



CELTICSEAPOWER

PŴERYMÔRCELTAIDD | NERTHMORKELTEK

Request for Quotation – Regional Economic Impact Assessment

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1 Introduction

Celtic Sea Power Ltd (CSP) are a 100% subsidiary of Cornwall Council with mission to maximise the benefit to the region of Celtic Sea Floating Offshore Wind. In support of this mission, CSP is delivering a research project which addresses the methods and benefits of accelerating industrial capacity in the region. This is the “Missing Middle Project” (the Project)

CSP are seeking to commission economic specialism to support delivery of the Project.

2 The Missing Middle Project

Background

After 4 years of policy engagement and market creation activity, the Celtic Sea is now established as the world’s third largest floating offshore wind (FLOW) pipeline. The region’s focus is thus moving to activities that seek to accelerate FLOW industrialisation whilst at the same time maximising FLOW’s economic development benefits, in both net additional GVA and job creation. The primary guidance for these activities is the recently published Celtic Sea FLOW Regional Strategy: <https://celticseacluster.com/resources/celtic-sea-regional-strategy-launched-november-2022/>

The Celtic Sea region does not yet have in place the industrial ecosystem – ports, grid, regional companies, workforce, commercialised innovation – needed to build out large 1GW FLOW projects from the late 2020s onwards. Critical to maximising local work capture is for the region to secure front-loaded investment to help build this ecosystem ahead of time and have it ready for these larger projects.

In support of this, the Missing Middle project aims to better understand;

- The current baseline of economic benefit that FLOW in the region will bring to Cornwall,
- The means and methods available to drive an increased local share of the direct spend associated with Floating Offshore Wind in the Celtic Sea,
- Capacity increasing scenarios arising from the implementation of identified means and methods,
- The economic impact of those scenarios.

The project will be led by CSP, with delivery by a local content and economic specialist.



3 Scope of Work

CSP are looking to commission a suitably qualified and experienced economic consultant/ consultancy to deliver the economic impact assessment of the project;

Work Package	Description
1	<p>Review of current economic impact assessment for Celtic Sea FLOW to establish a baseline. This work was carried out in support of a Strength in Places Innovation Funding Application in November 2019 and is based on the assumptions contained in the Offshore Renewable Energy Catapult's Supply Chain Impact study which can be found here https://ore.catapult.org.uk/?orecatapultreports=benefits-of-floating-offshore-wind-to-wales-and-the-south-west-supply-chain-report</p> <p>Attendance at a kick off meeting – assume virtual</p> <p>Deliverable: Assessment of model suitability to support work package 2. Identification of variables and/ or assumption that may have changed since November 2019. Recommendations for updates.</p>
2	<p>In collaboration with the wider project team, work to develop industrial capacity scenarios ensuring that the outputs scenarios map to the underlying economic model.</p> <p>Attendance at a minimum of two virtual team meetings</p> <p>Deliverable: Modelled scenarios utilising updated model.</p>
3	<p>Using the modelled scenarios, develop estimates of regional economic impact.</p> <p>Attendance at a delivery meeting – assume virtual</p> <p>Deliverable: Summary paper.</p>

4 RFQ response submission requirements

All responders are to include the following in their submissions.

4.1 Covering letter

Please note that adherence to these points are considered on a pass/fail basis and must be covered in the covering letter in order for the Price and Quality elements to be considered and scored.

- Contact name for further correspondence.
- For consortium bids, confirmation of which consortium member will lead which area of service.
- Confirmation that the tenderer has the resources available to meet the requirements and services outlined in this RFQ.
- Confirmation that the tenderer accepts the Terms and Conditions of the Contract as supplied with this ITT or as amended through the clarifications process.
- Confirmation that CSP will own any and all output from this RFQ.



- Confirmation that the tenderer will be able to meet the Corporate Requirements 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 and, if successful, supporting documentation will be provided as evidence.
- Conflict of interest statement in accordance with Section 8.3.11 – Corporate Requirements – Conflicts of interest.

4.2 Cost and Time

This commission will be delivered as a drawdown contract with work delivered at a blended daily rate up to a maximum budget of £8,000 excluding VAT.

4.2.1 Blended rates

Respondents should provide a blended daily rate (exclusive of VAT) which will apply to all individuals delivering the scope of work. This should include all assumptions relating to travel, subsistence and expenses associated with the delivery of the scope but exclude VAT.

4.2.2 Time Estimate

Respondents should provide an estimate of time (in days) to complete the scope of work outlined in section 3. Any variation in scope shall be agreed in advance with CSP and shall be delivered using the blended rates stated in the respondent's quote.

