**Graphical user interface

Description automatically generated with medium confidence**

**Final Summative Assessment/Evaluation**

**DR!VE Business Support**

**INVITATION FOR QUOTATIONS**

**Selnet Ltd has a requirement for an independent final evaluation report for the current DR!VE project joint funded through** **European Regional Development Fund (ERDF)**

**These will form part of their Summative Assessment mandated in the Grant funding agreement with the managing authority**

**CONTENTS**

1. **BACKGROUND**
2. **BRIEF**
3. **HOW TO APPLY / SUBMIT YOUR PROPOSAL**
4. **EVALUATION CRITERIA / PROCESS**

# BACKGROUND

Selnet Ltd, is the Social Enterprise Network for Lancashire. Selnet are nationally recognised as one of the UK’s top 100 Social Enterprises and the lead body representing social enterprise in the Lancashire sub-region.

The DR!VE project funded through European Regional Development Fund (ERDF), provides a range of business support services that build capacity, provide resources and opportunities to help increase competitiveness, sustainability and impact of the business supported.

Selnet have many years of experience in contract management and are the lead partner in the delivery of the DR!VE project. Support to business through DR!VE is delivered by partners who have offices situated across the county.

Over the lifetime of the project, we will support up to 300 businesses including social enterprise, and entrepreneurs that will benefit from support tailored to their individual needs. Through a blend of one-to-one advice and one-to-many activities, DR!VE will cater to the specific needs of both new enterprises and to established enterprises looking to grow.

* Provision of specialist start-up support to potential entrepreneurs and to new (under 12 months) SMEs and social enterprises, and;
* Provision of development, growth, and capacity building support to established businesses, SMEs and social enterprises.

**Project Beneficiaries:**

All beneficiaries meet funder eligibility criteria and State-aid regulations.

DR!VE is distinct in being directly targeted at individuals that experience barriers to starting a business, primarily under-represented groups, and social enterprises. The beneficiaries will be those groups which traditionally underperform in the rates of business formation and in the early stages of growth.

Support is directed at Lancashire based businesses and residents who are:

* Considering setting up a business, social enterprise and entering self-employment.
* Entrepreneurs looking for support to get new and young businesses and social enterprises off the ground, and;
* Entrepreneurs looking to grow their established businesses and social enterprises.

Specific demographics such as gender and ethnicity are also applied to beneficiary throughflow.

# BRIEF

The DR!VE project is joint funded through European Regional Development Fund (ERDF), and our local partners who provide investment in the business supported.

We are entering the final delivery phase of our DR!VE project and now need to evaluate the impact that the project has had on the businesses and entrepreneurs supported. The project grant funding agreement places a requirement on Selnet as the grant recipient to undertake a summative assessment. Therefore, we want to work with a consultant/organisation who has experience of project evaluation and undertaking summative assessment to the standards required under ERDF specified guidance.

The service provider will produce a final report document that when submitted to the funder provides insights into project performance, gives reliable evidence of the project’s efficiency, effectiveness, and value for money, as well as insights into what and why interventions work (or not), and lessons for the future.

The report will provide project level evidence which will be combined with national evidence of progress and impact, to result in stronger evidence of the overall impact and effectiveness of the ERDF operational programme across England.

The approach to collecting information and the type of analysis within the summative assessment may be determined by the service provider, but all assessments need to cover the following themes:

* Relevance and consistency,
* Progress, delivery and management,
* Impacts, assessing value for money.

The funder provides the following guidance documents including a process map for the summative assessment:

[ESIF-GN-1-033\_ERDF\_Summative\_Assessment\_Guidance\_v4.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896857/ESIF-GN-1-033_ERDF_Summative_Assessment_Guidance_v4.pdf)

[ESIF-GN-1-034\_ERDF\_Summative\_Assessment\_Guidance\_Appendices\_v4\_updated.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915448/ESIF-GN-1-034_ERDF_Summative_Assessment_Guidance_Appendices_v4_updated.pdf)

The guidance states, Summative assessment stages:

Stage 1 - summative assessment planning: what must be done in order to plan for the successful implementation of the summative assessment. This includes the preparation of the logic model and the summative assessment plan using the templates provided by the managing authority.

