



CELTICSEAPOWER

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Invitation to Tender – Cornwall FLOW Accelerator Project Evaluation and Summative Assessment

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1. About Celtic Sea Power

Celtic Sea Power Ltd. (CSP) are a 100% subsidiary of Cornwall Council with a mission to maximise the benefits to the region of Floating Offshore Wind in the Celtic Sea. [Home - Celtic Sea Power](#)

2. Background and Context

The Cornwall FLOW Accelerator project is a collaborative project including Celtic Sea Power Limited, University of Exeter, University of Plymouth and the Offshore Renewable Catapult. It aims to develop tools, knowledge and data which accelerate the Celtic Sea Floating Offshore Wind (FLOW) opportunity and lay significant groundwork with respect to developing a pipeline at both a FLOW project and supply chain level. The project is part funded by the European Regional Development Fund (ERDF). Celtic Sea Power Limited has an ambition to own the central data repository for the whole Celtic Sea for Floating Offshore Wind (FLOW). By partnering with developers and other stakeholders, Celtic Sea Power Limited believe that this can provide a strategic advantage not only to themselves, but to all of those involved, reducing data re-collection, pre-emptively identifying data to be acquired.

The project secured a grant offer letter in April 2021. Currently, the project is operating at full capacity and is expected to do so right up to the end of activity in June 2023. The full application is included as Appendix 3.

3. Tender objectives

CSP is seeking to commission an experienced supplier to undertake a robust assessment of the CFA project against its objectives and output targets.

The evaluation will consist of a three phase evaluation with associated reporting requirements and should be in line with published ESIF guidance on ERDF summative assessment plans . – see the common framework and methodology guidance via link https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/795499/ESIF-GN-1-033_ERDF_Summative_Assessment_Guidance_v3.pdf

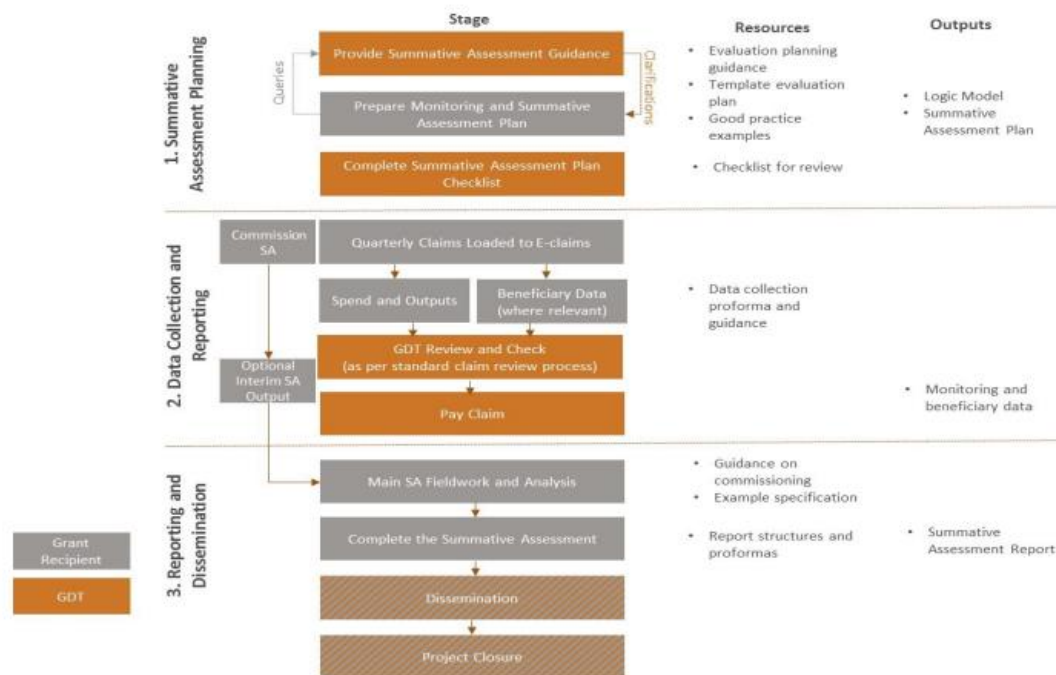


Figure 1 The Summative Assessment Process

While the approach to collecting information and the type of analysis within the required summative assessment may vary, all assessments need to cover the following themes: relevance and consistency, progress, delivery and management, impacts, assessing value for money.

