

## **Admin Support and Telephone Answering Services for the Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP)**

### **Background information**

The Greater Cambridge Greater Peterborough Local Enterprise Partnership has been in existence for almost a year now, and we are seeking to expand our small core team.

We were created to help drive forward sustainable economic growth in our area – with local business, education providers, the third sector and the public sector working together to achieve this.

We cover the following areas: Cambridgeshire, Peterborough, Rutland, West Norfolk, West Suffolk (Forest Heath and St Edmundsbury), Uttlesford and North Hertfordshire.

You can find out more about our work online at:

[www.yourlocalenterprisepartnership.co.uk](http://www.yourlocalenterprisepartnership.co.uk)

### **Brief**

The Greater Cambridge Greater Peterborough Local Enterprise Partnership is seeking flexible administrative support and telephone answering service to support its small core team.

We are seeking quotations from local companies who could provide the following services:

- Telephone answering services for the LEP, including provision of a two dedicated LEP telephone numbers
- Diary management support for Directors and LEP core team
- Handling and responding to correspondence
- Arranging meetings for Directors etc...
- Assist with the organisation of seminars, conferences and other events as necessary
- Secretariat support for the LEP Board, including the preparation and distribution of agendas and papers, the organisation of all Board and Sub-group meetings and venues, plus the distribution of meeting minutes.
- Progress chase on projects and assignments as required, and offer solutions to issues that may arise.
- Creation of PowerPoint presentations and documents.
- Document management.

### **Tender bid**

Should you wish to submit a tender bid for this work, please email your bid document to Laura Welham-Halstead via email at

[laura.halstead@yourlocalenterprisepartnership.co.uk](mailto:laura.halstead@yourlocalenterprisepartnership.co.uk) by 28th October 2011.

If you have any further queries about the tender please also contact Laura via email.

All tenders must include:

- Indicative costings, e.g. monthly charges for telephone answering, hourly rate for other administrative support & any discounts that may apply for bulk purchasing.
- An overview of your company, including key staff and experience.

### **Contract length**

We would initially seek to offer a 12 month contract with a three month trial period and the option to extend to 2 years (if required).

Hours required will be variable, with some peaks of activity around Board and event dates, but likely to be in the region of two days per week.