



Request for Quotation

**Oxfordshire Growth Hub  
Business Support**

**Closing date for return of RFQ is midday on the  
24 February, 2023**

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**PART A - GENERAL INFORMATION****1. DEFINITION OF TERMS**

1.1	Bid	means a Bidder's response to this RFQ
1.2	Bidder	means the entity responding to this Request for Quotation.
1.3	Bidder's Representative	means the Bidder's representative who will coordinate all communications with OxLEP's Representative in relation to this Request for Quotation.
1.4	Method Statement	means the outline description of how the Bidder proposes to perform or deliver the Service.
1.5	OxLEP	means Oxfordshire Local Economic Partnership
1.6	OxLEP's Representative	means the Compliance Manager or Growth Hub Manager at OxLEP, who will coordinate all communications with the Bidder in relation to this Request for Quotation.
1.7	Request for Quotation (RFQ)	means this document and all its appendices which have been sent to all Bidders.
1.8	Service	means the goods, works and/or services sought by OxLEP in accordance with the provisions of this Request for Quotation.
1.9	Specification	means the description of the Service contained in Appendix 1 to this Request for Quotation.

## 2. BACKGROUND TO THE PROCUREMENT

- 2.1 Oxfordshire Local Enterprise Partnership (OxLEP) requires a supplier to build on our already best in class Growth Hub offer for Oxfordshire SME's.
- 2.2 Bidders are invited to quote for the provision of the Services described at Appendix 1 Specification, anticipated to commence on 1 April 2023 and be complete by the 31 March 2025.
- 2.3 Bidders potentially may be called for a clarification interview.

## 3. INSTRUCTONS FOR COMPLETION AND RETURN OF RFQ

Please e-mail any question(s) regarding this document and/or the RFQ process to [charlotte.bright@oxfordshirelep.com](mailto:charlotte.bright@oxfordshirelep.com) and [sarah.beal@oxfordshirelep.com](mailto:sarah.beal@oxfordshirelep.com)

- 3.1 Questions and answers will be added to the OxLEP website. All questions must be received by midday on **16 February 2023**. No questions will be answered after that date.
- 3.2 The documentation to be returned to OxLEP is listed as Sections A, B, C, and D of this RFQ. Failure to submit all documentation may result in your Bid being discounted.
- 3.3 Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done.
- 3.4 Bids must be in English.
- 3.5 If you reproduce the RFQ, the paragraph numbering, content or wording of the questions must not be changed in any way.
- 3.6 Where a question is not relevant to your organisation, you should respond "Not Applicable".
- 3.7 Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested or the material supplied is particularly relevant to the question. In either event, the material should be marked clearly to show your name, the number of the question

to which it relates and, if appropriate, the page number or the section of the material which is relevant.

- 3.8 OxLEP may require you to clarify any part of your Bid or to supply additional information if it considers this appropriate.
- 3.9 Where this RFQ refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.
- 3.10 If you are a member of a group of companies (e.g. sister organisation, subsidiary etc.), the Bid should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).
- 3.1 OxLEP will not accept a Bidder's terms of business in lieu of or in addition to the conditions included at Appendix 2. By submitting a Bid, Bidders are agreeing to be bound by the conditions at Appendix 2 without further negotiation or amendment should their Bid be accepted, unless changes are agreed by OxLEP and such changes notified to all Bidders prior to Bid submission.
- 3.2 Please return an electronic copy of your Bid including any supporting material by e-mail to:  
[sarah.beal@oxfordshirelep.com](mailto:sarah.beal@oxfordshirelep.com) and [charlotte.bright@oxfordshirelep.com](mailto:charlotte.bright@oxfordshirelep.com)
- 3.3 Please use a delivery and read receipt on your email to confirm it has been delivered. OxLEP will confirm receipt of your Bid but this may not be until after the deadline.
- 3.4 Failure to submit your Bid by the closing time and date will result in your Bid not being evaluated.
- 3.5 Bids must remain valid and open for acceptance for three months from the closing date for return of the RFQ.

#### **4. AWARD CRITERIA**

- 4.1 Each Bid received will be evaluated against a range of scored and mandatory

criteria.

