



Invitation to Tender –

CLOSES 1600hrs on Friday 30 January 2009

To appoint a consultant/s to accelerate the leads and engage in the initial deployment of REE services to SMEs within the East of England

1. SUMMARY

*Resource Efficiency East would like to appoint one or more resource efficiency consultants to generate SME leads for the East of England Resource Efficiency Project and for 50-80 of those generated leads, to provide resource efficiency investigation services in the form of a site visits followed up by a tailored report by **end of March 2009**.*

The overall objective of the Resource Efficiency East (REE) Programme is to achieve a measurable improvement in the environmental performance of regional SMEs, and a corresponding reduction in their environmental impact, contributing to tackling climate change, impacting on business efficiency and long-term competitiveness.

To achieve this objective, REE has developed and will over the next 24 months deliver a single complete, integrated business support package, which will simplify and coordinate access to existing national and regional resource efficiency support programmes. Providing initial investigative support to regional SMEs in the first quarter of 2009 is a key initial objective of this programme.

2. Background

Resource Efficiency East is a £2.1 million region-wide business support programme funded by the East of England Development Agency and part funded by the European Regional Development Fund, and managed by Renewables East. The programme will operate until March 2011.

The aim of the programme is to deliver a measurable improvement in the performance of businesses in the East of England by developing business support services which will help business to identify and implement efficiency opportunities particularly opportunities related to the efficient use of materials, water and energy.

To specific objectives of the programme are to:

- simplify and co-ordinate access to support on resource efficiency for business - in line with the Business Support Simplification Programme
- deliver focused, commercially-orientated advice, guidance and support services on resource efficiency for business - ensuring that the debate on resource efficiency goes beyond the environment/climate to efficiency and productivity embedding efficiency of resource use as a central tenant of business operations)
- make key strategic interventions on resource issues of regional/national importance which benefits business – to focus on those resource use issues which can be impacted through working with businesses on a region-wide basis, even though the intervention maybe at individual business level

The Programme is divided into three key Programme components:

- 'one to one' component providing tailored resource efficiency advice and guidance to individual businesses
- 'one to many' support component - strategic interventions where the issue maybe beyond individual business scale
- Providing self help tools the aim of which is to provide the knowledge, information and guidance for SMEs to address their own environmental impacts

The one to one support element of the programme will work in partnership with Business Link East to:

- Promote Business Link East as a point of contact for businesses seeking advice & guidance on resource efficiency, thus simplifying and co-ordinating access to resource efficiency business support
- Provide a system of information and diagnostic support to regional businesses via Business Link East
- Assist Business Link East customers to identify; their own resource efficiency needs, their potential resource savings, the actions to required to achieve those savings and deliver services to assist business to implement efficiency opportunities
- Assist in accessing the most appropriate service providers to assist in the implementation and achievement of resource efficiency measures
- Seek to maximise the impact of nationally funded programmes in the region

The one to many component of the programme will develop a suite of interventions (business support projects):

- Provide specialist resource efficiency services and projects to deliver solutions to particular resource use issues e.g. issues of regional strategic importance such as water
- Seek to further embed resource efficiency as a key economic consideration, assisting the region to prosper in global, competitive markets
- Stimulate resource efficient innovation

'Self Help' Tools - The aim of the tools are to provide the knowledge, information and guidance for SMEs to address their own environmental impacts, providing the tools which will enable continuous improvement within the business.

Through these programme components regional businesses can also expect to be able to access resource efficiency support ranging from simply accessing the right self help tool, to support in implementing a bespoke long term project of business change.

Through the programme components REE aims to deliver the following outcomes:

- 3,000 Business assisted to improve performance (2 Hrs)
- 315 Business receiving priority business support (2 Days)
- 300 Environmental initiatives in businesses (R5)
 - Of which 100 Environmental Management Systems adopted
- 15 Businesses supplied zero/low carbon energy (R12)

These outcomes and in particular the delivery of environmental initiatives will achieve the following impacts:

Impacts	Programme Target
CO ₂ emissions saved	40,000 tonnes
Water conserved	675,000 m ³
Landfill diverted	81,000 tonnes

And a corresponding increase in turnover and profitability of the Businesses in the East of England:

Impact	Programme Target
Increase in GVA as a result of the Programme	£12M

The key stakeholders for the project are the SMEs the programme will target, other regional and national business support programmes such as WRAP, NISP, Envirowise, Business Link East, the Manufacturing Advisory Service and the programme funders the East of England Development Agency and European Regional Development Fund.

3. About Renewables East

Renewables East has been asked by the region to manage the REE programme and deliver its outputs and outcomes. Renewables East is a private company delivering the services associated with being the renewable energy agency for the East of England. The Company is funded by the East of England Development Agency (EEDA) and officially designated as an EEDA sister organisation. For the year 2007/08, RE has been allocated £1.2m from various sources including EEDA, EMDA, EU, Local Authorities and central government to continue its mission.

