

A Partnership to Develop an Analytical Framework to Drive Actionable Change in London's Transition to a Leading Low Carbon Circular City

2020/21 - 15

Clarification Questions

The following clarification questions have been received. LWARB responses are shown in red.

1. According to the tender we will be *"taking the existing work completed on food **and other material streams** and consolidating it into as complete as possible materials flow analysis linked to emissions with conclusions around the quality of data and what can be used to improve it"*
 - a. What are the other material streams mentioned? Are these all organic waste / food waste related to food directly, indirectly related materials streams (e.g. food packaging), or an even wider array of material flows (and if so which ones?) *By other material streams we mean plastics, electronics and electrical equipment, textiles and construction waste. The analysis on food is complicated by the relationship between different food types (animal, vegetable) and their emissions impact. For all areas, we're looking for the best possible assumptions around the relationship between mass, value and emissions. This is further complicated by trying to put an economic value on materials at different stages of their life. We're really seeking guidance around these assumptions and the way we could collect data and do further analysis to support the development of policy and strategy.*
 - b. I understand that the evaluation of the previous research and data and framework (Part A) includes an evaluation of data re: all 5 material flows mentioned in the tender, but in principle Part B of Phase 1 focusses on food only (though we will try to expand where possible). Hence the question. *That's right – and we're really looking for advice on how to think about the inter-relationships and the tools that will allow stakeholders to make better decisions based on reliable assumptions and data.*
2. LWARB forecast that an additional sum of between £50,000 (as a minimum) and £150,000 will need to be fundraised – this could be through grants and/or commercial opportunities.
 - a. To be sure: this estimation considers all 4 other material flow analysis mentioned in the RFP, correct? *Yes – clearly, together we'll be able to do more with more funding but we are committed to developing a leading approach amongst cities and it is a long-term priority for LWARB and London.*
3. The development of the material flow analysis (MFA) is heavily dependent on the work done to date on food (waste) flows. To scope the efforts required to create a MFA based on the available datasets it would be beneficial to get a better understanding of the available data. Obviously, we will gain this understanding in the work and research we'll conduct in part A of phase 1, but it would help to scope the workflow for Part B if we would know more about the type of data that is available based on previous research. Especially re: food. For instance:
 - a. Which food types are in the database? How are they categorized?

- b. Which types of food waste / organic waste flows are in the database? How are they categorized?
- c. What are the functional units (weight / value / other)?
- d. Does the database distinguish between sources (inhabitants / restaurants / supermarkets / processing / etc.) and sinks (incineration / landfill / composting / etc.)?
- e. Does the database include a spatial component (distinguishing between boroughs)?
- f. What are the point sources and sinks upon which the database and prediction/estimation of material flows are built? (e.g. location of companies (by NACE code) and number of employees per location, or different approach?)

To be clear, we have used multiple sources of data, not a single database (which doesn't exist). You will find some of the data in the London Food Strategy
https://www.london.gov.uk/sites/default/files/final_london_food_strategy.pdf

And we have other work done by a variety of partners which we can share with the successful consultant. There is some data in the London Data Store:

<https://data.london.gov.uk/>

And WRAP have done work at a national level:

<https://www.wrap.org.uk/content/courtauld-commitment-2025-milestone-progress-report>

We think that, together, we should be able to assemble the data relatively quickly and then spend time interrogating it, working out how to present it and focus on improving it.

A) Phase one: A budget of £50,000 plus VAT and expenses has been allocated for Stage One (Parts A and B). This work is expected to be delivered within a six-month period. We anticipate a start date in late January 2021.

Q1. Should we specify VAT or just VAT applicable?

Please let us know what taxes you would charge us on your invoice.

Q2. What is included in “expenses”?

Any additional cost you would expect to charge for travel accommodation or anything else. We will review and agree an expenses cap with the organisation that's appointed.

B) • As a minimum, the bidder will undertake weekly progress reviews and project discussions with LWARB staff/project management in virtual meetings. The bidder will communicate transparently the progress of the work and the time and tasks required from LWARB to work together with the bidder. Workshops with LWARB and key stakeholders are likely to

Q3. Could you please clarify the end of the sentence: “Workshops with LWARB and key stakeholders are likely to”?