Stage 2 - data collection and reporting: how you need to record and report upon data to ensure that ERDF programme monitoring requirements are met.

Stage 3 - reporting and communication: the completion of the summative assessment and its summary, submission of the report to the managing authority and the communication of its messages.

**Funding available:**

A maximum budget of **£8,000 (gross)** is available for this work. Any proposal exceeding this maximum budget will not be considered.

**Insurance**

We require the successful prospective supplier to have the following levels of insurance. You may be required to provide evidence of insurance prior to contract signing. Selnet Ltd reserve the right to request sight of these at any time during the lifetime of the contract.

* Public liability £1m
* Employers liability £5m (if applicable)
* Professional Indemnity £1m

**Intellectual Property**

All Intellectual Property created by the Service Provider or any employee, agent, or subcontractor of the Service Provider in the course of performing the Services; or exclusively for the purpose of performing the Services, shall vest in Selnet Ltd on creation.

**Delivery Timescales**

|  |  |
| --- | --- |
| **PROCESS** | **DATE** |
| Issue Brief | Tuesday 23rd August 2022 |
| Quotations received from prospective suppliers | Monday 19th September 2022 |
| Notification to award (no later than) | Monday 26th September 2022  (No later than) |
| Delivery activities complete | Tuesday 28th February 2023 |
| Final reports to Selnet | Friday 31st March 2023 |

Delivery timescales given above may be subject to change.

# HOW TO APPLY / SUBMIT YOUR PROPOSAL

Please submit a proposal outlining how you will meet the requirements of the brief (maximum 2,000-word limit) and specifically tell us:

**Skills, knowledge and experience**

* What experience you have in delivering this type of evaluation activity? Please provide examples of past delivery and details of 2 referees to whom you have provided similar services.
* Who would deliver the sessions and outline their skills and experience (CV’s may be attached in addition to your proposal - these will not be included in the word limit).

**Approach**

* What your approach would be
* How you would engage with clients, partners and delivery staff and how your approach ensure your final report meets the funders requirements

**Cost**

* Please compete the pricing schedule attached at Appendix A and include a breakdown of costs for delivery, materials, and the evaluation findings.
* Costings should be inclusive of ALL disbursements and VAT where payable by the successful organisation.

Please ensure you clearly identify and reference any attachments to your proposal. Attachments should only be provided when requested or as evidence in support of your written response.

**Your proposal and any supporting documents must be submitted electronically by email to the following email address** [**nina@selnet-uk.com**](mailto:nina@selnet-uk.com) **by 12noon Tuesday 20th September 2022**

Should you require clarification in respect of anything contained within this document please submit your question via [**nina@selnet-uk.com**](mailto:nina@selnet-uk.com)

Selnet Ltd reserves the right to circulate your query and the response, to other prospective suppliers.

**EVALUATION CRITERIA / PROCESS**

Proposals will be evaluated by a panel comprised of at least 2 representatives from Selnet Ltd / key project stakeholders.

The quotations will be assessed based on the following criteria;

|  |  |  |
| --- | --- | --- |
|  | **Sub weighting** | **Assessment criteria** |
| **Quality – 90%** |  | **The extent to which your proposal demonstrates:** |
|  | Approach to Delivery - 40%  (Max 15) | * Robust proposal which meets the requirements as outlined in the brief (5) * Demonstrates the ability to deliver all required services within the specified timescales (5). * Sufficient resources/capacity to deliver the brief (5). |
|  | Skills, knowledge, and experience - 40 %  (Max 15) | * A proven track record of delivering similar services (5). * Relevant experience, skills, and competencies of the proposed consultant/delivery team (5). * Clear understanding of the funders requirements (5) |
|  | Presentation of Findings – 20%  (Max 10) | * Demonstrates ability to present and communicate findings in a way that meets ERDF requirements (5). * Recognises the need to comply with data protection/GDPR requirements (5). |
| **Cost – 10%** |  | * Appropriate costings / ability to deliver with the budget. |

