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Tender

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

Business Gateway Fife

F02: Contract notice

Notice identifier: 2022/S 000-032782

Procurement identifier (OCID): ocids-h6vhtk-038066

Published 18 November 2022, 1:03pm

### **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 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

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.

#### II.1.5) Estimated total value

Value excluding VAT: £390,000

#### II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

Maximum number of lots that may be awarded to one tenderer: 2

### II.2) Description

#### II.2.1) Title

FINANCE

Lot No

2

### **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. 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.

The purpose of this tender is to seek proposals from potential suppliers of Specialist Business Advice & Support Services. Those selected will be required to professionally assist companies within the Fife region in their particular area of expertise.

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 suppliers must have the knowledge, capacity, experience and expertise to deliver one or multiple lots if requested to do so. Business Gateway Fife reserves the right at all times to award all, some or none of the lots. It also reserves the right to withdraw a supplier of services from this framework due to substandard work, client complaint or non-compliance.

Contractors will 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.

Good record keeping is essential and will form in part the basis for the final payment for work undertaken within the framework. It is important the contractor ensures the relevant client paperwork is completed correctly, on time and in full as payment may be delayed until such is received.

The contract will be for the period 1st April 2023 – 31st March 2025, aligned to the UKSPF funding period. The anticipated overall value of the framework is 390,000GBP split equally across the two financial years.

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.

During the contract delivery period, Business Gateway Fife will provide the following by way of support, reporting and guidance material:

- Promotional material and guidance on the UKSPF funded Specialist Business Advice programme
- Access to the online system through which contractors will submit timesheets, evidence and claims for payment.
- A client feedback template
- A timesheet template for use by contractors

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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 number of candidates: 10

#### **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) Description**

### **II.2.1) Title**

BUSINESS DEVELOPMENT

Lot No

1

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

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Main site or place of performance

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Options: No

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### **II.2) Description**

#### **II.2.1) Title**

SOCIAL MEDIA AND ONLINE PRESENCE

Lot No

3

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

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- 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

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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) Description**

### **II.2.1) Title**

INFORMATION SOLUTIONS AND TECHNOLOGY

Lot No

4

### **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

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Main site or place of performance

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Options: No

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### **II.2) Description**

#### **II.2.1) Title**

LEGAL AND PROPERTY

Lot No

5

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

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NUTS codes

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Main site or place of performance

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## 7. HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT/WELLBEING

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The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

ENVIRONMENTAL

Lot No

6

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

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

NUTS codes

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## **II.2) Description**

### **II.2.1) Title**

HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT/WELLBEING

Lot No

7

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- 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. 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.

The purpose of this tender is to seek proposals from potential suppliers of Specialist Business Advice & Support Services. Those selected will be required to professionally assist companies within the Fife region in their particular area of expertise.

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 suppliers must have the knowledge, capacity, experience and expertise to deliver one or multiple lots if requested to do so. Business Gateway Fife reserves the right at all times to award all, some or none of the lots. It also reserves the right to withdraw a

supplier of services from this framework due to substandard work, client complaint or non-compliance.

Contractors will 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.

Good record keeping is essential and will form in part the basis for the final payment for work undertaken within the framework. It is important the contractor ensures the relevant client paperwork is completed correctly, on time and in full as payment may be delayed until such is received.

The contract will be for the period 1st April 2023 – 31st March 2025, aligned to the UKSPF funding period. The anticipated overall value of the framework is 390,000GBP split equally across the two financial years.

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.

During the contract delivery period, Business Gateway Fife will provide the following by way of support, reporting and guidance material:

- Promotional material and guidance on the UKSPF funded Specialist Business Advice programme
- Access to the online system through which contractors will submit timesheets, evidence and claims for payment.
- A client feedback template
- A timesheet template for use by contractors

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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 number of candidates: 10

**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

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**Section III. Legal, economic, financial and technical information**

**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 000-031686](#)

**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**

20 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=714077](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=714077).

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:714077)

### **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