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Contract

## **High Street Business Information Officers**

Sheffield City Council

F03: Contract award notice

Notice identifier: 2022/S 000-021272

Procurement identifier (OCID): ocds-h6vhtk-033911

Published 3 August 2022, 2:12pm

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

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

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

#### **Contact**

Tim Dent

#### **Email**

[tim.dent@sheffield.gov.uk](mailto:tim.dent@sheffield.gov.uk)

#### **Telephone**

+44 01142053646

#### **Country**

United Kingdom

**NUTS code**

UKE32 - Sheffield

**National registration number**

(GB) 173 5488 38

**Internet address(es)**

Main address

<https://www.sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

**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**

High Street Business Information Officers

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

- 79411100 - Business development consultancy services

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

Services

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

We are looking to appoint a small team of consultants / business advisors to support the recovery of the Sheffield's District Centres on behalf of Sheffield City Council for the Economic Recovery Fund (ERF) Programme. The support provided by this team is considered to have been very effective in local areas allowing businesses to have access to a friendly face with business advisor experience and retail and hospitality expertise alongside place making experience. We are looking to appoint up to 6 consultants working 12 days per month delivering 1-2-1 advice and support to businesses in Sheffield's District Centres. The consultants will be expected to provide support for 12 days per month from 1st August 2022 up to the 31st of March 2023 with the possibility of a 12 month extension should further funding be identified.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £300,000

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

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

- 72221000 - Business analysis consultancy services
- 73000000 - Research and development services and related consultancy services
- 73200000 - Research and development consultancy services

- 73210000 - Research consultancy services
- 73220000 - Development consultancy services

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

NUTS codes

- UKE32 - Sheffield

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

We are looking to appoint a small team of consultants / business advisors to support the recovery of the Sheffield's District Centres on behalf of Sheffield City Council for the Economic Recovery Fund (ERF) Programme. An existing team of Information Officers has been operating in the District Centres since 28th September 2020, funded by the "Welcome Back" Project. This project has now closed, and we have secured additional funding through ERF to continue the Information Officer activity. The support provided by this team is considered to have been very effective in local areas allowing businesses to have access to a friendly face with business advisor experience and retail and hospitality expertise alongside place making experience. Given the timeframe and the scale of the activity the Council is required to undertake a new procurement exercise to appoint the team. We are looking to appoint up to 6 consultants working 12 days per month delivering 1-2-1 advice and support to businesses in Sheffield's District Centres. The consultants will be expected to provide support for 12 days per month from 1st August 2022 up to the 31st of March 2023 with the possibility of a 12 month extension should further funding be identified.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-012915](#)

#### **IV.2.9) Information about termination of call for competition in the form of a prior information notice**

The contracting authority will not award any further contracts based on the above prior information notice

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## **Section V. Award of contract**

### **Contract No**

1

### **Title**

High Street Business Information Officers

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

19 July 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 6

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Daniel Wilkinson T/A DW Associates

14 Buttermere Drive

Dronfield

S18 8PX

Email

[danny\\_wilkinson@hotmail.com](mailto:danny_wilkinson@hotmail.com)

Country

United Kingdom

NUTS code

- UKE32 - Sheffield

National registration number

N/A

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £75,000

## **Section V. Award of contract**

### **Contract No**

2

### **Title**

High Street Business Information Officers

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

19 July 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 6

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Retail Associated Services Ltd t/a Grounded Places

Greenacres

York

YO41 4BN

Email

[roger@groundedplaces.com](mailto:roger@groundedplaces.com)

Telephone

+44 07879434574

Country

United Kingdom

NUTS code

- UKE32 - Sheffield

National registration number

09110066

Internet address

<http://https://www.groundedplaces.com/>

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £75,000

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## **Section V. Award of contract**

### **Contract No**

3

### **Title**

High Street Business Information Officers

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

19 July 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 6

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Rosia Bay Ltd

Suite 1 Northgate Business Centre, 38 Northgate

Newark

NG24 1EZ

Email

[alan@rosiabay.co.uk](mailto:alan@rosiabay.co.uk)

Country

United Kingdom

NUTS code

- UKE32 - Sheffield

National registration number

11661032

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £75,000

## **Section V. Award of contract**

### **Contract No**

4

### **Title**

High Street Business Information Officers

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

19 July 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 6

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Sally Pepper T/A The Silent Sales Girl

18 Hodson Avenue

Willenhall

WV13 2HS

Email

[sally.pepper@gmail.com](mailto:sally.pepper@gmail.com)

Country

United Kingdom

NUTS code

- UKE32 - Sheffield

National registration number

366 8997 17

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £75,000

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## **Section VI. Complementary information**

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

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

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

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

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

**VI.4.4) Service from which information about the review procedure may be obtained**

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>