

Invitation to Tender – No 428

COMMERCIALLY CONFIDENTIAL



Closing date Friday 27th January 2012

Resource Efficiency East – End of Programme Evaluation

1. SUMMARY

Resource Efficiency East's primary objective has been to 'increase the productivity and competitiveness of regional SMEs by delivering measurable improvements to their resource efficiency, with the environmental benefits that result also helping to reduce the impact of climate change on the region's economy.'

The programme will complete business support activities by the 31st January 2012 having assisted over 1,300 SMES to improve their performance. The formal 'close' of the programme is due to be at the end of March 2012. In line with the requirements of our contract with the European Regional Development Fund, Renewables East is required to commission an independent evaluation to assess the effectiveness of the delivery of the programme. The report will form part of the evidence, along with a final financial audit, that enables the programme to be closed.*

This tender is to appoint a company, or consultant, to conduct an in-depth review of the work of Resource Efficiency East and assess the performance of the programme.

Please note, in order to ensure the complete impartiality of any contractor and to meet the requirement that the evaluation process is completely independent, this tender process is restricted to those organisations/individuals who have not previously delivered work on behalf of Renewables East that relates specifically to the Resource Efficiency East programme.

**This date may change as a request to extend the programme end date to the 30th June 2012 has recently been made. In the eventuality that this request is granted the start date and the timeframe to complete the evaluation will change accordingly.*

2. Background

In early 2008 Renewables East secured funding from the East of England Development Agency (EEDA) and European Regional Development Fund (ERDF) to manage a resource efficiency programme on behalf of EEDA. The Resource Efficiency East programme launched in April 2008 and will operate until 31 March 2012 and in this period will have provided intensive resource efficiency support to over 1,300 companies.

The majority of this support has been provided by way of one-to-one advice to around 1,000 SMEs to help them identify and achieve the financial savings related to a reduction in the use of water, materials and energy.

More details about Resource Efficiency East can be found in the document ***Resource Efficiency East Programme Overview.***

3. About Renewables East

Renewables East is a private company delivering services associated with the renewable energy industry. It is also responsible for the delivery of funded projects in the East of England and is a partner in the *Low Carbon Development Initiative* programme.

Resource Efficiency East is a programme managed by the Renewables East executive with strategic direction and governance provided by an independent Programme Board.

4. Scope of Work

Good practice suggests that projects undertake a retrospective analysis of performance upon completion. Renewables East is also obligated, under the terms of our contract with the European Regional Development Fund, to complete an independent evaluation of the Resource Efficiency East programme prior to the formal closing of the project.

The aim of this exercise will be to learn from the experience of delivering the programme and to ensure that lessons learnt are disseminated. The project evaluation will account for expenditure, demonstrate effectiveness and provide learning about why particular activities are successful or understanding why they failed so the same problems are avoided in future.

Renewables East will appoint a company/consultant to conduct an independent evaluation of the Resource Efficiency East programme. As a guide the evaluation is expected to require around 20 person days to complete (see Outputs for timescales).

As a minimum, it is anticipated that the evaluation will consider:

- Impact and benefit of the project
- Lessons learned during the project and how this can inform future activity
- Economic value
- Key performance facts
- Key case studies
- Approach to communications and reaching the intended audience
- Risk management
- Success of project closure

Outputs*

- Project Kick-Off meeting to be held in Peterborough on *Thursday 2nd February 2012*.
- Fortnightly updates on progress in a format to be agreed at the kick-off meeting – c5 updates during the project.
- A draft evaluation report to be delivered to Renewables East no later than *15th March 2012*
- Final evaluation report to be delivered to Renewables East no later than *23rd March 2012*. The report should be provided electronically on CD-ROM and as a bound hard copy (x3)
- A presentation/meeting at which the findings of the evaluation will be presented to Renewables East, members of the programme governance board and the programme funders (EEDA/ERDF) (*w/c 26th March – date to be confirmed*)

* *All dates based on current programme end date of 31st March 2012 – should the close date be extended the timeframe for delivery will move accordingly.*

5. Tender Details

Applicants who wish to submit a tender bid must include a covering letter which is to include;

- Tender Title
- ITT Number
- Postal address
- Contact details
- Confirmation of SME status
- Total number of pages and details of documents submitted, including any appendices.

The tender submission should be clearly page numbered and include a contents page, with the applicants name also included on the bottom of each page. The tender criteria should form the headings for the main body of the tender submission.

All appendices should be clearly titled, referenced and included in the content pages. Tenders on average should be no longer than 8 pages.

All electronic files submitted in support of the tender submission should use the following referencing format;

Main tender document: ***Applicant Name_Tender Title_ITT No***

Appendices: **Applicant Name_Tender Title_ITT No_Appendix No**

You are to indicate who will work on this project and provide a CV for each of those individuals.

Responses to this tender should be submitted electronically and must be received by Renewables East no later than **1600hrs on Friday 27th January 2012**

They should be sent via email to:

Antony Gough
Programme Director
Renewables East
antonygough@renewableseast.org.uk

The successful applicant will be notified by **Wednesday 1st February 2012** at the latest and must be in a position to start work immediately upon notification.

6. Tender Criteria and Weighting

The tenders will be assessed against the following criteria:-

1. Total cost of work – 40% weighting

You should provide a detailed breakdown of the cost of the work. This should include the cost for each stage of the work programme as identified by you, with a clear indication of the days allocated to each stage.

Where costs vary for different members of your proposed team these should be clearly shown, as well as the days each member of the team is to work on each stage of the work programme.

The total cost should include VAT at the current 20% rate.

