

Dorset Local Enterprise Partnership

Defence & Security Supply Chain Development Programme

Consultancy Brief

May 2024

Contents

1. PURPOSE.....	X
2. CONTEXT.....	X
3. COMMISSION	X
4. KEY STAGES & DELIVERABLES.....	X
5. BUDGET.....	X
6. CONTRACT MANAGEMENT & MONITORING	X
7. CONFLICTS OF INTEREST.....	X
8. TIMESCALES	X
9. ASSESSMENT.....	X
10. PROPOSAL SUBMISSION.....	X
11. GUIDANCE.....	X

1. PURPOSE

Dorset Local Enterprise Partnership (LEP) has been awarded funds by the Department for Business and Trade (DBT) to provide a dedicated business support function for Dorset.

The purpose of this function is to be a free service offering advice and support for businesses within the county. This includes providing them with business diagnostics and signposting to the most appropriate commercial or public funded assistance available to help them grow.

Dorset LEP are seeking proposals from qualified and experienced organisations to deliver a Defence and Security Supply Chain Development Programme aimed at SME businesses in Dorset.

The programme's objective is to engage with Dorset businesses primarily in the Digital Creative (in particular cyber security) and Advanced Engineering & Manufacturing sectors, encouraging diversification into the Defence and Security sector supply chain.

The successful delivery partner will play a pivotal role in engaging SMEs, primes, and funding bodies such as Innovate UK and DASA, promoting the opportunity to become part of the defence and security supply chain in Dorset, the Great South West, nationally and internationally.

2. CONTEXT

The defence and security sector is a key priority sector for Dorset LEP and an important component of Dorset's business economy, offering substantial opportunities for growth and innovation.

Dorset's strategic location, coupled with its rich heritage in maritime and aerospace industries, uniquely positions it as a hub for defence and security activities.

With a vibrant ecosystem of SMEs and larger primes, Dorset fosters innovation in areas such as cyber technology, advanced engineering, and digital solutions, all of which are critical for modern defence and security operations.

The sector's emphasis on cutting-edge research and development not only drives technological advancements but also creates a dynamic environment where businesses can thrive.

By actively engaging with the defence and security supply chain, Dorset businesses gain access to diverse revenue streams, collaborative opportunities, and funding for innovation, contributing significantly to the region's economic growth and fostering a culture of innovation that extends beyond its borders.

Benefits of being part of the Defence and Security Supply Chain include:

Increased Revenue Streams

Accessing the defence and security supply chain opens up new revenue streams for SMEs, diversifying their customer base and reducing reliance on specific sectors.

Collaboration Opportunities

Engaging with primes and other SMEs fosters collaboration and knowledge-sharing, leading to innovation and growth.

Access to Funding

Participation in the programme provides SMEs with access to funding opportunities from bodies such as Innovate UK and DASA, supporting research, development, and innovation.

Enhanced Reputation

Being part of the defence and security supply chain enhances SMEs' reputation and credibility, opening doors to new business opportunities locally, nationally and internationally.

3. COMMISSION

The delivery partner will be responsible for:

- Designing and implementing an engagement strategy to attract SMEs from the target sectors.
- Organising workshops and networking events to promote the benefits of diversifying into the defence and security supply chain.
- Providing one-on-one advisory support to SMEs interested in exploring opportunities in the defence and security sector.
- Liaising with primes, funding bodies, and other stakeholders to facilitate collaboration and access to funding opportunities.
- Developing marketing materials and digital campaigns to raise awareness of the programme.
- Monitoring and evaluating the programme's impact and effectiveness.

Interested parties are invited to submit proposals outlining their approach, methodology, relevant experience, and team capabilities. Proposals should also include a detailed budget and timeline for the delivery of the programme.

4. KEY STAGES & DELIVERABLES

The contract is to run from 8th July 2024 to 31st March 2025 with delivery expected to commence within one month of the contract start date.

The programme is expected to deliver a minimum of four workshops and networking events resulting in a minimum of 100 interventions each of a minimum of 1 hour.

