

# Request for Quotation

Name	<b>South East Midlands Local Enterprise Partnership (SEMLEP) and Northamptonshire Enterprise Partnership (NEP) Local Growth Fund 2016 Project Appraisal and Prioritisation support</b>
Date	29 April 2016

## About us

1. Established by the Coalition Government in 2011, LEPs play a central role in determining local economic priorities and undertaking activities that drive economic growth and the creation of local jobs. There are 39 LEPs across England.
2. The South East Midlands Local Enterprise Partnership (SEMLEP) was set up in May 2011 as one of the 39 Local Enterprise Partnerships (LEPs) in England. More information can be found on our website [www.semlep.com](http://www.semlep.com). In addition to the work that SEMLEP carries out we also have a business support arm which is called Velocity [www.velocitybusinesssupport.com](http://www.velocitybusinesssupport.com)
3. NEP is also one of the 39 LEPs nationally, with responsibility for driving economic growth in partnership with the private and public sector. Our Strategic Economic Plan (SEP) articulates our 2021 ambition to create an extra 32,500 jobs, build an additional 37,000 new homes and grow our overall economy by 30%. Northamptonshire's economy is set for continued growth with the Strategic Economic Plan providing the necessary focus to achieve this. For further information please visit [www.northamptonshirelep.co.uk](http://www.northamptonshirelep.co.uk)
4. We have a large number of partners including 13 local authorities, local businesses, business organisations and many other private and public organisations.
5. Both LEPs are formed as companies limited by guarantee.

## Background information for this brief

### Introduction

6. We are seeking to appoint Consultants to work with the in-house team and partner organisations to carry out an independent appraisal of project proposals submitted by our public and private sector partners in preparation for a joint bid to Government for Local Growth Fund from 2017/18 in July 2016. This will also include support for the development of the bid to government to fund the prioritised projects and support with the preparation of related committee and board papers.
7. SEMLEP and NEP are Local Enterprise Partnerships of which there are 39 covering England. They are both private companies limited by guarantee with a Board of public sector and private sector directors with a private sector Chair. The combined geographical coverage is the following 14 local authorities: Milton Keynes Council; Bedford Borough Council; Central Bedfordshire Council; Luton Borough Council; South Northamptonshire District Council; Daventry District Council; Kettering Borough Council; Northampton Borough Council; Corby Borough Council; Wellingborough Borough Council, East Northamptonshire District Council, Northamptonshire County Council, Cherwell District Council and Aylesbury Vale District Council.
8. The population of SEMLEP and NEP is around 2m and there are around 80,000 businesses with a GVA of around £50bn.

### Background

9. SEMLEP has previously been allocated £79.3m in round 1 of the Local Growth Fund and £46.7m in round 2 to deliver jobs and infrastructure across the SEMLEP area. The first round of projects, which started in 2015/16 are now nearing completion and will soon be delivering the outcomes of new homes and jobs for local communities. All of the funds received by SEMLEP during 2015/16 have been spent and, as a result, we received an additional £2m from Government for investment in broadband. This is a positive starting point for a new round of Local Growth Fund. More details are available on the [Growth Deals page](#) on the SEMLEP website.

10. Similar to SEMLEP, NEP was also able to meet its full commitments for 2015/16 resulting in an additional £2m for investment in broadband totalling £20.8m expenditure for the year. Across both Growth Deals, NEP has been allocated £63.5m of Funding to support infrastructure across the county. Currently 11 projects are being supported enabling much needed improved access on the main arterial roads within Northamptonshire, improved educational facilities and leading to the creation of jobs and new homes. In addition NEP has also been awarded a further £50M of Public Works Loan Board funding as part of the Growth Deal, to bring forward key infrastructure developments across Northamptonshire.

### **Previous rounds**

11. In 2014 both SEMLEP and NEP submitted their Strategic Economic Plan's to Government (SEP) in order to bid for a share of the first Local Growth Fund of £2bn in 2015-16. Prior to the submission, local authorities, universities and colleges were invited to submit project proposals outlining how much round 1 Local Growth Fund they would need, what this would be used for, what would be the outcome in terms of new jobs and homes and level of match funding.

12. All projects provided detailed information in a pro forma and were appraised against nine criteria. These were determined with reference to the HM Treasury Five Case Model.

13. An independent report was produced that summarised the outcome of the appraisal and highlighted a number of weaknesses. Specific issues identified for some projects were lack of certainty of delivery arrangements, planning permission, private sector match funding, lack of clear project objectives and a weak evidence base.

14. In July 2014, the government announced the allocation of Local Growth Fund for 2015/16 that had been awarded to each Local Enterprise Partnership. SEMLEP was awarded a Local Growth Deal of £79.3 million investment into the area – set to create over 4,200 new jobs and more than 3,800 new homes by 2020. South East Midlands have confirmed funding with an initial £19.9 million confirmed for 2015/16 and a further £23.9 million to be spent by 2021. The government has also provisionally earmarked £20.6 million for two projects: a link road within SEMLEP's Northampton Waterside Enterprise Zone (£0.6m) and improved access to London Luton Airport (£20m).

