Mapping Support for Community Businesses in Liverpool City Region

ITT Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue of ITT</td>
<td>25 March 2019</td>
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<tr>
<td>Tender Return Deadline</td>
<td>18 April 2019</td>
</tr>
<tr>
<td>Contract Work Commencement Date</td>
<td>13 May 2019</td>
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<tr>
<td>Budget available</td>
<td>up to £20,000 including VAT and expenses</td>
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1. Power to Change

1.1 About Power to Change

Power to Change is an independent charitable trust set up in January 2015 whose funding is used to strengthen community businesses across England.

At a time when many parts of the UK face cuts, neglect and social problems, we are helping local people come together to take control, and make sure their local areas survive and stay vibrant. No one understands a community better than the people who live there. In some areas, people are already coming together to solve problems for themselves, and we support them as they run businesses which help their whole community and recycles money back into the local area. Community businesses revive local assets, protect the services people rely on, and address local needs. Through access to funding, research, capacity building, peer networks and events, we are supporting the growth of the community business movement in England.

Over the last three years, Power to Change has invested around £40 million and supported over 400 community businesses, via a range of funding and capacity building support enabling community businesses to start up, grow and achieve impact and financial sustainability.

We have three long-term objectives:

- To grow the number of sustainable, high impact community businesses across England and strengthen the wider community business infrastructure;
- To demonstrate that community businesses can transform places through the development of a number of exemplar places;
To make the case for the positive impact of community business among government, business, other funders and the public such that more funding and support is channelled towards community business.

To find out more about Power to Change please visit our [website](#) and see our [2017 Annual Report](#).

### 1.2 Transforming Places: Liverpool

Power to Change is testing the potential for community business to improve places across a city region or county in three priority places including Liverpool City Region. By focusing on these places, we aim to identify and put in place the conditions that enable community business to thrive, to demonstrate and learn how a strong community business sector can improve a place on an ongoing basis, to grow and strengthen the sector in these places, to learn how the sector can contribute to more inclusive local economies and to understand the additional benefits that may derive from clusters of community businesses collaborating.

In Liverpool City Region we have been working with stakeholders including community businesses, the Combined Authority, Local Authorities, the Local Enterprise Partnership, the voluntary and community sector and other funders to identify what the priorities are for community business in the city region. As part of this, we wish to find out more about the business support currently available to the sector in Liverpool City Region.

### 2. Contract Requirements and Deliverables

#### 2.1 Overview of the Services

Power to Change wishes to appoint a service provider to undertake work to inform its future partnerships and investment into community business and support in Liverpool City Region. This work aims to inform Power to Change’s future plans to ensure a co-ordinated offer to community businesses to support their growth, to make the case for community business to public and private sector stakeholders and to transform local places for the better.

Points of consideration to acknowledge and take into account when submitting your proposal will be:

- The needs of community businesses as identified in national Power to Change reports and reviews including, particularly, Power to Change’s England-wide mapping exercise of 2015 (and its findings that relevant sources of support are available, but that community businesses struggle to access them) and the results of consultations with community businesses in Liverpool City Region in 2018.

- The quality and quantity of offers of advice and support from different sectors based locally in the City Region, primarily face to face or remote support, such as charity governance advice from the voluntary sector, community asset ownership information from the public or social sectors, and business development, legal, marketing and financial management advice from the private sector.
• Business support may be generic support across the voluntary or private sector that can be adapted for community businesses or may be specifically tailored to community business.

• The quality and quantity of advice and support from different sectors for community businesses that operate online or nationally that are useful or even tailored to community businesses in the City Region.

Specific lines of enquiry may include:

• Finding out from community businesses what support they use (individuals and organisations), what business support they would like to have (but which is not available or they do not have access to at present) and their perception of the quality of it. To include both community business ‘users’ and ‘non-users’ of support – i.e. those who are gaining some support, and those who are not.

• Finding out from support providers how and why they deliver support services, their motivations and drivers to deliver them, how they work across their geographical patch and the City Region, where and how they operate to complement other services or where they might be duplication, gaps or competition in delivery, how these support services are funded and their views on the future of such services.