#### 4.2 Phase 1

Each Bid will be evaluated against a range of mandatory criteria as set out in Table 1:

Table 1 Scored criteria for this RFQ and respective weightings:

Question ID	Question	Weighting %
A1	Bidder Information	Information Only
A2	Mandatory Rejection Criteria	Pass/Fail
A3	Discretionary Rejection Criteria	Pass/Fail
A4.1	Insurance	Pass/Fail
A4.2	Equality & Diversity	Pass/Fail
A4.3	Safeguarding	Pass/Fail
A4.4	Health & Safety	Pass/Fail
A4.5	Data Protection/GDPR	Pass/Fail
A4.6	Environmental Management	Pass/Fail
A5	Previous Contracts	Information Only

Where a Bidder answers Yes to questions 4.2.2, 4.3.2, 4.4.4, 4.5.3 and 4.6.1, a Pass will be subject to evidence of investigation and/or corrective action implemented to the satisfaction of OxLEP.

#### 4.3 Phase 2

Bidders must pass Phase 1 for their Bid to be evaluated at Phase 2.

The scored criteria using the mechanism for scoring set out in Tables 2 and 3 Respectively and the mechanism for scoring Price set out in Table 4.

Table 2 Scored criteria for this RFQ and respective weightings:

Criteria	Weighting (%)	Sub-Criteria	Weighting (%)	Max score
<b>Price</b>	20%		20%	2

<b>Social Value</b>	10%	Understanding including approach, processes, subcontract arrangement and delivery	10%	1
<b>Net Zero/fighting climate change</b>	10%	Understanding and approach	10%	1
<b>Experience</b>	30%	Relevant knowledge and skills	20%	2
		Evidence of delivery to tight timescales – end to end process including evaluation	10%	1
<b>Methodology</b>	30%	Initial understanding of business support programmes	10%	1
		Approach to delivering the Growth Hub programme	10%	1
		Understanding of businesses and the Oxfordshire business environment	10%	1

**Please note that if there are any mandatory requirements in the Specification which are not met, OxLEP will treat your Bid as non-compliant.**

Table 3 Scoring mechanism for each scored criteria of this RFQ:

Very Good - answer that covers the Specification with additional value elements	9-10
Good - answer that covers the Specification or almost all aspects of the Specification	7-8
Satisfactory - answer covering the main points of the Specification	5-6
Unsatisfactory - answer with some references to the Specification	3-4
Poor - answer with a vague reference to the Specification	1-2
Question not answered	0



Scores out of 10 will be weighted and then divided by 10 to achieve a total score out of 10 for each response in line with Table 2.

#### Table 4 Scoring mechanism for Price

Bidders' price scores will be calculated based upon the lowest price submitted by Bidders.

The Bidder with the lowest price will be awarded the full score of 3, with the remaining Bidders gaining a pro-rated score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is scored out of 3:

Tenderer	Price	(price - lowest price) / lowest price = % of price which is above lowest price	Score Maximum points x (100% - % of price which is above lowest price)
1	<b>£100</b>	$(£100 - £100) / £100 = 0.00\%$	$3 \times (100\% - 0\%) = 3$
2	<b>£125</b>	$(£125 - £100) / £125 = 20.00\%$	$3 \times (100\% - 20.00\%) = 2.4$
3	<b>£150</b>	$(£150 - £100) / £150 = 33.33\%$	$3 \times (100\% - 33.33\%) = 2.0$
4	<b>£175</b>	$(£175 - £100) / £175 = 42.85\%$	$3 \times (100\% - 42.85\%) = 1.715$
5	<b>£200</b>	$(£200 - £100) / £200 = 50.00\%$	$3 \times (100\% - 50.00\%) = 1.5$
6	<b>£300</b>	$(£300 - £100) / £300 = 66.66\%$	$3 \times (100\% - 66.66\%) = 1$

There is no minimum turnover criteria for this procurement, however you should provide accounts (or equivalent) for your previous financial year. If these are unavailable, you must explain why.

#### 4.4 Phase 3

If necessary following the scoring phase, the top scoring Bidders will be invited to an interview stage.

This will include an initial presentation on their bid and structured questions focused on key areas for clarification. Each Bidder invited to interview will be asked the same questions.

If required, interviews will take place on 2 March 2023 and bidder should ensure they can be available.

4.5 OxLEP reserves the right to:

- 4.5.1 waive or change the requirements of this RFQ from time to time without prior (or any) notice;
  - 4.5.2 withdraw this RFQ at any time, or to re-invite Bids on the same or any alternative basis;
  - 4.5.3 choose not to award any contract as a result of the current procurement process, or to award the contract in part.
- 4.6 OxLEP will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this RFQ process including if the process is terminated or amended by OxLEP.