2. References and feedback from previous clients - 20% weighting

*You are asked to provide details of **three** relevant references that Renewables East may contact for a reference. Referees will be asked to complete the questionnaire that is provided with this ITT document.*

*References should be relevant to the work to be delivered under the scope of this ITT and should be **no more than two years old**. References deemed insufficiently relevant or outside of the timeframe indicated will not be scored.*

Work for which a reference is provided should have been delivered by one of the proposed delivery team – please indicate clearly which member of the team was involved and their role.

Note:

- You can submit the details of your proposed referees at any point and do not have to wait until the closing date of the tender to do so.*
- Renewables East will contact referees as soon as we have received their details from you.*

- All referees will be contacted no later than 5pm on Friday 27th January 2012 and Renewables East will request that completed questionnaires are returned to us by 5pm on Tuesday 31st January 2012. Any questionnaires returned to us after this date will be disregarded.
- As such, we recommend that you only provide details of referees that will be willing and able to respond within these timescales and would encourage you to notify potential referees of this before we contact them.

3. Appropriateness of the project team structure, roles and responsibilities and approach to project management and reporting to clients - 10% weighting.

- a. Project team structure, roles and responsibilities
You should provide details of your proposed team structure, clearly naming the individuals involved and their roles and responsibilities within the project team.
- b. Approach to project management and reporting to clients
You should outline your approach to the management of similar projects and how you maintain an effective line of communication and reporting with clients

4. Assessment of the expertise and experience of the proposed team in terms of completed evaluations of publicly funding business support programmes – 25% weighting

- a. Individual expertise in techniques and skills with respect to the evaluation of publicly funded business support programmes
- b. Evidence in support of experience
 - You are required to provide a concise CV (max. 2 pages) for the individual members of your proposed team.
 - You should also provide **3** case study examples highlighting previous work evaluating projects (preferably publicly funded business support programmes) – **case study examples are to provided on the same form as reference details.**
 - You should provide a skeleton framework for the structure of the evaluation report to clearly highlight the areas to be included and in what depth and highlighting the key questions to be answered by the evaluation process.
 - **NOTE:** All examples and supporting material should be no more than two years old and should have been delivered by one of the proposed delivery team – please indicate clearly which member of the team was involved.

5. Carbon Footprint (5% weighting)

Renewables East makes every effort to minimise its impact on the environment and has established a sustainable travel plan to reduce our carbon footprint in terms of travel.

You are asked to provide details of the anticipated carbon impact of delivering this work in the East of England relevant to the location of your office(s) and delivery staff. You should outline how you intend to mitigate these impacts and how they will be measured, monitored and reported back to Renewables East.

7. Fees

Payment for the service will be on completion of the evaluation process or staged payments will be agreed based on scope and length of the study.

Indicatively staged payments would be considered based on items such as those below*;

- 1) Initial Kick-Off Meeting
- 2) Upon Receipt of Project Updates
- 3) Delivery of the Draft Report
- 4) Delivery of the Final Report & Presentation to Programme Stakeholders

**All payments will be made on satisfactory completion of the work, the provision of required evidence and receipt of invoice. All invoices must be compliant with our instructions – these will be issued at the initial kick-off meeting.*

Please note all reports will be subject to a quality assurance process and will not be issued until they have been agreed and signed-off as such by Renewables East. All payment is subject to our standard conditions (available on request). Payments will be paid 28 days from receipt of invoice assuming all terms have been met.

8. Further information

Should you require any further information on this brief to complete your tender submission, please contact Antony Gough by e-mail or telephone:

antonygough@renewableseast.org.uk

Antony Gough
Programme Director
Renewables East
07595 708352

9. Tender Process

Applicants are advised to ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their Tenders are accepted.

Renewables East reserves the right to extend proposed timescales if extensive Tender clarification is required during evaluation or for any other reason.

Applicants should be aware that queries raised by Applicants that affect the Tender process will be circulated to all Applicants. Responses of a commercially sensitive nature will be confined to the correspondent(s).

Any Applicant who directly or indirectly canvasses any member or officer of Renewables East concerning the award of the Contract for the provision of the Services, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other Tender or proposed Tender for the Services will be disqualified.

It is the responsibility of Applicants to obtain for themselves and at their own expense all information necessary for the preparation of their Tenders. Information supplied by Renewables East (whether in these Tender Documents or otherwise) is supplied solely for general guidance in the preparation of the Tenders. Applicants must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by Renewables East for any inaccurate information obtained by Applicants.

All information supplied by Renewables East in connection with this Invitation to Pre-qualify and Tender shall be regarded as confidential by the Applicant except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Renewables East reserves the right to ask all Applicants to complete a separate Confidentiality Agreement and if deemed necessary this will be forwarded under separate cover for completion and return within a specific timescale no later than the tender return date.

The Tender Documents are and shall remain the property of Renewables East and must be returned upon demand.

No servant or agent of Renewables East has authority to vary or waive any part of the Tender Documents or procedure other than the Authorised Officer nominated by Renewables East who shall only do so in writing.

Renewables East will not consider individual requests for extension of the closing date and the time specified above, but may at its own absolute discretion extend generally the closing date and time.

Renewables East reserves the right to request such further information from Applicants as it deems necessary to assist the clarification of Tender submissions.

Renewables East reserves the right to dismiss those tender applications that do not meet the specific tender details required.

10. Restricted and Commercially Confidential

PLEASE NOTE THAT THE INFORMATION CONTAINED WITHIN THIS TENDER DOCUMENT AND ASSOCIATED DOCUMENTS IS NOT IN THE PUBLIC DOMAIN AND REMAINS COMMERCIALY CONFIDENTIAL. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN TO RESPOND TO THE TENDER.