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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

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

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

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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

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

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

Telephone

+44 1283508000

Country

United Kingdom

Internet address

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

Telephone

+44 1283508000

Country

United Kingdom

Internet address

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

Telephone

+44 1283508000

Country

United Kingdom

Internet address

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