

## Invitation to Quote (Reference Number - RQNV 034)

### *\*Updated timescales\**

#### Background

The Marches Local Enterprise Partnership Board at its 20 July 2021 meeting agreed to undertake a Project Call for existing Local Growth Funded (LGF) projects. This opportunity relates to reinvesting returned LGF Grant. The purpose of this Project Call will be to create additionality through the delivery of new Outputs and the drawing down of additional Match Funding.

#### Purpose of Commission

The Marches Local Enterprise Partnership wishes to obtain the services of an experienced consultant to independently review, appraise and prioritise project submissions in relation to the reinvestment of Local Growth Funds. This piece of work will result in an agreed, finalised prioritised list of projects by **24 August 2021** in supporting local economic growth across The Marches.

#### Key Deliverables

The successful consultant will report to the Marches LEP Programme Manager who will undertake the day-to-day management of the contract.

To aid the process the Marches LEP has developed Project Call and Guidance documents which will be approved by the Marches LEP Commissioning/Sub-Group.

The purpose of the Commissioning Group/Sub-Group is to review and sign-off the Project Call Process as well as providing strategic oversight of the process. The Commissioning/Sub-Group will comprise of:

- The Marches LEP Chair,
- Programme, Risk and Monitoring Committee (PRMC) Chair (VCSE Representative),
- Up to 3 Private Sector LEP Board Members (Private Sector Representatives),
- Interim Director of Strategic Finance, Shropshire Council on behalf of the Accountable Body (Public Sector, Accountable Body).

The successful consultant will be required to attend and report to a meeting of the Commissioning Group, details to be determined. It is anticipated that the length of the meeting will be for 2 hours.

Following the meeting of the Commissioning/Sub-Group, the project appraisal and prioritisation work must be completed **by 24 August 2021**. The work elements should be submitted to the Marches LEP Programme Manager as follows:

- The prioritised list of projects.
- A short covering report providing a brief summary of the project appraisal outcomes and the consultant's reasoned justification for the proposed list prioritisation.

#### Fee Proposal and Budget

A Tender Return Pricing document will be included, which details the costing of your bid to include:

- A breakdown of the price schedule, including:

- Per project to include appraisal, appraisal template completion and project report
- Covering report and prioritisation list
- Attending and reporting to the Commissioning/Sub-Group that will inform recommendations to the LEP Board in determining the prioritisation of projects and the allocation of Local Growth Funds.

It is anticipated that the commission will have a value no more than £9,000 (Including VAT and any direct costs where applicable). The general terms and conditions of our Accountable Body are attached for information.

### **Approach and Skills Set**

The main areas of this quotation are outlined within the Key Deliverables above. Tendering consultants are asked to submit within their quotation information, as follows:-

- Your approach to delivering the commission management and methodology, including quality assurance.
- Your approach to project appraisal and prioritisation.
- Details of the individual/team that will deliver the commission, their qualifications, expertise, experience & skills, as well as the areas of the commission to which they are assigned.
- Best value, including price, innovation in delivery and added value.
- References from previous clients for whom you have undertaken similar work and your reflections or lessons learned from your approach.
- Identification of other information and support that you can provide/feel is required and other commentary on the brief.

This list of factors should not be seen as an exclusive or comprehensive set, and we welcome further input from those invited to quote.

### **Management of the Contract**

The successful consultant will work with the Marches LEP Programme Manager on the detailed timetable for each assessment process.

### **Updated Timescales**

Issue Invitations to Tender:	21 July 2021
Deadline for tender submissions:	5pm 2 August 2021
Interviews (if required):	5 August 2021
Notification of award:	9 August 2021
Commencement of contract:	10 August 2021
Inception meeting:	11 August 2021
Development of Scoring Criteria:	12 – 18 August 2021
Appraisal of Project Submissions:	19 – 24 August 2021
Completion of contract:	3 September 2021

## Requirements for Tender Submission

Responses should be provided by e-mail to [Lisa.Ashby@marcheslep.org.uk](mailto:Lisa.Ashby@marcheslep.org.uk) copying in [Nicholas.Alamanos@marcheslep.org.uk](mailto:Nicholas.Alamanos@marcheslep.org.uk) and [stephanie.jones@marcheslep.org.uk](mailto:stephanie.jones@marcheslep.org.uk). The email title must be 'Marches LEP Project Appraisal Quotation'.

Applicants should be available to attend possible virtual interview (either through Microsoft Teams or Zoom) **on 5 August 2021**. The successful consultant will be informed on **Monday 9 August 2021**.

Should you require an informal discussion please contact Nicholas Alamanos, Marches LEP Programme Manager, on 07458 124 655.

The deadline for submissions is 5pm 2 August 2021.

## Evaluation Criteria

In summary, the tender submissions will be evaluated against the following criteria:

Criteria	Weighting
Fee proposal	40%
Methodology and approach	30%
Skills, knowledge, and qualifications	20%
Experience of undertaking similar commissions	10%

You will be informed of the outcome by **5:00pm Monday 9 August 2021**.