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Tender

## **UK Shared Prosperity Fund (UKSPF) Investment Plan**

East Staffordshire Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-036844

Procurement identifier (OCID): ocds-h6vhtk-0425bb

Published 14 December 2023, 4:06pm

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

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

East Staffordshire Borough Council

Burton Town Hall, King Edward Place, Burton Upon Trent

Burton-Upon- Trent

DE14 2EB

#### **Contact**

Programmes and Transformation Team

#### **Email**

[procurement@eaststaffsbc.gov.uk](mailto:procurement@eaststaffsbc.gov.uk)

#### **Telephone**

+44 1283508000

#### **Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Internet address(es)**

Main address

<https://www.eaststaffsbc.gov.uk>

Buyer's address

<http://eaststaffbc.g2b.info/>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Burton-Upon--Trent:-Business-and-management-consultancy-and-related-services./RNNRN7NN69>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Regional or 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**

UK Shared Prosperity Fund (UKSPF) Investment Plan

Reference number

2023-08-UKSPF

### **II.1.2) Main CPV code**

- 79400000 - Business and management consultancy and related services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

East Staffordshire Borough Council is inviting tenders for Business Support Services from suitably experienced organisations across 2024/25, to deliver some of the activities laid out within its investment plan.

There are three Lots:

Lot 1: SME support for the High Street (E16; Open Markets and Town Centre Retail and Service Sector)

Lot 2: Business Growth and Productivity Programme (E23 Strengthening Local Entrepreneurial Eco-systems)

Lot 3: Skills Hub/Skills Training for the workforce (E24 Training Hubs, Business Support Offers, Incubators)

The Authority is therefore seeking suitably qualified organisations to bid for a single Lot or a combination of Lots.

The proposed Contract is for one (1) year with no option to extend.

The contract is due to commence in March 2024.

### **II.1.5) Estimated total value**

Value excluding VAT: £251,233

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 3

## **II.2) Description**

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

UKSPF - SME support for the High Street (E16; Open Markets and Town Centre Retail and Service Sector)

Lot No

1

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

- 79410000 - Business and management consultancy services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

### **II.2.4) Description of the procurement**

Lot 1 is to provide retail mentoring with advice and support. Training programme for small retail businesses to develop their businesses including customer service, shop planning, marketing and sales.

This is a specific retail mentoring programme. We would look for the successful provider to provide advice, support and act as a sounding board for SMEs on the High Street. This also incorporates a training programme to support small retailers in developing their business, including in areas such as customer services, shop planning, marketing, and sales. The provider must deliver additional support to be available for developing a hybrid of traditional retail and online commerce, along with a programme to support the sector in sourcing local goods and understanding their environmental footprint.

The contract is for one (1) year and is due to commence March 2024.

### **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: £80,000

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

Duration in months

12

This contract is subject to renewal

No

### **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**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/RNNRN7NN69>

## **II.2) Description**

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

UKSPF - Business Growth and Productivity Programme (E23 Strengthening Local Entrepreneurial Eco-systems)

Lot No

2

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

- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

## **II.2.4) Description of the procurement**

Lot 2 incorporates a wide mentoring programme whereby businesses will be able to access bespoke mentoring support alongside the establishment of local mentoring boards, peer network groups and productivity workshops. The successful provider will deliver specific and tailored support to family businesses along with information on SME governance and risk management.

The contract is for one (1) year and due to commence March 2024.

## **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: £114,929

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

Duration in months

12

This contract is subject to renewal

No

## **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**

UKSPF - Skills Hub/Skills Training for the workforce (E24 Training Hubs, Business Support Offers, Incubators)

Lot No

3

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

- 79411100 - Business development consultancy services
- 72221000 - Business analysis consultancy services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

### **II.2.4) Description of the procurement**

Lot 3 is delivering a service to East Staffordshire SMEs by providing training needs analysis and funding opportunities. This would also need to include supporting those at risk of redundancy.

This is a support programme targeted at SMEs with an aim of providing advice and support related to skills and training. This programme must involve the undertaking a

training needs analysis for up to 50 businesses leading to a training grant aimed at addressing the skills gaps experienced by those businesses. This also has strong links to the People and Skills theme, however it remains business focused.

The contract is for one (1) year and due to commence March 2024.

#### **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: £56,304

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

Duration in months

12

This contract is subject to renewal

No

#### **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.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

As stated in the procurement documents

#### **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.2.2) Contract performance conditions**

As stated in the procurement documents

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

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

Date

25 January 2024

Local time

12:00pm

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

29 January 2024

Local time

9:00am

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Burton-Upon--Trent:-Business-and-management-consultancy-and-related-services./RNNRN7NN69>

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GO Reference: GO-20231214-PRO-24773362

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

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

East Staffordshire Borough Council

Burton Town Hall, King Edward Place, Burton Upon Trent

Burton-Upon- Trent

DE14 2EB

Email

[procurement@eaststaffsbc.gov.uk](mailto:procurement@eaststaffsbc.gov.uk)

Telephone

+44 1283508000

Country

United Kingdom

Internet address

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

**VI.4.2) Body responsible for mediation procedures**

East Staffordshire Borough Council

Burton Town Hall, King Edward Place, Burton Upon Trent

Burton-Upon- Trent

DE14 2EB

Email

[procurement@eaststaffsbc.gov.uk](mailto:procurement@eaststaffsbc.gov.uk)

Telephone

+44 1283508000

Country

United Kingdom

Internet address

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

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Follow the Council's Complaints Procedure. Information is available by visiting:

<http://www.eaststaffsbc.gov.uk/comments-compliments-complaints>

#### **VI.4.4) Service from which information about the review procedure may be obtained**

East Staffordshire Borough Council

Burton Town Hall, King Edward Place, Burton Upon Trent

Burton-Upon- Trent

DE14 2EB

Email

[andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)

Telephone

+44 1283508000

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<http://www.eaststaffsbc.gov.uk/comments-compliments-complaints>