15. NEP was awarded £67.35 million investment as part of the growth deal, to support the creation of 3,720 jobs and unlock the delivery of over 7,452 homes across Northamptonshire. In addition NEP was also awarded a further £50M of Public Works Loan Board funding as part of the Growth Deal, to bring forward key infrastructure developments across Northamptonshire.
16. In September 2014, a similar process was undertaken for round 2 Local Growth Fund. Once again partners submitted a proforma which was appraised against 9 criteria, slightly updated from round 1 and now embedded the SEMLEP Assurance Framework. The appraisal was once again undertaken by independent consultants. The criteria are:
- a. **Need for public sector intervention**, including strong market failure rationale.
  - b. **Strategic fit** with SEMLEPs Strategic Economic Plan and Government's key priorities, **and strong buy-in from local partners** (including political and business leaders). It will be necessary to demonstrate how the proposal goes beyond the current LGF projects.
  - c. **Private sector leverage**, both in terms of quantity and certainty of leverage proposed.
  - d. **Net economic impact**, including the magnitude of the expected impacts, and also the extent to which these are expected to be additional. This section should align with HMT Green Book methodology and needs to present robust evidence.
  - e. **Wider impacts**, in terms of scale and likelihood.
  - f. **Value for money**, in terms of an assessment of costs versus benefits (e.g. cost per job or £ of GVA generated).
  - g. **Deliverability**, in terms of land ownership, the need for planning permissions and other identified risks and challenges.
  - h. **Management structures**, in terms of the strength of the overall management of the project.
17. In 2015, the government announced the allocation of Local Growth Fund for 2016/17 that had been awarded to each Local Enterprise Partnership. SEMLEP was awarded a Local Growth Deal of £46.7 million investment into the area – set to create 5000 new jobs and 1000 new homes by 2020. South East Midlands have confirmed funding with an initial £7.1 million confirmed for 2016/17 and a further £17.6M million to be spent by 2020. The government has also provisionally earmarked funds for two projects: Bedford Town Centre and M1-A6 Link Phase 1 in Central Bedfordshire.

18. Further details about previous bidding rounds are available on the [website](#).
19. In terms of NEP, in relation to Growth Deal round 2, NEP was awarded a further £9million of investment to support the creation of additional jobs and homes by 2021.

## Requirements

20. We now require consultants with the knowledge, experience and technical expertise of carrying out HM Treasury Green Book appraisal of capital projects.
21. They are required to undertake an independent appraisal of project proposals submitted by our partners for round 3 of the Local Growth Fund for submission to Government in the summer of 2016.
22. Familiarity with the Local Growth Fund and some experience of supporting LEPs in submitting their Strategic Economic Plans would be preferable. Awareness of the LEP assurance framework and how that needs to influence the appraisal and prioritisation process is also an essential requirement of the commission.
23. The consultants will be required to receive the submissions from partners on a refreshed proforma similar to those used in earlier rounds. This will be available shortly.
24. Prior to the appraisal process consultants will need to be available for face to face and telephone sessions in late May/early June to support the development of better project submissions. This will involve the consultants providing challenge and constructive feedback on individual project proposals to partner organisations via e-mail, telephone and/or face to face where feasible.
25. Where a project proposal has a strong strategic fit with SEMLEP, NEP and government's priorities but requires further development, the consultants may be required to support the relevant partner organisation to strengthen their proposal for inclusion in our bid to government.
26. The consultants will be required to produce a draft report outlining the results of the appraisal with a set of recommendations for the SEMLEP and NEP Board's and CEO Group's to consider by Friday 24 June.

27. In addition the consultants may be required to attend certain meetings of SEMLEP and NEP Boards, CEO, Leaders and Growth Fund Task Group with the draft and final report.
28. Both LEPs have a small in-house team to support the process. In particular at SEMLEP you will be working closely with Hilary Chipping as Head of Infrastructure, and Judith Barker, who manages the Local Growth Fund programme and has responsibility for compliance with the SEMLEP Assurance Framework. At NEP the key contact would be Sajeeda Rose as Chief Operating Officer with responsibility for delivery of the Growth Deal.
29. The consultants would also work closely with a steering group that comprises Chief Executives of some of our local authority partners.

## Budget

30. A provisional budget of £20k excluding VAT but including expenses has been identified for this work.

## Timetable

<i>Issue the Quotation</i>	29 April 2016
<i>Quotation deadline for return</i>	9am on Tuesday 17 May 2016
<i>Interview and presentation (if required)</i>	Thursday 19 May
<i>Award of contract</i>	Friday 20 May
<i>Inception Meeting</i>	Wednesday 25 May
<i>Development support</i>	30 May – 10 June
<i>Independent appraisal of all project pro formas</i>	13 June – 24 June
<i>NEP Board Meeting</i>	29th June
<i>Draft report and presentation to LGF Task group</i>	1 July
<i>Final Report on prioritisation process to SEMLEP and NEP Board and CEO Group with</i>	Dates to be confirmed in