## 5. ADDITIONAL INFORMATION

### Freedom of Information

All information provided by you in your response to this RFQ will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that OxLEP considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

### Confidentiality

By receiving this RFQ you agree to keep confidential the information contained in the RFQ or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this RFQ.

### Material Changes

At any time before the award of the contract, OxLEP reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Bid unless substantial justification can be provided to the satisfaction of OxLEP. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify OxLEP of this as soon as possible.

**6. INDICATIVE RFQ TIMETABLE**

The deadline for the return of the RFQ is as set out here unless otherwise notified by OxLEP. All other dates are indicative only and subject to change.

<b>Activity</b>	<b>Date</b>
Advert placed on OxLEP website and Contracts Finder	1/2/2023
Final date for submission of RFQ questions	16/2/2023 - midday
Time period in which questions will be answered	20/2/2023 – midday
RFQ closing time and date	24/2/2023 - midday
Interview date (if required)	2/3/2023 - TBC
Notification of award outcome to Bidders (latest)	3/3/2023 - midday
Contract start date	1 April 2023

**Proposals must be submitted by midday on the 24 February 2023**

# Appendix 1

## Specification

Oxfordshire Local Enterprise Partnership (OxLEP) requires a supplier to set up, implement, manage and deliver a best in class Growth Hub offer for Oxfordshire. This offer should run from 01 April 2023 to 31 March 2025. The value of this opportunity is up to £400,000 excluding VAT.

### About us

The Oxfordshire Local Enterprise Partnership (OxLEP), formally launched by the Business Minister, Mark Prisk MP, in March 2011 is responsible for championing and developing the Oxfordshire economy. OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector.

This strong partnership is reflected within our Board - a body of Non-Executive Directors who are leaders within education, business and local authorities across Oxfordshire. With their support OxLEP can act as an informed, independent advocate for those driving innovation and growth across the county. In addition, we are also able to prioritise the key programmes needed to address priority deficiencies identified in Oxfordshire.

### Background

Oxfordshire is home to thousands of great businesses and is one of the strongest engines for growth in the UK. With over 33,000 VAT registered businesses across a broad range of sectors. Oxfordshire has a well-balanced, resilient economy which has been instrumental to its track record of continued growth. However, many firms continue to struggle to grow and scale and do not translate ideas into business growth as well as some other competitor locations.

The Oxfordshire Growth Hub exists to help small businesses (SMEs) find the support they need. We offer prompt, friendly, impartial advice and will signpost them to the right support for their business by directing them to expert advice and national and local support programmes.

Currently the Growth Hub provides business support through two European Regional Development Fund projects, both of which end activity in April 2023 with financial close in July 2023, as well as providing one to one support including mentoring, a series of webinars, in person workshops and events, start-up clubs, peer networks and Foundations to Growth. There are over 20 advisors currently available to Oxfordshire

businesses and this breadth of experience and support is critical to the delivery of a comprehensive programme of support.

The Innovation Support for Business (ISfB) programme is designed to support Oxfordshire's innovative entrepreneurs and SMEs through support including: 'Go-create' capital and revenue grants from £1,000, coaching and mentoring 1:1 support, workshops, seminars and master classes and access to equipment, expertise and resources through the Agile and Prototyping Labs at Begbroke and the Eco Business Centre at Bicester.

The eScalate programme is designed to support Oxfordshire's small and medium sized enterprises (SMEs) that are scale-ups or have scale-up potential, and socially minded enterprises. The programme provides:

- Access to 12 hours of 1:1 support for small businesses that are growing, have potential to grow or have an appetite to grow and are working towards increasing market share, revenues, staff or have struggled with access to finance or need investment readiness support.
- A dedicated support programme delivered by six Hubs for small businesses that have a purpose beyond profit, are contributing to social and / or environmental good, would like to be more purposeful or are working on or want to work on a project which improves their social impact.

For the last 3 years OxLEP Business has been providing Oxfordshire SMEs with very much needed support.

