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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](mailto: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](mailto:h2gm@derby.ac.uk)

Derby

DE22 1GB

**Contact**

University of Derby Help to Grow

**Email**

[h2gm@derby.ac.uk](mailto: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](mailto: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

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## **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](mailto: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](mailto: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](mailto: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

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## **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](mailto: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

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## **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