The summative assessment should follow the prescribed stages within the ESIF guidance including;

- Stage 1 - summative assessment planning: what must be done in order to plan for the successful implementation of the summative assessment. This includes the preparation of the logic model and the summative assessment plan using the templates provided by the managing authority.
- Stage 2 - data collection and reporting: how you need to record and report upon data to ensure that ERDF programme's monitoring requirements are met.
- Stage 3 - reporting and communication: the completion of the summative assessment and its summary, submission of the report to the managing authority and the communication of its messages.

Due to project financial completion in June 2023 the focus will be on achieving a final project evaluation to assess the achievement of outputs and outcomes of the programme. It should provide evidence feeding into the Summative Assessment Report, evaluating the potential legacy of the programme as well as the resulting economic impact if the service should not continue

4. Tender requirements

The successful tender will be expected to undertake the following activities with the support of

CSP and delivery partner personnel:-

4.1a Review of the Summative Logic Assessment model and development of evaluation plan

The project has in place a logic model. The successful tenderer will review the model and hold a meeting with the project team to determine key deliverables, evidence and data in place in order to develop a summative assessment delivery plan.

Deliverables

- Memo outlining any areas of concern with suggestions for mitigations
- A summative assessment delivery plan. This should include a table outlining planned tasks and activity timeframes to enable completion of the final report by May 2023.

4.1b Evaluation of programme delivery mechanisms and progress to outcomes

The approach to collecting information and the type of analysis within summative assessments may vary depending on the scale and nature of projects. However, all assessments should consider the following themes:

- The continued relevance and consistency of the project;
- The progress of the project against contractual targets;
- The experience of delivering and managing the project;
- The economic impact attributable to the project; and
- The cost-effectiveness of the project and hence its value for money.

The Primary focus of 4.1b will be on delivery and project outcomes. The aim will be to evaluate the effectiveness of delivery and achievement of project outputs to date, identifying any emerging added value provided by the programme.

This should include consideration of:

- Management and coordination.
- Branding and marketing.
- Engagement with stakeholders (including steering group).
- Business engagement and satisfaction.
- Strategic added value.

Deliverables

- A draft Summative Assessment report and executive summary. This should include a table outlining programme achievement to date in addition to implications.

Methodology for evaluations

It is anticipated that the following methodologies could be employed in order to achieve the evaluation objectives as described above. We would also expect to discuss the approach in more depth with the successful tenderer at an inception meeting, to be organised after the award of the contract.

However, the approach might include the following elements:

- **A Desk-Based Review of Existing Data.** This could include an analysis of the monitoring data collected by the programme team in relation to targeted outputs.
- **Consultations with Key Stakeholders.** This could include capturing the views of steering group members and other key stakeholders.
- **Consultations with CSP Staff.** We envisage that the evaluators will capture the views of the project team, with a particular focus on programme delivery.
- **Beneficiary Feedback.** Although feedback will be gathered and made available as part of the Final Reports there may be a case for collecting more in-depth qualitative information from beneficiaries and we would welcome suggestions as to how best this could be done to minimise research fatigue.

It should be noted that while much of the output information will be made available by the programme team, there may be a need for the tenderer to collect some of the outcome information. The time and cost involved will need to be taken into account in the submission of this tender.

4.1c Final evaluation

- A Summative Assessment final report
- A final project report and executive summary with a table outlining programme delivery against outputs and outcomes, key findings, lessons learned and implications for programme legacy

The focus of the final evaluation will be on the overall impact of the programme on its beneficiaries and stakeholders. This will include an assessment of the extent to which the programme has met output and outcome targets as well as an appraisal of the strategic added value of the programme and its impact in relation to cross-cutting themes.

This stage of the evaluation should also include an assessment of the programme's legacy for

businesses, stakeholders, and the wider Cornish economy. As a minimum the final evaluation should include assessment of:

- **The economic impact of the programme**

This should include estimates for the impact of inward investments, export contracts and the jobs created.

- **The extent to which the programme aims have been achieved**

A robust assessment of whether the programme has met its original objectives and rationale, highlighting aspects of the programme that have worked well and the areas that have not worked well.

- **The outcomes and impacts that have been achieved**

Assess how outcomes have been achieved and the scale of the impact achieved through the programme.

