OPEN TENDer specifIcation

Tender Title: **Blue Orchid Associate Pool 2019-2023**

# Background

Blue Orchid is one of the most knowledgeable and well-respected providers of business advice and support programmes in the UK. Established in 2001, we have a proven track record of delivering best in class start-up advice and business growth consultancy.

We have been repeatedly recognised by Governmental Bodies, Local Authorities & Local Enterprise Partnerships as providing high quality, innovative and customer focused services that are valued by the business community as entrepreneurial and driven to succeed.

We currently have a significant presence and provide business support services for several Local Enterprise Partnerships, Local Authorities and Government Departments across Merseyside, Cheshire & Warrington, Greater Birmingham & Solihull and Worcestershire. Historically we also have significant experience in delivering a variety of business start-up, business growth and training programmes across the UK.

We are always looking to add to our knowledgeable pool of credible associate advisors/ trainers and partner across a multitude of business disciplines to support our current and future delivery in all areas of the UK.

# Requirements

We are currently looking to increase our pool of highly capable and experienced associates and partners for 2019 – 2023. As such, we are interested to hear from you if you have expertise in delivering business support, mentoring and training within the following business areas;

* High Growth/ Scale-up Coaching & Mentoring
* Leadership & Management Coaching
* Innovation, Product & System Development
* Process & Improvement, Efficiency & Productivity support
* International Trade, Import & Export & Brexit Advice
* High Growth Potential Start-up Business Advice
* Finance & Funding Support, Investment Readiness & Crowdfunding
* Staff Development, Training & Skills Gap Analysis
* Economic Analysis, Programme & Project Evaluation
* PR, Marketing, Creative & Digital media
* Non-Executive Directorships / Trustees

We are particularly interested to hear from consultants with experience and specialist knowledge of supporting SMEs from the following the sectors;

* Digital & Creative Industries
* Advanced Manufacturing & Engineering
* Low Carbon Technologies & Renewable Power Generation

# WE WOULD LIKE TO HEAR FROM YOU IF YOU HAVE

* A proven record of working with existing young businesses / growing SMEs to support their business
* The ability to communicate and develop solutions with senior personnel from a range of backgrounds and sectors, delivering a first-class customer experience
* The ability to provide accurate quantitative & qualitative information, as well as compliant contract specific paperwork / evidence of support
* The ability to work flexibly as part of a team to provide a seamless service;
* Ability to deliver one-to-one sessions with SMEs (on site) or group sessions
* Ability to work with a wide range of SME clients from many different backgrounds and to adapt style to meet the needs of different SME client groups.
* Experience of being self-employed / running your own business / or managing an enterprise at a senior level

# How to Respond

To apply to join Blue Orchids Associate Pool please email the following to [HR@blueorchid.co.uk](mailto:HR@blueorchid.co.uk) with the subject heading **Associate Pool 2019 – 2023** by 31 May 2019;

* Covering Letter including;
* confirmation that you have or will obtain Public Liability Insurance £5m, Professional Indemnity Insurance £500,000
* standard day rate for your services and any reduced rate offered for a guaranteed number of days / period of work
* indication of which geographic Associate Pool that you wish to be included;

|  |  |
| --- | --- |
| BP:01 | Scotland |
| BP:02 | North West England |
| BP:03 | North East England |
| BP:04 | Yorkshire & Humberside |
| BP:05 | West Midlands |
| BP:06 | East Midlands |
| BP:07 | North Wales |
| BP:08 | South Wales |
| BP:09 | South West England |
| BP:10 | South East England |
| BP:11 | East of England |
| BP:12 | London |
| BP:13 | Northern Ireland |
| BP:14 | Isle of Mann |

* Curriculum Vitae
* Recent Case Study/Reference which demonstrates your experience within the business areas/sectors outlined.

**Please Note:** Acceptance into the Blue Orchid Associate Pool does not guarantee that you will be offered work. However, where Blue Orchid enters into successful bidding opportunities and contracts for Business Support & Start-Up Services, we will select appropriate Associates to deliver the services & issue contracts at that time.