**Open tender**

**Capital Enterprise**

**Capital Accelerator Programme**

**Tender to procure an ERDF Head of Programme at Collider**

**Tender Code: 2014-CO-01**

**August 2014**

**Capital Enterprise**

Gordon House

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# TENDER INFORMATION

## 1.1 Background

Capital Accelerator Programme is a Mayor of London ERDF funded initiative led and managed by Capital Enterprise and UCL Advances that aims to provide additional new resources, expertise and know-how to both expand and enhance the provision of business support available in London to potential scalable and investable businesses in the Digital, Science and Technology sectors.

Starting in July 2013 and running until September 2015 this programme aims to help 626 London based SMEs with high growth potential to receive intensive advice and practical support that will enable at least 186 of them to raise collectively over £9.5m of investment funding from business angels and early stage venture capitalist and thereby enable these SME’s to create a minimum 234 new jobs in London.

To deliver a programme of interventions and activities the CAP has assembled a partnership comprising of the leading players in London that support early stage entrepreneurs in the Digital, Science and Technology sectors, this includes Collider.

Collider is an accelerator dedicated to startups which help brands understand, engage with and sell to customers. By mobilising a pot of cash, a crack team of coaches, and an intensive programme, they support our startups in becoming sustainable businesses. Over the course of our year-long programme, the teams transform from startups to businesses, from cash burning to revenue earning, putting them on the road from MVP to IPO.

## 1.2 Contract Information

This contract will be procured and managed by Capital Enterprise.

Capital Enterprise is the membership body for deliverers of enterprise support services in London. It facilitates entrepreneurship via its 60+ (current) member organisations and through the development of new and innovative pan-London programmes. Our members provide support services to both pre-start and trading entrepreneurs and small business in all 33 London Boroughs.

**ERDF programme outputs include:**

* **Job creation**
* **Job safeguarding**
* **Business support to SMEs**
* **Investment raised**

## 1.3 Tender specification

The purpose of the tender is to appoint **a provider** to act as the Head Of Programme at Collider on behalf of Capital Enterprise.

1.3.1 The Scope**:**

Collider Management is looking for an individual to join its fast growing team. We’re an accelerator dedicated to startups which help brands understand, engage with and sell to their consumers; effectively advertising and marketing technology startups.

1.3.2 Duties and Responsibilities**:**

**Responsibility:**

Our Head of Programme is the glue that holds us all together, the fuel that powers the programme that is so crucial to everything we do. The key areas which you will be leading the charge with are:

* Delivering the programme – every workshop, event and party that we host will be set up and run by you. It’ll be your job to plan out timings, liaise with the venue and to herd the startups and brands along
* The Demo Day – it’s one of our biggest days of the year. You’ll be running the show here too. Production plans, venue, invites, artwork – you’re on top of all of it
* Working with partner brands – you will work with the point person at our brands to help plan workshops, arrange mentoring sessions and manage our relationship
* New faces – when we’re looking to add to the team, you’ll be managing the process

**Experience:**

As far as experience goes, you have track record of delivering projects to time and budget and ideally you have worked with brands, startups or investors.

We’re looking for someone with a degree level business education, or degree level qualification with a management body or the relevant business experience to match those.

**Person Specification:**

If you are exceptionally organised and great at managing time, events and people then that’s a good start. We’re a startup ourselves (2 years young) so we want someone with a bit of hustle, someone who thinks of inventive ways to make events more awesome whilst keeping the costs down, someone who is proactive and isn’t afraid to ask the tough questions! You’re also great at talking to others and influencing them.

**Duration of contract**

The duration of this post is for a maximum period of 12 months

The above budget needs to include:

1. Any agency fees
2. All employee expenses and other ancillary costs

# TENDER REQUIREMENTS AND PROCESS

## 2.1 Tender response requirements

To provide the following information as part of your response

1. Total quote to include daily rate exclusive of any applicable VAT

## 2.2 Relevant experience

To provide a detailed response to demonstrate requirements listed in 1.3.2 and 1.3.3 to be accomplished by a copy of CV of the individual to be deployed to provide the service.

## 2.3 Please complete Appendix A

***To recap we expect the tender response to include a quote, a written confirmation that demonstrates the individual/ organisation meets the requirements listed, a CV (s) and the completion of Appendix A.***

## 2.4 Evaluation Criteria

**How do we select from the responses received?**

We will check each submission and rank contractors according to the following criteria:

|  |  |  |
| --- | --- | --- |
| Criteria 1 | Relevant experience | 70% |
| Criteria 2 | Value for Money | 15% |
| Criteria 3 | Quality of response | 15% |

## 2.5 Process and timescales

Companies / candidates must respond to tend brief and proposal requirements and submit their proposal to be received by Capital Enterprise prior to **12:00 noon, 12th September 2014**

Any questions regarding the tender must be submitted in via [carly@capitalenterprise.org](mailto:carly@capitalenterprise.org) by 10th September 2014

## 2.6 Submitting your tender

**Deadline:** the tender should be received by the deadline as stated above.

**Receipt:** the tender must be emailed to [carly@capitalenterprise.org](mailto:carly@capitalenterprise.org)

**Evaluation**

All responses will be evaluated against pre-identified criteria. Notification of the result of the tenders will be made on **19th September 2014**

**Start date**

Anticipate start date for candidate **29th September 2014**

## 2.7 Condition of tender

* This project is (partially) funded via the European Regional Development fund and follows the ERDF public procurement procedure
* Capital Enterprise reserves the right to split the contract and award different elements to multiple suppliers
* Capital Enterprise has a number of funding sources; for the purpose of clarity this contract only relates to ERDF programme activity.
* Capital Enterprise reserves the right to terminate this agreement should any of the requirements fail to be met, providing one months’ notice in all other than exceptional circumstances and the same notice from the successful applicant is required.

APPENDIX A – **SUPPLIER TO COMPLETE**

**Supplier information – please complete the following form:**

|  |  |
| --- | --- |
| 1. **Name of candidate in whose name the tender would be submitted:** |  |
| 1. **Contact Name:** |  |
| 1. **Address:** |  |
| 1. **Telephone number:** |  |
| 1. **Email Address:** |  |
| 1. **Linkedin page** |  |
| 1. **Website address (if applicable):** |  |
| 1. **Quote (day rate)** |  |