



Green New Deal - Provision of strategic business and circular economy advice

Reference: 2021/22 – 1

Invitation to tender

1. Overview

This invitation to tender is issued by ReLondon for the delivery of bespoke strategic business and circular economy advice to at least 50 London-based small and medium enterprises¹ that have been negatively impacted by the COVID-19 crisis to aid the recovery from the pandemic and build back better.

2. Background to ReLondon

ReLondon is a partnership of the Mayor of London and the London boroughs to improve waste and resource management. The city's economic and environmental future depends on a transition to a low-carbon circular economy, and ReLondon works to ensure that London's businesses, local government, and communities thrive by helping them make the very best use of resources and materials.

ReLondon is the operating name of the London Waste and Recycling Board.

3. Background to the project

In the past 4 years, the Business Transformation programme (previously known as the Advance London programme), co-funded by ReLondon and the European Regional Development Fund (ERDF), has supported more than 200 SMEs to transition to circular business models and/or scale their existing circular economy ventures. This has resulted in the creation of a strong circular business ecosystem of a combined turnover of £50 million and of more than 1,000 jobs.

ReLondon has secured additional funding from the Mayor of London's Green New Deal to support at least 50 SMEs London-based in their recovery trajectory by exposing them to circular economy thinking and innovation. The strategic business and circular economy advice provided will support the businesses to 'build back better' by using circular economy strategies to minimise costs, optimising resource use and exploring new revenue models. We are seeking an external service provider able to deliver this work.

¹ A company is considered a small and medium enterprise if it 1) has fewer than 250 employees, 2) has an annual turnover below €50m OR a balance sheet below €43m 3) is not a subsidiary and/or under the control of one or several other enterprises (25% threshold)

4. The Specific Requirement

Four main activities will be undertaken by the service provider to deliver this project:

1) Coordination with ReLondon's Business Transformation team

This includes the kick-off meeting and regular meetings to plan the activities, give an update on progress and discuss the specific circular economy recommendations to SMEs.

2) Recruitment of the companies that will receive the support

The service provider will be responsible for the identification and recruitment of SMEs for this project. The ReLondon team could support the provider through the promotion of the opportunity through our networks and direct outreach to relevant stakeholders.

The service provider will propose a list of SMEs and, upon validation from the Business Transformation team, will ensure SMEs fill in an information form (template provided by ReLondon).

We want this project to support mainly but not exclusively SMEs that match the following criteria:

- SMEs that are highly dependent on the hospitality, retail or entertainment sectors
- SMEs owned by underrepresented demographics (female or BAME-led)
- SMEs based in areas of London that have been the hardest hit by the pandemic

3) Provision of bespoke circular economy advice

This activity constitutes the most significant part of this assignment and should be designed and delivered in a way that will mobilise London based SMEs in understanding the principles behind operating a circular business and will provide them with ideas for launching their circular initiatives. The provision of the circular economy advice should lead to the launch of circular initiatives, led by the business, with the aim to either increase their competitive advantage, highlight new revenue opportunities, or reduce costs, while achieving positive environmental outcomes.

We anticipate the consultant to spend a minimum of 15 hours and a maximum of 30 hours per SME. We anticipate the consultant to spend a minimum of 15 hours and a maximum of 30 hours per SME. Although one-to-many support formats can be used (e.g. workshops), we expect a minimum of 12 hours (out of the 15 hours) to be provided in a one-to-one format.

We invite the service provider to indicate their suggested approach to deliver the bespoke advisory support and including in their suggested advisory offering the following elements:

- a) A baseline diagnostic to assess circular economy opportunities within the business
- b) Provision of tailored circular economy recommendations. The measures recommended should have both a positive economic impact (e.g. cost reduction, increase in revenue) leading to job creation or job safeguarding and a positive environmental impact (e.g. waste reduction or an increase in recycling).
- c) Support the businesses in implementing the measures and provide introductions to potential partners/service providers.

4) *Outputs and outcomes monitoring*

Based on a support log template provided by ReLondon, the service provider will need to track the time spent supporting each of the 50 SMEs.

The service provider will also be required to create a simple methodology to assess the economic and environmental impact of the measures implemented by the businesses. The methodology should measure at least the following indicators: amount of waste diverted from landfill/incineration, amount of waste reduced, CO₂e emission reduction, cost reduction and/or increase in revenue and jobs created/safeguarded.

The service provider will capture baseline data and monitor the outcomes of the project through follow-up calls/meetings after three and six months.

The maximum available budget for this project is £105,000 (incl. VAT).

