



Request for quotation for OxLEP marketing and communication support

OxLEP are looking for an outstanding marketing and communications company to manage our marketing and communications activities for an initial period of six months, which may be extended by competitive process depending on the impact delivered by the contractor.

We want to appoint a company who can deliver the following:

- Assist the LEP in delivering its strategy through effective, timely, well targeted and accurate communications
- Develop strong engagement and communication linkages with the business community, identifying opportunities and key concerns and providing feedback to OxLEP
- Maintain and raise awareness of OxLEP, providing communications through multiple channels and for appropriate and relevant audience groups
- Influence stakeholders and audiences on LEP related work within Oxfordshire, liaise with our key contacts in government and other national stakeholders and with other LEPs across the country
- To identify and use opportunities to communicate and promote the LEP across all platforms

The successful contractor will be required to deliver:

- An OxLEP communications and engagement strategy
- Two quarterly OXLEP board media monitoring reports
- Three stakeholder newsletters (every two months)
- Three OxLEP chairman/CEO blogs (every two months)
- Support up to four LEP led campaigns/events to business
- Support our presence at both the Thames Valley Property Forum and MIPIM UK



Timescales

This request for quotation closes at **12 noon on the 29 July**. Successful bidders will be notified on **3 August** and must be available for a meeting with **OxLEP 8 August** in Oxford.

It is envisaged the contract would start 5 September ideally, but certainly no later than 19 September.

For more information please contact Richard Byard, Director of Business Development on 07584 909508 (available up to and including 14 July initially then from 25 July onwards), or Nigel Tipple, Chief Executive on 07792 907302 in Richard's absence.

Full details of our requirements can be found [here](#).