

To: Finance, Resources and Customer Services Policy Board

On: 4th September 2019

Report by: The Chief Executive and the Head of Regeneration

Heading: Business Gateway Core and Specialist Workshops and Expert Help 2020 (RC-CPU-19-002)

1. Summary

- 1.1 The purpose of this report is to seek the formal approval of the Finance, Resources and Customer Services Policy Board to award a contract for Business Gateway Core and Specialist Workshops and Expert Help 2020.
 - 1.2 The recommendation to award a contract follows a procurement exercise which was conducted in accordance with Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above EU Threshold for a Service using the Open Procedure.
 - 1.3 A contract strategy was approved by the Head of Regeneration and the Procurement Operations Manager on the 30th May 2019.
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2. Recommendations

It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- 2.1 Award a contract for Business Gateway Core and Specialist Workshops and Expert Help 2020 to Lanarkshire Enterprise Services Limited;

- 2.2 The Contract will be for a period of two (2) years. The Contract is intended to commence on the 1st January 2020 however, the actual commencement date will be confirmed within the Council's Letter of Acceptance;
- 2.3 The contract value will be £194,400.00 excluding VAT.

3. Background

- 3.1 Renfrewshire Council requires a single service provider with the capability to deliver a package of services to support the delivery of the core programme of Business Gateway Services in Renfrewshire and some elements of the Business Growth Renfrewshire programme. The services provided will include Core Start Up, Business Base, Specialist Workshops and Expert Help Consultations for growing businesses in areas such as Marketing, Finance, Innovation, Intellectual Property, Business Strategy, Procurement Skills, and Human Resource Management.
- 3.2 A contract notice was dispatched via the Pubic Contracts Scotland portal on the 4th June 2019 and published in the Official Journal of the European Union (OJEU) on the 6th June 2019 with a tender deadline of 12 noon on 9th July 2019.
- 3.3 During the tendering period, twenty-four (24) tenderers expressed an interest in the tender opportunity with five (5) tender submission responses submitted by the tender deadline.
- 3.4 All five (5) tenderers confirmed compliance with the minimum selection criteria set out in the European Single Procurement Document (ESPD) and the published contract notice. One (1) tenderer failed to comply with the specification and was deemed non-compliant. The four (4) compliant tenderers were then evaluated against a published set of award criteria, of 60% Quality / 40% Price, by representatives from the Corporate Procurement Unit and Economic Development.
- 3.5 The scores relative to the Award Criteria for each of the four (4) Tenderers are noted below:

Tenderer	Quality (70%)	Price (30%)	Total Score
Lanarkshire Enterprise Services Limited	51.13%	37.12%	88.24%

Enterprise North East Trust Limited T/a Elevator	42.00%	36.85%	78.85%
The Social Marketing Gateway Limited	34.13%	40.00%	74.13%
Red Kite Innovations Limited	21.25%	39.06%	60.31%

- 3.6 The Evaluation of the tender submissions received identified that the submission by Lanarkshire Enterprise Services Limited was the most economically advantageous tender.
- 3.7 Community Benefits were requested as part of the procurement process and Lanarkshire Enterprise Services Limited advised within their tender submission that the following Community Benefits would be made available to the Council during the contract:

Community Benefit Description	No of People / Activity
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	2
Industry Awareness Events <ul style="list-style-type: none"> • Schools • Invest in Renfrewshire – Employability • Further Education 	2

Implications of the Report

- Financial** – The financial status of Lanarkshire Enterprise Services Limited was assessed which confirmed that they satisfy the Council's requirements in relation to financial stability.
- HR & Organisational Development** – No TUPE implications have arisen or are anticipated.
- Community/Council Planning** – Our Renfrewshire is fair - Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation i.e. payment of the living wage, training and development opportunities.

4. **Legal** – This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above EU threshold Services Contract.
5. **Property/Assets** – No property/asset implications have arisen or are anticipated.
6. **Information Technology** – No information technology implications have arisen or are anticipated.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – Lanarkshire Enterprise Services Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety
9. **Procurement** – Procurement of this Contract was conducted in accordance with the Open procedure for an above EU threshold Services Contract under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts.
10. **Risk** – Lanarkshire Enterprise Services Limited insurances were assessed and evaluated by Corporate Risk and met the minimum requirements regarding insurable risk.
11. **Privacy Impact** – No Privacy Impact implication has arisen or is anticipated.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk - None**

List of Background Papers

- (a) None

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