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Tender

## **Business Gateway Fife Contracted Business Advisers Framework**

Business Gateway Fife

F02: Contract notice

Notice identifier: 2022/S 000-032762

Procurement identifier (OCID): ocds-h6vhtk-03806e

Published 18 November 2022, 12:10pm

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

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

Business Gateway Fife

Saltire House, Pentland Park

Glenrothes

KY6 2AL

#### **Email**

[bgframework@bgfife.co.uk](mailto: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](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**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Other type

Limited company owned by 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**

Business Gateway Fife Contracted Business Advisers Framework

### **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 contracted Business Advisers to provide business support and advice to businesses in Fife.

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: £500,000

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

This contract is divided into lots: No

## **II.2) Description**

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

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

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

NUTS codes

- UKM72 - Clackmannanshire and 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.

Business Gateway Fife's team of Business Growth Advisers consists of a mixture of employees of the company and self-employed contractors. Since April 2016, the contracted Advisers have been part-funded through the European Regional Development Fund (ERDF). That funding comes to an end on 31st March 2023 and will be replaced, from 1st April 2023 by funding from the UK Shared Prosperity Fund.

## Purpose

The purpose of this contract will be to procure a framework of contracted Business Growth Advisers to provide high quality growth advice and support to small and medium sized enterprises (SMEs) in Fife, maximising their growth potential and contribution to the economy.

Successful bidders will be tasked with:

- Providing support, advice and aftercare to SMEs with growth potential.
- Developing and implementing sustainable growth strategies for businesses they work with to support their growth aspirations and increase competitiveness.
- Leading the delivery of support to businesses in their portfolio from external providers, understanding the whole support offering in Fife/Scotland.
- Identifying, progressing and evaluating business support opportunities and programmes, including sourcing external funding and liaising with banks and other intermediaries.

- Supporting and advising businesses with the application process for funding.
- Developing stakeholder relationships with local and National bodies to help drive the effectiveness of business support in Fife.
- Maintaining records of all supported businesses via the Business Gateway Customer Relationship Management system and local data recording solutions.
- Comply with Business Gateway Programme Rules and service delivery standards.

### 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 is being offered at a fixed rate of 40GBP per hour exclusive of VAT. This rate is inclusive of all costs associated with delivering the contract. Contractors will be provided with a Business Gateway Fife laptop for the duration of the contract.

There will be an expectation that contractors are available no more than 45 weeks of the year. Contracts will be offered based on an annual number of hours which will equate to a certain number of days per week for 45 weeks at 7 hours per day (for example, an annual contract of 945 hours would equate to 3 days a week at 7 hours per day for 45 weeks).

The relationship of successful bidders to Business Gateway Fife will be that of an independent contractor and nothing in the contract will render them an employee, worker, agent or partner of Business Gateway Fife. The maximum contract available will be 1,260 hours, equivalent to 4 days a week at 7 hours a day for 45 weeks, on the basis that contractors will require to be available to undertake work for other customers and will not provide their services exclusively to Business Gateway Fife.

### **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: £500,000

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

Start date

1 April 2023

End date

31 March 2025

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

Quality score from SPD submissions.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **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

### **II.2.14) Additional information**

Successful bidders will periodically be required to attend scheduled meetings at the above noted address and will have access to a desk and interview rooms as required from Monday to Friday during normal office hours, however, the role will primarily be delivered through remote working and visits to clients' business premises.

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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

See attached SPD Doc

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **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

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## **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 establishment of a framework agreement

Framework agreement with several operators

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

The procurement is covered by the Government Procurement Agreement: No

## **IV.2) Administrative information**

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

Notice number: [2022/S 000-031696](#)

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

22 December 2022

Local time

12:00pm

### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

13 January 2023

### **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**

Tender must be valid until: 31 March 2023

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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 invoicing will be accepted

Electronic payment will be used

### **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=714032](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=714032).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:714032)

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

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

Kirkcaldy Sheriff Court and Justice of the Peace Court

Whytescauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom