**Invitation to apply for inclusion on Royal Greenwich Council’s Workspace Providers List**

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| Royal Greenwich Council is compiling a Workspace Providers List for information to help to facilitate the development and management of workspace in the borough. The Council is seeking workspace providers to apply to be on the list. Submissions will be assessed against a set of selection criteria laid out in this document.The list will be publicly accessible and provided by the Council to developers in the borough to help facilitate the provision of workspace. It will be regularly updated to ensure it fits the changing requirements of Greenwich’s economy. Please be aware that inclusion on the list does not guarantee contracts and has no direct financial value.  |

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**1. Purpose of the Workspace Providers List**

The Royal Borough of Greenwich is creating a list of Workspace Providers which have expressed an interest in operating in the borough. The Council is committed to supporting economic growth and investment and recognises the role that the availability of workspace can play in the local economy, facilitating employment opportunities and skills development as part of new and existing developments.

For these reasons, the Council wishes to compile a list of Workspace Providers with a range of interests and spanning different sectors. The list will be publicly accessible and provided by the Council to developers in the borough to help facilitate the provision of workspace, to encourage developers to partner with appropriate organisations to deliver workspace as part of their developments, and to encourage the widening of the level of interest and investment in workspace.

The list will be regularly updated, and made publicly available on the Council’s website. It will be provided to developers already working in the borough, as well as those interested in working in the borough.

The appointment of a workspace provider by a developer may happen well in advance of a space being built. Having a selection of interested and qualified providers will give developers assurance that such providers can meet their requirements to provide workspace. Working with a workspace provider at an early stage, can help ensure workspace and letting arrangements are designed appropriately, reducing the likelihood of underutilised units.

***Please note:*** *Being on the Workspace Providers list could increase exposure to new business opportunities. However, inclusion on the list does not constitute a contract with Royal Greenwich Council or guarantee organisations new commissions. It has no direct monetary value in itself. The Council also does not take any responsibility for discussions between developers and appointed providers.*

**2. Background**

The borough’s business base consists primarily of small businesses (89% are micro businesses employing 0-9). The Council recognises that supporting small businesses to find workspace, become established and to grow is beneficial to the borough as a whole.

Demand for workspace is high in Royal Greenwich. The last decade has seen significant residential development, much of which has taken place on employment land. Limited space and high accommodation costs are putting pressure on businesses, while rising prices are having an impact on crucial development areas.

Greenwich Council believes that workspace providers can play a significant role in business and skills development through providing well-managed workspace for the borough’s entrepreneurial and small business base. However, the benefits of working with some workspace providers may be broader than this and include opportunities for business support and development, community wealth building, as well as creating links between the borough’s skills provision and growth sectors.

**3. Policy context and vision**

Royal Greenwich has a thriving business community. Workspace can play a role in boosting local growth in the economy.

The Council aspires to use strong partnership working and the encouragement of the provision of workspace as a mechanism to support both a flourishing local economy and as an enhancement for the skills agenda. We want to strengthen our growth sectors and encourage emerging growth businesses of all sizes. Our vision is of business communities able to thrive through access to appropriate workspace, pulling investment into the borough and enhancing resident employment prospects through skills development matched to our growth sectors’ needs.

Our local economic analysis has identified the following growth sectors:

* Professional, scientific and technical
* Information and communication
* Construction
* Business administration
* Accommodation and food
* Health

In order to meet core quality assurance standards, the Council has developed criteria for assessing applications to be on the Workspace Providers list, as set out in section 5 of this document.

**4. The role of Workspace Providers**

There are a wide range of Workspace Providers. Approaches vary depending on whether a provider is targeting businesses that are at a start-up or incubation stage or looking to scale up and expand. Some providers aim to attract businesses at all stages of the cycle. A huge variety exists in models and approaches and the Council is keen to attract a range of providers to meet the needs of Royal Greenwich’s diverse business community.

The Council will publicise the Workspace Providers list via its website and provide the list to developers who are already working in the borough, or intend to work in the borough. One of the purposes of the list is to allow the Council to seek regular feedback from providers on whether they have been approached by developers in the borough for possible workspace development opportunities as a result of their inclusion on the list. Such feedback will help the Council produce regular status reports on outcomes from the list, and also further promote and encourage its use by developers.