- **Assess the approaches to programme delivery**

Evaluate the effectiveness of the programme management, administration and operational delivery.

- **Deliver an assessment of the added value**

Consider the added value that has been achieved by the programme through impacts achieved.

- **Assess the impact of cross-cutting themes**

Evaluate the impact of the programme as regards the two ERDF cross-cutting themes: Equality and Diversity & Environmental Sustainability.

4.2 Adherence to European Regional Development Fund Publicity Guidance

This project is partly funded through ERDF and to raise awareness of the opportunities it offers, the European Commission requires all European funded projects to actively promote and publicise that they have received investment and to acknowledge it on any publicity materials or project documentation relating to the funded activity.

These requirements are set out in formal regulations and failure to comply with them may result in projects having to repay grant. Therefore, any material produced under this contract must comply with the EU Publicity regulations which can be found at this link contained in the ERDF National Publicity Guidelines at Appendix 1. All material will normally require the use of the Celtic Sea Power logo with the ERDF logo which can be found at the link in Appendix 1.

4.3 ERDF Cross-Cutting Themes

As detailed above, this project is partly funded through ERDF and Projects qualifying for funding support must incorporate the Cross-Cutting Themes which are essential for the achievement of a well-balanced, sustainable and innovative economy. There are two themes:

- Sustainability:

Sustainable development is about achieving an appropriate balance between environmental, social and economic objectives. This means a project needs to demonstrate how any potential negative environmental impacts associated with their project will be minimised, or mitigated, and how potential positive impacts will be maximised.

- Equality and diversity:

Equality is about respect and not treating an individual or group of people unfairly. It is about giving people equality of opportunity to access services and to fulfil their potential. Equality is therefore based on the idea of fairness while recognising everyone is different.

Diversity is about all the ways in which people differ and about recognising that differences are a natural part of society. No two people are the same and this means that many different elements make up our local community – something which should be celebrated. Diversity is about treating people as individuals and making them feel respected and valued

See also Corporate Requirements in section 8 below.

5. Budget

The total maximum budget available for this commission is £25,000 (ex VAT) inclusive of all expenses.

Tenders that exceed the total budget will not be considered.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on this budget (if any).

6. Tender and commission timetable

The timescale of the project is from the date of signing the contract until June 30th 2023. The anticipated timetable for submission of the Tender, completion of the project and interim tendering/contract process milestones, are set out below.

Milestone	Date
Publication of ITT	20/01/2023

Final date for receipt of clarifications	27/01/2023
Final date for response to clarifications	31/01/2023
Deadline to return the Tender to CSP	17:00 on 09/02/2023
Successful and unsuccessful tenderers notified	13/02/2023
Signed Contract	w/c 13/02/2023
Project inception meeting	w/c 13/02/2023
Summative Assessment Delivery Plan	03/03/2023
Draft Summative Assessment Report	31/03/2023
Final Report	31/05/2023

7. Tender submission requirements

Please include the following information in your Tender submission.

7.1 Covering letter (two sides of A4 maximum) to include:

- A single point of contact for all contact between the tenderer and CSP during the tender selection process, and for further correspondence.
- Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- Confirmation that the tenderer accepts all the Terms and Conditions of the Contract attached (Appendix 2)
- Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity, Environmental and Data Protection policies are in place and, if successful, supporting documentation will be provided as evidence
- Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence
- Conflict of interest statement
- Please also indicate any previous experience of working with European Funding / ERDF projects

7.2 Evidence of expertise in Project Evaluation and Summative Assessment

7.2.1 Project Evaluation and Summative Assessment: relevant experience of the staff who would carry out the work based directly on the nature of the work specified within this project. Names and CV's should be provided to demonstrate experience of working on similar projects, specifically in relation to inward investment and export

7.2.2 Project Evaluation and Summative Assessment: examples of other relevant commissions held by your organisation with contact details of referees, approximate costs and outcomes and details of the similarities between the example and the work being tendered for

7.3 Project proposal to a methodology outlining how you will approach / deliver the project.

Organisations should prepare a proposal of no more than 10 pages setting out:

- your understanding of the outlined evaluation requirements, and specific summative assessment guidelines
- the approach to meet those requirements and guidelines
- project risks and mitigations
- breakdown of research tasks, the number of days allocated to each, who will do them and a timeline

7.4 Budget

Provide a breakdown of costs for the following elements:-

- i) A **fixed fee** for this work, to exclude VAT but include all travel and other expenses
- ii) A schedule of day rates for any additional work that may be required

8. Corporate requirements

CSP wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission.

