

# Business Start-up and Growth Support Framework Opportunity

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INFORMATION & EXPRESSION OF INTEREST

Jan 2022



## BUSINESS START UP AND GROWTH SUPPORT FRAMEWORK OPPORTUNITY

Momentic is an expert specialist provider of business start-up services in the UK, with contracts in the Greater Manchester, Midlands, South & Central England and London. **We are looking to create a framework of associates to support the delivery of our existing contracts, and partners to work on forthcoming bidding opportunities in our growth across the UK.**

### OVERVIEW OF MOMENTIC

Momentic delivers business start-up, development, diversification and growth-related support services to organisations and individuals through mentoring, advice, consultancy, training, interim management and resourcing options. Our particular focused areas of expertise is through:

- Self-employment support, advice, training and development programmes
- business growth appraisal & development (including tender development & management) partnership, stakeholder and service user development diagnostic solutions development
- training programmes development & delivery therapeutic models & solutions
- processes & procedure development wider revenue identification & development

We work in several sectors, but primarily in welfare to work, business support & consultancy, economic development, education, the criminal justice system, enterprise & self-employment markets. Momentic also draws on a wider team of professionals to support the plans and approaches for each specific commissioned area of work.



## OVERVIEW OF REQUIREMENT AND OPPORTUNITY

Momentic is at an exciting stage in its development and as such we recognise the need to identify the best placed people, in the markets we serve, who may wish to join us on this journey, joining our already experienced and professional team of associates and employees.

We would like to further develop our framework of individuals who can:

- support the delivery of our existing contracts on an Associate basis, and/or
- partner with us on new bidding opportunities, or
- may want to work with us on a payroll role basis

We have, and will be bidding for, contracts that aim to support:

- individuals to explore self-employment
- individuals to start a business
- existing small and medium businesses to sustain and grow.

We are looking for **Business Advisors, Business Consultants and Business Associates with experience of delivering business advice, mentoring and workshops to group sessions and/or one-to-one support.** We are open to people looking to work either across a range of contracts or wishing to specialise.

We would anticipate individuals having substantial experience in the above roles and a proven success in terms of meeting targets, as well as experience / knowledge of supporting individuals or businesses with some or all of the following:

- Ideas Generation
- Diagnostics and Action Planning
- Business Planning
- Business Growth Planning
- Sales and Marketing
- Sector Specific Approaches e.g., Creative and Digital, Retail
- Digital and Social Marketing
- Financial Analysis and Management
- Accessing Finance / Investment Readiness
- Navigating and complying with the DWP benefit regime for the self-employed
- Minimum Income Floor Planning
- Export and Globalisation



- Leadership and Management
- Business engagement and client acquisition
- 1 on 1 mentoring
- Delivering Workshops/courses/masterclasses to groups
- Experience of Face-to-face delivery and virtual

The list above is by no means exhaustive, and applicants should consider the range of support needs individuals looking to set up a business, and existing small to medium businesses, are likely to have. We are also likely to want individuals who could support us with customer acquisition and bedding into local business networks.

### **EQUALITY, DIVERSITY & INCLUSION**

Momentic Limited is committed to applying equal opportunities at all stages of recruitment and selection, in line with its Equality, Diversity and Inclusion policy in addition to our duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination; to advance equality of opportunity.

Momentic Limited is a Disability Confident Committed employer and as such, any candidate with a disability will not be excluded unless the candidate is unable to perform a duty intrinsic to the role, having considered reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.



## EXPRESSION OF INTEREST (EOI)

### Step 1

Please complete the questions below and submit it by email to [info@momentic.co.uk](mailto:info@momentic.co.uk). If you require any further information, please also send any queries to [info@momentic.co.uk](mailto:info@momentic.co.uk).

Please note that the completion of this EOI does not imply any contractual agreement between Momentonic and you but will rather enable Momentonic to assess your suitability / availability and interest in working with us for current or future opportunities.

