

Request for Quotation

LCR Activate Alumni Programme

Background

The 3-year, £5million, LCR Activate project helps small and medium-sized digital and creative businesses to grow, by providing access to new technologies and expertise for product development and commercialisation.

It drives innovation and accelerates scale-up across the Liverpool City Region's digital and creative sector, via the application of Artificial Intelligence, Big Data, High Performance Computing, Merging Data, and Cloud technologies.

The ERDF funded project is led by Liverpool John Moores University (LJMU), in partnership with the Liverpool City Region Local Enterprise Partnership (LCR LEP) and forms part of the Local Growth Hub.

The deliverables of the project include 150 digital and creative business assists, 37 new-to-market products developed, 51 new-to-firm products developed and 34 enterprises receiving grants.

Requirement

The provision of the following consultancy services for LCR Activate:

To plan and deliver an alumni programme for businesses that have accessed support, and in some cases funding, through Activate. The intention is to continue support in a collective way and have a rolling three month programme of ½ day a month to cover 1. Preparing for finance/ investment, and finance options 2. Product commercialisation 3. Leadership and business management for growth.

The idea would be to equip the businesses for growth so it may be that there is a ½ day workshop with a follow up assignment. This would in essence extend Activate's support to a further 12 hours per company.

The Activate project is measured on the number of new products to market and jobs created so we will be collecting these stats periodically from the alumni.

We would anticipate three groups going through the programme in a 10 month period (September 2019 to June 2020). Groups would be 15-20 people (no more than one person per business and wouldn't need to be the same person for each of the three sessions), ideally coming from non-competitive businesses.

All business details will be provided and an initial introduction will be made from Activate.

Deliverable Timescale

Contract to start late-July with first cohort starting September 2019

Indicative Budget

£21,000

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by 4pm on 18th July 2019 either electronically or by post/in person to Helen Cross, Liverpool City Region Local Enterprise Partnership, 1 Mann Island, Liverpool, L3 1BP helen.cross@liverpoollep.org. The work will be commissioned by Liverpool John Moores University on behalf of Activate.

Date Published

4th July 2019

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Conditions

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this request for quotation process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your proposal at any stage of this exercises. This applies whether or not your organisation is successful.
- This contract will be awarded by Liverpool John Moores University using their terms and conditions.