**Open tender**

**Capital Enterprise**

**Capital Accelerator Programme**

**Tender to procures an ERDF**

**UK Lead and Partner for**

**TrueStart**

**Tender Code: 2014-TS-02**

**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 184 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 284 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 TrueStart.

## TrueStart is a central London based investment hub specifically designed to support innovation in the retail and consumer sectors, bringing together the brightest young minds and startups under one roof in order to create the products and solutions that will transform the future of these industries.

## 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 UK Lead and Partner at TrueStart on behalf of Capital Enterprise for a total of 11 Months

**1.3.1 The Scope:**

An exciting opportunity to join TrueStart, a central London based investment hub specifically designed to support innovation in the retail and consumer sectors, bringing together the brightest young minds and startups under one roof in order to create the products and solutions that will transform the future of these industries. We are looking for an experienced professional for a newly created UK Lead and Partner role.

**1.3.2 Duties and Responsibilities:**

The responsibilities of the UK Lead and Partner include but are not limited to:

* Overall leadership of the TrueStart fund
* Business Strategy and Fund Management
  + Overall company strategy
  + Manage investor relations
  + Manage the engagement of strategic partners and attract new partners going forwards
* Investment (Entrepreneur) management
  + Drive entrepreneur engagement
  + Lead the investment decision making and take final recommendation to the investment board
  + Manage the day-to-day mentoring of the startup investments
  + Support follow on fund raising for entrepreneurs
* Operational management
  + Manage the Truestart team
  + Drive sales, marketing and PR initiatives for the fund
  + Manage all internal communications
  + Identify and run discrete projects as and when needed
  + Set and manage the overall company budget
    1. **Qualifications:**

The candidate will have a minimum of 14 years’ experience in related positions where he/she has experience in working in startups, venture and business consulting and turn around.

The functional experience should weigh heavily towards:

* Business strategy and growth
* Fund raising and investment
* Entrepreneurship and Innovation
* Company development and mentoring
* Operations
* Transformation and change
* Sales and marketing effectiveness
* Talent and organisational performance
* Technology and digital innovation
* Programme and project management

# 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, 15th September 2014**

Any questions regarding the tender must be submitted in via [carly@capitalenterprise.org](mailto:carly@capitalenterprise.org) by Friday 12th 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 **17th September 2014**

**Start date**

Anticipate start date for candidate **Monday 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):** |  |