### SECTION 1: INDIVIDUAL DETAILS

1.1 CONTACT DETAILS			
Name			
Registered address Including postcode			
Company details (if applicable)	Company number.	N/A <input type="checkbox"/>	VAT number.
Contact number and email address			
Website (if applicable)			



## SECTION 2: DELIVER AREAS

2.1 DELIVERY AREAS					
Service areas of interest Please tick all that apply	Working with the unemployed <input type="checkbox"/>	Supporting existing businesses to grow <input type="checkbox"/>	Working internationally <input type="checkbox"/>	Delivering accredited training <input type="checkbox"/>	Working with offenders <input type="checkbox"/>
	Delivering workshops <input type="checkbox"/>	Delivering one-to-one advice and support <input type="checkbox"/>		Business engagement / client acquisition <input type="checkbox"/>	

2.2 GEOGRAPHICAL COVERAGE						
Please detail all the areas you are willing and able to deliver in						
NORTHWEST	Cumbria <input type="checkbox"/>	Merseyside <input type="checkbox"/>		SOUTHWEST	Bristol <input type="checkbox"/>	Gloucestershire <input type="checkbox"/>
	Cheshire and Warrington <input type="checkbox"/>	Lancashire <input type="checkbox"/>			Cornwall <input type="checkbox"/>	Somerset <input type="checkbox"/>
	Greater Manchester <input type="checkbox"/>				Dorset <input type="checkbox"/>	Wiltshire <input type="checkbox"/>
NORTHEAST	Tees Valley <input type="checkbox"/>	Tyne and Wear <input type="checkbox"/>		Devon <input type="checkbox"/>		
LONDON	North London <input type="checkbox"/>	East London <input type="checkbox"/>		WEST MIDLANDS	Birmingham <input type="checkbox"/>	Staffordshire <input type="checkbox"/>
	South London <input type="checkbox"/>	West London <input type="checkbox"/>			Black Country <input type="checkbox"/>	Warwickshire <input type="checkbox"/>
EAST OF ENGLAND	Cambridgeshire <input type="checkbox"/>	Norfolk <input type="checkbox"/>		EAST MIDLANDS	Herefordshire <input type="checkbox"/>	Worcestershire <input type="checkbox"/>
	Essex <input type="checkbox"/>	Suffolk <input type="checkbox"/>			Derbyshire <input type="checkbox"/>	Northamptonshire <input type="checkbox"/>
	Bedfordshire <input type="checkbox"/>	Hertfordshire <input type="checkbox"/>			Leicestershire <input type="checkbox"/>	Nottinghamshire <input type="checkbox"/>
SOUTHEAST	Berkshire <input type="checkbox"/>	Isle of Wight <input type="checkbox"/>		YORKSHIRE AND HUMBER	Lincolnshire <input type="checkbox"/>	Rutland <input type="checkbox"/>
	Buckinghamshire <input type="checkbox"/>	Kent <input type="checkbox"/>			East Riding <input type="checkbox"/>	York and North Yorkshire <input type="checkbox"/>
	East Sussex <input type="checkbox"/>	Oxfordshire <input type="checkbox"/>			Hull <input type="checkbox"/>	South Yorkshire <input type="checkbox"/>
	Hampshire <input type="checkbox"/>	Surrey <input type="checkbox"/>			Lincolnshire <input type="checkbox"/>	West Yorkshire <input type="checkbox"/>
West Sussex <input type="checkbox"/>						
Scotland	Highlands and Islands <input type="checkbox"/>	West and Islands <input type="checkbox"/>		WALES	North <input type="checkbox"/>	Central <input type="checkbox"/>
	Southwest <input type="checkbox"/>	Southeast <input type="checkbox"/>			South <input type="checkbox"/>	
	Central <input type="checkbox"/>	East <input type="checkbox"/>				



## SECTION 3: SERVICES

### 3.1 CLIENT SUPPORT OVERVIEW

Please provide details of the services you provide, including any areas of specialism.  
For example, please detail the workshops you can deliver, the client groups you are particularly experienced in working with, or the business sectors you have a particular reach into.  
*Please limit this response to no more than 1000 words*



### 3.2 ADDITIONAL SUPPORT

Please detail any additional support / added value / innovation you can offer to our clients within the geographical areas (e.g., access to other services or innovative products)  
*Please limit this response to no more than 500 words*





