



INVITATION TO TENDER
Lincolnshire Enterprise

**Administration of the Rural Redundant Building
Grant scheme 2009 – 2012
Tender Reference Number RRBG LE0549**

**Tender for the administration and delivery management of a
delegated grant scheme in Lincolnshire.
The grant scheme is valued at £600,000 over 3 years from April 2009.**

Date: 23 February 2009

Lincolnshire Enterprise
Acorn House
North Hykeham
Lincoln
LN6 3QX

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INTRODUCTION

Lincolnshire Enterprise (LE) is a partnership which brings together businesses, public sector, voluntary and community groups to champion the economic development in Lincolnshire and manage emda's single programme fund investment in the county. From 1 April 2009 the operations of Lincolnshire Enterprise will become part of Lincolnshire County Council

Our shared vision is that by 2020 the East Midlands will be a flourishing region. A region made up of growing and innovative businesses. We want to ensure that those already in work can develop even higher level skills, working in or owning, growing and innovative businesses.

Lincolnshire is a distinctive and diverse county which offers much for residents and investors alike. Rural living, good schools and relatively cheap housing make Lincolnshire an attractive place for those wishing to live, work or retire here. The county has experienced the highest growth in population in the region, the third largest in the country. Agriculture and food remain integral to the Lincolnshire economy, but there has been significant growth in other sectors, such as tourism, services and construction.

Further information on Lincolnshire's economy is in the Lincolnshire Economic Strategy For a full copy of the Lincolnshire Economic Strategy 2008-2012 and the Lincolnshire Enterprise Sub Regional Investment Plan (SRIP) please visit http://www.lincolnshire-enterprise.com/public/about_funding

Key Priorities for Investment

Our investments will be concentrated in six priority areas where our intervention will make the greatest contribution towards achieving our vision. On the demand side, through **Stimulating Innovation, Encouraging Enterprise** and **Inward Investment**, we aim to accelerate the growth of business start-up and expansion, to develop further the cluster of successful firms that already exists, and sweeten the current industrial mix through appropriate inward investment. On the supply side, our priority is facilitating the provision of **Land Property and Development, Addressing the Skills Gap** and **Tackling Deprivation and Inequalities** by removing the barriers which prevent or inhibit individuals and communities from fully participating in the economy.

For a full copy of the Regional Economic Strategy 2006-2020, please visit www.emda.org.uk/res where you can download a PDF version.

As part of LE's role in improving the economy of Lincolnshire, we wish to continue our very popular Rural Redundant Building Grants to individuals and businesses in Lincolnshire.

The administration and delivery management of the RRBG project is now being tendered via an open and competitive process.

Background

The Rural Redundant Building Grant (RRBG) provides capital grant funding to individuals and businesses to support new and emerging businesses through the renovation and refurbishment of derelict rural buildings.

How the Grant Works

Up to 25% of capital costs can be funded by this grant fund up to a maximum of £50,000. Applicants are asked to provide details of their proposed project and a site visit is made by the successful management company to assess the project. If the proposed project meets the eligibility criteria for this scheme a full application will be completed. A decision is then made by the management company regarding value for money, based on eligibility of the project, qualification criteria, estimated costs, and potential outputs, outcomes and impact.

The full amount of the grant over 3 years is £600,000 – or c£200,000 per year.

Refurbishments are expected to be to BREEAM “Very Good”, and before and after photos will be required.

Applicants will come from a variety of backgrounds – the key criteria is that the applicant must own the building, that it has been empty/unused prior to the application, and that the building must be brought back into **economic use**.

If the applicant can link the refurbishment to other local activities (Eg Equestrian Centre, sustainable energy facility, fishing facility) extra weight will be given to the project.

The number of applications for holiday lets will be limited to 1 per quarter.

A mixture of small and large projects will be expected.

A large geographic spread will be expected throughout Lincolnshire.

Properties in Lincoln and Grantham are excluded from this project.

TENDER SPECIFICATION

Description of Requirement

LE expect the successful tender to:-

- Market the programme throughout Lincolnshire (not North East Lincolnshire or North Lincolnshire) via a diverse range of partners – EG Local Authorities, Business Link, etc.
- Design and use a Single Programme compliant (SPAG or GRADE) application and appraisal process to be designed, and used.
- Implement an assessment process.
- Assess 30/40 projects.
- Bring forward between 12 and 25 projects for funding
- Provide a detailed cost and outputs plan.
- Implement a robust Financial Control system.
- Implement a project folder for each application.
- Compile photos and case study information for use by LE and partners.

Working Arrangements

- The Project Manager will make Quarterly Claims from this programme that details and evidences grants paid out, and agreed outputs and outcomes for each project. These Claims will be fully documented and evidenced and submitted by the 15th of the month.
- The programme will be subject to 6 monthly monitoring visits from LE and emda to check processes, procedures and compliance with Single Programme guidelines.
- The programme will be evaluated during the projects operation and at the end of the project term.
- Expenditure and Output Profile should be updated every quarter.
- A blank Quarterly Monitoring Report can be found at this address: - <http://www.emda.org.uk/src/download/default.asp>
- The Project Manager will submit SME enrolment forms, and other required documentation as necessary.

