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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): ocids-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

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

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

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

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 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.

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

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

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.

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.

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