



INVITATION TO QUOTE

Framework Tender for Panel of Business Mentors Enterprise Inc² (EMX08006)

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1. INTRODUCTION

De Montfort University (DMU) is a university of quality and distinctiveness, offering students a supportive environment and state-of-the-art facilities to ensure graduates are equipped with the skills and experience to succeed.

Across DMU there is considerable enterprise and entrepreneurship activity, whether academic and accredited, or non-accredited and voluntary.

Campus Enterprise Opportunities (CEO) stands at the forefront of enterprise activity at DMU, providing voluntary enterprise activity across campus.

CEO currently assists over 1000 participants a year on its programmes which include a lecture series the 'Start-up Sessions', a drop in 'Start-up Surgery' twice a week, annual Business Venture Competition and Start-up Bursaries. CEO also deliver 'Enterprise Inc' which is a 9 month programme enabling graduates to receive a bursary of £2,500 and business support worth £3,000.

2. BACKGROUND

In 2011, De Montfort University was part of a successful bid for a 3 year ERDF (amongst others) funded project to support graduate enterprise and entrepreneurship across the East Midlands. The project is called "Enterprise Inc²" and is a follow on project to the successful "Enterprise Inc" project (funded through ERDF and emda Single Programme) which expired in December 2011.

The overall aim of the project is to work with 445 students (as they are about to graduate), recent graduates (those having graduated over the past 3 years) over a 3 year period within the context of a 'self employed' placement period focusing on the development of enterprise skills and the exploitation of the inherent entrepreneurial talents that lie within the region's HEIs.

The project is delivered through the 6 partner Higher Education Institutions under the terms of a Service Level Agreement with each partner:

- De Montfort University
- University of Derby
- Nottingham Trent University
- University of Leicester
- University of Lincoln
- University of Northampton

The project is managed by EMIN itself, and EMIN are the accountable body and contract holder with the ERDF Secretariat.

The project is funded through

- ERDF Priority Axis 1 - £1,093,800
- University funding - £1,640,700

The project, over its 3 year life, will recruit (through a range of competitive application processes) around 445 beneficiary students and recent graduates and deliver for each of them

- A cash bursary of £2,500 (paid across the life of their engagement)
- At least 30 hours of enterprise support, guidance, mentoring and training
- Access to mentors, coaches and guides
- Access to a web based suite of business support services (including that specified within this document)

More information about the project can be found at :
<http://www.emincubation.co.uk/main/Enterprise-Inc>

De Montfort University has an allocation of places within Enterprise Inc that total some 85 places over the 3 years of the project life.

3. TENDER SPECIFICATION

Description of Requirement

As part of the delivery of the project to the beneficiaries De Montfort University plans to appoint a business mentor to each beneficiary, to support their personal and professional development and to ensure that the beneficiary takes the most benefit from the project as possible.

De Montfort University is seeking to appoint, through a Framework Tender process, a panel of up to 9 suitably qualified and experienced mentors from which individual mentors can be assigned to specific beneficiaries.

Working Arrangements

The Campus Enterprise Opportunities (CEO) team at De Montfort University will appoint a panel of mentors, from which individual mentors will be allocated to specific businesses. This allocation process will be based upon a documented combination of suitability of skills and experience; availability and location of mentors; volume of demand and number of beneficiaries already assigned.

At no point will any mentor have been assigned to more than 10 beneficiaries (in aggregate).

4. PROJECT REQUIREMENT – AIMS & OBJECTIVES

4.1 De Montfort University is seeking to recruit a mentor to provide a support service to its beneficiaries as briefly described above (and in more detail below)

4.1.1 This service should be available, face-to-face, via email and via the phone, in real time during office hours

4.1.2 It should be accessible at mutually agreed times with the beneficiary

4.1.3 De Montfort University has the right to assign or allocate mentors to beneficiaries as it sees fit

4.2 We expect, as a minimum, each mentor to be providing

4.2.1 a minimum of 10 hours of support

4.2.2 a timesheet logging progress with each beneficiary

4.2.3 as required, feedback to De Montfort University on areas for beneficiary development

Period of Contract

The contract shall commence June 2012 and may run until the end of December 2014.

Budget

There will be no fee payable for being a part of the panel of mentors. Mentors will be able to charge a total of £750 plus VAT for each beneficiary that they support, and evidence, for at least 10 hours.

This fee cannot be pro-rated without the express permission of De Montfort University

Evaluation of Responses

Your responses will be evaluated by members of the Campus Enterprise Opportunities team at De Montfort University

Potential mentors are asked to submit within their response the following information which corresponds to the key areas of our requirements:

- A brief resume of their business experience
- Specialist skills or experience relevant to the needs of new businesses
- Their experience of supporting the growth and development of early stage businesses

- An expression of the number of beneficiaries that each mentor could manage at any given time (a cap)
- Any other additional benefits offered

5. INSTRUCTIONS TO TENDERERS

Tender Timescales

The following timescales are envisaged.

Stage	Date
Tender closing date	6th July 2012
Evaluation and award	20th July 2012
Inception meeting	as required, subject to availability
Progress/review meetings	as required
Reporting	Regularly

Please submit your brief proposals, within the dates specified above, in electronic format only (Microsoft Word or as an email) to aliddington@dmu.ac.uk

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 time and date shown will be rejected and returned to the tenderer

The tender document must not exceed 4 pages, A4. Additional background information may be included in appendices to the main document. Information included within the annexes, must only provide further detail and not key elements of the proposal

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

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No questions will be answered that provide 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.

6. CONDITIONS OF TENDER

Representations

A tenderer may contact officers of CEO at De Montfort University 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 De Montfort University reserves 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 officers of De Montfort University, EMIN, or the partner Higher Education Institutions. 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

The tenderer certifies that at no time, before or following the submission of the tender, has the Tenderer carried out any of the following acts:

- i) entering into any arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- ii) 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.