

**Tender Specification: Evaluation of Innovate to Succeed projects in the North East, North West and Yorkshire regions.**

**Date: 7<sup>th</sup> January 2019**



## CONTENTS

Page

### Section

1	INVITATION TO TENDER	3
2	BACKGROUND	3
3	SPECIFICATION OF REQUIREMENTS	4
4	PROJECT TEAM	4
5	QUALITY ASSURANCE / HSE	4
6	TENDER SUBMISSIONS	5
7	AWARD CRITERIA	5
8	QUERIES	6
9	TENDER RETURN	6

## **1. INVITATION TO TENDER**

The Contracting Authority for the purpose of this Invitation to Tender is RTC North Ltd.

Their address is Loftus House, Colima Avenue, Sunderland Enterprise Park, Sunderland SR5 3XB

RTC North are looking to engage external consultants to provide a final evaluation of its Innovate to Succeed projects, which have been delivered in three separate regions: North East, North West and Yorkshire.

## **2. BACKGROUND**

The Innovate2Succeed (I2S) programme provides tailored support to SMEs to help them enhance their innovation management capability, resulting in increased effectiveness in generating and commercially exploiting their ideas. It is delivered across three separate regions: North East, Leeds and Liverpool City. SMEs involved in the programme receive an in-depth diagnostic assessment of their business and a bespoke package of support, which is designed and delivered to embed innovation management capability within the company. This improved capability aims to provide long-term benefit to the SME and the economy. This activity forms part of a national programme delivered across 12 pilot LEP areas to increase innovation management capacity in UK's small businesses.

Its main objectives are to:

- Support SMEs in introducing new products, services and or processes into the business/market.
- Promoting R&D&I business advisory services (eg field of services, creative hubs, cultural and creative industries and social innovation).
- Encourage the development of new business models (help to commercialise rapidly).
- Foster the take-up of new forms of innovation beyond technology (co-creation, design, innovation etc).
- Increase the speed at which new products, processes or services can be developed and brought to market.

SMEs within the programme undergo an in-depth diagnostic assessment of their business by an Innovation adviser and a bespoke package of support is then designed and delivered to embed innovation management capability within the company.

The programme aimed to facilitate delivery of 150 bespoke packages of support in each region through delivery modules. Support will fit the client's needs and will be delivered by innovation advisers, by specialists from within the applicant organisation or brokered out for delivery by industry experts external to the project.

Examples of modules include:

Service modules will offer facilitated exploration of markets, resources and competition to understand the market.

- How the business can foster creativity and generate and exploit ideas.
- How the business can work better both internally and with others to improve innovation management

Expert modules will:

- review how to maximise innovation potential of staff
- help the business to identify and access alternative forms of finance and support
- review the business's IP strategy
- review the business's effectiveness in using ICT

This should lead to the following ERDF outputs and results in each region: 150 SMEs non-financially supported, of which 90 will introduce products/services to the new to market and 52 new to the firm.

The project started in January 2016 and is due to finally complete in March 2019, when a formal full evaluation of the project is required.

### **3. SPECIFICATION OF REQUIREMENTS**

#### **3.1 Requirements**

The evaluation should include:

- Whether the project achieved the stated aims.
- Whether the project achieved its contracted outputs.
- Completion of Final Summative Assessment of project, in line with ERDF requirements.
- Conduct a value for money assessment of the cost effectiveness in terms of input/output unit cost ratios.
- Assess the effectiveness of the process of delivery including management, administrative and delivery mechanisms and operational characteristics that have had a significant effect on the scale and nature of the outcomes and impacts realised through the project.
- Recommendations to improve operational delivery, beneficiaries experience and outcomes.

#### **3.2 Timescales**

Tender deadline - noon 23/1/19  
 Review of bids – 24/1/19  
 Appointment of preferred provider – 25/1/19  
 Inception Meeting - 1/2/19  
 Draft Report – 15/3/19  
 Final Report - 29/3/19

**4. PROJECT TEAM**

The team will comprise of North East Programme Manager and the Head of North West and Yorkshire Regions, who will work with the successful bidder.

**5. QUALITY ASSURANCE**

Tenderers should describe their procedures for quality assuring their work stating whether they hold a recognised quality management certification.

**6. TENDER SUBMISSIONS**

As a minimum, tenderers should provide the following details within their proposals:

- Summary of skills and experience of the persons, who will be carrying out the work
- Experience of formative and summative evaluation and impact assessment techniques
- An outline of the intended methodology
- A short project plan to ensure ability to meet project timeline
- Examples of similar previous work
- Budget proposal, which include day rate and relevant details

Tenders will be evaluated against the award criteria as set out within Section 7 and tenderers should also demonstrate within their tender proposal the following assurance that they have: -

- Capability to meet the contract requirements;
- Quality and experience of the individual(s) delivering the contract; including evidence of a proven track record;
- Value for money and added value

**7. AWARD CRITERIA**

The contract will be awarded to the most economically advantageous tender evaluated against the following criteria:

Relevant experience/skills	30%
Methodology	30%

Price	40%
-------	-----

### **8. QUERIES**

To ensure a fair and transparent tender process no approach of any kind in connection with this tender should be made to any other person within or associated with RTC North Ltd. Failure to comply may result in disqualification from the process.

### **9. TENDER RETURN**

The completed Tender and associated documents must be submitted to Karen Moody, RTC North Ltd, Loftus House, Colima Avenue, Sunderland Enterprise Park, Sunderland SR5 3XB.

Submissions can also be made by email to [karen.moody@rtcnorth.co.uk](mailto:karen.moody@rtcnorth.co.uk)

Closing date for all tenders is **noon on Wednesday 23rd January 2019.**

*This project is supported by the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.*