**Quality Scoring**:

|  |  |
| --- | --- |
| 0 | No response provided/ does not address any of the issues |
| 1 | Very poor response with minimal issues addressed |
| 2 | Poor response with few issues addressed |
| 3 | Satisfactory response with majority of issues addressed |
| 4 | Good response with all issues satisfactorily addressed |
| 5 | Outstanding innovative response |

**Please note that any proposal scoring less than 50% of the total quality score may be omitted from the process. If the highest scoring prospective supplier scores less than 50% of the total quality score we reserve the right not to award.**

**Price Scoring:**

The lowest price submitted (which is assessed as being realistic) will receive the full allocation of marks available. The percentage difference between your submitted price and the lowest submitted price is calculated as follows:

**NB: Proposals exceeding the maximum budget indicated above will be deemed to have failed and will not be scored.**

The Quality and Price scores will be added together to give you an overall score.

Should the requirements or budget alter these will be subject to change and may increase or decrease accordingly. It is expected that the successful prospective supplier is adequately resourced to accommodate such changes and will provide a total supply / service for the required period, whether greater or smaller at the tendered rates.

Please also note that Selnet Ltd will not be liable for any costs / prices not identified in your submission. No responsibility will be borne by Selnet Ltd for errors in the pricing submission.

Selnet Ltd reserves the right to clarify aspects of the prospective supplier’s financial model and pricing (should they wish to do so).

Prospective suppliers should be clear that should their offer be accepted, the submitted proposal and pricing will be integral to the contract and will be enforceable under the terms of the Contract.

**References**

As mentioned above please provide details of two referees. Should we decide to obtain references the referees will be asked a series of questions around but not limited to the following:

* + What type of service you provided
  + Value
  + Reliability
  + Flexibility
  + Communication

**Data Privacy**

Selnet Ltd is the Data Controller for the personal information you have provided in this process. Selnet’s Data Protection contact is Liz Tapner: [liz@selnet-uk.com](mailto:liz@selnet-uk.com). Any personal information included in your proposal will only be used to clarify and evaluate your proposal as part of the procurement process.

We may ask one or two trusted external representatives to join the evaluation panel and we would be required to share your personal information with them for the evaluation process.

We will share your personal information with others if we are required to do so by law.

For further information about how Selnet Ltd uses your personal information please see our website: <https://selnet-uk.com/wp-content/uploads/2022/02/SELP-024-Privacy-Policy-v2-2022.pdf>

**Additional Information**

Selnet Ltd reserves the right to issue supplementary documentation and information at any time during the process to clarify any issue. All such further information issued during the process shall be deemed to form part of this process and, where applicable, shall supersede any information provided to the extent indicated in the supplementary documentation.

Selnet Ltd may at its absolute discretion reject any submission which does not provide **all** the information required and requested by Selnet Ltd in the form requested. If a prospective supplier fails to complete all of the requested pricing information in the format specified such that it is not possible to evaluate the submitted price, then the quotation will be deemed to be non-compliant and will not be evaluated.

Selnet Ltd does not bind itself to accept the lowest or any proposal and reserves the right to accept the whole or part of any proposal. Each party shall be responsible for its own costs in submitting this proposal.

If at award stage the preferred prospective supplier chooses not to accept the offer to enter into an agreement, Selnet Ltd reserves the right to award to the next highest scoring prospective supplier and so on.

If your proposal is successful, you will be expected to provide the services in accordance with Selnet Ltd.’s terms and conditions and specific requirements detailed in this document.

Neither party will disclose to any third party, except where there is a reasonable requirement to make such a disclosure for legal purposes, any information acquired during the process nor whilst performing the work / service during the contract period, without the other parties written consent.