

# **Growth Platform**

## **Invitation to Tender**

### **LCR Supply Chain Support Procurement Masterclasses**

#### **Background**

Growth Platform is Liverpool City Region's Growth Company, designed to support people and businesses to realise their potential and generate growth. Our role is to strengthen, simplify and coordinate the business support landscape for businesses across Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral.

Our mission is to deliver growth across the City Region – through business support, attracting investment and cluster development to create a fairer, greener and more inclusive economy for all who live and work here.

[www.growthplatform.org](http://www.growthplatform.org)

#### **Background and Context**

Funded by the UK Shared Prosperity Fund (UKSPF) Growth Platform is developing and leading on three business support projects: Supply Chain, Inward Investment and Export. These projects have been strategically linked to align symmetries and foster complementarity. By coordinating efforts across these initiatives, Growth Platform aims to maximise their impact and create a cohesive ecosystem that supports businesses in various aspects of their growth journey. This integrated approach ensures that business can benefit from a comprehensive range of support services, enabling them to strengthen their supply chains and expand their export capabilities. Stronger more resilient clusters will further support our inward investment offer.

#### **Overview**

As part of the Liverpool City Region (LCR) UKSPF Programme, Growth Platform is seeking a provider to deliver an initial 5 Supplier Procurement Masterclasses to businesses in the LCR, focusing on the 3 priority sectors of Advanced Manufacturing, Digital and Creative and Health and Life Sciences. The objective is to increase the capability of business understanding of how to effectively compete when tendering for new business opportunities. These initial Masterclasses must be delivered by 31<sup>st</sup> August 2024.

This initiative is part of a larger programme aimed at encouraging LCR businesses to actively participate in local, regional and national supply chains. Other work being conducted in this area involves the development of an online Tool Kit on the Growth platform website and a series of Meet the Buyer events scheduled in the latter half of 2024, which will be based on the findings of the cluster mapping work.

An opportunity for cluster mapping has been advertised and the successful supplier will be conducting a comprehensive analysis of the three priority clusters in the LCR: Advanced Manufacturing, Digital and Creative and Health and Life Sciences. Once complete the findings from this analysis may indicate the requirement for some sector specific Masterclasses. We therefore may consider requesting the successful supplier to deliver additional more specific masterclasses based on the outcome of the mapping exercises, the supplier capabilities and the successful delivery of the initial generic masterclasses. The anticipated completion date for the cluster mapping work is mid April 2024.

## Requirement

The successful supplier will be responsible for developing, promoting and delivering;

- **Masterclasses:** 5 general procurement masterclasses. The masterclasses should serve as a comprehensive introduction to navigating bidding process for procurement opportunities. This may include, but not limited to, guidance on identifying opportunities, understanding tender mechanisms and processes, factors to consider before applying and the likely qualification requirements typically expected by larger buyers including the public sector etc. The content of the masterclasses will be advised by the successful supplier..

Each masterclass should have a participant count of between 15 – 20 participants from separate businesses and can be conducted either online or in person, without being limited exclusively to one format.

- **1-2-1 sessions:** we expect every business attending a Masterclass to receive at least 1-2 hours of personalised support. The objective of these sessions is to conduct a diagnostic assessment and develop a high quality action plan tailored to the individual business. We expect these 1-2-1's and action plans to be completed no later than 3 weeks after the end of each masterclass to maintain business momentum.
  - **Diagnostic:** Growth Platform have a Supply Chain diagnostic tool that the successful supplier will be required to utilise. The diagnostic has the option of being completed independently by the business or in collaboration with the supplier. It is anticipated that these diagnostics will be completed prior to the masterclass, enabling the supplier to identify emerging trends or areas of common support required. This can then be factored into the masterclass delivery.

- Action Plan: It is imperative that each business completes the support with a high quality action plan that aligns with their individual aspirations and facilitates their growth. These action plans must be tailored to each business and not a generic 'one size fits all'.
- **Recruitment:** Growth Platform will recommend businesses to the programme, but it will be the supplier's responsibility to ensure the masterclasses are fully subscribed. Businesses should initially be directed to the Growth Platform website where they will be required complete a short on boarding questionnaire to allow us to assess their suitability for the support.  
Any marketing and communications activities should be carried out in collaboration with Growth Platform's Marketing and Communications team.

The successful supplier will play a vital role in equipping businesses with essential knowledge and guidance to effectively navigate tender processes, explore buying opportunities and align their supply chain strategies with future cluster needs.

We are also interested in understanding how suppliers will effectively target and engage harder to reach groups, including women and BAME led businesses to ensure diversity within the cohorts.

## **Expected Client Journey**

See Annex 1

## **Potential Future Specialised Masterclasses**

As previously mentioned, the findings of the Cluster Mapping work may indicate the need for specialised masterclasses. In the event that such a need arises, we are interested in hearing from potential suppliers who can also provide any specialist support in specific areas. Growth Platform is open to specialists being subcontracted by the successful supplier.

