27 September 2021

Local time

5:00pm

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

Duration in months: 1 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 September 2021

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

New Anglia Local Enterprise Partnership Limited

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Norwich

NR4 7UG

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