



# GPET – Business Plan and Consultation Proposal

Invitation to Tender

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## Introduction

Greater Pollok Enterprise Trust (GPET) are seeking to appoint a suitably qualified consultant to develop our business plan and to engage with the local community, building our membership and ensuring that our plans meet the needs of the local community.

The successful consultant should:

- Have experience of business planning and engaging with local communities
- Knowledge of business hubs
- Knowledge and experience of working with charities and voluntary management committees.

This document sets out our timescales and requirements. Please note that the information contained within this document is confidential and should not be released to third parties without the consent of the Board or Senior Management of GPET.

## Background

Greater Pollok Enterprise Trust (GPET) is a company limited by guarantee with charitable status and it was set up in 2006 with the following charitable objectives:

- The prevention or relief of poverty
- The advancement of education
- The advancement of citizenship or community development

In particular to relieve poverty among the residents of Greater Pollok, Glasgow and in particular to provide financial assistance (through the provision of loans at a low rate of interest or grants) for the purpose of enabling poor persons to relieve their poverty through self-employment.

GPET currently run and manage two enterprises – Southside Daycare and Pollok Post Office. Southside Daycare was set up in 2007 and operates from five units in Museum Business Park. It caters for children from 6 weeks up to school age and provide a full day childcare service to parents accessing training or employment opportunities. It employs 15 staff – 9 full time childcare workers, 3 part time childcare workers and 3 Trainees working towards a childcare qualification, all of the staff lives within the local Greater Pollok area.

GPET took over Pollok Post Office in December 2008 from the developers of Silverburn Shopping Centre and co-located the Post Office with Pollok Credit Union in Silverburn. This is the only joint credit union post office in the UK. Pollok Post office employs six staff – three full time and three part time all of whom lives within the local Greater Pollok area.

GPET is managed by a Board of 6 Directors and an Operations Director who is also an Executive Director.

The Social Enterprise Strategy for Scotland – 2016 to 2026 was published in December 2016 having been subject to an extensive consultation around the sector. The strategy has three main aims:

- Stimulation social enterprise
- Developing stronger organisations
- Realising market opportunities

The action plan covering the period 2017 to 2020 was released in March 2017 and covers the actions associated with delivering the strategy. Within this action plan there are actions that support the work the GPET are trying to achieve in the purchase of Museum Business Park and the Wedge.

These include:

- Enabling 'co-working' hubs and spaces to flourish
- Sustaining Community Assets
- Extending the reach of Social Enterprise
- Recognising the contributions of social enterprises as employers
- Unlocking early learning and childcare opportunities

Asset transfer has long been an important tool in the development of rural communities across Scotland. The Scottish Land Fund enabled many communities to purchase local assets for community benefit and in 2006 BIG Lottery Fund launched the Growing Community Assets Fund which has now been replaced by Community Assets Programme, this is a Scotland wide fund aimed at local communities purchasing and renovating assets. The Community Empowerment (Scotland) Act 2015 will help to empower community bodies through the ownership or control of land and buildings, and by strengthening their voices in decisions about public services. Part four of this act covers the community rights to buy land and amended the Land Reform (Scotland) Act 2003 by extending the community right to buy to all of Scotland, urban and rural, and improving the procedures for doing this.

Glasgow City Council has a Community Asset Transfer Policy and it recognised that transferring community assets can be a valuable tool in empowering communities. Where Community Transfer Bodies (CTBs) have demonstrated that they have the capacity and satisfy the assessment criteria, asset transfer can provide a platform to create locally responsive solutions to community needs

## Scope of Work

GPET have been approached by Greater Pollok Properties Ltd and Glasgow City Council about taking ownership of Museum Business Park and The Wedge – both of which are located in the

Pollok area of Glasgow. Southside Daycare operates out of five units in Museum Business Park and GPET have previously rented space in the Wedge for project work.

Museum Business Park was built in 2005 and has been owned by Greater Pollok Properties Ltd since that time. It comprises three separate industrial units of the following sizes:

- Building 1 – Seven units within this section
- Building 2 – Five units within this section
- Building 3 – Six units within this section

It is in the Nitshill area of Pollok in Woodhead Road, easily accessible by train, public transport and by car.

The Wedge was constructed circa 2005 and was initially built to contain community meeting rooms, cafe, community activity spaces, and various other local community groups. It is located opposite Silverburn Shopping Centre wedged between two exits of a roundabout.

GPET are currently sourcing funding to support the purchase and initial development of the two sites and the work that would be undertaken by the successful consultant would underpin our business case. The aims and objectives of the services required:

- Review of current governance arrangements of GPET including recommendations on best structure and skills required to effectively manage the two facilities
- Consultation with the communities surrounding the two facilities to ensure that the local community have an opportunity to shape our plans. It is important that our approach responds to local needs and priorities and covers gaps in service provision; it is therefore crucial that the community are suitably consulted over the course of the study. Engagement with the community should primarily be achieved principally through direct consultation with the communities surrounding the facilities but should include an element of speaking to local groups including existing community councils.
- Approach for building the membership of GPET from the local community to ensure greater community control.
- Consultation with existing tenants of the facilities assessing their needs and how this fits with the aims and objectives of GPET.
- Market research into similar facilities – Identified hubs in Glasgow, Edinburgh and Aberdeen.
- Five-year financial projections, including risk analysis of assumptions

## Anticipated Outputs

GPET require:

- a five-year business plan and financial projections
- community consultation report detailing engagement with the local community

These documents should meet the needs of our partners and funders demonstrating a robust business case and community buy in for our proposals.

## Tender Requirements

Interested parties should submit a proposal detailing their approach no later than 5pm on 05/01/2018 to GPET, Unit 13, Museum Business Park, 140 Woodhead Road, Glasgow, G53 7NN – marked Private and Confidential and for the attention of the Operations Director. Email submissions will not be accepted.

The tender should detail:

- Approach and methodology for the completion of the proposal – This should detail in particular the methods to be employed for the community consultation and the expected minimum outputs.
- Identification of any issues/ challenges and how they will be addressed
- A timeline for the study, with key outcomes identified.
- Name, Job Title, Number of Days and Day Rate of each person involved in the project including CV's of Key Personnel
- Experience of similar projects
- Total cost broken down by activity and person involved including the likely number of days to be spent on each activity – clearly noting all disbursements.
- Limitations to the proposed work
- A short statement highlighting your organisations suitability for this piece of work
- Two references – these will not be contacted under your tender is successful.

## Project Management

The main contact within GPET will be Jim Garrity, Operations Director. Tel No:

07946 637099 ; e-mail: [jgarrity@pollokc.com](mailto:jgarrity@pollokc.com) ; Address: Unit 13, Museum Business Park, 140 Woodhead Road, Glasgow, G53 7NN.

The consultant will advise GPET if there are any unforeseen delays which may limit the ability to complete the work within the agreed dates. Consultants are required to submit a draft report for comment prior to finalising.

The report or the information within the research cannot be quoted from or used in any other project work without the written permission of the main contact from GPET.

## Evaluation of Tenders

Tenders will be evaluated on the basis of 80% quality and 20% cost.

<b>Activity</b>	<b>Score Percentage</b>
Robust Methodology	30%
Relevant Experience and skills	30%
Demonstrable knowledge and understanding of the issues likely to arise in the proposal	20%
Cost	20%