

To: Finance, Resources and Customer Services Policy Board

On: 10th November 2021

Report by: The Chief Executive

Heading: Contract Authorisation report for Business Gateway Core and Specialist Workshops and Expert Help Services (RC-CPU-21-187)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a contract for Business Gateway Core and Specialist Workshops and Expert Help Services.
 - 1.2 The recommendation to award a contract follows a procurement exercise which was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
 - 1.3 The contract strategy was approved by the Head of Economy and Development, The Chief Economic and Regeneration Officer and the Procurement Operations Manager on the 23rd August 2021.
-

2. Recommendations

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

- 2.1 Award the contract for Business Gateway Core and Specialist Workshops and Expert Services to Lanarkshire Enterprise Services Limited;
 - 2.2 The Contract will be for a period of two (2) years. It is envisaged that the Contract will commence on the 1st January 2022 however, the actual commencement date will be confirmed within the Council's Letter of Acceptance;
 - 2.3 The contract value for the two (2) year period will not exceed £196,000 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. This project is European funded and therefore required to be published on the Official Journal of the European Union (OJEU). COVID-19 has changed the way that the Council engage with local businesses. Supporting the recovery of the local economy is a key priority and our workshops, surgeries and expert help are important elements of assistance available to support local business sectors and the wider community to move on from the impacts of COVID-19.
- 3.2 The contract notice was dispatched via the Public Contracts Scotland advertising portal on the 24th August 2021 and as the contract is EU funded, the contract notice was published in the Official Journal of the European Union (OJEU) on the 27th August 2021 with a tender submission deadline of 12 noon on 28th September 2021.
- 3.3 During the tendering period, fourteen (14) tenderers expressed an interest in the tender opportunity with two (2) tender submission responses submitted by the tender submission deadline.
- 3.4 The two (2) tenderers confirmed compliance with the minimum selection criteria set out in the Single Procurement Document (SPD) and the published contract notice. The two (2) compliant tenderers were then evaluated against a published set of award criteria, of 60% Quality / 40% Price, by representatives from the Corporate Procurement Unit, ICT and Economic Development.

- 3.5 The scores relative to the Award Criteria for each of the two (2) Tenderers are noted below:

Tenderer	Quality (60%)	Price (40%)	Total Score
Lanarkshire Enterprise Services Limited	56.25%	36.91%	93.16%
CJM Project Financial Management Ltd	38.75%	40.00%	78.75%

- 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:
- 1 x Industry Awareness Events in a School, Invest in Renfrewshire – Employability or Further Education;
 - 1 x Business advice/support to an SME /Social Enterprise/ Voluntary organisation.

Implications of the Report

1. **Financial** – The financial status of Lanarkshire Enterprise Services Limited was assessed by undertaking a Dun and Bradstreet credit assessment which confirmed that Lanarkshire Enterprise Services Limited satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** – No HR & Organisational development implications have arisen or are anticipated.
3. **Community/Council Planning** –

- Our Renfrewshire is thriving – the services being delivered are within Renfrewshire area and will deliver support to local business within Renfrewshire.
- Our Renfrewshire is fair - Tenderers were assessed within this procurement process with regard to their approach to ensuring fair working practices throughout their organisation and paying the living wage.
- Reshaping our place, our economy and our future - Services delivered under this contract offers specialist workshops and expert help that will encourage growth in the Renfrewshire area and help people in Renfrewshire build and develop their business.
- Working together to improve outcomes – The services delivered helps to improve business within Renfrewshire.

4. **Legal** – This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 for an above EU Threshold Services Contract and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – No property/asset implications have arisen or are anticipated.
6. **Information Technology** – Cyber Security was evaluated by the Councils ICT Services and Lanarkshire Enterprise Services Limited has confirmed that they have achieved Cyber Essential Accreditation.
7. **Equality & Human Rights** -
 - (a) 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** – This procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in

respect of procurement procedures, efficiency and modern Government.

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** – Following initial discussion with the Council's Information Governance team, a Data Processor Agreement (DPA) was agreed and will be formalised with Lanarkshire Enterprise Services Limited.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Change** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and no climate change implications were noted as part of this Contract.

List of Background Papers

- (a) None

Author: Gillian Gordon, Senior Procurement Specialist, Corporate Procurement Unit, gillian.gordon@renfrewshire.gov.uk