

## Local Energy East

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‘Mapping, Analysis and Modelling’ Specialist Technical Support Service

Ref: GCGP/LEE/ITT/MAM

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## Invitation to tender

Issued: 12<sup>th</sup> July 2017

**Project Manager:**

Paul Bourgeois

Head of Sustainability, Greater Cambridge Greater Peterborough Enterprise Partnership

**Contact and tender submission return details:**

Address: Unit 3, The Incubator, Alconbury Weald Enterprise Campus, Huntingdon, PE28 4WX

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## **INVITATION TO TENDER**

Greater Cambridge Greater Peterborough Enterprise Partnership (GCGPEP) on behalf of Hertfordshire Local Enterprise Partnership (HLEP) and New Anglia Local Enterprise Partnership (NALEP) invites tenders for the Local Energy East 'Mapping, Analysis and Modelling' specialist technical support service.

The scope of services to be provided and the manner in which you should respond are defined in this document.

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## **1. TENDERING INSTRUCTIONS**

### **1.1 Overview**

- 1.1.1 It is your responsibility to obtain, at your own expense, all information necessary for the preparation of your tender.
- 1.1.2 Should you be in doubt as to the interpretation of any part of the Invitation to Tender documents, please contact the project manager below, who will endeavour to answer written queries submitted by email **before 12 noon on 28<sup>th</sup> July 2017**. Contact/submission details are:
- Paul Bourgeois,  
Head of Sustainability,  
Greater Cambridge Greater Peterborough Enterprise Partnership,  
Unit 3, The Incubator,  
Alconbury Weald Enterprise Campus,  
Huntingdon,  
PE28 4WX.**
- Mobile: 07715 408407  
Email: paul.bourgeois@gcgp.co.uk**
- 1.1.3 Responses to email queries will be made in writing by email to all known potential tenderers.
- 1.1.4 The tenders will be evaluated against the criteria stated within Section 1.8 of this document.
- 1.1.5 The tender must remain open for acceptance for a period of 90 days from the closing date.
- 1.1.6 Suppliers will be expected to provide references.
- 1.1.7 Tenderers will be notified by **11<sup>th</sup> August 2017** of the decision.
- 1.1.8 The costs quoted in the tender document should be itemised. Prices should be quoted inclusive and exclusive of VAT. Refer to Section 4 for more information.

## **1.2 Statement of confidentiality**

- 1.2.1 The Invitation to Tender (ITT) documents are, and shall remain, the property of GCGPEP.
- 1.2.2 All information supplied by GCGPEP shall be regarded as private and confidential and may only be disclosed on an "in confidence" basis to those who need to know or be consulted for the purpose of preparing the response.
- 1.2.3 It is appreciated that confidential information will be supplied to GCGPEP and a Confidentiality Statement are detailed in Section 7 which will be signed by and are binding on both parties.

**One copy should be signed by a Director of your company and returned to the Project Manager with your tender submission in pdf format.**

- 1.2.4 **The tenderer shall also complete the Declaration as to Collusive Tendering (see Section 8) and the Form of Tender (see Section 9) as required by GCGPEP. These should be attached to the end of the tender submitted.**

## **1.3 Tendering rules**

- 1.3.1 **THE TENDER MUST BE RECEIVED BY THE PROJECT MANAGER AT THE EMAIL ADDRESS ON PAGE 1 OF THIS ITT NO LATER THAN 12.00 MIDDAY ON FRIDAY 28 JULY 2017.** Any tender that is received after the date for return will **NOT** be considered and GCGPEP will not consider requests for extension of the closing date and time.
- 1.3.2 Responses must be returned together with the Declaration of Collusive Tendering (see Section 8) and Form of Tender (see Section 9) completed.
- 1.3.4 Any supplier who directly or indirectly canvasses any employee of GCGPEP, Hertfordshire LEP or New Anglia LEP, concerning the award of the contract for the provision of the service will be disqualified.
- 1.3.5 Every tender received by GCGPEP shall be deemed to have been made, subject to the terms and conditions of the Invitation to Tender documents, unless the clause heading and paragraph number of any clauses to which you object have been specified in your response, together with the reason for your objection.

