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Planning

Business Gateway Fife Framework for the Provision of Specialist Business Advice 1 April 2023 – 31 March 2025

Business Gateway Fife

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-031686

Procurement identifier (OCID): ocds-h6vhtk-038066

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Section I: Contracting authority

I.1) Name and addresses

Business Gateway Fife

Saltire House, Pentland Park

Glenrothes

KY6 2AL

Email

bgframework@bgfife.co.uk

Telephone

+44 1592858333

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

<https://www.businessgatewayfife.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14402

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

Limited company owned by Local Authority

I.5) Main activity

General public services

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

Business Gateway Fife Framework for the Provision of Specialist Business Advice 1 April 2023 – 31 March 2025

II.1.2) Main CPV code

- 79411100 - Business development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

This prior information notice is to inform the market that Business Gateway Fife intends to procure a framework of suppliers to deliver one-to-one specialist business advice and support to Fife's SMEs. This will replace the existing Business Gateway Fife Expert Help Framework.

As part of the pre-procurement process, Business Gateway Fife is looking to gauge the level of interest in the contract to help inform the procurement strategy and feedback on the specification

II.1.5) Estimated total value

Value excluding VAT: £390,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79410000 - Business and management consultancy services
- 79900000 - Miscellaneous business and business-related services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

II.2.4) Description of the procurement

Business Gateway Fife, a company limited by guarantee and wholly owned by Fife

Council, is the delivery agent for Business Gateway services in Fife.

Business Gateway is a publicly funded service contributing to the economic wellbeing of Scotland by providing access to free business support services. We give assistance and impartial advice to people starting or growing their business through a combination of:

- Online support – a comprehensive website with practical information and useful guides.
- A programme of fully funded local workshops and events held throughout Scotland.
- Advice to suit specific business needs through a network of experienced business advisers.
- Business information – a dedicated team providing information and support on all aspects of starting and growing a business.

From April 2016 to March 2023, the core Business Gateway services in Fife have been complemented by enhanced business support activity part funded through the European Regional Development Fund (ERDF). During that time, a framework of subject experts was procured to deliver one to one specialist business support under the Expert Help programme.

The end date of the current framework contract is 31st March 2023, aligned to the end of the European funding period.

From 1st April 2023 Business Gateway Fife Ltd will deliver a new programme of one-to-one specialist business support on behalf of Fife Council with funding provided through the UK Government's UK Shared Prosperity Fund (UKSPF). A new framework of suppliers is being procured by Business Gateway Fife Ltd to deliver this support.

Purpose

The purpose of this contract will be to procure a framework of suppliers to provide specialist business advice & support services to SMEs in Fife. Suppliers will be engaged as required to deliver 1-2-1 support to businesses. The majority of engagements will be for 2 days, although this may vary depending on the needs of the business.

In order to facilitate the matching of business support needs with the most suitable providers, the framework will be divided into the following Lots:

1. BUSINESS DEVELOPMENT

2. FINANCE

3. SOCIAL MEDIA AND ONLINE PRESENCE

4. INFORMATION SOLUTIONS AND TECHNOLOGY

5. LEGAL AND PROPERTY

6. ENVIRONMENTAL

7. HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT/WELLBEING

Interested parties should be experienced and qualified in their respective fields and will be able to demonstrate a successful and recent track record of delivering consultancy and/or training services in their particular area of expertise.

Contract Period and Value

The framework will be part-funded through the UK Shared Prosperity Fund and will run from 1st April 2023 to 31st March 2025.

The contract will be based on a fixed rate of 550GBP for a full day (7 hours minimum) and 275GBP for a half-day (3.5 hours minimum). Timesheets will be required (a template will be provided) to evidence that the minimum time requirement has been met when submitting a claim for costs.

The total contract value over the 2 years of the framework is expected to be circa 390,000GBP (195,000GBP per annum) excluding VAT.

II.2.14) Additional information

If you have any questions or comments regarding the upcoming contract notice, or if you would like to note your interest along with a very brief overview of your experience in delivering economic development support or business advisory services in either the private or the public sector, please use the attached template and send your response to bgframework@bgfife.co.uk

II.3) Estimated date of publication of contract notice

18 November 2022

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

Section VI. Complementary information

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=712888.

(SC Ref:712888)