

## Request for Quotation

### Business Planning and Target Setting for Classes and Education Programmes

#### Background

Make CIC's vision is to see people turn their passion into prosperity.

Our mission is to provide services; support people; facilitate resources and networks in order that people can live happy, healthy and prosperous lives.

This is done by offering a classes programme for people to join in, learn new skills or refresh old ones. The programme focuses on craft and DIY and takes a sustainable and environmental approach to reuse and repurpose.

We are looking to plan the growth and reach of the classes and education programmes that take place within our trading subsidiary Made By Make Ltd. During 2020 there has been a marked increase in class participation, both in-person and online. We intend to capitalise on this new interest and grow the programme to become an independently sustainable part of Make CIC.

#### Requirement

We are looking for support to develop a business plan that would start to be implemented from February 2021 and conclude in January 2025.

This four year plan will look to build on the success of the classes programme over the past few years, set clear growth targets matched with an actionable and supportive plan.

The supplier will support Made By Make Ltd with facilitated sessions to draw out strengths, weaknesses, opportunities and threats, set clear goals and targets including an overall financial plan.

This work will be led by the Classes and Education Manager and ultimately be their plan to implement.

The final output must include an internally published plan, written by the supplier and handed over at the conclusion. This must include clear KPIs and measures by which the board of directors can hold the plan to account.

#### Deliverable Timescale

Start - November 2020

Conclude – January 2021

#### Indicative Budget

~£8,000

## 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 27th November 2020, electronically by email to [make@makeliverpool.com](mailto:make@makeliverpool.com)

## Date Published

11<sup>th</sup> November 2020

This work is part funded though 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.