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## Invitation to Quote

### Production of Manufacturing Information Services

Ref: MFGIS01

*9 May 2018*

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## **Introduction**

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The aim of this document is to select and appoint a provider for the following activity/service:  
Production of Manufacturing Information Services.

This document presents the detailed purpose and requirements of providers wishing to submit a quote for this contract.

## **About the GC Business Growth Hub**

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GC Business Growth Hub service helps ambitious business people to realise their growth potential by offering access to a range of practical services, from assessing growth options to unlocking finance or accessing experienced business mentors.

GC Business Growth Hub service is offered by GM Business Support Limited, which is part of The Growth Company. The group employs over 1,000 staff and delivers more than £60m of business support services annually.

For more information about Business Growth Hub, which is a trading name of GM Business Support Limited, please visit us at: <http://www.businessgrowthhub.com>

Accountable to the Greater Manchester Local Enterprise Partnership and Greater Manchester Combined Authority (GMCA), GC Business Growth Hub's challenge is to ensure that companies across Greater Manchester, and beyond in some instances, reach their full potential and are able to access the right support and services to meet their needs. These include:

- Personal support to identify and address business growth opportunities and challenges;
- Business to business networking through growth lunches and specialist events;
- Expert growth advice and planning under Growth and Scale up, Growth Start-up, Leadership and Workforce Development, Mentoring, Digital Growth, and Access to Finance, Innovation, Sector Support and Green Growth;
- Access to a wealth of public and private sector business and professional partners with a range of specialist knowledge and skills including a network of committed private providers who share our vision for supporting growth.

Complementary support is also provided by DIT Trade and Investment services and MIDAS, to attract inward investment and support re-investment by companies.

The delivery of support under ERDF requires GM Business Support Limited to comply with ERDF and public procurement guidelines. As a result, this tender is designed to enable GM Business Support Limited to demonstrate compliance with these guidelines, ensure value for money and offer the opportunity to deliver the proposed support services for this project in an open and competitive way.

## **About the Manufacturing & Engineering Service**

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The GC Business Growth Hub's Manufacturing & Engineering Services provides fully-funded support and access to grant funding for manufacturing and engineering SMEs based in the North West of England.

The support for businesses is provided in three ways:

### **1. Productivity in Practice**

The GC Business Growth Hub Specialist Manufacturing Advisors complete a free Productivity Audit for small and medium manufacturing firms based in Greater Manchester. This Audit identifies specific growth ambitions and barriers to growth, setting out an Improvement Plan which the Advisor will help the business to achieve.

### **2. Manufacturing Growth Fund**

Manufacturing & Engineering firms operating in the North West of England can access a grant or fully funded support from an Advisor to deliver improvement projects. Projects valued between £7-15k can receive a grant to bring in external expertise for projects on Production Efficiency, IT, Systems, Innovation and Sales & Marketing.

### **3. Manufacturing Networks and Information Services**

Businesses are invited to join the virtual manufacturing network and access sector news, insights, technical factsheets and an events programme. Information Services are published approximately 2-3 pieces per week, and the information is collated and shared with subscribers via a monthly newsletter. This is issued on the second Wednesday of each month.

## **Requirement**

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The Manufacturing Network and Information Services require the services of a technical writer to research, write news and blog pieces to the following specification.

- Research and production of nine manufacturing and/or engineering news stories per calendar month, to be published on the Business Growth Hub's manufacturing news section, approximately 2 pieces per week. Provider to review sector/local press and select news stories to be produced, with a focus on the target audience's needs. Pieces to be targeted at an SME audience, with an approximate word count of 250-500.
- Production of approximately 4-6 blog pieces on manufacturing techniques or notable issues or trends. Pieces will be written from the point of view of a Business Growth Hub manufacturing team member, explaining a manufacturing concept and will use real examples of how businesses have improved productivity by implementing this. Pieces to be targeted at an SME audience, with an approximate word count of 500-750. A brief will be provided at the outset of the contract.
- Additional work may be commissioned on an adhoc basis by prior agreement. The rate and time for additional work will be agreed prior to commission. Please confirm what the hourly / day rate for additional work within the quote.

It is expected that there will be one set of amends per piece (news stories and blogs). The expectation is that this work would take place on at least a fortnightly basis, to ensure content is responsive and newsworthy. We do not expect this to exceed three billable days per month (unless prior agreement is sought).

## **Period of delivery and Budget**

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The activity will be delivered from June-December 2018. The budget for this service is expected to be in the region of **£9,000 (incl. VAT)**; however, should additional work be commissioned this can increase up to a maximum value **£12,000 incl. of VAT**.

## **Quotation submission requirements**

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Interested bidders are asked to submit a quotation by email: -

- a) Provider to explain the process to undertake research in order to produce nine manufacturing and/or engineering news stories per month;
- b) Skills and professional experience to be detailed of all personnel to be involved in the delivery of the support;
- c) Examples/case studies that demonstrate your company's ability to deliver the requirements.
- d) Pricing Schedule – please confirm a Monthly rate to complete the above specification, as well as a daily and hourly rate for additional work.

## **Evaluation**

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Quotations will be assessed on the following criteria:

- Overall value for money (40%).
- Methodology (20%)
- Skills and ability of the proposed personnel to carry out the requirements set out in the objectives and brief above (30%).
- Evidence of your availability to deliver the requirements set out in the objectives and brief above and, to provide the organisational status information listed in the attached Quotation Form (10%).

## **Quotation Returns**

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Please return a copy of your completed quotation form and additional information by email before 17.00 on Wednesday 23 May 2018 to:

Jacqui Musson

Manufacturing & Engineering Intelligence Officer

[bghmanufacturing@growthco.uk](mailto:bghmanufacturing@growthco.uk)

Please submit any questions regarding this quotation to [bghmanufacturing@growthco.uk](mailto:bghmanufacturing@growthco.uk)

## **Contract Conditions**

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The Contract Agreement and all tasks carried out under the agreement will be governed by GM Business Support Limited Contract Conditions.