5. The project deliverables

The service provider will provide the following deliverables:

- An impact measurement methodology.
- A short report for each SME summarising the circular economy opportunities with a direct impact on revenue increase and/or cost reduction and detailed recommendations on how to achieve it (e.g. route map, project plan).
- A support log per SME tracking the time spent supporting the business, signed by a representative of the business.
- A final report summarising and analysing the outcomes data collected from the SME interviews 3 & 6 months after the support.

All the deliverables must be branded with the ReLondon & Mayor of London logos and the intellectual property created by the service provider will be owned by ReLondon.

The total duration of the project is 10 months with an indicative timeline as follow:

Project start	7 th May 2021
Inception phase	May 2021
Delivery phase	June to December 2021
Monitoring phase	January to March 2022
Final impact report	March 2022

The payment of the contract will be phased in several instalments upon completion of the deliverables.

6. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from ReLondon.

Milestone	Date
Invitation to Tender issued	9 th April 2021
Deadline for clarification questions	20 th April 2021
Clarification question responses returned by	23 rd April 2021
Tender return deadline	28 th April 2021
Award of contract	3 rd May 2021
Inception Meeting	7 th May 2021
Expected end of activities	March 2022

7. Interface/ Contract management

The main point of liaison between the Service Provider and client will be Jean Billant, Senior Business Advisor in ReLondon's Business Transformation programme.

8. Quality of Service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

9. Delivery Personnel

ReLondon requires Bidders to nominate key personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for all key personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project. .

The Service Provider shall ensure any changes to the key personnel be undertaken with minimal negative impact to the service and at no additional cost to ReLondon.

ReLondon may at, its discretion, request that the Service Provider remove and replace any Key Personnel from the service that ReLondon considers in any respect unsatisfactory in the delivery and performance of the contract. ReLondon shall not be liable for the cost of replacing any Key Personnel.

10. Submissions

Bidders are expected to submit a bid with two sections including, but not exclusively, the following:

Technical Approach

1. Describe their approach/methodology in supporting the ReLondon team with respect to the scope of work described above, including how they will measure the impact of the support provided. Highlight the key milestones of the proposed approach. Details of their suitability to fulfil the contract, how the contract is to be managed and their approach to delivering the required specification within the timeline indicated above. **Maximum 5 sides of A4** (excluding project experience, examples and CVs which can be included as an Appendix).
2. Describe the inputs you will require from the ReLondon team prior and during the assignment.
3. Details/Profile of the personnel comprising the Delivery Team and a description of their role in delivering the contract (CVs should be in an appendix).
4. Demonstrate their company's experience with examples of previous projects (as per point 2 above). Please provide at least three examples of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and your ability to deliver its requirements. Please keep examples to a maximum of one side each but use a dedicated appendix for any diagrams of Design and Architecture, Workflows and other descriptions.

Financial Proposal

A Pricing Schedule giving day rates and anticipated number of days for nominated personnel and showing the anticipated total amount for the project. All quotes should be submitted in British pounds (£) and should include daily fees, any reimbursable transportation expense and VAT. A template for the outline of the financial proposal is provided below.

	No. of Days	Daily Rate (£)	Name of Resource delivering activity	Travel the associated (£)	Expenses to activity (£)	Total Cost per Activity
Activity 1						
Activity 2						
Activity 3						
			Total Costs (£) excl VAT:			
			VAT (£)			
			Total Cost (£) incl VAT:			

Any clarification questions must be submitted by email to jean.billant@relondon.gov.uk by 20th April 2021 5pm.

Bids must be submitted by email to tenders@relondon.gov.uk by 5pm on 28th April 2021.
For both questions and bids, please use the reference “ReLondon tender: 2021/22 - 1

11. Contract

The contract will be formally let by the London Waste & Recycling Board and LWARB’s standard terms and conditions will apply).

The following special terms shall apply:

Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

Where additional expenses* are incurred, the following rates will apply:

TRAVEL	
Public Transport (Train, tube, tram, bus, light rail)	Actual cost. NB you cannot claim travel from home to your normal place of work or vice versa. Rail travel will be standard class.
Taxis	Only to be used in exceptional circumstances. Actual cost.
Mileage	Private cars may only be used where reasonable public transport is not available and you have a valid business insurance cover. HMRC approved rates are applied.

**additional expenses to be agreed with ReLondon prior to being incurred.*

12. Evaluation

ReLondon must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
Total price as detailed in the Pricing Schedule provided. ²	20%
Quality and technical excellence of proposal methodology (including the number of SMEs supported within th budget)	45%
Authority of allocated personnel, their skills and technical capability	35%

² This will be assessed by deviation from the lowest compliant tender

Scoring	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

13. Acceptance of bids

In issuing this invitation to bid, ReLondon is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

ReLondon will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.