**Invitation to Quote – Discover Denbigh Business Coordinator**

**CLOSING DATE: 4pm Thursday 2nd May 2024**

1. **Background**

On behalf of Discover Denbigh group, Cadwyn Clwyd is seeking to appoint a Business Coordinator for the town. The project involves the establishment of a Discover Denbigh Business Coordinator to facilitate online promotion and collaboration between local businesses and stakeholders in Denbigh. This role will focus on promoting networking and collaboration, supporting local businesses, and contributing to the overall prosperity of Denbighshire. The project is supported from the UK Shared Prosperity Fund (UKSPF) and aligns with the UKSPF priorities of building pride in place, increasing life chances, and supporting local business.

1. **Development Coordinator Work Specification and Requirements**
   1. The Co-ordinator will be contracted on a self-employed basis.
   2. This is an 8-month project, starting May 2024 (or as soon as is practical) and completing 1st December 2024 with a possibility of an extension subject to securing funds. See Job Brief below:

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| **Job Brief**  We are looking for a passionate and motivated project coordinator to work with the **Darganfod Dinbych** (community group) to coordinate a new project to improve the collective promotion of businesses, services, activities, and events in Denbigh and the surrounding area.  This project is rooted in a naturally bilingual community and will continue to ensure that ‘sense of place’ and Welsh language will be proactively promoted.  **Key Deliverables**   * To manage the revival and upgrade of the Visit Denbigh website, including the appointment of a website designer and management of stakeholder communications * To facilitate the training of a core group of volunteers to make ongoing website updates * To link the website with local digital platforms to strengthen collective promotion * To support Darganfod Dinbych to develop a financial strategy to secure further funding to ensure the sustainability of the group and the ongoing maintenance of the digital platforms.   **Main Responsibilities**   * To coordinate project activities, resources, equipment, and information * To collaborate with key stakeholders * To create and maintain comprehensive project documentation, plans, and reports * To monitor and report on the progress of the project to the steering group and the Funder. * To liaise and engage with local businesses and organisations to understand the needs of the clients * To build a database of contacts, businesses, services, activities, and events * To act as a point of contact for the members of Darganfod Dinbych * To coordinate and facilitate training a core group of volunteers to make the website updates * To develop and design a market research strategy and collate evidence to support the project * To develop a strategic financial plan to support the ongoing maintenance of the group and website * To adhere to the groups Equality and Welsh Language Policies * To consider the UK and Welsh Governments focus on contributing to net zero objectives and wider environmental considerations in all aspects of the project * To adhere to the Funders branding and publicity requirements   **Additional Responsibilities**   * Report to both Cadwyn Clwyd and Darganfod Dinbych Steering Group of key stakeholders to ensure regular communication and feedback on the events and the overall work of the Co-ordinator. * Ensure effective monitoring and evaluation of the project, to analyse any weaknesses, missed opportunities or new methods of engagement. * Assist Cadwyn Clwyd and Darganfod Dinbych to document the performance indicators required for funders and ensure publicity guidelines are adhered to. * Ensure materials for public consumption must be produced bilingually (Welsh-English) and acknowledge the funding support. * A separate budget will be available for the costs below. This budget will be held by Cadwyn Clwyd. The Co-ordinator will be required to attain quotes in line with Cadwyn Clwyd procurement policy. Upon receipt of quotations Cadwyn Clwyd will commission and pay suppliers directly for goods and services relating to the project. * *Website upgrade, training & support £3000* * *One year website hosting £400* * *Operational costs (meetings, printing, translation, advertising & promotion) £5000*   **Essential Skills, Requirements and Experience**   * Previous experience of working as a project coordinator or in a similar role * Ability to work independently * Strong organisational skills and the ability to balance multiple tasks and manage time effectively * Excellent written and verbal communication skills * Ability to build strong working relationships * Strong problem-solving skills with the ability to anticipate and mitigate risks * Flexible and adaptable to the challenges of the project * Knowledge and understanding of social media platforms * Strong IT skills * Available to meet with Darganfod Dinbych steering group in person a minimum of twice per month * Empathy with the Welsh language and culture * Weekly presence in Denbigh – whilst an element of home working can be part of the role, the coordinator must have a presence in Denbigh on a weekly basis throughout the contract. Office space is available at Y Tŷ Gwyrdd on Back Row, Denbigh, LL16 3TE. * Available to work in the evening and on weekends as and when the role requires.   **Desirable Skills and Experience**   * Previous experience working with community groups and/or volunteers * Previous experience of successfully securing funding bids * Experience of managing budgets * Working knowledge of project management * Welsh speaking |

**3 Instructions to Quoting Suppliers**

3.1 THE BUDGET AVAILABLE FOR THIS CO-ORDINATOR ROLE IS £16,000 (plus VAT)

3.2 To be considered for the work, the supplier will be required to submit a costed quotation, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.

