



Invitation to Tender

Business and Technical Support for LCR Future Energy Beneficiaries



Date of Issue: 17th February 2017

Receipt of Tenders: 5.00 pm 24th March 2017

All tenders should be submitted by 0800 on Friday 10th February 2017.

Tenders received after this deadline cannot be considered.



Business and Technical Support for LCR Future Energy Beneficiaries

1.0 Inventya Solutions and LCR Future Energy

Inventya Solutions Ltd, part of the Inventya Holdings group, is a management consultancy, which undertakes market research, competitor analysis and facilitates the introduction of its clients to the market.

Inventya Solutions has recently secured the £3.7 million LCR Future Energy project. This prestigious project will help SMEs in the renewable energy supply chain in the Liverpool City Region to build their capability and capacity and ultimately to grow. This will be achieved by helping SMEs to understand and meet the requirements of the supply chain.

Inventya Solutions Ltd is the delivery organisation for LCR Future Energy, and is co-located with Inventya Ltd, which is the innovation consultancy arm of Inventya Holdings. The project is led by Inventya Solutions Ltd and delivered in partnership with Liverpool John Moores University and Gyron LLP.

The project is 3 years in length commencing 1st January 2017 and has a completion date of 31st December 2019. Inventya Solutions will seek further funding to continue supporting the renewable energy supply chain post December 2019.

The project is funded by the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regeneration.

The project offers a variety of funded support and grants, as follows:

- procurement advice, networking, events and seminars, including site tours of relevant sites.
- **Mentoring and technical support provided through external consultants contracted by the SME beneficiaries** (grants of 30%, up to grant value of £10,000).
- Product development support, i.e. data analysis.
- Market intelligence, competitor analysis and contact identification (up to 3 days fully funded).
- Support with accessing the market through attendance at national and international trade shows: grants of 25% towards exhibition costs at tradeshow (not travel and expenses).
- Promotion of contracts applicable to the renewable energy supply chain.
- Promotion of successes through website, newsletter, press releases and case studies.
- Partner referrals.

2.0 Project Scope

Establishment of a panel of mentoring and technical support companies who can provide a variety of services to build the capability and capacity of SMEs, who are either are in the renewable energy supply chain in Liverpool City Region, or who are looking to enter it.

LCR Future Energy will contribute in excess of £632,000 of grants to SMEs in Liverpool City Region, to help build their capability and capacity. The grant value will be up to 30% of the total project cost. Therefore, the overall value of this opportunity is anticipated to be in excess of £2 million.

The range of projects delivered will be diverse, dependent upon SME needs. This panel (matrix of panel providers against services) will be referred to SME clients, to help them to identify the most appropriate provider. **The SMEs will be responsible for procurement, for which they will undertake a separate**

tender process. Service provision contracts will be between the SME and the chosen provider.

3.0 Project Deliverables

The aim of this tender is to select and appoint a panel of mentors, consultants and coaches to provide a range of services to support SMEs receiving grants from LCR Future Energy. The breadth of services required by the beneficiaries is anticipated to be varied.

The assistance required will include, but is not limited to, the following service categories - *It is recognised that each service area below is extremely broad, ranging from strategy to implementation and delivery and might include;*

- Change management
- Marketing strategy
- Web design and content
- Business planning
- Lean manufacture
- IPR, patents, copyright
- Strategy development and implementation
- Legal advice (beyond legal compliance)
- HR and people management
- Bid and proposal writing
- Sustainable procurement
- Lifecycle assessment/carbon foot-printing
- Quality management systems
- H&S management systems
- Environmental management systems
- Business continuity management
- Logistics
- Resource management – consultancy
- Resource management – systems
- Advice on financial
- IT Support services

- IT systems development
- Product design
- Other

n.b. Tenders should clearly state experience and capability for each individual service area (if not clear, then service areas will not be included).

Through this process, Inventya Solutions aims to appoint a panel of suppliers for each service area. A service provider may be a provider in more than one category. It is important to note that there is no guarantee of work for any service provider appointed to the panel. Inventya Solutions Ltd reserves the right to appoint additional consultants to the panel, e.g. where skills gaps exist, resources are restricted or upon a beneficiary's request.