Oxfordshire has a well-balanced, resilient economy and is one of the strongest engines for growth in the UK. However, a wide range of Oxfordshire businesses still require support, UK's departure from European Union and current cost of living challenges have hit many businesses hard. Responding to these challenges the OxLEP Business continues to focus on three interlinked missions:

- Restart: getting businesses back operating over the first 6 months of lockdown
- Recover: helping businesses to get back to profitability
- Renew: Building better, stronger and greener businesses

Between April 2021 and April 2022 OxLEP Business:

- Engaged 2,670 businesses providing over 6000 hours of business support
- 1,683 Businesses completed our Business Support tool
- Provided support worth £3 million
- Help safeguarded or create 388 jobs

In this current financial year OxLEP Business has:

KPI	Output
Number of jobs created (direct and supported) and safeguarded.	Created: 42.5 Safeguarded: 63
Number of businesses supported	509
Hours of support provided to SMEs	1840
Number of businesses triaged through online business support tool	601
Number of referrals to other programmes, including ERDF and Skills	1026

Support provided to Oxfordshire SME's is very much client led meaning we have flexed the support provided as required requiring us to be fleet of foot. This will be vital with this 2-year contract.

We continue to be committed to helping businesses Start, Restart, Recover and Renew, helping them protect jobs and grow.

## Purpose

### To further develop the Oxfordshire Growth Hub Business Support offer

OxLEP seeks proposals from consultants to further develop the Growth Hub offer, to build collaborations and to deliver the activities as an integrated contract in line with the Oxfordshire Economic Renewal Plan, that complements the existing support available under the OxLEP Business banner.

The proposals should demonstrate how the consultants help OxLEP Business create an Oxfordshire SME community. In addition, the tender requires successful consultants to deliver the following activities:

- Outreach to generate new contacts amongst the Oxfordshire business community
- Work with OxLEP Business team to further develop current online business support tool which acts as the gateway to all future business support activity.
- Support triage activity where required to businesses against a menu of business support options to identify the most relevant and most suitable support solutions for them.

- Work with OxLEP Business team to create individual bespoke business support plans as a result of SME's completing our online business support tool
- Design, direct and deliver an appropriate series of support activities for each stage of a business's journey including for example (but not exhaustive):
  - Business Basics
  - Business Planning
  - Business Survival
  - Investor Pitching
  - Technical aspects of Investment:
    - Business Valuation; understanding the true worth of your tangible/intangible assets, liabilities, and income
    - Understanding investor due diligence
  - Growth activity
  - Workshop/webinar support
  - Peer Networks
  - Mentoring
- Generate new client pipeline and maximise on existing clients who are interested in the support offered by OxLEP business.
- Work alongside OxLEP comms team to develop marketing and communications materials to engage businesses with the Growth Hub, to promote the support offered and to celebrate achievements, including case studies of supported businesses.
- Provide programme management support for the Growth Hub, i.e. non-ERDF funded activities, including all back office administration, programme monitoring and reporting where require.
- Evaluate delivery/impact at 6 months and post end of contract period. Proving a robust impacts report.
- Provide robust supply chain management of any third party engaged to support delivery of the programme
- Conduct post-support evaluation with businesses to gather feedback on the support provided and to identify to what extent the support has had an impact on the business
- Develop annual Business Support Impact report.
- Support OxLEP Business to develop a series of in person business support surgeries (drop in location)

### **In addition**

Should funding be allocated to Growth Hubs for 23/24, we are anticipating that they will provide a steer in terms of the specific areas of support required however it is anticipated that from April 2023 we will be asked to place some focus on the following areas:

- Net Zero
- BAME
- Women in Leadership
- Scale Up/Growth

From a local perspective we also ask applicants to consider and evidence:

- Social Good
- Net zero
- Leadership
- Investment Readiness

OxLEP is seeking a breadth of advisors and experience as part of this offer. As such, it does not expect that a single consultancy will necessarily be able to deliver all the above elements itself, and therefore expects that some respondents will look to sub-contract elements of delivery. OxLEP will expect to see a clear and robust explanation for how these will be procured and managed to ensure that they offer quality service and value for money.

### **Current funding position**

This contract is not dependent on Government funding award.

### **Expected outcomes and targets**

<b>Outcomes</b>	<b>Target</b>
Number of businesses light, medium, hard triaged - evidence through Business Support Plans and email traffic	2500
Number of new jobs created	80
Economic recovery plans developed and monitored after 6 months	500
Referrals to other programmes/activities	500
Produce monthly data/reporting – end of contract reporting and recommendations	Monthly
Number of business surviving for at least 6 months as a result of receiving support	200
Jobs safeguarded in supported businesses	600

- Applicants must provide a quarterly profile of targets within their responses and explain how these will be achieved.
- Applicants must submit a robust delivery plan with their responses ensuring support is maintained from the beginning of the financial year through to March 2025.