3.3 The applicant should provide the following information in their submission:

1. A fixed total cost with an indication of the proposed number of days with day/hourly rates, taking into account travel, mileage and subsistence which must be included. A clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable.
2. The submission must include a methodology, maximum 2 sides A4, for completing the project, identifying milestones and detailing timescales for the completion of the various elements. We encourage the inclusion of supporting infographics, such as Gantt or flow charts, to illustrate the completion of the various deliverables and tasks to set timelines.
3. We would like to see a summary of previous work and the name(s) and CV(s) of all personnel who will be involved in the project. Any sub-contracting arrangements must be clearly identified.
4. The quotation should detail the name, address, company registration number (if applicable) and contact details for the company submitting the quotation.
5. Evidence to show the supplier has sufficient insurances to deliver the contract.
6. A declaration that the supplier has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with Cadwyn Clwyd for the purpose of receiving favourable treatment.
7. To avoid conflicting interests, the successful applicant must disclose any other commissions that may affect this commission.

3.4 It is the responsibility of the supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.

3.5 Quotation submissions must either be uploaded via the Sell2Wales Post-box submission system OR emailed to [admin@cadwynclwyd.co.uk](mailto:admin@cadwynclwyd.co.uk). All submission must be compatible with Microsoft Word or ADOBE Acrobat Reader.

3.6 Submissions will be assessed on:

* Price (20 marks) 20%
* Approach, Experience and Knowledge 80%

Response to the brief (40 marks)

Evidence that the applicant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales.

Experience of the Applicant (40 marks)

Relevant skills of the applicant and experience of working on similar projects

3.7 The final selection of a supplier will be in accordance with Cadwyn Clwyd procurement procedures and Cadwyn Clwyd’s decision is final. Cadwyn Clwyd will not be committed to accepting any of the quotations received, or the lowest of any of the quotations received. In addition, Cadwyn Clwyd is not obliged to enter into discussion with unsuccessful suppliers.

**3.8 DEADLINE FOR APPLICATIONS / RESPONSES is 4pm Thursday 2nd May 2024**

Any quotations received after this deadline will be automatically rejected.

3.9 Quotations should be open for acceptance for up to ninety days.

**Further Information**

3.10 To request further information or to ask a question about the quotation please either use the ‘Ask Question’ on sell2wales or email admin@cadwynclwyd.co.uk. All questions relating to the quotation whether received via sell2wales or email will be published on sell2wales with responses to questions will be made available to all interested parties.

Appendix A

**4 Terms and Conditions**

4.1 The client will be Cadwyn Clwyd Cyfyngedig

4.2 All material produced will be owned and copyright to the client. Copyright of all reports, any digitised information and photographs produced, and any intellectual property rights will remain with the client.

4.3 The successful supplier will be obliged to enter into a written agreement with Cadwyn Clwyd for the delivery of the Contract. Cadwyn Clwyd has the right to terminate the Contract if not satisfied with progress made by the applicant at any point during the duration of the project.

4.4 The applicant will be required to liaise closely with the Cadwyn Clwyd Officer overseeing the project, provide updates when requested and assist with the evidencing of project activity and outputs.

4.5 Adequate insurances must be held by the successful supplier at all times.

4.6 The supplier shall notify Cadwyn Clwyd if they become bankrupt, insolvent or undergo a change in control after submission of its proposal but before the awarding of the contract, which shall constitute sufficient grounds for Cadwyn Clwyd to not award the contract to that supplier.

4.7 Projects must comply with Cadwyn Clwyd and UK Gov, publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and / or the General Public. It is a requirement that Cadwyn Clwyd be informed of public relations initiatives relating to projects supported by Cadwyn Clwyd, and that Cadwyn Clwyd must sign off any prepared press releases before circulation. All printed and digital materials for public consumption must be signed off by Cadwyn Clwyd before publication.

4.8 Cadwyn Clwyd treats data privacy seriously and complies with all aspects of the UK's data protection legislative framework.  You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> which explains how we safeguard your personal rights.

4.9 The successful supplier confirms that the works will be undertaken in accordance with the dates included in the Quote documents, unless otherwise agreed by the parties.

4.10 The appointed applicant may have their fee paid in instalments on the completion of agreed stages of the Project to the satisfaction of Cadwyn Clwyd. The supplier may submit a proposed Programme of Work and Payment Schedule in their proposal. The final payment schedule will be agreed at the inception meeting between Cadwyn Clwyd and the successful supplier.

4.11 Cadwyn Clwyd cannot provide any up-front payments to Contractors / Consultants / Suppliers. All payments must be based on the completion deliverables and project stages. The suppliers must be able to evidence the work undertaken and completed on submitting invoices to Cadwyn Clwyd. Payment cannot be released without such evidence.

4.12 Cadwyn Clwyd’s payment terms are 30 days.