

RE: REQUEST FOR TENDER FOR BREXIT RELATED WIDER BUSINESS BASE ENGAGEMENT PROJECT

To whom it may concern,

Local Enterprise Office (LEO) Louth is seeking expressions of interest from suitable providers for a significant LEO business engagement project to be completed by 30th November 2020.

The Project

Providers will be selected to work with LEO Louth to provide support to and progress the wider business base in Co. Louth in addressing Brexit related issues affecting their businesses. These include micro/small businesses (less than 50 employees) who are not Enterprise Ireland clients and who have not received, or may not be eligible to receive, mainstream grant support from LEO Louth, but who none the less have Brexit related issues within their businesses.

A key aspect of the project will be to work with LEO portfolio clients who are most at risk from Brexit to ensure maximum uptake of the LEO Brexit supports, including:

- Management development programmes arising from the Border Region Economic Stimulus Package;
- LEO Louth non-financial supports;
- Inter Trade Ireland Brexit supports;
- Customs Specific Advice;
- Trading Online Vouchers; and,
- MFI loan finance where relevant.

The selected providers will be tasked with providing a minimum half day support to a range of businesses that will be identified by LEO Louth. For example, businesses who have attended LEO Louth Customs Preparation Workshops, Brexit Clinics or who contact LEO Louth seeking detailed Brexit support on a specific area.

Work Programme

Selected providers will be required to dedicate 22.5 days to allocated businesses between commencement of the contract and 30th November 2020.

The anticipated start date is mid-April 2020, with close out of the programme to be completed by 30th November 2020. The fee payable for this contract is set at €550/day + VAT. For the purpose of this contract a day is considered to consist of 6hrs contact time with clients, preferably at the business premises, and does not include travel time or breaks.

Oifig Fiontair Áitiúil Lú

Local Enterprise Office Louth

The selected providers will report to the Head of Enterprise & Business Advisor, or his/her designate, and will provide detailed monthly reports outlining work completed, dates, hours worked, tasks completed, outputs, and any further information that may be required in keeping with the delivery of the work programme. The preparation of these monthly reports will ordinarily be undertaken in the provider's own time. Payment will be subject to receipt of the completed monthly report and corresponding invoice. An initial project outline meeting and regular update meetings as required will be agreed between the selected providers and the Head of Enterprise/Business Advisor. A final summary report on each business will be required at the end of the work programme, 30th November 2020.

Proposal Requirements

Suitable mentors are invited to submit a proposal for the above contract.

The selected providers will be required to have very good levels of knowledge, experience and expertise across a diverse range of industry sectors and have specific experience providing Brexit related support to clients.

Submissions must be received by Local Enterprise Office Louth by **4pm on Friday, 27th March 2020** in order to be considered for this project.

Submitted proposals must include the following:

- Professional/Business Profile detailing suitability for the proposed contract;
- Details of 2 previous assignments that demonstrate suitability for the proposed contract;
- Confirmation of availability to undertake the work programme outlined above;
- Proof of Relevant Insurance;
- Proof of Tax Clearance;
- Confirmation of VAT registration status.
- Confirmation of availability, if successful, to attend an initial project briefing session on Thursday 9th April in the LEO Louth office in Dundalk, time to be confirmed.

Proposals will be marked as follows:

Professional/Business Profile: 50 Marks. The Professional/Business Profile provided will be assessed based on the requirements of the project described above and marked accordingly.

Previous Assignments: 50 Marks. The relevance and quality of the previous assignments provided will be assessed relative to the requirements of the project described above and marked accordingly.

Please note the named provider must deliver the service and no sub-contracting is permitted for this assignment.

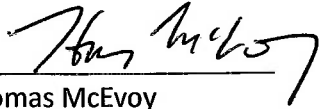
Submissions via e-mail only to tenders@leo.louthcoco.ie by **4pm on Friday, 27th March 2020**.

Queries in writing only to niamh.dennehy@leo.louthcoco.ie by **4pm on Wednesday, 18th March 2020**.

Successful providers will be notified **by Friday 3rd April 2020.**

I look forward to receiving your submission.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Thomas McEvoy', written over a horizontal line.

Thomas McEvoy
Head of Enterprise
Local Enterprise Office Louth