## **1.4 Timescale**

Tender documents issued:	12 July 2017
Deadline for receipt of queries:	20 July 2017
Queries to be answered by:	24 July 2017
Tenders to be submitted by:	12:00 noon on 28 July 2017
Evaluation of tenders commences:	31 July 2017
Tender awarded:	11 August 2017
Contract Commences:	14 August 2017

## **1.5 Scope of service required**

- 1.5.1 GCGPEP is seeking a consultancy, contractor or consortium to assist and work closely in partnership with the Local Energy East project team comprising a Steering Group and Project Delivery Group in the delivery of the project and its primary outcomes. The Local Energy East project is described in Section 2.2.
- 1.5.2 The Project Manager has identified the need to augment the existing Project Delivery Group with additional capability to assist with mapping, analysis and modelling of local energy information and data related to electricity and heat demand, supply, generation, distribution and storage potential and delivery opportunities.
- 1.5.3 The focus, therefore, would be in:
- 1.5.3.1 a) Identifying, collecting and collating research reports, information and data sets related to all of the ten aspects of local energy defined by the Department of Business, Energy and Industrial Strategy (BEIS);
  - 1.5.3.2 b) Identifying gaps in information and data provision necessary to complete the local energy information picture and secure missing information and data;
  - 1.5.3.3 c) Interrogate, analyse and model the data to create intelligence related to potential changes derived from socio, economic, environmental, political and/or technological impacts that may occur and may effect the ability of the project geography's stakeholders to instigate or facilitate changes in local energy infrastructure delivery;
  - 1.5.3.4 d) Create a multi-stakeholder user interface with which to convey and make available the information for an evidence based decision process related to regulatory, policy, funding and/or technology aspects;

- 1.5.3.5 e) Support the development of a web based system that will comprise static and dynamic data sets. This user interface should satisfy the need for a stakeholder local energy investment decision tool which will need to be sufficiently flexible and adaptable to function after the official project duration;
- 1.5.3.6 f) Support the Project Delivery Team to comprehensively consult and engage with stakeholders in order to utilise the intelligence and greater understanding gained in order to develop a Local Energy Investment and Delivery Strategy. This will include attendance at monthly meetings in a range of locations in the project geography.
- 1.5.4 The Local Energy East project has been formed to better understand the drivers and barriers associated with a more decentralised local energy delivery market and connected stakeholder network approach to decision making, investment and working with central government.
- 1.5.5 It is anticipated that research and analysis activities will comprise a mix of local specific issues and opportunities as well as for the whole project geography.
- 1.5.6 The period of the contract corresponds to the funding provided by BEIS, which is currently **31<sup>st</sup> March 2018**. All payments will be made before this date although delivery of the service can continue beyond this point.
- 1.5.7 The value of the contract will depend upon the rates and approaches outlined in the Tenderer's submission. Tenderers can split their costs between the six elements outlined in sections 1.5.3.1 to 1.5.3.6. If you intend to sub-contract any element of the six elements please state this clearly including any logistical information in support of the reasons why and the value it adds to your overall tender.

## **1.6 Format of tender**

- 1.6.1 The tender response must consist of a proposal that responds directly to all the requirements outlined in this tender document, especially in relation to Sections 1, 3, 4 and 5.
- 1.6.2 The proposal must be presented in a clear and legible format in the form of an **electronic copy in both Microsoft Word and PDF formats emailed to the Project Manager's address on page one of this ITT or placed on a CD/memory stick and posted to the address on page one of this ITT.**
- 1.6.3 The proposal should be presented in a way that is straightforward to interpret.

- 1.6.4 The proposal presented must:
- Give a brief introduction setting the context for the proposal;
  - Provide background information about the organisation – or collaborating organisations – making the proposal, including profiles and CVs of the team that will contribute;
  - Provide a point of contact for correspondence;
  - Outline how the specification of requirements of this tender are going to be addressed, showing why the tendering organisations should be selected. This should be structured in line with the contract award criteria (see Section 1.8);
  - Detail any assumptions that have been made;
  - Provide the appropriate costing and company information requested;
  - Include the contact details of at least **two** references relating to similar work that you have undertaken.
- 1.6.5 Throughout the proposal, the tenderer must clearly indicate to what extent any proposal does or does not satisfy the specified requirements. If the tenderer believes that there is an alternative proposal, which may not fully meet the requirements but which is likely to be judged superior on cost/benefit grounds, then an appropriate comment and supporting details should be included.
- 1.6.6 The proposal should be **no more than six pages** in length. Insurance, quality, policy and reference information can be supplied in addition to this criterion as appendices.
- 1.7 Evaluation**
- 1.7.1 GCGPEP reserves the right to write by email for clarification of any point. Replies will be required in writing by email.
- 1.7.2 Tenders will be evaluated against the criteria laid down in Section 1.8 in relation to specification of requirements (see Section 3).
- 1.7.3 Tenderers will be informed of the outcome in writing by email.
- 1.8 Contract award criteria**
- 1.8.1 Selection of contractors will be based on the following criteria:
- The weightings associated with each of the five evaluation criteria are equally distributed per criteria. One point is awarded for each scoring element of criterion 1 met.

