

**Cabinet Member**

Leader of the Council

**Procurement Title**

Provision of core services for Boost Business Lancashire as part of the Boost 3 Programme

**Procurement Option**

OJEU open tender

**New or Existing Provision**

This is to replace existing provision which is due to expire on 31st December 2018.

**Estimated Contract Value and Funding Arrangements**

The contract value to be tendered is £1,777,666 per annum with an estimated total contract value of £5,333,000.

The annual cost of the contracts is estimated as follows:

|                         | £       |
|-------------------------|---------|
| • Growth Mentoring      | 500,000 |
| • Growth Support        | 500,000 |
| • Business Relationship | 333,333 |
| • Business Resilience   | 333,333 |
| • Central Marketing     | 100,000 |
| • Programme Evaluation  | 11,000  |

Joint funding is to be provided by the European Regional Development Fund and through the council's revenue budget. It is anticipated that £3,600,000 will be provided by the European Regional Development Fund, requiring a revenue contribution of £2,400,000 for the 3 year period. Of this funding £6,000,000 is to be used for the 6 contracts as part of the Boost 3 programme as outlined above. The remaining value of the funding (£667,000) will be provided for staffing costs to project management the Boost 3 programme contracts, suppliers and performance.

We have approval for the outline application phase of European Regional Development Fund and are now completing the full application, which will be considered in June/July 2018. All the procurement activity will be subject to obtaining final approval by the European Regional Development Fund, and no activity would commence until approval is received.

**Contract Duration**

The contract will be let for an initial period of two years (01 January 2019 to 31 December 2020), with the option to extend for up to a further 12 months (maximum end date 31 December 2021). The extension period will allow flexibility to retender the contract should the requirements of the Boost programme change during the contract term.

**Lotting**

It is intended to lot the tender as follows:

- Lot 1 – Growth Mentoring
- Lot 2 – Growth Support
- Lot 3 – Business Relationships
- Lot 4 – Business Resilience
- Lot 5 – Central Marketing
- Lot 6 – Programme Evaluation

## Evaluation

**Quality Criteria 80%**

**Financial Criteria 20%**

The tender procedure will be compliant with the Council's Procurement Rules and the Public Contracts Regulations, in addition to the regulations aligned to the European funding. The quality criteria is to include an innovative service delivery plan, clear narrative of the delivery team, approaches to client engagement, management systems and social value. Social Value will account for 10% of the quality criteria and will consider training and employment opportunities, raising the living standards of local residents and building the capacity and sustainability of the voluntary and community sector.

The financial criteria is to evaluate the overall cost to deliver the requirements, demonstrating value for money. A capped budget will be set based on the funding available.

## Contract Detail

Boost is the Business Growth Hub for Lancashire which was established by the Lancashire Enterprise Partnership to encourage the development of growth orientated businesses within Lancashire. The objective of the Boost programmes are to create additional jobs, growth and value added within the Lancashire economy by unlocking the growth potential of small and medium sized enterprises. The Boost programmes are partly funded by the European Regional Development Fund. The original Boost programme was established in 2013 and was renewed in 2016 (Boost 2) using the experience of the previous programme to refine and improve the services provided. The Boost 3 programme will again improve using the previous programme experience. We are seeking European funding to further develop Boost over the period 2019-21, in order to build on the success already achieved, to maintain the momentum for business growth in Lancashire and to develop the support offer to anticipate changes in the economy, locally, nationally and internationally. We have designed our model based on a close examination of the existing programme and in particular those elements that we wish to build on.

The four key components of the new programme are:

1. Business Relationship Management – this will be the main platform for business engagement and signposting businesses to support services. This will comprise a team of highly trained and experienced frontline advisors, whose role will be to engage with target businesses and to identify barriers to business growth. They will have a detailed understanding of the business support infrastructure in Lancashire and will broker relationships with those agencies able to provide the most appropriate support for client businesses.
2. Growth Support Programme – this will be targeted at new and young businesses, helping them to acquire and apply the core skills to drive business growth. It is a resource to help individuals crystallise their business ideas and to equip them with the business tools, techniques and skills needed to raise their ambitions for growth. It will also support young, growing businesses providing support, encouragement and skill development to enable businesses to accelerate their growth plans.
3. Growth Mentoring – is a programme that harnesses the experience and skills of established entrepreneurs and senior managers to support existing businesses to identify and overcome the barriers to their growth. These are experienced owners and managers who lend their expertise free of charge to smaller, less experienced businesses and guide them through key stages in their business growth.

4. Business Resilience – will examine the scale-up potential of key Lancashire businesses and their ability to grow their sales in UK and international markets. The programme will conduct an in depth review of businesses, their products and their key markets and help them to develop strategies to deal with anticipated changes and potential threats to their customer base, products and services. It will help with scale up support, productivity and business resilience and market strategies

Alongside the above 4 key elements will sit the support functions of central marketing, providing marketing and communications services for the Boost Programme as a whole and an evaluation programme to complete interim and final evaluations of the programme's successes and areas for improvement.

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**Procurement Title**

Penwortham By-Pass surfacing works

**Procurement Option**

Non OJEU open tender

**New or Existing Provision**

New provision

**Estimated Total Contract Value**

The estimated total cost of the works to be placed through the framework agreement is £2.3m.

**Contract Duration**

The framework agreement is expected to run from 1 August 2018 to 31 December 2019 aligned to the works programmed.

**Lotting**

N/A- it is the intention to award a single contractor framework agreement

**Evaluation**

The tender procedure will be compliant with the Council's Procurement Rules and the Public Contracts Regulations. The tender evaluation will consist of two parts, within a single procurement procedure:

Part 1: A selection questionnaire to ascertain suppliers' financial status, technical capability, experience, and references.

Part 2: The tender bids will be evaluated on 60% price and 40% quality to evaluate the extent to which the bids meet the specification requirements.

**Contract Detail**

A single contractor framework agreement will be established in order to provide surfacing works on the Penwortham By-Pass. There is no commitment or guarantee of work on the framework.

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**Procurement Title**

Provision of conservation and specialist works for historical buildings

**Procurement Option**

Non OJEU open tender

**New or Existing Provision**

This is to replace an existing Framework agreement which is due to expire in June 2018.

**Estimated Annual Contract Value and Funding Arrangements**

The estimated annual spend is £375,000, with an estimated total framework value of £1.5million.

**Contract Duration**

The framework agreement will be let for an initial period of two years with the option to extend for up to a further two years.

**Lots**

N/A

**Evaluation**

The industry standard Selection Questionnaire will be used to evaluate potential supplier information. The evaluation will consist of:

Stage 1 and 2 - mandatory and discretionary grounds for exclusion; and  
Stage 3 award criteria to be performed on 40% price and 60% quality.

**Contract Detail**

This will be a multi-contractor framework for planned repair and maintenance or capital improvement projects at buildings of listed status, which are owned either by the council or by clients such as District Councils. Selection of successful contractors for individual projects will be determined through the operation of mini competitions from the framework. There is no commitment or guarantee of work on the framework.