We are establishing connections and fostering relationships with the newly created Cluster Boards in the LCR as well as with the procurement teams of larger businesses and anchor institutions in the region. By closely collaborating with the cluster boards, Growth Platform can identify and comprehend the evolving requirements of the supply chain. This knowledge will enable proactive adaptation and ensure that the supply chain remains responsive to changing demands.

## Timescales

Invitation to Tender Published	15 <sup>th</sup> December 2023
Deadline for supplier questions	5 <sup>th</sup> January 2024
Deadline for Growth Platform response to supplier questions	8 <sup>th</sup> January 2024
<b>Deadline for tenders to <a href="mailto:lisa.duddridge@growthplatform.org">lisa.duddridge@growthplatform.org</a></b>	<b>28<sup>th</sup> January 2024 @11:59pm</b>
Clarification Interviews (if required)	w/c 5 <sup>th</sup> February 2024
Supplier notified of award of contract	w/c 12 <sup>th</sup> February 2024
Contracts issued	w/c 12 <sup>th</sup> February 2024
Contract Start date	19 <sup>th</sup> February 2024

## Indicative Budget

£125,000 inclusive of VAT.

**Please indicate in your tender if you are VAT registered.**

Any additional masterclasses required are expected to be at the same rate as above.

## Supplier Questions

Any questions should be directed to Growth Platform's Point of Contact Lisa Duddridge, via email [lisa.duddridge@growthplatform.org](mailto:lisa.duddridge@growthplatform.org), on or before the 'deadline for suppliers questions' date stated in the above timeline.

All questions and answers will be made anonymous and disseminated to all potential suppliers on Growth Platform's tender page; <https://www.growthplatform.org/tenders/>

**It will be the responsibility of suppliers to monitor the site for latest activity.**

## Proposal Format

Suppliers should demonstrate they have the capabilities, knowledge and resources to deliver the above brief. Suppliers expressing an interest in this opportunity should provide their submission in PDF format no more than 8 sides of A4.

## Evaluation Criteria

When awarding this contract Growth Platform reserves the right not to accept the lowest price tender, but the most economically advantageous tender taking into consideration the award criteria below.

Quotes will be scored by the Head of Sectors and the Supply Chain Executive.

In the event that all tenders score under 65 the Growth Platform reserves the right to re-advertise the opportunity.

Quotations will be assessed and scored on the following criteria:

Quality: 80% made up of:	Weightings
Technical and professional capacity to deliver the brief including an understanding and knowledge of the LCR business ecosystem, particularly the three priority sectors	30%
Methodology for the delivery of the brief, including: <ul style="list-style-type: none"> <li>• detail of resources and staffing to be allocated to the contract</li> <li>• how will business attendees be recruited</li> <li>• how will a quality action plan be determined</li> <li>• content of the masterclasses</li> </ul>	30%
Timescales – timeline of activity to demonstrate timely delivery to deadlines	20%
<b>Price: 20%</b>	
(Lowest bid price /your bid price) x 20%	20%

### Scoring Methodology

The scoring mechanism for scored questions will be detailed as follows unless stated otherwise.

Score	Meaning
0	Unacceptable response. Requirement level is not met. Many important issues are completely un-addressed or response wholly inadequate or inappropriate. Concerns are serious and risk levels unacceptable for many areas.
2	Poor response. Requirement levels are adequate for only some important issues. Some important issues are largely incomplete. Concerns are serious and risk levels unacceptable for some areas.
4	Adequate response. Requirement level is partially met. Overall, the proposals are satisfactory, but some issues are weak. Risk levels apply but Bidder has demonstrated understanding of how they will meet all minimum requirements.
6	Good response. Requirement level is partially met, competence is demonstrated in all areas but there is scope for more detail and more depth in some areas.
8	Very good response. Requirement level is met with only a few minor weaknesses or queries. Competent bid demonstrating overall understanding of requirements and experience in all areas.
10	Excellent response. Requirement level fully met. All key issues addressed. Range of examples of good practice, experience, understanding of requirements.

## Clarification Interviews

If it is felt that submissions require clarification, tenderers may be invited to a clarification interview. The representatives who attend should be the people who will be working on this contract.

## Deadline and Submission

Proposals are required by **28<sup>th</sup> January 2024 @11:59pm** electronically to [lisa.duddridge@growthplatform.org](mailto:lisa.duddridge@growthplatform.org)

## Date Published

15<sup>th</sup> December 2023

***This project is funded/ part funded by the government through the UK Shared Prosperity Fund.***

***Growth Platform encourages submissions from underrepresented groups.***

## Conditions of Tender

- **Feedback on unsuccessful Bids:** Due to the relatively low indicative budget for this work (i.e. less than the current PCR limits) there is no regulatory obligation for us to provide feedback if your bid is unsuccessful.
- **Right to Discontinue Tender Process:** We reserve the right to discontinue this tender process at any time and may chose not to award a contract. This decision will be made at Growth Platform's discretion based on various factors.
- **Non-Reimbursement of Costs:** Regardless of the outcome of this tender process, you will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender. This applies to all stages of the exercise, whether your organisation is successful or not.

## Annex 1

### Expected Client Journey