**5. Selection criteria**

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| Section 1 – Details of your organisation | Please complete Section 1as applicable. |
| Section 2 – Essential and minimum requirements for this list | This requires a tick of either ‘yes’ or a ‘no’. If you answer ‘No’ in Section 2, you do not need to complete the rest of the questionnaire as your company will fail to pass the minimum requirements for this list. |
| Section 3 – Professional and business standing | The Council will review the details and form a view as to whether this gives reason to exclude you from inclusion on this list. In making this assessment the Council will act in a reasonable and proportionate manner. |
| Section 4 – Policies and procedures | Most questions require a ‘yes’ or ‘no’ answer. You may be asked to clarify any of your answers within an agreed timescale.If the information provided by any organisation gives rise to serious concerns about the organisation’s suitability to do business that cannot be satisfied by further investigation, they may be excluded from the proposed list. |
| Section 5 – Technical and/or professional ability questions (marked according to 0-5 scoring scale, to establish a list of organisations).Do not embed any images, PDF or other files within your response unless requested to do so. | You need to demonstrate to the Council that you have the technical expertise, experience and professional ability required for inclusion on the proposed list. For example, this may include appropriate insurance, policies, procedures and systems in place and legal compliance. |
| Section 6 – Financial information | The Council will carry out a financial appraisal, in order to have an understanding of your financial position. We do this to determine the level of risk and to assure Royal Greenwich Council that you have the necessary financial resources for inclusion on the proposed list. If the financial appraisal is not deemed satisfactory your organisation will not be shortlisted. |
| Section 7- Declaration | Please complete both sections and sign  |
| Section 8 – References |  Please provide up to three referees to show your previous relevant track record |

## Please note that failure to provide a satisfactory response to any of the questions may result in Royal Greenwich Council not proceeding further with this application for inclusion on the proposed list. The information supplied by applicant organisations will be checked initially for completeness and compliance before responses are evaluated.

You need to qualify at each section in order for subsequent sections to be evaluated.

If you have any queries or questions about this process, please email linda.highton@royalgreenwich.gov.uk . The deadline for submission of the form is **midday (12 o’clock) on Wednesday 9th October 2019**. We will assess all the applications received, and hope to be in a position to confirm which organisations are included on the workspace provider list in November.

section 1A: Details of Your Organisation

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| --- | --- |
| Company / Organisation Name: please detail the name of the organisation (prime or single contractor)  |  |
| Postal address:Postcode: |  |
| Telephone number: |  |
| Company registration number: |  |
| Charity/Housing Association or other registration number (if applicable). Please specify registration body: |  |
| Date of registration: |  |
| Registered address if different from the above:Postcode: |  |
| VAT registration number: |  |
| Website address (if any): |  |
| Contact details for enquiries about the list |
| Name: |  |
| Job title: |  |
| Email address:  |  |
| Phone number (if different from above): |  |

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| Is your organisation: (please tick the box below which applies) |
|  | i) a public limited company? |  |
|  | ii) a limited company? |  |
|  | iii) a sole trader? |  |
|  | iv) a partnership? |  |
|  | v) a third sector organisation? |  |
|  | vi) other - please specify |  |

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| --- | --- |
| Is your company a subsidiary of another company? | Yes/No (If yes, please provide details below) |
| Name of ultimate holding/parent company/group name |  |
| Address of ultimate holding/parent company/group name: |  |
| Registration number of ultimate holding/parent company/group name |  |

If your organisation is applying for inclusion on the list in the role of lead organisation and intend to work as a partnership or as part of a consortium, please complete Section 1B below.

section 1B: Details of partnership/consortiUm arrangements (if applicable):

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| If your organisation is applying to the list in the role of lead organisation and intends to work as a partnership or as part of a consortium, please complete the section below. |
| What is the legal status of the partnership / consortium? |
| Please identify intended partners/consortium members below |
| Organisation name | Organisation address and contact details | Service / expertise they will provide. Please detail the roles and responsibilities of each party in relation to the partnership or consortium arrangement |
| Org 1 |  |  |
| Org 2 |  |  |
| Org 3 |  |  |

Section 2: Headline question

Please answer ‘Yes’ or ‘No’ to the question below. Note: You must be able to answer ‘Yes’. If you are unable to do so you **do not** need to complete the rest of this form as your organisation will fail to meet the minimum requirements.