4.0 Tendering Process

Proposals should be concise, to help Inventya Solutions review and decide on the successful contractor. Extensive proposals will not be favoured.

Clarification of the ITT will be provided where sought, on an individual basis, by Inventya Solutions.

Timetable

Date	Timetable
24th January 2017	Issue ITT
8.00 am 10 th February 2017	Deadline for receipt of tenders
5:00pm 15 th February 2017	Announcement of successful applicants
As per client requirements	Commencement of work

Tenders received after this deadline cannot be considered.

5.0 Selection Criteria

All tenders will be evaluated against the following criteria, to assess the most advantageous:

- Price (day rate)
- Service area
- Technical and operational track record in providing services of a similar nature
- Skills, experience and capability of the proposed provider
- Added value – additional benefits provided

It should be noted that your tender does not need to factor in the usual sales and marketing costs associated with winning business - these will be borne by the LCR Future Energy Project. This should be reflected in your daily rate.

NB: it is the responsibility of each panel member, to ensure compliance with all their legal and financial obligations throughout the term of the project including liability insurances.

Scoring - 1-5 see below

1. Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Tenderer to deliver the services.
2. Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Tenderer to deliver the services.

3. Response is comprehensive and supported by good standard of evidence. Gives confidence in the ability of the Tenderer to deliver the services. Meets the requirements.
4. Response is comprehensive and supported by a high standard of evidence. Gives a high level of confidence in the ability of the Tenderer to deliver the services. May exceed the requirements in some respects.
5. Response is very comprehensive and supported by a very high standard of evidence. Gives a very high level of confidence the ability of the Tenderer to deliver the services. May exceed the requirements in most respects.

Your entire proposal including all supporting documentation should be e-mailed, as a single document, to t.smith@inventorysolutions.com by 0800 on Friday February 10th 2017. Please submit your proposal to Inventya Solutions Ltd in accordance with all the instructions and terms and conditions set out within this document. Please use the following format;

Company Name	
Address	
City	
Post code	
Telephone Number	
Web site	
Contact Name	
Position	
Phone Number	
E- mail	

Please outline each area of support you are proposing to offer and provide relevant information to support your application which demonstrates the ability of your company to achieve high quality outputs – please submit sheets below (plus separate attachment to allow for multiple applications).

Company	Area of support	Capability and supporting evidence (max 150 words)
Bodgitt & Scarper Ltd	Bid and Proposal Writing	<p>We have written over 75 successful bids for both clients and ourselves since 2008.</p> <p>The combined value of these bids is in excess of £12m. This is an average of £160k per bid. The range is from £12K to £890k.</p> <p>We have successfully bid for projects from:</p> <p>NWDA ERDF ESF Lancashire County Council Unilever</p> <p>We have a team of 3 bid writers who have worked together for over 5 years with a combined experience of over 35 years.</p>

Appendices - Terms and conditions

These appendices provide the terms and conditions which will govern your submission of a proposal to Inventya Solutions Ltd.

You are required to read these notes carefully together with the Invitation to Tender (ITT) brief before submitting a proposal.

By submitting a proposal, you accept these terms and conditions and you agree to abide by them. If you do not agree to these terms and conditions, please do not submit a proposal.

Submitting a proposal

By submitting a proposal, you confirm that:

You have no actual or potential conflict of interest with Inventya solutions Ltd and its associated companies, Trustees, officers or employees. If at any time during the ITT process you discover an actual or potential conflict of interest, please inform Inventya Solutions promptly.

You have legal capacity to submit a proposal in response to this ITT and are acting lawfully, ethically and in good faith in your dealings with Inventya Solutions Ltd.

You have sufficient time, skill, experience and resources to carry out the services to the highest professional standards expected of a competent supplier of services identical or similar and are able to obtain all necessary rights, licences, consents, waivers, approvals, permissions, permits, certificates and insurances necessary to provide the services to Inventya Solutions Ltd.

All information contained in your proposal is true, accurate and not misleading; and

Inventya Solutions may share your proposal with any third party as Inventya solutions Ltd, in its absolute discretion, deems necessary for the purpose of evaluation.