A maximum of two points can be awarded per scoring element for criteria 2, 3, 4 and 6 when knowledge/technical ability (one point) and direct practical experience (one point) are demonstrated. For criterion 5 one point can be awarded for each scoring element where the cost is not the most expensive of the tenders submitted. A further single point can be awarded for each scoring element where the tender cost submitted is the lowest and/or is zero cost. A total of 40 points can be awarded.

<b>Criteria</b>	<b>Scoring elements</b>
1. Insurances and Quality	<ul style="list-style-type: none"> <li>• Employer's Liability;</li> <li>• Public Liability;</li> <li>• Professional Indemnity;</li> <li>• Quality and/or environmental standards.</li> </ul>
2. Knowledge and understanding with a proven track record	<ul style="list-style-type: none"> <li>• Local energy generation, distribution, storage and supply;</li> <li>• Community energy schemes;</li> <li>• Regulatory and financial aspects of local energy delivery markets;</li> <li>• Local Enterprise Partnership engagement.</li> </ul>
3. Ability to meet key requirements and experience of delivering similar commissions	<ul style="list-style-type: none"> <li>• Experience of dealing with stakeholders such as BEIS, Ofgem, DNOs, local authorities and LEPS;</li> <li>• Experience of data mining and evidence based research;</li> <li>• Experience of data modelling and web based user interface tool creation;</li> <li>• Ability to support on a monthly basis the project delivery group meetings.</li> </ul>
4. Technical expertise, team experience and resources allocated	<ul style="list-style-type: none"> <li>• Descriptive and CV evidence of prior technical expertise in this type of project;</li> <li>• Availability of staff resource available;</li> <li>• Staff specifically allocated to the project for its duration.</li> </ul>
5. Cost	<ul style="list-style-type: none"> <li>• Total cost;</li> <li>• Hourly/day rates of dedicated staff;</li> <li>• Mileage rates and travelling costs;</li> <li>• Staff afforded to the project at no cost.</li> </ul>
6. Unique selling point, originality and added value	<ul style="list-style-type: none"> <li>• Organisational and/or individual recognised lead in the local energy sector;</li> <li>• Additional aspects offered not specifically requested but deemed by the tender assessment panel to be added value;</li> <li>• Links to or relationships with similar projects, which provide economies of scale.</li> </ul>

## **2. ORGANISATIONS INVOLVED AND THE PROJECT**

### **2.1 Greater Cambridge Greater Peterborough Enterprise Partnership**

The Greater Cambridge Greater Peterborough Enterprise Partnership is focused on helping to drive forward sustainable economic growth in the area with local business, education providers, the third sector and the public sector working together to achieve this. The area currently has a population of 1.3 million people, which is estimated to grow to 1.5 million by 2031. The LEP hosts a number of globally significant business clusters, world class research capacity linked to our universities, a number of thriving market towns, and is the UK's leader in agriculture, food and drink. The area boasts 700,000 jobs, 60,000 enterprises and generates £30 billion per annum.

#### **Hertfordshire Local Enterprise Partnership**

The Hertfordshire Local Enterprise Partnership's vision is to "accelerate business-led economic growth in Hertfordshire" and for Hertfordshire to become a world-leading economy, one of the top three in the country outside London. Hertfordshire LEP brings together key partners from business, academia and local government to help create economic growth and jobs by investing in people, places and businesses. The LEP strives to ensure that the EU and public sector investments are harnessed effectively to deliver the best return for business and the wider community.

#### **New Anglia Local Enterprise Partnership**

The New Anglia Local Enterprise Partnership works with businesses and local authority partners to help grow the number of jobs, drive innovation and increase productivity in Norfolk and Suffolk. The two counties play a key role in the UK's economy and beyond, feeding the world through expertise in life sciences, food and health research, powering the world with an all-energy coastline, and connecting the world via a leading edge ICT and digital sector – all contributing to a £34 billion economy in the East. The New Anglia region is already a fantastic place to live, work, learn and do business, but this can be made even better. To continue the success on a national and global stage an environment needs to be created where innovation can thrive, bringing in further investment and more 'high value' jobs.