## Appendix 2

### Contract Conditions



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**PART B – REQUEST FOR QUOTATION****SECTION A COMMERCIAL INFORMATION – TO BE COMPLETED****A1 BIDDER INFORMATION**

<b>A1.1 Bidder details</b>	<b>Answer</b>	
Full name of the Bidder completing the RFQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes

	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) <sup>1</sup>	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

<b>A1.2 Contact details</b>	
Bidder contact details for enquiries about this RFQ	
Name	
Postal address	
Country	
Phone	
Mobile	

<sup>1</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

E-mail	
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## A2 MANDATORY REJECTION CRITERIA

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question A2.1 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact OxLEP for advice before completing this form.

A2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking ‘X’ in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
(c) the common law offence of bribery;		
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		

(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		

(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<p><b><u>Non-payment of taxes</u></b></p> <p><b>A2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</b></p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

**A3 DISCRETIONARY REJECTION CRITERIA**

OxLEP may exclude any Bidder who answers 'Yes' in any of the following situations set out in paragraphs (a) to (j);

<b>A3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.</b>	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
	<b>Yes</b>	<b>No</b>
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		

<p>(h) your organisation—</p> <p>(i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</p> <p>(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or</p>		
<p>(i) your organisation has undertaken to</p>		
<p>(aa) unduly influence the decision-making process of OxLEP, or</p>		
<p>(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or</p>		
<p>(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>		

### **Conflicts of interest**

In accordance with question A3.1 (e), OxLEP may exclude the Bidder if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform OxLEP, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by OxLEP should not represent a conflict of interest for the Bidder.



## **Taking Account of Bidders' Past Performance**

In accordance with question (g), OxLEP may assess the past performance of a Bidder (through a Certificate of Performance provided by a Customer or other means of evidence). OxLEP may take into account any failure to discharge obligations under the previous principal relevant contracts of the Bidder responding to this RFQ. OxLEP may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, OxLEP may re-assess reliability based on past performance at key stages in the procurement process (e.g. contract award stage). Bidders may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

## **'Self-cleaning'**

Any Bidder that answers 'Yes' to questions A2.1, A2.2 and A3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Bidder has to demonstrate it has taken such remedial action, to the satisfaction of OxLEP in each case.

If such evidence is considered by OxLEP (whose decision will be final) as sufficient, the Bidder concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Bidder shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the

measures are considered by OxLEP to be insufficient, the Bidder shall be given a statement of the reasons for that decision

- A4** All financial accounts and supporting information should wherever possible be in English and GBP Sterling. Where this is not possible, OxLEP will use an exchange rate for certain parts of its assessment of financial standing. The source of the exchange rate to be used and the rate itself will be notified to the Bidder by OxLEP at the time the assessment is made.

<b>FINANCIAL INFORMATION</b>							
A4.1	<p><b>Please provide one of the following to demonstrate your economic/financial standing;</b></p> <p>Please indicate your answer with an 'X' in the relevant box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) A copy of the audited accounts for the most recent two years</td> <td style="width: 20%;"></td> </tr> <tr> <td>(b) A statement of the turnover, profit &amp; loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years		(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation		(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
(a) A copy of the audited accounts for the most recent two years							
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(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position							
A4.2	<p>Where OxLEP has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this RFQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.</p> <table style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> Not requested for this RFQ         </td> </tr> </table>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requested for this RFQ				
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requested for this RFQ						

A4.3	<b>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b>	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			
	If yes, please provide the name below:				
	<table border="1"> <tr> <td>Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Bidder completing the RFQ</td> <td></td> </tr> </table>	Name of the organisation		Relationship to the Bidder completing the RFQ	
Name of the organisation					
Relationship to the Bidder completing the RFQ					
	If yes, please provide Ultimate / parent company accounts if available.				
	If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			
	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			

**A5** OxLEP's minimum insurance requirements for any contract(s) awarded for the goods and/or services covered by this RFQ are set out below. Evidence in the form of valid certificates of insurance for at least the sums set out below will be required prior to contract award.

