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Tender

Help to Grow Programme - Mentor Recruitment

UNIVERSITY OF DERBY

F02: Contract notice

Notice identifier: 2021/S 000-024898

Procurement identifier (OCID): ocds-h6vhtk-02e8af

Published 6 October 2021, 1:33pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF DERBY

Kedleston Road

DERBY

DE221GB

Contact

Tom Burns

Email

procurement@derby.ac.uk

Country

United Kingdom

NUTS code

UKF11 - Derby

Internet address(es)

Main address

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/>

I.3) Communication

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

<https://www.procurement@derby.ac.uk>

Additional information can be obtained from another address:

Help to Grow team

h2gm@derby.ac.uk

Derby

DE22 1GB

Contact

University of Derby Help to Grow

Email

h2gm@derby.ac.uk

Country

United Kingdom

NUTS code

UKF - East Midlands (England)

Internet address(es)

Main address

<https://www.procurement@derby.ac.uk>

Tenders or requests to participate must be submitted to the following address:

University of Derby Help to Grow

h2gm@derby.ac.uk

Derby

DE22 1GB

Contact

University of Derby Help to Grow

Email

h2gm@derby.ac.uk

Country

United Kingdom

NUTS code

UKF - East Midlands (England)

Internet address(es)

Main address

<https://www.derby.ac.uk/business-services/help-to-grow-management-programme/#d.en.135626>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Help to Grow Programme - Mentor Recruitment

Reference number

PROC TB DPS 452

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 University of Derby Business School would like to procure the services of multiple individual mentors to support senior leaders of small and medium size businesses across the UK to boost their business performance, resilience, and long-term growth. The university is working with a consortium of the Chartered Association of Business Schools (CABS) and a consortium of Small Business Charter Accredited Business Schools to deliver the government's new Help to Grow: Management programme.

The 12-week programme is 90% funded by the Government and has been designed to allow participants to complete it alongside full-time work.

The practical curriculum is designed to build capabilities in leadership, innovation, digital adoption, employee engagement, marketing, responsible business, and financial management. By the end of the programme participants will have developed a business growth plan to help them to scale their business.

Due to the limitation for attachments in this advertisement, for further details on the opportunity and to receive the relevant documents to bid, please contact procurement@derby.ac.uk.

II.1.5) Estimated total value

Value excluding VAT: £910,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF - East Midlands (England)

Main site or place of performance

University of Derby, Kedleston Road, Derby, Derbyshire, DE22 1GB, United Kingdom.

II.2.4) Description of the procurement

The University of Derby Business School would like to procure the services of multiple individual mentors to support senior leaders of small and medium size businesses across the UK to boost their business performance, resilience, and long-term growth. The university is working with a consortium of the Chartered Association of Business Schools (CABS) and a consortium of Small Business Charter Accredited Business Schools to deliver the government's new Help to Grow: Management programme.

The 12-week programme is 90% funded by the Government and has been designed to allow participants to complete it alongside full-time work.

The practical curriculum is designed to build capabilities in leadership, innovation, digital adoption, employee engagement, marketing, responsible business, and financial management. By the end of the programme participants will have developed a business growth plan to help them to scale their business.

For further details on the opportunity, please find the Job Description and Person Description attached.

Application

The following opportunity is a Dynamic Purchasing System framework which will be open for application until 31st October 2023. The opportunity is open to individuals only (no limited companies, group, consortia) and bidding parties will need to meet the minimum requirements via submission of the mandatory documents.

Due to the limitation for attachments in this advertisement, for further details on the opportunity and to receive the relevant documents to bid, please contact procurement@derby.ac.uk.

Once you have received the relevant documents, in order to bid for the opportunity, please submit the following mandatory documents via email to h2gm@derby.ac.uk:

- CV of individual bidding for the opportunity
- Completed Mentor Application Form
- Successful completion of 'Supplier Minimum Requirements' form
- Completion of 'Conflict of Interest' form
- Signed Supplier Code of Conduct form

Once you have submitted the above documents to the Help to Grow team, they will respond to your application within 10 days. Please note if you are awarded a place on the Dynamic Purchasing System Framework, you will be required to complete a Data Protection Impact Assessment (DPIA), outlined in the Supplier Minimum Requirements document. If you are unsuccessful upon application, you are welcome to reapply to the opportunity following the application procedure previously outlined.

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: £910,000

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

Start date

7 October 2021

End date

31 March 2024

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

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

Mandatory return of the following documents to h2gm@derby.ac.uk

- CV of individual bidding for the opportunity
- Completed Mentor Application Form
- Successful completion of 'Supplier Minimum Requirements' form
- Completion of 'Conflict of Interest' form
- Signed Supplier Code of Conduct form

If successful, individuals will be required to complete a Data Protection Impact Assessment (DPIA).

III.1.3) Technical and professional ability

List and brief description of selection criteria

Individuals only

No limited companies, consortia or groups.

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

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

Date

31 October 2023

Local time

1:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

If successful, individuals will be required to register on the university Oracle finance portal.
<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/>

A purchase order for services will be submitted via email and an electronic invoice will be required via email so payment can be made. All payments will be made with BACS.

VI.4) Procedures for review

VI.4.1) Review body

University of Derby

Derby

Country

United Kingdom