## **2.2 The Local Energy East (LEE) project**

The LEE project has been funded by BEIS and covers the tri-LEP area comprising of 34 local authority areas. This includes the counties of Cambridgeshire, Hertfordshire, Norfolk, Rutland and Suffolk as well as two district local authorities in south Lincolnshire and one in Essex. The principal aim is to create a Local Energy Investment and Delivery Strategy which all three LEPs, five county councils and as many of the district, borough and unitary local authorities wishing to can sign up to. It will provide a high level, evidence based, vision for the dealing with the issues and securing the opportunities associated with local energy. The project comprises a Steering Group and Project Delivery Group, collectively known as the project team. An External Stakeholder Group has also been created to ensure all key people and organisations are aware and have the opportunity to be engaged in the project as it evolves.

## **3. SPECIFICATION OF REQUIREMENTS**

### **3.1 Key requirements**

In line with the scope of service detailed in Section 1.5 and details of the Local Energy East project in Section 2.2, the chosen consultant, contractor or consortium will need to provide technical advice and support to the project's Steering Group, Project Delivery Group and Extended Stakeholder Network, which include BEIS and the Distribution Network Operator, UK Power Networks.

This support is likely to comprise research, analysis, modelling, scenario building, stakeholder engagement and web site development for the user interface. It is very likely to include cost/carbon savings calculations and cost benefit analyses, investment cases etc.

All tasks are subject to instigation or approval from the Project Manager and must be completed within agreed time allocations.

Whilst the key deliverables are defined in Section 3, there is 'space' for prospective contractors to put forward innovative approaches that they feel would contribute to the primary outcome.

The Local Energy East project team is, therefore, looking for a consultancy (or a number of consultancies via a joint bid with a single point of contact) that is able to respond to a variety of needs across the project. Some of this support will be remote. Where specific sites and beneficiaries are involved, support may need to be local.

## **4. COSTS AND SCHEDULE OF WORK**

### **4.1 Cost requirements**

4.1.1 Tenders are required to clearly identify all costs that will be incurred by GCGPEP implementing your proposal. The following must be provided:

- A quotation outlining the proposed costs for the activities specified;
- Costings must be broken down by:
  - a) Individual (i.e. director, researcher, administration, etc.);
  - b) Key requirements where appropriate (see Section 3).
- Costings must contain and clearly show:
  - a) Daily rates;
  - b) Number of days activity/consultancy;
  - c) Associated expenses, i.e. travel;
  - d) Discounts per level of consultancy days.
- An overall total cost (exclusive and inclusive of VAT).

## **5. REQUEST FOR COMPANY INFORMATION**

### **5.1 Company details**

5.1.1 You are requested to provide the following written information about your company:

- Name of company;
- Address for all correspondence;
- Telephone number;
- Email address;
- Registered office (if different from above);
- Is the company a sole trader, partnership, private limited company, public limited company, or other (please state);
- Brief description of the activities of the company;
- How long has your company been in business?

5.1.2 If your company is a limited company, please supply the following additional information as applicable:

- Date of registration and registration number under the Companies Act 1985;
- Date of registration and registration number under the Industrial and Provident Societies Act 1965-1978;
- If a member of a group of companies, the names and addresses of the ultimate holding company and all other subsidiaries.

- 5.1.3 Please give information about the person applying on behalf of the company:
- Name;
  - Position in the company;
  - Telephone number;
  - Email address.
- 5.1.4 Please provide details of any employment with GCGPEP, Hertfordshire LEP or New Anglia LEP, of any of the directors, partners or associates. This should include details of name, department, post held and dates of employment.
- 5.1.5 If any of the directors, partners or associates is related to any member of staff employed by either of the three LEPS, give details of the name, post held, relationship and dates of employment of the employee.
- 5.1.6 Details of any director, partner or associate who has/have been involved with any company which has: become bankrupt; made a composition with its creditors; had a winding up order made; had a resolution for voluntary winding up passed; had a proposed liquidator, receiver or manager appointed; or, had an administrators order made. These details must include the person's name, company name, position in the company and date of event.