A5.1	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	<input type="checkbox"/> Yes
		<input type="checkbox"/> No
	<p>Employer's (Compulsory) Liability Insurance £5m  Public Liability Insurance = £5m  Professional Indemnity Insurance = £2m</p>	
	<p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

- A6** Please provide details of up to 3 contracts performed during the past 3 years that are relevant to and demonstrate your experience in providing the Service covered by this RFQ. Although the information you provide will not be scored as part of this RFQ process, OxLEP may wish to use it in order to verify your relevant experience and capability. Please note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should OxLEP wish to contact them.

**For each contract** please provide the following information:

Customer organisation name	
Customer contact name, position in organisation, phone number and email address	
Contract start date Contract completion date Estimated Contract Value	
Brief description of contract (max 150 words)	

## SECTION B METHOD STATEMENT

Please describe how you propose to deliver the Service described in Appendix 1 Specification.

*You must:*

- *Set out the social value that you offer within this contract and how your business contributes to the society and community in which you operate.*
- *Provide evidence that you have relevant knowledge and skills for this role*
- *Provide evidence of how you go about successfully building and embedding client relationships*
- *Provide evidence that demonstrates your initial understanding about Growth Hub potential clients*
- *Demonstrate your approach to meeting requirements for the Growth Hub*
- *Explain your plan for commencing and delivering the service*
- *Evidence how back-office support will be delivered including reporting, evaluation and data input*
- *Evidence how you will evaluate and produce impacts report*
- *Provide evidence of your understanding of Growth Hubs*
- *Demonstrate a clear strategy on how you will work with OxLEP to deliver an enhanced Growth Hub including suggested themes including (but not exhaustive):*
  - *Net Zero*
  - *BAME*
  - *Women in Leadership*
  - *Scale Up/Growth*
  - *Social Good*
  - *Net zero commitments*
  - *Investment Readiness*

### METHOD STATEMENT

METHOD STATEMENT (continued)

**SECTION C PRICING SCHEDULE**

Please insert your quotation price for delivery of the Service set out in the Specification **excluding VAT** in GBP Sterling.

Item	Cost per day (£)	Description / Assumptions
	£	
<b>Total</b>	£	Please specify how many days per week have been used to calculate the budget.

You should identify all potential cost components anticipated in your delivery of the Service described in Appendix 1 Specification within the consultancy rate. No additional costs for travel or expenses will be considered by OxLEP unless these are clearly stated in your Pricing Schedule response.

NB: This contract is within IR35 Legislation

**SECTION D FORM OF QUOTATION**

Contract for Oxfordshire Growth Hub Business Support project  
To Oxfordshire Local Enterprise Partnership

I/we the undersigned DO HEREBY OFFER to provide the Service upon and subject to the terms and conditions set out in such Contract Conditions, Specification, and the pricing and rates contained in the Pricing Schedule and other documents as are contained or incorporated herein. This offer remains valid and open for acceptance for three months.

The amount of my/our Bid has not been calculated by agreement or arrangement with any person other than OxLEP and that the amount of my/our Bid has not been communicated to any person until after the closing date for the submission of Bids and in any event not without the consent of OxLEP.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from bidding, that they shall withdraw or vary the amount of any Bid once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of OxLEP in connection with the award of the Contract and that no person employed by me/us has done or will do any such act.

Signature .....

Duly authorised for and on behalf of the Bidder

(Electronic/typed signatures are acceptable)

Position held .....

Name and Address .....

of Bidder

.....

.....



Dated

.....

It must be clearly shown whether the Bidder is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual Bidder, the capacity in which s/he signs or is employed.

**SECTION E BIDDER CHECKLIST**

Bidders should ensure that they have completed the following sections before returning their RFQ responses:

<b><u>SECTION HEADING</u></b>	<b><u>COMPLETED?</u></b>
<b>Section A Commercial Questions</b>	<input type="checkbox"/>
<b>Section B Method Statement</b>	<input type="checkbox"/>
<b>Section C Pricing Schedule</b>	<input type="checkbox"/>
<b>Section D Form of Quotation</b>	<input type="checkbox"/>

It is important that all sections are completed as failure to do so may result in your RFQ response not being considered.

All correspondence relating to this request for proposals should be directed to:

Sarah Beal by email to [sarah.beal@oxfordshirelep.com](mailto:sarah.beal@oxfordshirelep.com) and [charlotte.bright@oxfordshirelep.com](mailto:charlotte.bright@oxfordshirelep.com). Any questions raised by bidders will be published on the OxLEP website so all potential respondents can view them.