Compliance

Inventya Solutions Ltd reserves the right to reject or disqualify your tender where:

You fail to comply with the requirements of this ITT (including but not limited to these terms and conditions), your tender is incomplete, or

You are guilty of a serious misrepresentation in supplying information in response to this ITT; Invitation to Tender – Business and Technical Support for LCR Future Energy Beneficiaries.

Your tender is received after the deadline set out in this ITT.

Inventya Solutions Ltd will not consider any requests for an extension of the time or date fixed for the submission of responses.

There is a change in your identity, control, financial standing or any other factor impacting on the selection and/or evaluation of your tender.

You are or become insolvent or have a petition issued against you;
You do not have the economic and financial standing and/ or the technical and professional ability to carry out the services.

You are suspected either directly or indirectly of behaving in a collusive, canvassing, or anti-competitive manner or you offer or accept an inducement or reward in order to gain a commercial, contractual, regulatory or personal advantage; and/or

You (or if you are a commercial entity, a director or person who has the power of control or power to make representations or decisions on your behalf) have committed any offence relating to conspiracy, corruption, bribery, fraud, money laundering or any other criminal offence related to your course of business or profession.

Inventya Solutions Ltd reserves the right in its absolute discretion to:
Refuse any tender submitted.

Disqualify any potential tenderer who has been convicted of any of the offences listed at Regulation 23(1) of the Public Contracts Regulations 2006.

Extend the time or date for fixed submission. In such circumstances Inventya Solutions Ltd will endeavour to notify all tenderers of any change.

Amend any aspect of this ITT (including but not limited to the evaluation criteria and the timeline) or cease the process at any time.

Negotiate the award of additional services which are a repetition of the services advertised in this Invitation to Tender to the successful bidder.

Tenderer Responsibilities

You shall be responsible for all your own costs, expenses and losses which may be incurred in relation to the preparation of your tender.

You shall always treat the contents of Inventya Solutions documentation as confidential, as well as any information regarding Inventya Solutions Ltd imparted to you by any other means, and only disclose such information as

may be necessary for the preparation of a compliant response shall confirm such to Inventya Solutions Ltd in writing.

You shall not before the date and time specified within the ITT documentation disclose to any person the amount of your proposal except where the disclosure in confidence is necessary to obtain insurance premiums or guarantees required as part of any proposal to Inventya Solutions Ltd. Any contract entered because of this ITT will be on Inventya Solutions' standard terms and conditions.

Intellectual Property

All intellectual property rights in this ITT and all materials provided by Inventya Solutions Ltd or any third party acting on its behalf shall remain the property of Inventya Solutions Ltd.

Warnings/Disclaimers

Nothing contained in this ITT or any other communication made in respect of it between Inventya Solutions Ltd or its representatives and any party will constitute an agreement, contract or representation Inventya Solutions Ltd and any other party.

For the avoidance of doubt Inventya Solutions Ltd, receipt by you of this ITT does not imply the existence of a contract or commitment by or with for any purpose.

The information contained in this ITT does not purport to contain all the information which you may require.

While Inventya Solutions Ltd has taken all reasonable steps to ensure, as at the date of this ITT, that the facts contained in it are true and accurate in all material respects, Inventya Solutions Ltd does not make any representation or warranty as to the accuracy or completeness or otherwise of this ITT.

Inventya Solutions Ltd accepts no liability to you whatsoever and however arising and whether resulting from the use of this ITT, or any omissions from or deficiencies in it.

Waiver

Failure or neglect by Inventya Solutions Ltd to enforce at any time any of the provisions of these terms and conditions shall not be construed nor shall it be deemed to be, a waiver of our respective rights hereunder, nor in any way affect the validity of the whole or any part of this agreement, nor prejudice our respective rights to take subsequent action. This ITT shall be governed by and interpreted in accordance with the laws of England and Wales and subject to the exclusive jurisdiction of the English courts.

Tender responses should be sent and emailed to:

Tim Smith

Senior Business Advisor

Inventya Solutions Ltd

520 Birchwood Boulevard

Birchwood

Cheshire

WA3 7QX

Telephone: 01925 506 100

Email: t.smith@inventyasolutions.com