## **5.2 Financial information**

- 5.2.1 Please provide the following summary of your last three years annual trading results of your company and your parent company, if your company is a subsidiary:
- Annual Report and Accounts for the last complete financial year;
  - Net assets;
  - Turnover;
  - Profit before tax.
- 5.2.2 GCGPEP may take up credit references if you choose to tender. A poor credit rating may require explanation in order to proceed to shortlisting. GCGPEP acting in line with good practice will undertake its due diligence in advance of any contract award. Part of such due diligence may include the performance of financial credit checks in relation to preferred bidders. This is important to GCGPEP to ensure that any organisation who wishes to enter into a contract with GCGPEP will be in a position to provide the goods and services on an on-going basis as agreed within any contract.

This due diligence may include a financial check, which measures the likelihood of an organisation becoming insolvent within the next 12 months and is expressed as a score. GCGPEP works with external credit agencies to provide these financial checks. GCGPEP reserves the right to eliminate a preferred bidder from the tender process should any findings from GCGPEP's due diligence reveal a serious concern or risk for GCGPEP that cannot be remedied in a reasonable amount of time before award. Tenderers are strongly encouraged to check/manage their financial score within the industry.

5.2.3 Please give details of insurance held by including copies of your policies showing:

- Insurer;
- Policy Number;
- Extent of cover;
- Expiry date.

5.2.4 Insurance for the following should be included:

- Employer's Liability Insurance, minimum £5 million;
- Public Liability (Third Party) Insurance, minimum £2 million;
- Professional Indemnity, minimum £1 million.

### **5.3 Quality**

5.3.1 Does your company hold any British Standards, ISO accreditations or other quality standards to which you adhere to? If so, please give details.

5.3.2 Does your company have any other accreditations, e.g. Investors in people? If so, please give details.

5.3.3 Does your company have an Equal Opportunities/Gender Equalities policy? If so please provide a copy.

### **5.4 Environmental sustainability criteria**

5.4.1 Does your company have an environmental/sustainability policy or operates an Environmental Management System? If so please provide details of any certification, e.g. ISO14001/EMAS and a copy of the policy.

5.4.2 What evidence does your company have to show that it is reducing the amount of energy and waste emanating from your business?

**6. CONTRACTS**

A formal contract, precise delivery requirements with delivery milestones and agreed cost will be finalised once the successful contractor is appointed.

**7. CONFIDENTIALITY STATEMENT**

**GREATER CAMBRIDGE GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP**

**INVITATION TO TENDER FOR THE PROVISION OF THE Local Energy East  
'Mapping, Analysis and Modelling' Specialist Technical Support Service**

**CONFIDENTIALITY STATEMENT**

To be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the company. Please note that the term "company" refers to: sole proprietor, partnership, incorporated company, co-operative as appropriate.

I/We accept that no part of this Invitation to Tender document may be reproduced in any material form (including photocopying or storing it in any medium by electronic means) without the written permission of the Copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Application for the Copyright owner's written permission to reproduce any part of this Invitation to Tender document should be addressed to Paul Bourgeois, Head of Sustainability, Greater Cambridge Greater Peterborough Enterprise Partnership, Unit 3, The Incubator, Alconbury Weald Enterprise Campus, Huntingdon, PE28 4WX.

I/We accept that the information supplied in this Invitation to Tender, the draft contract, and the tender is confidential and will not be revealed to any third party except where this is necessary for the provision of the tender or the completion or operation of the contract.

Signed on behalf of GCGPEP .....

Date .....

Name of Signatory .....

Signed on behalf of .....

Dated .....

Name of Signatory .....



**9. FORM OF TENDER**

**GREATER CAMBRIDGE GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP**

**INVITATION TO TENDER FOR THE PROVISION OF THE Local Energy East  
'Mapping, Analysis and Modelling' Specialist Technical Support Service**

**FORM OF TENDER**

I/We .....  
(full legal name of tenderer)

of .....  
(address)

(being the tenderer's principal place of business or registered office)

Hereby tender for the Local Energy East Specialist Technical Support Service and offer to perform the Service at the prices shown in the attached Tender Documentation.

I/We confirm that this is a Bona Fide Tender.

I/We acknowledge that GCGPEP is not bound to accept the lowest or any tender.

I/We understand that the successful tenderer will be required to execute a formal agreement and until the execution of the formal agreement all correspondence and negotiation between us and GCGPEP remains subject to contract.

Signed .....

Dated .....

Name of Signatory .....

To be signed on behalf of the tenderer by a partner if the tenderer is a firm or by a director or other person authorised to bind the company if the tenderer is a company.