It looks as though “be part of the process” was omitted.

C) • Details of their approach to delivering the required specification within the timeline indicated above. Maximum 10 sides of A4 (excluding project experience and CVs which can be included as an Appendix).

Q4. What is the document format allowed for submission: word or pdf format? Is PowerPoint also a valid format?

Yes – powerpoint is fine

D)• Detailed plan and project details for fundraising approach. Work plan for working closely with other organisations to gather support for the project

• Description of required LWARB capacity for project management during the project including details on time usage, the type of work and experience of the needed individual.

Q5. Should these two points be included as part or in addition to the Maximum 10 sides of A4 (10 pages)?

They should be included in the 10 pages but you may add a short annex if necessary.

E) Details of the personnel comprising the Delivery Team, including CVs (should be no more than 3 pages) and a description of their role in delivering the contract.

Q6. Is maximum 3 pages for all CVs or maximum 3 pages per CV?

Maximum for all CVs please

Q7. Anticipating potential Covid restrictions, what is the level of team representation and frequency of face-to-face meetings in London during the project? Do you expect all core team members to be present in workshops and review meetings (inception review, mid-point review and final output workshop) or just a representation of the team?

You should plan for virtual meetings and, if it is possible to hold in person meetings, we can discuss any additional costs.

F) Please provide three examples of previous work carried out by bidding organisation that best demonstrate understanding of the brief and your ability to deliver its requirements. Please keep examples to a maximum of two A4s.

Q8. Is maximum of two A4s for all three examples or a maximum of two A4s per example?

Around 2 pages for the three examples please.

G) Bids must be submitted by email to info@lwarb.gov.uk by 5pm on 6th January 2021.

Q9. Is there any specific required format (pdf, word) or maximum size (Mb)?

Any well recognised format is fine. The file should be easily transmittable.

H) Travel and Expenses

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

Q10. Should these expenses be included or excluded from the main budget £50,000 plus VAT? Should we provide an anticipated travel and expenses budget based on inception meeting, LWARB & Stakeholders workshops, mid-point review and final output workshop?

You will need to make a judgement on expenses in line with the answer to Q7. They should be part of the £50k budget.

Q11. Is LWARB open to build the partnership with the European office of the service provider? Do you require to sign the contract with an UK organisation or can you sign directly with the European office?

European office is fine subject to any legal or regulatory issues imposed in relation to the Free Trade Agreement

Q12. Do you have any specific requirement or expectations for the material flow analysis tool to support decision making? Are you expecting a dashboard or app? Would be a functional tool than effectively support decision making sufficient regardless of tool format?

We are looking for advice from you on this question based on feedback from stakeholders and your experience.

Q13. Regarding the submission document, my understanding is that the document should have the following page limit:

- Approach + fundraising approach + LWARB Capacity PM (10 pages/slides)
- Delivery Team (3 pages/slides)
- Examples (2 pages/slides)

Should we include the pricing schedule and invoicing schedule as part or in addition to the 10 sides of A4(Approach + fundraising approach + LWARB Capacity PM)? Do you count the front page, index or final page (not containing key information towards the approach) as part of the page limit?

Please your judgement – the limit is a guide. We don't want to deal with pages of texts that are unnecessary but we want to hear about your approach and capability.

Q14. Do you anticipate an IP strategy around the exploitation of the framework and tool by LWARB, the stakeholders or jointly with the service provider at this stage? or is that open to be assessed and agreed during phases one and two of the project?

We look forward to recommendations in phase 1 and we will can co-develop the approach.

1. Details of personnel "should be no more than 3 pages" - does this mean each CV can be no more than 3 pages, or that all CVs combined should add up to no more than 3 pages

It would be good to keep the description of personnel down to around three pages – summaries will be sufficient.

2. Examples of previous work should be kept "to a maximum of two A4s" - does this mean that each example can be up to 2 pages or that all three examples should fit on a total of 2 pages?

It would be good to have all three cases on around 2 pages.

3. The pricing schedule indicates that we should include VAT. As we are based outside of the UK, can we assume that this does not apply to us and that we can just show the amount excluding VAT?

Your quotation should include all taxes that are included in your jurisdiction.