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| 2. | Do you have experience managing or facilitating workspace ? | Yes [ ]  No [ ]  |

Section 3: Professional and business standing

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| **3.1 Professional and business standing**Do any of the following statements apply to your organisation, or to any of the directors, partners or owners:  |
| 3.1a | In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors  | Yes [ ]  No [ ]  |
| 3.1b | Been convicted of a criminal offence related to business or professional conduct  | Yes [ ]  No [ ]  |
| 3.1c | Committed an act of serious misconduct in the course of business or profession | Yes [ ]  No [ ]  |
| 3.1d | Not met responsibilities related to paying social security contributions  | Yes [ ]  No [ ]  |
| 3.1e | Not met responsibilities related to paying taxes  | Yes [ ]  No [ ]  |
| 3.1f | Guilty of serious misrepresentation in supplying information  | Yes [ ]  No [ ]  |
| 3.1g | Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? | Yes [ ]  No [ ]  |
| *Note:* If you answer “**Yes**” to any of the questions above, please provide details of the circumstances including what has been done to put things right. The Council will review the details and form a view as to whether this gives reason to exclude you from the list. In making this assessment the Council will act in a reasonable and proportionate manner. |

SECTION 4: POLICIES AND PROCEDURES

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| **4.1 Insurance** |
| Minimum levels required: * **Employers Liability** insurance £5 million
* **Public Liability** insurance of £5 million
* **Professional indemnity** of £500,000
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| Please provide details of your current insurance cover: |
| 4.1a | Employer’s liability  | £ |
| 4.1b | Public liability  | £ |
| 4.1c | Professional indemnity  | £ |
| 4.1d | Other (please provide details) | £ |
| 4.1e | In the case of inadequate cover, would you be willing to increase your insurance? | Yes [ ]  No [ ]  |

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| **4.2 Health and safety** |
| You should be in a position to confirm that your company fulfils one (or more) of the following statements (4.2a – 4.2d) – please tick which applies. You do not have to provide supporting evidence relating to 4.2a – 4.2d with your submission. However, you must be prepared to do so if requested.  |
| 4.2a | Your Company has less than five employees (you will be required to provide information listed under paragraph 4.2b below to demonstrate your competency, depending on the level of risk within the service to be provided); or | [ ]  |
| 4.2b | Your Company has a Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. The policy will withstand evaluation against the following criteria: Organisational Responsibilities and Arrangements for Safety for the type of work intended, including but not limited to:* risk assessment procedures;
* safe working systems / methods;
* procedure for monitoring the implementation and effectiveness of your health and safety policy;
* provision of relevant, competent health and safety advice;
* procedure for dealing with emergencies;
* procedure for reporting and investigating accidents and dangerous occurrences;
* provision of information, instruction, supervision and training.

Bear in mind that a copy of the policy statement of intent alone may well not be sufficient. You may be asked to provide sample risk assessments / method statements / safe systems of work / training records relevant to the type of work to be carried out, should there be any future contractual relationship with a developer. | [ ]  |

Have you had either of the following in the last three years?

|  |  |  |
| --- | --- | --- |
| 4.2c | Enforcement action by HSE / local and other enforcing authorities (i.e. prosecution or issue of Improvement or Prohibition Notices) taken against your company. | Yes [ ]  No [ ]  |
| *If ‘Yes’ please provide details here* |
| 4.2d | Reportable accidents, dangerous occurrences and notifiable diseases record. | Yes [ ]  No [ ]  |
| *If ‘Yes’ please provide details here* |

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| **4.3 Equal opportunities** |
| 4.3a | In the last three years, has any finding of unlawful racial, sex or disability discrimination in the employment field been made against your organisation by the employment tribunal, the employment appeal tribunal, or any court, or in comparable proceedings in any other jurisdiction? | Yes [ ]  No [ ]  |
| 4.3b | In the last three years, has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission (E&HRC) because of a claim of unlawful discrimination? | Yes [ ]  No [ ]  |
| 4.3c | If the answer to question 5.3c or 5.3d (or both) is ‘Yes’, what steps did your organisation take as a result of that finding or investigation? | Yes [ ]  No [ ]  |
| 4.3d | *Please insert your answer here* |
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| **4.4 Environmental management** |
| 4.4a | Does your organisation have an environmental policy?  | Yes [ ]  No [ ]   |
| 4.4b | Has your organisation been prosecuted under any environmental legislation in the past 3 years? | Yes [ ]  No [ ]   |
| *If ‘Yes’, please provide details here* |

Section 5: Technical and/or professional ability

If you are applying as part of a consortium or a lead organisation with partners/consortium members/sub-contractors, please clearly indicate which aspects of your response relate to each participating organisation.

By referring to partners/consortium members/sub-contractors in your submission, you agree that the Council may contact those partners/consortium members/sub-contractors at any stage of this process, in order to obtain further details concerning your application. You also agree that the Council may supply any information you have provided in your application to such partners/consortium members/sub-contractors.

