



FocusedJOBS

Request for Quotation

Financial Reporting System for Internal and Customer Use

Background

FocusedJOBS is a UK based independent advertising space, tailored to assist the needs of Candidates looking for work and Recruiters looking to fill a job role.

We take extra special care for all parties to find the suitable person for a role or the perfect candidates a recruiter can reach out too in any industry out there.

We do this because we love too!

Almost immediately we can reach out to each other and give the best service to either the client / Candidate or Recruiter

This was founded in Liverpool and is available all over the UK at a click of a finger

Requirement

We require support in preparing our financial team for such large growth and managing this projected growth during the earlier months to ensure all financial systems and reporting are in place for both the customers through their website access point, and also for ourselves as a business as we will be managing and reporting on a larger operation. This support will ensure we have all the correct reporting tools and structure in place from an early stage during the growth process which will be vital in operating a fluid and efficient financial department.

We see this financial management project as vital to the long term success of Focused Jobs and expect the services to be provided by an individual or organisation capable of providing FD services to early stage businesses looking at rapid growth.

We also require support in how to set up monitoring systems for flexible working as we move further into this uncertain world. The role will require the individual to have knowledge of how flexible working can be beneficial for businesses and employees alike, and have knowledge of how to manage and plan these flexible working practices in the current climate particularly in an expanding workforce and where all employees within a department are working towards specific completion dates but are all remote of one another.

We believe that we require the services of an organisation/individual who possess in depth skills in:-

- Financial support
- Finance raising
- Interim financial management
- Strong technical skills and financial modelling
- Strong interpersonal skills

Deliverable Timescale

Completion by October 2020

Indicative Budget

Up to £20,000 is available for this project.

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by Friday 25th September 5pm electronically to Darren Fulton – darren@focusedjobs.com

Date Published

14th September 2020

This work is part funded through the European Regional Development Fund

Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.