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Tender

## **Outsourced Finance Director Managed Service (LSHW.002.2025)**

Life Sciences Hub Wales Ltd

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-035459

Procurement identifier (OCID): ocids-h6vhtk-055126

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### **Scope**

### **Reference**

LSHW.002.2025

### **Description**

Life Sciences Hub Wales seeks the provision of a suitably qualified, capable and experienced Outsourced Finance Director Managed Service to act as interim replacement for its outgoing Director of Finance and Resources.

The current Finance team at Life Sciences Hub Wales, sans the Director of Finance and Resources, is comprised of a part-time Finance Manager (0.6FTE, reporting to the Director of Finance and Resources) and an outsourced bookkeeper (circa 7 hours per week, reporting to the Finance Manager).

The Director of Finance and Resources is a member of the Life Sciences Hub Wales

Senior Leadership Team, reporting directly to the CEO; the Outsourced Finance Director Managed Service representative(s) would also report directly to the CEO.

It is envisioned that 3-4 days per calendar month of Outsourced Finance Director Managed Service provision would satisfy the requirement of the service.

The required Outsourced Finance Director Managed Service provider would act as a replacement to the current Director of Finance and Resources, addressing and successfully completing the key financial and accounting activities currently undertaken within the role.

Full details of the requirement are provided in the Invitation to Tender document uploaded to Sell2Wales.

### **Total value (estimated)**

- £48,000 excluding VAT
- £57,600 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 14 July 2025 to 31 January 2026
- Possible extension to 31 July 2026
- 1 year, 18 days

Description of possible extension:

At the sole discretion of Life Sciences Hub Wales the contract may be extended by a further 6-months, giving a latest possible date of expiry of 31st July 2026.

### **Main procurement category**

## Services

### **CPV classifications**

- 66122000 - Corporate finance and venture capital services
- 79200000 - Accounting, auditing and fiscal services
- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

### **Contract locations**

- UKL22 - Cardiff and Vale of Glamorgan

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## **Participation**

### **Conditions of participation**

The successful supplier must offer suitably qualified staff for deployment to Life Sciences Hub Wales, qualified to ACA or ACCA as minimum (or an equivalent such as CIPFA).

The Contractor must either have valid Cyber Essentials Plus or ISO27001 certification (if not both) in place at the time of contract award, as minimum

The successful supplier must ensure that all elements of service provision are compliant with UK GDPR. Service provision will include the processing of personal data, therefore the successful supplier must accept and sign the Life Sciences Hub Wales Data Processing Agreement.

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

2 July 2025, 4:00pm

### **Tender submission deadline**

4 July 2025, 2:00pm

### **Submission address and any special instructions**

<https://www.sell2wales.gov.wales>

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Quality Award Criteria	The agreement (if awarded) shall go to the Supplier submitting the Most Advantageous Tender (MAT), in terms of value for money based on the award criteria outlined in Part 14.2.1 of the Invitation to Tender document. The Quality assessment shall carry 70% of the available 100%. The Quality assessment will be undertaken following the scoring methodology provided in Annex 1 of the Invitation to Tender document.	Quality	70.00%
Commercial Award Criteria	The Commercial assessment shall carry the remaining 30% of the available 100%. The Commercial assessment will be evaluated on a proportional vs best basis and will be evaluated using the calculation provided in Part 14.2.6 of the Invitation to Tender document.	Cost	30.00%

## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=337243](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=337243)

Invitation to Tender Document for the provision of an Outsourced Finance Director Managed Service

Provides full details of the requirement, response instructions and award process (including assessment criteria and scoring methodology).

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=337244](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=337244)

Qualification Questionnaire

The Qualification Questionnaire includes a number of Pass / Fail questions; unless otherwise clearly stated, wherever a question is stated as Pass / Fail a response of 'No' will be deemed as a failure to meet the Life Sciences Hub Wales minimum requirements and will invalidate the tenderers response. The response will be discounted and will not be evaluated further.

Responses that meet all of the Qualification Questionnaire criteria will progress to the next stage of the evaluation process; the Quality and Commercial evaluation.

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=337245](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=337245)

For the Quality Assessment tenderers are required to complete and return a Quality response template by responding to each of the Quality questions as per the guidance outlined within the template document and within the Invitation to Tender document.

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=337246](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=337246)

For the Commercial Assessment tenderers are required to complete and return a Commercial response workbook by inserting the requested information as per the workbook guidance.

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=337247](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=337247)

Template Data Processing Agreement

Shared for information and review, in-line with the requirements of the Qualification Questionnaire.

[Outsourced Finance Director \(LSHW.002.2025\) - ITT Clarification Schedule \(v1\).pdf](#)

Version 1 (dated 24 June 2025) of the ITT Clarification Schedule, providing a response to all clarification questions received to date.

[Outsourced Finance Director \(LSHW.002.2025\) - ITT Clarification Schedule \(v2\).pdf](#)

Second iteration (v2) of the Invitation to Tender Clarification Schedule, providing a response to all clarification questions received to date (25 June).

[Outsourced Finance Director \(LSHW.002.2025\) - ITT Clarification Schedule \(v3\).pdf](#)

Third iteration (v3) of the ITT Clarification Schedule, providing a response to all clarification questions received as of 26 June.

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## Contracting authority

### Life Sciences Hub Wales Ltd

- Companies House: 08719645

3 Assembly Square

Cardiff

CF10 4PL

United Kingdom

Contact name: Adam James-Price

Email: [adam.james-price@lshubwales.com](mailto:adam.james-price@lshubwales.com)

Website: <http://www.lifescienceshubwales.com>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales