**Request for Submission to provide Business Consultancy for LEO Offaly Portfolio Clients in order to address Business Challenges**

Submissions are invited for the provision of business advice and consultancy to clients (and potential clients) of Local Enterprise Office Offaly (LEO Offaly) to identify business challenges and opportunities and to alert them to the supports available to assist with dealing with same.

The closing date for receipt of submissions is **4 pm Wednesday, 17th May 2023. Submissions to be emailed to** **edel.boyd@leo.offalycoco.ie****.**

To be considered for the panel, please provide the following in your submission:

1. Completed and signed copy of Appendix 1 “Submission of Expression of Interest for Consultancy Advisor Panel”
2. CVs for each proposed consultant to include details of appropriate experience

Submissions are invited from business consultants with expertise in the following:

 Required:

* Business Planning – developing a business plan to identify risks and opportunities
* Finance – analysis and review of management accounts and identifying issues
* LEO Offaly Supports and Related Supports – These include Grant Schemes; Productivity Tools such as LEAN for Micro, Green for Micro, Digital Start; Ukraine Enterprise Crisis Scheme, Agile Innovation Fund, Grad Start (details of these schemes are available on <https://www.localenterprise.ie/Offaly>.

One or more of the following is desirable

* Logistics/Supply Chain/Overseas Trade – impacts on working capital, potential improvements and efficiencies e.g. LEAN
* Marketing including Social media & Digital Marketing – developing an effective marketing strategy
* Other – e.g. employment law, e-tenders procurement, third country legal issues

Each client will receive an initial **half day assessment**. The assessment will comprise a meeting where the client and consultant will discuss a SWOT analysis of the business and complete a confidential document designed to capture key financial and market data to be used as the bench mark against which growth, efficiencies, jobs etc. can be recorded. Following on from the meeting, the consultant and client will agree a work plan. Further visits may be allocated either with the same consultant or another, if more appropriate.

The advisors will be tasked with working with a selection of companies to:

* Develop a framework to support analysis and assessment of how the business is progressing.
* Set out the steps necessary to build an appropriate contingency / growth plan.
* Raise practical challenges for owner / managers to consider in assessing the risks arising from how the current economic climate affects their business.
* Provide business analysis, subject matter expertise and project management skills and resources.
* A key function of the role will be to work with the Owner/Manager to maximise uptake of the full range of LEO supports to grow and scale the business.
* Owner Managers need to be supported to strategically focus on customers wants and needs so that they can create customer experiences that are meaningful and relevant.
* Support increased productivity and quality gains for businesses through the adoption of LEAN and best practice methodologies and principles. Foster a deeper understanding of the issues affecting Micro enterprises and support the development and implementation of appropriate initiatives to address issues.

**Costings**

The consultant to provide details of the daily rate which should be fully inclusive of travel and subsistence and all out-of-pocket expenses and includes VAT if applicable. A pro rata half day rate will apply.

**The initial meetings must take place at the client’s premises.** Subsequent meetings can take place at the client’s premisesor at other venues by agreement with the client. Please note room hire costs and travel expenses will not be covered. Professional Services Withholding Tax (PSWT) will apply.

**Allocation of Assignments**

The allocation of assignments will be at the sole discretion of LEO Offaly. It is envisaged where practical that a client will be allocated one business consultant/company. However, LEO Offaly reserves the right to allocate more than one business consultant /company to a client if appropriate, based on business need. Please note that your inclusion on our consultancy panel does not guarantee allocation of assignments to you.

**Timelines**

The planned start date is June 2023 for the project with completion no later than 15th September 2023.

**Recruitment**

It will be the responsibility of LEO Offaly to recruit clients for this initiative.

**Financial arrangements/Insurance:**

The consultant will be requested to submit up to date tax clearance details together with a copy of their insurance cover prior to the allocation of an assignment.

**Conflict of Interest** Any registrable interest involving the contractor and LEO OFFALY, its staff or their relatives must be fully disclosed in the response to this Invitation to Tender, or should be communicated to LEO OFFALY immediately upon such information becoming known to the contractor. In any case, such information must be made available prior to the award of the contract. The terms “registrable interest” and “relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose an interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

Any other conflicts of interest which arise must also be fully disclosed to LEO Offaly.

**Appendix 1**

**Submission of Expression of Interest for Consultancy Advisor Panel**

I/We confirm that we wish to be included on the Business Advisor panel to provide Business Advice for LEO Offaly Portfolio Clients in order to address current challenges for businesses. .

I/We confirm that we are available at the following inclusive daily rate of (please indicate amount and tick applicable rate):

|  |  |
| --- | --- |
| €\_\_\_\_\_ with no VAT applicable |  |
| €\_\_\_\_\_\_ plus VAT at 23% |  |

I/ We confirm that we are qualified to provide advice in the following areas:

|  |  |
| --- | --- |
| **Area of Expertise** | **Qualified (Please tick all that apply)** |
| Business Planning  |  |
| Logistics/Supply Chain/Overseas Trade  |  |
| Finance  |  |
| Marketing  |  |
| Employment law |  |
| Health & Safety |  |
| Third Country Legal Issues |  |
| Other (please specify) |  |

I/We confirm that we are qualified to provide a half day initial client assessment.

I/We confirm that we are available to carry out the allocated assignments from June 2023 with completion no later than 15th September 2023. The initial half day assignments should be completed no later than mid July 2023.

I/We confirm that we understand we may not be awarded any or all of the project, and that it is based on business need.

Signed on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert business name):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Owner/Director

**[Insert Business Name]**