Your answers to sections 5.1, 5.2 and 5.3 will be assessed using the following 0 – 5 scale. A minimum threshold score of 50% will be applied.

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| --- | --- |
| Score |  |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but has not met requirements/ experience (has not covered any essential points) |
| 2 | The response / experience has partially met minimum requirements (has covered some essential points) |
| 3 | The response / experience has met minimum requirements (has covered all essential points, may have included clear examples) |
| 4 | The response / experience has exceeded minimum requirements (covered more than the essential points, gave clear examples) |
| 5 | The response / experience added significant value (covered more than the essential points, gave clear thorough examples to illustrate where value has been added) |

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| 5.1 | Please outline your experience of managing workspace. Where possible please include:* The number of existing workspaces you manage
* Locations of each workspace (highlighting any in the London Borough of Greenwich)
* Size of each workspace (floor space and/or number of desks)
* Your ownership arrangements for each workspace (e.g. leaseholder)
* Outline your approach to workspace management, design and the services you provide
* Any experience you have of linking business support to local education or skills development (for information only)

Answer: |
| 5.2 | Please outline the types businesses hosted and typical contract terms offered, including:* The number of businesses operating from these workspaces
* Sectors covered (e.g. business services, tech, science, arts, media)
* The typical size of business hosted (number of employees or turnover)
* Proportion of businesses hosted that are recent start-ups established for less than a year; proportion that have been established for less than three years; and proportion that are mature businesses of three years plus.
* The typical terms of lease/licence: average price compared to market rent, discounted periods, length and flexibility of contract, services included in contract.
* Your approach to encouraging business-to-business networking and collaboration
* Your approach to business support

Answer: |
| 5.3  | How will you provide regular information to the Council when requested on whether you are working with developers in the borough?Answer: |

 **5.4 For information only:**

The following section is not assessed, but its purpose is to provide more detailed information on the type of providers on the list in order to better inform developers how the providers might fit with potential development opportunities. A summary of this information will be included in the final list provided to developers.

Please use up to one page of A4 to provide a summary of your organisation’s interest in potential new opportunities, including:

* Which economic sectors you are interested to work in (e.g. tech, arts, media)
* The type and size of businesses you are interested in hosting
* Preferred locations in the borough of Greenwich
* The type and size of space you are interested in
* The type of development opportunities, partnerships and arrangements preferred

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| **5.4**  |
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**Section 6: FINANCIAL INFORMATION**

Please provide financial details for the previous two years - simply your total annual turnover.

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1  | What was your turnover in the last two years? | Turnover | For the year ended |
| £ | dd/mm/yyyy |
| £ | dd/mm/yyyy |

An independent financial risk appraisal will be sought from Dun & Bradstreet. For information on where Dun & Bradstreet obtain their information, please refer to their website at [www.dnb.co.uk](http://www.dnb.co.uk). No other independent financial appraisal company report will be considered. If you have any doubt as to your organisation’s financial credibility and/or stability, we advise you to seek assessment prior to submission of your tender.

Royal Greenwich Council intends to include only organisations which are financially stable on the list of workspace providers.

**Section 7: DECLARATION**

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| **7 Declaration****Please complete both sections below.** |
| 7.1 | **Declaration of interest**Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by us or has been employed within the last three years?For the purpose of this questions, an ‘associated person’ is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the Council (or associated body), whether: * under a permanent or fixed contract of employment with the Council;
* through an agency contract with an employment agency;
* as a consultant or contractor through a contract for services with the Council.
 | Yes [ ]  No [ ]  |
|  | *If ’Yes’, please give details here:* |
| 7.2 | **Overall Declaration**I confirm that the information in this form is accurate and complete to the best of my knowledge. |
|  | Name (in capital letters):Signature (electronic signatures are acceptable)On behalf of (name of organisation) Position in organisationDate  |

SECTION 8: References

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| **Please complete Section 8.1 to demonstrate your track record of relevant experience** |

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| 7.1 Please provide details of a minimum of at least one and a maximum of three referees for recent workspace developments that are relevant to our requirement. If you cannot provide these, please explain why. Please contact each of the referees beforehand to make sure that their contact details are correct and that they are available and willing to provide a reference. We may take up references at any stage. |
| Name of Organisation | Contact name and phone number of referee1616 | E-mail address  | Description of type of workspace  |  Date and/or timescale |
| Org 1 |  |  |  |  |
| Org 2 |  |  |  |  |
| Org 3 |  |  |  |  |