Power to Change will consider the final research report’s findings and recommendations for implementation from autumn 2019, this might include for example investing in existing and new providers of support and advice to community businesses. The next stage of Power to Change’s work could therefore take a variety of forms and Power to Change may discuss a follow-on commission with the service provider to put any of the recommendations into action. Power to Change will only invest in support and advice from the autumn based on research and the needs of community businesses.

2.2 Scope of works

The scope of the work is to do the following within Liverpool City Region:

2.2.1 identify the existing and new advice and support available to community businesses across the voluntary/social, public and private sectors including the Local Enterprise Partnership

2.2.2 identify gaps in support and guidance as identified by community businesses’ needs

2.2.3 identify barriers faced by community businesses in accessing support across sectors (voluntary/social, public, private, LEP etc) and by type of support;

2.2.4 identify quality existing and potential suppliers/agencies of advice and support for community businesses across the voluntary/social, public and private sectors

2.2.5 provide an evidence base on community business support
2.2.6 make recommendations on how to address the gaps in advice and support for community businesses across the sectors.

2.3 Service Specification and Outputs

The approach should include desk research and interviews with advice and support providers. Analysis of research should be included to identify areas of best practice, gaps in support and areas of development or potential extension of support. Analysis should be set against Power to Change's research on common and specialist business support needs. Findings should be presented in a final report and presentation to Power to Change in July 2019, for implementation from autumn 2019.

Outputs:

- Mapping of existing and new advice and support available to community businesses in the Liverpool City Region across the voluntary/social, public and private sectors;
- Mapping of gaps in support and guidance;
- Recommended list of quality suppliers/agencies of advice and support;
- Recommended approaches to ways in which different suppliers/agencies across sectors can work together to provide cohesive, co-ordinated, flexible, connected and seamless advice and support to community businesses to meet their needs;
- Outline existing and potential new funders and partners for Power to Change to work with to achieve our aim;
- Recommend any funding required to be invested to achieve our aim.

2.4 Duration of the Contract

The Contract with the successful Bidder will be for a period from 13 May 2019 to 19 July 2019

3. Tender requirements

3.1 Proposals

Your proposal should set out your proposed approach to the work, your team’s experience, expertise, and capacity to deliver the services, and your proposed fees.

3.2 Scoring proposals

All proposals will be reviewed and evaluated by Power to Change’s Places Team against the scope of works and service specification in this ITT.

3.3 Details for submitting proposal

Please submit your proposal by no later than 18 April 2019 to the following email address:
The ITT return shall state the following:

‘Proposal for Mapping Support for Community Businesses in Liverpool City Region’

We will acknowledge all email bids. Late submissions may not be accepted.

4. Important Notices

4.1 Accuracy of information and liability of Power to Change and its advisers

The information contained in this ITT has been prepared by Power to Change in good faith but does not purport to be comprehensive or to have been independently verified. Power to Change does not accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with Power to Change should make their own enquiries and investigations of Power to Change’s requirements. The subject matter of this ITT shall only have contractual effect when it is contained in the express terms of an executed agreement. Nothing in this ITT is, or should be, relied upon as a promise or representation as to the future and Power to Change does not undertake to provide Bidders with access to any additional information or to update the information in this ITT or to correct any inaccuracies that may become apparent. Power to Change reserves the right, without prior notice, to change the procedures outlined in this ITT or to terminate discussions and the delivery of information at any time before entering into the Contract.

Notwithstanding anything else stated in this ITT, the issue of this ITT in no way commits Power to Change to enter into the Contract or any other agreement whatsoever. Power to Change is not bound to accept any bid and reserves the right to accept any bid either in whole or in part.

Power to Change reserves the right to reject any or all of the responses received and discontinue the bidding process and/or reject any incomplete or incorrectly completed responses.

Bids will be checked initially for compliance with the requirements of this ITT and for completeness. Clarification may be sought from Bidders in order to determine if a bid is complete and compliant. Bids that are not substantially complete and/or compliant with the requirements of this ITT may be rejected.