THE LOW CARBON CONTRACTS COMPANY

AND

ELECTRICITY SETTLEMENTS COMPANY

 

REQUEST FOR PROPOSAL FOR THE Provision of

###### Board Evaluation Services

REFERENCE: CRN2017/004

1. **INTRODUCTION**
   1. Low Carbon Contracts Company Limited (“**LCCC**”) intends to select and appoint a suitable provider for the provision of the company’s annual board evaluation for 2017.
   2. Further details about LCCC and its board structure are at https://lowcarboncontracts.uk/
2. **Terms and Conditions of Contract**
   1. LCCC will consider the terms proposed by the potential provider and would be prepared to use them if it considers them to be acceptable. If it does not, LCCC would require the contract to be on its standard terms and conditions. Confidentiality and data protection will need to be properly protected.
3. **Statement of Requirement**
   1. LCCC wishes to retain a provider to undertake the annual evaluation of the Board of the company for 2017. The work should take c.2-3 months and be completed by around the end of September 2017. The work will include:

* preliminary meeting(s) with Chair and/or Company Secretary to structure and refine process for evaluation
* individual interviews with directors
* possible opportunity to observe a board meeting
* evaluation report
* presentation to the Board

1. **Criteria for Award** 
   1. This procurement is on the basis of the most economically advantageous tender.

* 1. The criteria for the selection of the provider will be as follows:

|  |  |
| --- | --- |
| **Description** | **Score percentage** |
| The Proposal must clearly explain the proposed nature, structure and content of the evaluation and the process for conducting it. The Proposal, the provider and the key personnel proposed must demonstrate in-depth technical and professional competence, expertise, and experience, including of: -   * + - * undertaking board evaluations       * board room experience       * ability to deal with sensitive matters and senior directors       * inter-personal skills, including in the context of board evaluations and sensitive matters       * UK Corporate Governance Code and other relevant best practice guidances,       * experience of a variety of boards and companies similar to LCCC and its sister company Electricity Settlements Company Ltd. | 70% |
| Price | 30% |
| Acceptable References may be required prior to award. | |

* 1. As part of the evaluation process, a presentation may be required from the shortlisted tenderers. This would take place at a mutually agreed time and date.

1. **Return of Proposal** 
   1. Proposals are to be returned by email in the manner specified to marilyn.mccombie@lowcarboncontracts.uk by 17:00hrs on 16 June 2017.
   2. Proposals should be no more than 5-6 pages. However, additional information can be provided if the potential provider wishes.
2. **Proposal Costs**
   1. LCCC will not be liable for any costs you incur in the preparation or submission of your proposal including the cost of any aborted proposal or this procurement.
   2. LCCC reserves the right to accept or reject any proposal and/or to abort the procurement process and reject all proposals at any time without incurring any liability.
3. **Anti-Bribery** 
   1. LCCC requires full compliance with the Bribery Act 2010.
4. **Conflicts of Interest**
   1. Potential providers are required to declare in their proposals any conflict or potential conflict of interest and provide clear details of their plan for managing this. It is possible that there may be circumstances where LCCC (in its absolute discretion) considers that such a conflict or potential conflict of interest would not be manageable or acceptable. In which case, LCCC may decide to reject the proposal.
5. **Confidentiality**
   1. Tenders must treat this document and all information supplied in connection with this Request for Proposal as strictly confidential.