The supplier will collect firm level data from all participants and will provide, in a secure and timely manner, this data to Dorset LEP to be recorded on the CRM system.

The supplier is expected to monitor and evaluate their programme to assess its success and to provide one overarching impact report (including case studies) of the programme to Dorset LEP.

The supplier will be required to use the Dorset LEP brand and comply with the associated brand guidelines.

The following outputs, outcomes and service levels are required by Dorset LEP by 31st March 2025:

- Successful delivery of a Defence & Security Supply Chain Development Programme resulting in a minimum of 100 interventions;
- Impact case studies detailing the support and outcomes of two businesses that received support;
- One overarching summary report on the programme outcomes and business support provided;
- Liaising with Dorset LEP around potential high-growth, investment ready businesses; and
- Minimum 80% satisfaction from businesses receiving support as evidenced by a survey carried out by the provider.

5. BUDGET

The budget allocated is up to £20,000 per annum, exclusive of any VAT charges that the supplier might occur.

Tenders should be submitted clearly setting out, individually for each member of the proposed team, the hourly rate at which they will be charged (exclusive of VAT). Tenders should also show the proposed hourly rates once the total value of work charged exceeds £25,000. Tenders should be valid for six months.

6. CONTRACT MANAGEMENT & MONITORING

The work will be overseen by Dorset LEP's Head of Business Growth and Inward Investment (HoBG&I).

The supplier must nominate a dedicated point of contact to act as Contract Manager to oversee the work and liaise with and report into the HoBG&I. This will include some

face-to-face meetings (either virtual or online), and updates in writing, including advising of any service delivery issues.

Dorset LEP requires a high level of accuracy in this piece of work, particularly in relation to the data and management information provided. The Contract Manager is responsible for ensuring the quality of the work and the accuracy of the information provided.

The supplier must be able to demonstrate that they have proven experience of working with businesses in an advisory capacity. In doing so, they must show examples of good customer engagement and feedback.

7. CONFLICTS OF INTEREST

Dorset LEP may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Dorset LEP, detailing the conflict in the Supplier response to this tender.

8. TIMESCALES

Activity	Date
Invitation to Tender	w/c 27/05/24
Deadline for submissions	23/06/24 midnight
Assessment of responses received	05/07/24
Interviews	w/c 05/07/24
Inception meeting	w/c 05/07/24
Contract start date	08/07/24

The LEP reserves the right to cancel the tender process. No work is guaranteed to be awarded under the tender process and Dorset LEP is not responsible for any costs incurred as part of the bidding process.

The deadline for any Tender Clarifications is 23rd June 2024.

9. ASSESSMENT

Tenders will be assessed using the following criteria and weightings and the weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Question	Weighting
----------	-----------

Understanding of requirement	20%
Experience of similar work and credibility with stakeholders	20%
Proposed approach to this work	20%
Proposed team	20%
Pricing	20%

Tenders will be scored according to the below scheduled; scoring and comments are confidential and will not be shared with any applicants.

Score	Comment
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	Significantly fails to meet required standard or does not provide the relevant answer

Clarifications may be sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of the Dorset LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

Dorset LEP reserves the right not to make any appointment.

10. PROPOSAL SUBMISSION

In order to be considered for selection, proposals to this tender must be received by 23rd June 2024 midnight. Any individual or organisation responding to this tender must submit its response via email to the following:

Shelley Collins-Trevett
Head of Business Growth & Inward Investment
scollinstrevett@bournemouth.ac.uk

Please note that submissions not received via the means identified in this document may not be accepted or considered. Any tender submitted and/or received after the time specified may not be considered and the Bidder will be advised of this.

11. GUIDANCE

- Take the time to read and understand this document. In particular, develop a strong understanding of the Commission section.
- In structuring your proposal, consider how it will be evaluated.

- Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems. Failure to submit the tender submission as required may result in the relevant Bidder being excluded from any further participation in this procurement.
- If you require clarification or you have any questions please direct these to: dorsetlep@bournemouth.ac.uk