



REQUEST FOR TENDER

To appoint an Organisation/Consultant to deliver a programme of
HR workshops for the visitor economy within Derbyshire

‘Growing & Developing the Visitor Economy within Derbyshire’

Client:

Marketing Peak District & Derbyshire DMO
Commerce Centre, Millennium Way, Dunston Road, Chesterfield, S41 8ND

Project Lead:

Claire Barnes
Market Towns Project Officer
E: claire.barnes@marketingpdd.com
T: 01246 212924

Date of request for tender:

Deadline for submissions of quote: Friday the 6th of March 2020

Method of Submission: Written proposal and quotation to be emailed to the above e-mail

Introduction

Marketing Peak District & Derbyshire (MPDD) is the Destination Management Organisation (DMO) for the Peak District and Derbyshire area.

MPDD is looking for a suitably experienced individual/organisation to deliver a programme of workshops on focused on HR for the visitor economy with a specific focus on upskilling the industry.

Background to the project

The “Growing and developing a visitor economy within Derbyshire” ERDF funded project is a 3 year continuation of the successful “Growing and Developing the Visitor Economy within Derbyshire Project” and will continue to support businesses through the delivery of sector specific workshops, networking events and 1-2-1 advice. It will also deliver a small grants programme that will be widened out to all Derbyshire businesses.

The project’s success will be assessed on the successful completion of 12 hours of business support hours by eligible visitor economy and its supply chain SME’s. This project is a continuation of the Growing and Developing the Visitor Economy project; due to this SME’s who have previously achieved 12 hours support cannot be double counted, therefore the promotion of these events to new SME’s will be a key element in the success of this project.

Services required

MPDD is looking for an individual/organisation who has relevant knowledge of HR principles, training and development, with an understanding of the needs of small businesses and the visitor economy sector.

The appointed consultant should be able to advise on the basic principles of HR and how SME’s within the visitor economy sector can confidently adopt these within their own organisation.

Areas to cover would include but not be exclusive to :

Recruitment & Selection

Employee onboarding

Statutory obligations

HR Operations

Employee benefits

Performance management

Training and development.

We would also welcome any other workshop contentment suggestions. The majority of our business will be micro businesses, please ensure that the content is relevant to this audience.

**The overarching theme within this strand of the project is upskilling the workforce within the visitor economy sector.*



The workshops could take the form of a single workshop which covered all of the topic areas (over 2 days) or as stand alone workshops which could be used in pick and mix way.

*The appointed individual/organisation will be working on behalf of Marketing Peak District & Derbyshire at all times and will be required to use the branding templates provided. **No promotional materials should be used by the successful applicant.**

Deliverables

The appointed individual/organisation will be required to design and facilitate a workshop that will be delivered to approximately 15 people in various venues across Derbyshire. (Venues and dates to be agreed with MPDD). The consultant should explore the areas of HR as outlined in the services required section. The workshop should be fun and engaging and provide the participants with “take away” tools to implement within their own business. We will anticipate a minimum of 6 workshops with the possibility of up to 20 workshops (dependent upon their success) between now and March 2022.

Outputs

- The appointed individual/organisation will be required to put together a proposal in line with the ERDF project ‘Delivering a World Class Visitor Economy within Derbyshire’ aims and objectives, and the participating SME’s need to fulfil the eligibility criteria. MPDD will advise on this
- Eligible SME’s need to completed 12 hours worth of business support throughout the project to be counted as an output, this could be in the form of workshops, focus groups and / or one to ones. The individual/organisation will be required to play a part in the recruitment of these SME’s and signpost as required to events outside of this brief. MPDD will advise on this.
- The appointed individual/organisation will be expected to keep the relevant records and paperwork in order to comply with the evidence requirements for this project. MPDD will advise on this and provide the necessary forms and templates.

Timescale

	DELIVERY DATE
Delivery programme proposal to be completed by	6 th March 2020
Minimum of 6 / Maximum of 20 Marketing for the visitor economy workshops	March 2022

Information required from Tenderers

The closing date for proposal is the Friday the 6th March 2020. Respondents are asked to provide:

- Examples of previous similar work.
- A detailed breakdown of your cost estimate, including daily rates and expenses.
- A proposed methodology to complete the project including details of project management and working arrangements.
- The details of two referees.

The appointed individual/organisation may be required to submit a set of accounts which will be checked by our accountants to ensure that the company can fulfil its contractual obligations to deliver the requirements of this Tender document.

Selection Criteria

MPDD will score each company based on the selection criteria detailed below. The proposal with the highest score overall will be chosen to carry out the work.

- **Cost** - A best value approach is taken when deciding on which tender to go with. This does not necessarily mean that we will go with the cheapest quote, but it will be a major consideration.
- **Operational Capacity** - Capacity to carry out the work in the given time frame.
- **Quality Systems** - Ensuring that work is of the highest possible standard as we are answerable to our partners.
- **Experience** - Examples of the successful implementation of similar projects.

Terms & Conditions

a) General

- Tenderers should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.
- Tenders submitted after the stipulated time and date advised will be rejected and returned to the tendering company, unless clear evidence of attempting delivery before such time is available.
- No questions will be answered that provide a competitive advantage to any party tendering. Should questions arise during the tendering period, which in our judgement are of material significance, we will inform all tenderers to explain the nature of the question, and our formal reply. All tenderers should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.
- If you require further information concerning the tender process, or the nature of the proposed contract, please in the first instance contact: Claire Barnes on the details listed above.

b) Exclusions

- No tender will be considered for acceptance if the tenderer has indulged or attempted to indulge in any corrupt practice or canvassed the tenderer with an officer of MPDD or the East Midlands Chamber of Commerce. If a tenderer has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful tenders.
- It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed, or (b) which purports to impose conditions other than those provided in the contract documents.

c) Collusive Tendering

- In submitting a tender against this contract, the tenderer confirms that they have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.
- The tenderer also certifies that at no time, before or following the submission of the tender, has the tenderer carried out any of the following acts:
- communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where such disclosure is required for the purpose of obtaining insurance;
- entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any or act or thing of the sort described above. The context of this clause the word 'person' includes any persons, body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

d) Freedom of Information

- Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.
- Tenderers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Tenderers should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.



- It is important to note that information may be commercially sensitive for a time (e.g. during a tender process) but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However tenderers should note that no information is likely to be regarded as exempt forever.

Invitation to Quote

You are invited to submit your quotation and proposal for meeting this brief.

Your proposal should include:

- Your understanding of the brief, including :
- A breakdown of costs as measured in daily rates including expenses.
- Details of any personnel working on this brief
- Acceptance of the terms of reference

Terms & Conditions

Payment:

The contract will be with Marketing Peak District & Derbyshire, and should be addressed to: East Midlands Chamber, Marketing Peak District & Derbyshire, Millennium Way, Chesterfield, S41 8ND.

Invoices should be provided either by e-mail or by post and will be paid by BAC's transfer approximately 30 working days of the invoice date. Invoice to be sent to

claire.barnes@marketingpdd.com