## SECTION 4: TRACK RECORD

4.1. EXPERIENCE				
<b>Please detail the services you have experience of delivering and/or client groups you have experience of working with. Please tick all that apply</b>	Supporting people to start a business <input type="checkbox"/>		Supporting existing businesses to grow <input type="checkbox"/>	
	Business engagement / client acquisition <input type="checkbox"/>	Delivering one-to-one advice and support <input type="checkbox"/>	Delivering workshops <input type="checkbox"/>	Working internationally <input type="checkbox"/>
	Delivering accredited training to unemployed young people <input type="checkbox"/>	Delivering accredited training to unemployed adults <input type="checkbox"/>	Delivering accredited training to employed adults <input type="checkbox"/>	Providing unemployment support to young people <input type="checkbox"/>
	Providing unemployment support to unemployed adults <input type="checkbox"/>	Supporting offenders / ex-offenders <input type="checkbox"/>	Supporting parents / single parents <input type="checkbox"/>	Supporting people with health conditions or disabilities <input type="checkbox"/>
	Supporting people with substance misuse issues <input type="checkbox"/>	Supporting BAME communities <input type="checkbox"/>	Other – please state	

4.2 QUALIFICATIONS			
<b>Qualifications or accreditations e.g., SFEDI, IAG, industry specific qualification</b>	Please detail qualifications or accreditations held for yourself or the staff that would work on this contract:		
<b>Are you teacher-trained?</b>	Yes <input type="checkbox"/> If yes, please indicate Level		No <input type="checkbox"/>
	If yes, when does it expire?	When was the accreditation achieved?	
<b>Do you have an assessing qualification e.g., TAQA?</b>	Yes <input type="checkbox"/> If yes, please indicate Level		No <input type="checkbox"/>
	If yes, when does it expire?	When was the accreditation achieved?	



4.3 VETTING			
Are you recently DBS-checked?	Yes <input type="checkbox"/> Date _____	Advanced DBS <input type="checkbox"/> Date _____	No <input type="checkbox"/>
Are you vetted to work in Prisons	Yes <input type="checkbox"/> Date _____	No	
Have you previously run other businesses?	Yes <input type="checkbox"/> If so, please state how many staff and a short outline of what its core deliverables were:		No <input type="checkbox"/>

4.4 TRACK RECORD Please detail up to three contracts you have previously worked on. These could be contracts you have delivered as an associate or subcontractor, or contracts you have worked on as an employee of a delivery organisation						
Geographical Area	Target client groups	Contract Name and funder	Contracted start and end dates	Nature of the support provided	Targets (e.g., self-employment start rate, growth percentages)	Performance achieved against targets
e.g., Greater Manchester	e.g., The unemployed	e.g., Entry to Self-employment, Momentic Ltd	e.g., Jan 20 – Dec 21	e.g., Supporting unemployed people to consider starting a business.	Target- 8 Job Starts a month Achieved- Average of 10 a month	e.g., 50% achieve 6 months of trading



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#### 4.5 CASE STUDY

Please provide up to 3 case studies of services you have delivered successfully to clients in the last year.  
 Please limit this response to no more than 250 words for each case study

#### 4.6 CVs Please attach your most recent CV.

Please confirm that CVs are attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### SECTION 5: AVAILABILITY

#### 5. AVAILABILITY TO DELIVER

How often are you potentially available to work on our contracts, and at what times? Please detail all that apply	days per week	days per month	Evenings <input type="checkbox"/>	Weekends <input type="checkbox"/>
Please indicate your position preference as part of the Momentonic Team	Associate	Payroll/Employed	Don't Mind	



## SECTION 5: PRICE and Availability

Please provide an indicative price for your services e.g., average day rate, hourly rate not inclusive of vat, and/or annual Salary expectations

## SECTION 6: NEXT STEPS

**Momentic will review all framework responses and advise successful and unsuccessful applicants.**

Momentic would like to make it clear that we are making no commitment to work with any framework individual at this time. The final selection of individuals we add to our framework will depend on several factors, including this Expression of Interest Process, the contracts Momentic win or tender for, and the completion of the Momentic Due Diligence process.

Please note: The information you provide will be treated as confidential.

Please ensure you have completed and completed the Expression of Interest (EOI) and you return this form via email to [info@momentic.co.uk](mailto:info@momentic.co.uk)

Any future opportunities to work with/for Momentic will initially come out via this Framework to all those successful. If any employment opportunities become available, we will come out through the framework, but may also contact key individuals directly.

Thank you for your interest in working with Momentic.