<i>business case to Government</i> <ul style="list-style-type: none"><li>- <i>Presentation to Officer team</i></li><li>- <i>Board report and presentation</i></li><li>- <i>Submission to Government</i></li></ul>	early July  21 July 2016
---	--------------------------------

## Submission Requirements

1. In your submission please outline your proposed methodology, key resources and experience, past examples of similar work, number of days and costings. As we are unable to confirm yet how many project proposals we are likely to receive, please therefore include a breakdown of costs for appraising a set number of projects- 15 and 30.
2. Please send your completed forms and any supporting information electronically to Ellen Withey at SEMLEP [ellen.withey@semlep.com](mailto:ellen.withey@semlep.com) and [judith.barker@semlep.com](mailto:judith.barker@semlep.com) by noon on Monday 16 May with the name of the Quotation in the subject header. Please note we **do not** want hard copies to be sent in the post. Given timescales we would be looking for concise submissions.
3. For further information please contact Hilary Chipping at SEMLEP [Hilary.chipping@semlep.com](mailto:Hilary.chipping@semlep.com) 07703610791 or Judith Barker [judith.barker@semlep.com](mailto:judith.barker@semlep.com) 07960 224568
4. The Quotation response must include:
  - Company information
  - Signed (scanned) and completed pricing schedule
  - Quality assurance questionnaire
  - Supporting information

## Selection criteria

5. The scoring criteria are set out below:
- 6.

Price	25%
Ability to deliver the required service quality and within timescales	35%
Experience of delivering similar work	20%
Economic financial standing of the applicant	10%
Social Value – Impact in regard to the economic, social and environmental well-being of the community in which the applicant operates	5%

Questions on Quality, Environment, HSE, Equalities & Insurance, references	5%
Total	100%

Please note: All Quotation submissions will be subject to an Experian credit check.

# Application Form

## 1. Company Information

<b>NAME OF ORGANISATION</b>	
<b>CONTACT NAME</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL</b>	
<b>CO. REGISTRATION NUMBER (IF APPLICABLE)</b>	
<b>ADDRESS</b>	
<b>REGISTERED OFFICE (IF DIFFERENT)</b>	
<b>WEBSITE ADDRESS</b>	
<b>MAIN PURPOSE OF BUSINESS</b>	

## 2. Pricing Schedule

<b>NAME OF ORGANISATION:</b>					
ITEM NO.	DESCRIPTION	QTY	UNIT	COST PER UNIT £	TOTAL PRICE FOR ITEM £
1					
2					
3					
5					
<b>TOTAL QUOTATION SUM £</b>					

### Additional Costs *(to be considered at the discretion of the SEMLEP and NEP)*

Please set out below any additional costs you believe are necessary to complete this work *(insert additional rows if necessary)*:

	DESCRIPTION	QTY	UNIT	COST PER UNIT £	TOTAL PRICE FOR ITEM £

### QUOTATION COMPLETED BY (an authorised employee of your company)

Name:			
Position (Job Title):			
Date:		Address	
Telephone number:		Email Address	

### 3. Quality Assurance Questionnaire

Please complete the following Quality Information

<b>Organisation name</b>	
<b>Contact name and telephone number</b>	

#### Environmental

<b>1</b>	In the last 3 years, have you been prosecuted for any environmental offence? Or have any case pending? If yes please give details.	Yes/No
<b>2</b>	Has your company initiated any processes or actions in relation to improving your environmental performance? If yes please give details.	Yes/No

#### Equalities

<b>3</b>	In the last three years, have any findings of unlawful discrimination been made against you or your firm by the Employment Tribunal, the Employment Appeal Tribunal or any other court or in comparable proceedings in any other jurisdiction? If yes please give details.	Yes/No
<b>4</b>	Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010? (Your practice must not treat one group of people less favourably than others because of their race, gender, age, religion or belief, gender reassignment, disability, pregnancy/maternity or sexual orientation in relation to decisions to recruit, train or promote employees).	Yes/No

#### Health and Safety / Quality Assurance

<b>5</b>	In the last 3 years, has your organisation been prosecuted or had a notice served for contravention of the Health and Safety at Work Act 1974 or associated regulations or been the subject of a formal investigation by the Health and Safety Executive or similar national body charged with improving health and safety standards? If yes please give details.	Yes/No
<b>6</b>	Does your organisation have a written health and safety at work policy, with arrangements for implementing and monitoring the policy?	Yes/No

## Insurances

You may need to provide evidence to SEMLEP that your organisation meets the requirements below or prior agreed levels

<b>7</b>	<b>Employer's Liability:</b> Please advise what insurance you hold and whether you have made any claims in the last 3 years?	£
<b>8</b>	<b>Public Liability:</b> Please advise what insurance you hold and whether you have made any claims in the last 3 years?	£
<b>9</b>	<b>Professional Indemnity:</b> Please advise what insurance you hold and whether you have made any claims in the last 3 years?	£

## References

<b>8</b>	<b>Reference 1:</b> Please provide a contact name, organisation details, telephone number, the value and the type of work carried out.	
<b>9</b>	<b>Reference 2:</b> Please provide a contact name, organisation details, telephone number, the value and the type of work carried out.	