All Tender returns must include evidence of the following as pre-requisite if the Tender return is to be considered.

Equality and Diversity

CSP is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

Environmental Policy

CSP is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

Indemnity and Insurance

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor's obligations and liabilities under this contract, including but not limited to:

- Professional indemnity insurance with a limit of liability of not less than £1 million;
- Public liability insurance with a limit of liability of not less than £2 million;
- Employers liability insurance with a limit of liability of not less than £2 million

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

In addition, the contract will be subject to the following legislation.

Data Protection

The contractor will comply with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European Union legislation relating to privacy.

The tenderer will be required to provide a copy of their Data Protection policy and privacy statement if successful in securing this contract.

Freedom of Information Legislation

CSP may be obliged to disclose information provided by bidders in response to this tender under the Freedom of Information Act 2000 and all subordinate legislation made under this Act and the Environmental Information Regulations 2004 (Freedom of Information Legislation). Tenderers should therefore be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. CSP will proceed on the basis of disclosure unless an appropriate exemption applies. Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if it is in the public interest.

Prevention of Bribery

Tenderers are hereby notified that CSP is subject to the regulations of the Bribery Act 2010 and

therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Health and Safety

The Consultant must at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other statutory and regulatory requirements.

Exclusion

CSP shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

Publicity

In order to comply with the necessary publicity regulations that accompany ESIF funds all promotional material, meeting invites, questionnaires and reports must at all times comply with the latest guidelines. The Secretary of State has published the National European Structural and Investment Fund Publicity Guidance to assist grant recipients to comply with the Regulations referred to in the paragraph above. The chosen contractor will be required to agree all project paperwork design with the project manager at the start of the contract to ensure that the necessary conditions have been met. The appointed contractor must comply with the publicity requirements in all activities, events, and literature developed as part of this contract. The link to the ERDF publicity requirements can be found at Enclosure 2.

Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with CSP.

Content ownership

By submitting a tender application, the tenderer acknowledges that the copyright to all material

produced during the project will be the property of CSP.

Document Retention

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CSP at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and CSP or its project team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit CSP to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

tenders@celticseapower.co.uk by **27/01/2023** and strictly in accordance with the Tender & Commission Timetable in section 6.

Responses to clarifications will be anonymised and circulated via Contracts Finder by CSP and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind CSP unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender returns will be assessed on the basis of the following tender award criteria

Ref 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 7.1	Pass/ Fail
Ref 7.2 Track Record	30
7.2.1 Project Evaluation and Summative Assessment: relevant experience of the staff (including CV's)	25
7.2.2 Project Evaluation and Summative Assessment: examples of other relevant commissions	5
Ref 7.3 Methodology	40
Project proposal to a methodology outlining how you will approach / deliver the project.	
Ref 7.4 Budget	30
A fixed fee for this work (exc VAT) including travel and other expenses	
The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 20 x lowest bid / bid	

Assessment of the Tender (7.2-7.4)

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.

40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, CSP reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

CSP is not bound to accept the lowest price or any tender. CSP will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with CSP's internal procedures and CSP being able to proceed.

Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached CSP standard consultancy agreement terms and conditions (see Appendix 2).

11. Tender returns

Please submit the Tender document via email by 17:00 on 09/02/2023 to the following address:-

tenders@celticseapower.co.uk with the following wording in the subject box: "Tender Strictly Confidential CFA Project Evaluation and Summative Assessment"

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

12. Disclaimer

The issue of this documentation does not commit CSP to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service.

Nothing in the documentation or in any other communications made between CSP or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CSP and any other party (save for a formal award of contract made in writing by or on behalf of CSP).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by CSP or any information contained in CSP's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CSP for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

CSP reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all. Cancellation of the procurement process (at any time) under any circumstances will not render CSP liable for any costs or expenses incurred by tenderers during the procurement process.

13. Appendices

Appendix 1. ERDF Publicity Guidelines

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

Appendix 2 CSP Consultancy agreement template

Appendix 3 CFA Full Application

Appendix 4 – Summative Assessment Logic Model