- The Project Manager will complete Spend and Output Profiles at the beginning of each financial year.
- The project will collect evidence of refurbishments and help to compile Case Studies for use by LE, LCC, and emda.
- Linkage to Lincolnshire and Regional Programmes and funding is desirable.
- The successful Tenderer will be expected to identify one named project manager through whom all enquiries can be filtered.

Expected Outputs

Support the creation of at least 12 new businesses.

Support the creation of at least 30 new jobs.

Refurbishment and renovation of at least 12 derelict buildings to bring them back into economic use.

Provide at least 2000 sq m of new workspace in rural areas.

Attract £1,800,000 of private sector investment in the rural economy, and bring work to areas of the Lincolnshire economy that would otherwise be left to further decay.

Expected Outcomes

Provide local work for local businesses, and local suppliers.

It will prevent the demolition of surplus buildings to be replaced by low cost buildings.

It will bring work to local builders, local suppliers, and other local businesses in the refurbishment phases.

It will bring new businesses to rural areas.

Expected Impacts

The creation of regeneration projects in areas that are rural in nature.

Increased private and public sector investment in buildings.

More jobs and businesses in rural areas.

Improved landscape from these refurbished buildings.

More business accommodation, and facilities in rural areas.

Period of Contract

The contract shall run from the 1st April 2009 and will complete on 31st March 2012.

This contract will be issued and operated by Lincolnshire County Council.

Budget

The approximate budget for the administration of the RRBG scheme is in the region of £95,000 to £105,000 (inclusive of VAT) over the three year period.

The project will be subject to quarterly payments of both administration and grants subject to properly completed and approved quarterly claims.

An annual Performance Appraisal will be conducted between the RRBG Project Manager, emda Monitoring Manager and the LE Programme Manager.

Evaluation of Tenders

This tender process is a single stage tender application:

Full Tender Submission.

Tenders will be evaluated by a staff members from each of the following organisations:- Lincolnshire Enterprise, Lincolnshire County Council and *emda*.

Tenderers are asked to submit within their tenders information that will correspond to the key areas of evaluation as follows:-

- Detailed breakdown of Price showing all elements of expenditure relating to the Contract.
- Financial stability (as indicated, inter alia, by analysis of accounts or other financial documentation addressing financial stability)
- A demonstrable understanding of the potential scope of the project and those issues that will be critical to the implementation, development and long term sustainability of the project.
- Methodologies proposed for contract delivery.
- The qualifications, experience, expertise and skills of the individuals assigned to the Tender scope.
- Details Quality Management systems, monitoring and evaluation measures and standards.
- Details of your operational location for delivery of the services, including the facilities and systems that will be required.
- Satisfactory policies and procedures relating to staff recruitment, equal opportunities, health and safety, data protection, freedom of information, and general codes of conduct and business ethics.
- General Acceptance of LE and *emda*'s conditions of contract.

INSTRUCTIONS TO TENDERERS

Tender Timescales

Full Tender and Presentations

This involves full tender submission against tender documents.

It must be noted that LE and *emda* retains the right to assess all submissions and possibly amalgamate and change scopes of supply to achieve best value for money.

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.

Your full tender submission, as detailed above must be submitted to:

Will Bedford – Programme Manager

Lincolnshire Enterprise
Acorn House
Lindum Business Park
North Hykeham
Lincoln
LN6 3QX

by 12.00 noon on Wednesday 11 March 2009

Tenders submitted after the time and date shown will be rejected and returned to the tenderer, unless clear evidence of posting (by first class post on a day preceding the closing date) is available.

Late tenders despatched other than by post, will automatically be rejected. Tenders may not be submitted by fax.

If you require further information concerning the tender process, or the nature of the proposed contract, please in the first instance contact:

Will Bedford - Programme Manager

Email: w.bedford@lincolnshire-enterprise.com
Office Tel: 01522 852392

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.

- Please complete and submit 3 copies of your Tender.
You may enclose additional documentation if you wish to support your proposal.
- Please send an electronic copy to w.bedford@lincolnshire-enterprise.com

If courier or other special delivery services are used, please ensure that the outside of any additional packaging bears the word "**Tender Reference RRBG LE0549**"

CONDITIONS OF TENDER

Representations

Potential tenderers may contact officers of LE to obtain any further information about the requirements of the contract or the tendering procedures if these are not evident or clear from the documents supplied to tenderers.

Specification

For the avoidance of doubt, the contract specification shall include all requirements explicit or implied within the invitation to tender.

It must be recognised that LE reserve the right to withdraw this tender document and all funding contained within it without notice.

Tenders Excluded

No tender will be considered for acceptance if the tenderer has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of LE. 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 tenderers.

It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

Collusive Tendering

In submitting a tender against this contract, the tenderer confirms that he has 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:

- i) 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;
- ii) 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;
- iii) 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 act or thing of the sort described above. The context of this clause the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

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.