4.3 Approach to Delivery

CSP need to understand how you intend to deliver the work as set out in section 3. Describe your high-level plan (maximum of 1 A4 page), including.

- Your approach to the brief and how you will deliver the output that CSP are looking for,
- Who at your company / consortium will be managing each part the delivery, together with a brief history of their experience,

4.4 Experience

Please provide a description of your experience and ability to effectively deliver the services and requirements of this RFQ. This should include the names of two organisations you have worked with and CSP can contact, if required, for references.

Please limit to 2 sides of A4.



5 ITT Response Timeline

The timetable for responses to this RFQ are set out below:

Milestone	Date	Time
RFQ Published	23/12/22	
Deadline for clarifications	06/01/23	17:00 GMT
Clarifications posted by	09/01/23	
Deadline for Submission	16/01/23	17:00 GMT
ITT Appraisal Complete/ Contract Award	20/01/23	

5.1 RFQ Clarifications

Any clarification queries arising from this RFQ which may have a bearing on the offer should be raised by email to: **tenders@celticseapower.co.uk** by 17:00 on 06/01/23 and strictly in accordance with the Timetable above.

Questions for clarification will be anonymised and answers posted on Contracts Finder by 09/01/23

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.

5.2 Tender returns

Please submit a response to this ITT by 17:00 on 16/01/2023

Please send by email to **tenders@celticseapower.co.uk** with the following wording in the subject box: "RFQ Response - MM-RFQ191222"

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



6 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 4.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 4.1	Pass/ Fail
Ref 4.3 Approach to Delivery	30
How the respondent will deliver the scope as outlined in Section 3 (maximum of 1 side A4)	
Ref 4.4 Experience	30
Description of your experience and ability to effectively deliver the services and requirements of this RFQ (maximum of 2 sides A4)	
Ref 4.2.1 Blended Rate	40
Marks Awarded for the lowest blended day rate = 40 Marks awarded for the subsequent blended day rate = (lowest blended day rate/ subsequent blended day rate) X 40	
Total score	100

6.1 Assessment of the Tender

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.

Table 1 - Scoring Matrix

During the RFQ response assessment period, CSP reserves the right to seek clarification in writing from the responders, to assist it in its consideration of the response. Responses 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 proposal. CSP will not reimburse any expense incurred in preparing RFQ 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.

7 Contracting

7.1. Contract

It is intended to engage the successful tenderer using CSP's Standard Agreement for Consultancy services. A template has been appended to this RFQ.

Tenderers will be required to state whether they accept the terms contained within the Consultancy Agreement in the covering letter and failure to accept will render the bid non-compliant.

Non-material amendments or requests to update these terms can be considered but must be done in accordance with the formal clarifications process.

7.2. Confidentiality

All information supplied to you by Celtic Sea Power, including this RFQ, and all other documents relating to this procurement process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or Subcontractors strictly for the purposes only of helping you to participate in this procurement process



and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose, copy, or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any Contract unless the Client has given express written consent to the relevant communication.

This RFQ and its accompanying documents shall remain the property of Celtic Sea Power and must be returned on demand.

Celtic Sea Power reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with CSP. CSP further reserves the right to publish the Contract once awarded and/or disclose information in connection with Contractor performance under the Contract in accordance with any public-sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by CSP in accordance with such rights reserved by it under this paragraph.

8 Corporate Requirements

8.1 Introduction

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 tenderer can evidence their ability to meet these requirements when providing the services under this commission.

All Tender returns must include or confirm they can provide evidence of the following as pre-requisite if the Tender return is to be considered. **Amendments to these can be considered but must be done in accordance with the formal clarifications process.**

8.2 Indemnity and Insurance

The contractor must affect 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:

- 1) Employers' liability insurance (where appropriate) with a limit of liability of not less than £2,000,000 (two million pounds).
- 2) Third party liability insurance for any incident or series of incidents with cover of not less than £2,000,000 (two million pounds) for each and every claim.
- 3) Professional indemnity insurance with cover of not less than £1,000,000 (one million pounds) for each and every claim.

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.



8.3 Legislation

The contract will be subject to the following legislation:

8.3.1 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.

8.3.2 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.

8.3.3 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.

8.3.4 Freedom of Information

CSP Ltd 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.

8.3.5 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.

8.3.6 Health & 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.

8.3.7 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

8.3.8 Sub-Contracting

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

8.3.9 Content Ownership

By submitting a response to this ITT, the tenderer acknowledges that the copyright to all material produced during the activity will be the property of CSP.

8.3.10 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.

8.3.11 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 programme 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.

9 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 publications is supplied only for general guidance in the preparation of the response. Respondents 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.

10 Table of Appendices

1	CSP Standard Consultancy Agreement - Template