



Request for Quotation

Commercial Legal Support

Background

Mindless Academy is the UK's leading empowerment & employability platform. We provide short-term, high-value, digital work experience to students and young professionals worldwide. We partner with universities to deliver our 4-week Digital Micro-Internship programme, a virtual work experience in designed to empower students and graduates with the Mindset, Skills & Experience they need to navigate their careers with confidence

Requirement

Mindless Academy requires support in the following areas:

- Employee contracts
- Freelancer agreements (for paid projects and unpaid internship opportunities)
- Service level agreements for university partners
- IP & copyright advice and clauses
- Support with registering trademarks
- Data privacy & protection

Desired capabilities are a) advisory capabilities to provide guidance and legal considerations relating to business model set up and organisational structure and b) specialist legal capabilities with a solid understanding of content IP for the applicable tasks.

Deliverable Timescale

Commencing February 2023 – Completion by 31st March 2023

Indicative Budget

£ 7,500 GBP

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 Friday 3rd February electronically to Laurie Stewart – laurie@mindlessacademy.com

Date Published

25 January 2023

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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.