

TENDER BRIEF

ACCESS TO FINANCE/RAISING FINANCE SERVICE PROCUREMENT

Background and aims

Cumbria Chamber of Commerce has for over the last ten years ran business support activity through Cumbria Business Growth Hub.

Cumbria Business Growth Hub now has a need to strengthen its existing offering by adding an Access to Finance offer to our current suite of activities. We are looking to offer bespoke, flexible and tailored support, signposting to products and providers which will unlock business growth.

Support will be offered to established businesses as well as start-ups through Cumbria Business Growth Hub and our Business Start-Up Support programme.

Specific requirement

We're looking for someone who can deliver an experienced and knowledgeable Access to Finance service including:

- 1-2-1 support to assess financial position and funding requirements
- 1-2-1 support to develop business plan and financial forecasts
- 1-2-1 support to become investment ready including developing the investment proposition
- 1-2-1 support to identify the most relevant sources of funding and assisting in discussions with potential investors
- Financial planning and help to navigate the latest funding channels
- Pitch & presentation development for investment opportunities including an initial elevator pitch
- Signposting and introductions including micro fund, start-up loan, bank funding, large debt financing, grant funding, R&D and equity finance
- Support in engaging with finance providers and providing relevant information through Cumbria Business Growth Hub channels

Content of submission

Your submission should cover as a minimum:

- At least 5 years experience of raising finance including external markets
- Proven track record of developing and understanding business plans
- Understanding and articulation of business objectives – short/medium/long
- Understanding of management structures, financial cashflow and financial sensitivities
- Ability to develop and interpret cashflow forecast, profit & loss and balance sheet
- Proven track record of raising finance which can be demonstrated
- Demonstration of links to various A2F provider organisations
- CV detailing relevant qualifications and experience including examples of similar work and at least two relevant referees
- Overall knowledge of the funding/finance landscape
- Ability to engage effectively with finance providers and clients
- Areas of the county you are able to cover (full coverage required)
- Hourly rate

- If applying to deliver support under the BSUS programme you need to demonstrate start-up experience and understanding of this area

Applicants should ensure that their responses also cover the following points:

- An outline of any other contracts you may have which will impact on your ability to deliver this programme, and how this will be managed
- Identification of any potential risks in delivery of service, contained in a risk register, along with mitigation strategies for each
- Specify whether applying under Cumbria Business Growth Hub, Business Start-Up Support or both

Criteria

Where we believe there is a conflict of interest we reserve the right not to mark your tender and not to award the contract to you.

Tenders will be marked as follow:

<u>Criteria - quality</u>	Weighting
<ul style="list-style-type: none"> • Demonstrable relevant expertise, qualifications and experience (including ERDF experience) 	40
<ul style="list-style-type: none"> • Proactive approach to client management and ensuring clients progress in a timely manner 	20
<ul style="list-style-type: none"> • Good paperwork and organisation 	20
<ul style="list-style-type: none"> • Awareness, understanding and knowledge of the issues facing businesses in Cumbria and any relevant sector/business type/topic issues (where relevant the issues facing female-led enterprise) 	10
<ul style="list-style-type: none"> • Availability 	10

Marks will be awarded against each as set out in the following table, with the score multiplied by the weighting.

Assessment	Score	Interpretation
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Compliance with significant added value	5	Exceeds the requirement. Exceptional demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance with partial added value	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance	3	Satisfies the requirement. Demonstration by the applicant of the relevant ability, understanding, skills, and resource and quality measures required to provide the services, with evidence to support the response.
Partial compliance but conflict in detail	2	Satisfies the requirement with major reservations. Considerable reservations of the applicant's relevant ability, understanding, skills, and resource and quality measures required to provide the services, with little or no evidence to support the response.
Non-compliance	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the applicant has the ability, understanding, skills, resource and quality measures required to provide the services, with little or no evidence to support the response.

Instructions for submission

Submissions should be sent by email to Lesley Robinson lesleyr@cumbriachamber.co.uk marked 'Confidential – Tender Enclosed' to reach us by no later than 9am on Friday 22nd April.

The Chamber's rights

The Chamber reserves the right to:

- Waive or change the requirements of this service from time to time without prior, or any notice, being given
- Seek clarification or documentation in respect of a tenderers submission
- Disqualify any tenderer that does not submit a complete tender in accordance with the instructions within this tender brief
- Disqualify any tender that is guilty of serious misrepresentation in relation to its tender or the tender process
- Withdraw this service at any time or re-invite tenders on the same or any alternative basis
- Choose not to award any contract or accept the lowest or any tender as a result of the current procurement process
- Choose not to award a contract to any organisation it views as a competitor or to have another conflict of interest
- Make whatever changes they see fit to the timetable, structure of content of the procurement process

Bid cost

The Chamber will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Chamber.

Project Funding

Cumbria Business Growth Hub and Business Start-Up Support are part funded by the European Regional Development Fund

