

Austin-Smith:Lord

Request for Quotation

Legal Advice re Establishment of Employee Share Ownership Structure

Background

Austin-Smith:Lord is a creative collective of design professionals with decades of experience and an impressive track record. From design concept to project completion we provide complete solutions which are informed by innovation, creativity and responsibility.

We believe in the power of good design to raise the spirit by transforming and enhancing environments. We are driven by a passion for creating exciting, contextual and life-affirming buildings, places and spaces. Our philosophy is underpinned by a commitment to listen to our clients and, through collaboration, surpass their expectations. Every logistical difficulty represents a chance to be creative. There is an art to being practical.

Requirement

We are embarking on our journey to let our employees co-own the business, as part of our growth strategy. We aim to achieve this by March 2023. We are now at a stage that we need to engage a specialist consultant to take us to the finishing line, which will encompass: -

Obtaining necessary clearance from HM Revenue & Customs

Preparation of all the legal documentation required – examples below but not exhaustive

- Share Sale Agreement
- Employee Ownership Trust Deed (EOT)
- Incorporate a corporate trustee to manage the EOT
- Amended Articles of Association for Austin-Smith:Lord Limited
- Debenture and possibly a Security Trust Deed – to secure the deferred consideration owed to the Sellers
- Shareholders' agreement - to regulate the relationship between shareholders and the EOT
- Option agreement - so that those retaining shareholders can sell their residual shares to the EOT in the future at an agreed value

Design, implementation and establishment of an Employee Ownership Trust
Working with project teams and/ or the wider employee group

Support with employee communications and events to ensure that employee ownership is understood by everyone within the business

Workshops for all employees, senior teams and future leaders

Support with the formation of employee councils or other groups to facilitate employee voice

Support with the appointment of trustee directors

Support for trustee directors on their new role and responsibilities

Advice on and implementation of share schemes, for direct share ownership, if required

Deliverable Timescale

Commencing November 2022, completion by March 2023

Indicative Budget

Up to £20,000 is available

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 2nd December 2022 electronically to Allan Chan – allan.chan@austinsmithlord.com

Date Published

22 November 2022

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Conditions of Tender

- 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 tender 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 Tender at any stage of this exercises. This applies whether or not your organisation is successful.