The objectives of the Company are:

- a. To enable the East of England to meet its adopted target for the production of energy from renewable resources, within the context of national energy policy and the need to move towards a lower carbon economy; and
- b. To maximise the rate of growth of the renewable energy sector and the economic benefits to the region, especially through stimulating investment and job opportunities, supply chain development and innovation.

Renewables East's primary work areas are Bioenergy (Biomass and Biofuels,) Offshore/Onshore Wind, Planning, Supply Chain Development and the Mass Market Renewables agenda. Renewables East also holds responsible for the development and coordination of a region-wide resource efficiency programme.

For more information please visit the Renewables East web-site: www.renewableseast.org.uk.

4. Scope of Work

Resource Efficiency East would like to appoint a consultant/s to generate leads for the Resource Efficiency Project, and for 50-80 of those leads generated, go on to provide initial resource efficiency investigation services in the form of a preliminary site visit. This process will seek to identify businesses with the potential to deliver resource efficiency outputs in line with the programmes aspirations.

Specifically the consultant(s) will;

- Identify appropriate SMEs within the East of England with potential to generate resource savings as per programme objectives
- Agree a first contact script/procedure with the REE programme manager.
- Make contact with identified SMEs and discuss the opportunities of resource efficiency and the support that may be available from REE and other programmes.
- Where the company agrees, undertake an initial resource efficiency investigation, up to 2 hours. This can be on site/by phone, as the company and opportunities determine.
- In the course of the resource efficiency investigation, investigate and identify opportunities for the company to benefit from resource efficiency and those opportunities which support the objectives of the REE programme.
- Produce a one page report for the company and REE programme noting:
 - the areas of resource efficiency opportunities discussed
 - the potential opportunities for resource efficiency and related cost savings
 - The potential benefits of the above to the company, including where possible some indications of associated costs and resource requirements etc to achieve those opportunities
 - Type and quantity of further support required on identification of opportunities and implementation
 - Record opportunities for support from the REE programme
 - Record opportunities and types of support that could be available from other resource efficiency or other business support programmes i.e. Business Link East, MAS East, Nisp etc.
 - Clearly state the recommendation on the type and quantity of further support that SME will require to implement identified opportunities
 - Note any significant opportunities that will deliver programme objectives.
- Obtain a signed beneficiary sheet (to be provided by REE) from the client at the onsite visit.
- Manage the administration of the project in a format to be agreed by the REE programme manager.

Companies identified during this process as having significant potential to benefit from resource efficiency advice and implementation support would then be provided with additional support from the REE panel which provides detailed support (a further tranche of tailored support, including detailed action plans and implementation support up to 2 days). This is outside of this scope.

5. Tender Details

Responses to this tender must be received by Renewables East no later than **1600hrs on Friday 30 January 2009**. They should be sent via email to:

John Heath
Delivery Manager
Renewables East
johnheath@renewableseast.org.uk

Responses should be submitted electronically, and should include

- A completed copy of the detailed experience questionnaire in support of the tender
- Details of the service to be delivered against the scope of work
- Outline proposals on the form and type of documents you would develop to support the service (layout, format and content) and report outputs to REE
- Provide evidence of the a) experience b) expertise and c) other qualities of the individual or nominated company representative in their field of expertise, in line with the assessment criteria
- Demonstration that the outputs can be achieved in the allocated time
- Outline where possible additional services or added value to be offered to the Client and REE Programme
- Evidence (in the form of policy) of any quality assurance, environment or health and safety systems operated by the company

The successful applicant will be notified by Tuesday 4 February 2009 at the latest and must be in a position to start work immediately upon notification. **PLEASE NOTE ALL DELIVERY MUST BE COMPLETE and INVOICED BY END OF MARCH 2009.**

6. Tender Process and Assessment

Tenders should be no longer than ten pages, including a two page executive summary. Further information can be included in the form of an appendix.

The tenders will be assessed against the following criteria:-

20% - Value for money & added value

20% - Evidence that the contract can be completed to timescale

30% - Evidence and Expertise in line with Scope requirements (Previous Projects)

30% - Technical knowledge & Details of Service delivery, ability to deliver within timescale

Information provided in this tender process will be treated with total confidentiality.

Renewables East may request potential consultants/companies to give a presentation on the proposal.

7. Costs & Fees

A fixed payment of £550.00 will be paid per East of England SME (as per EU and programme definition) provided with an evidenced 2 hour of resource efficiency support. Evidence of at least 5 further SMEs contacted per 2 hours support will also be required.

All fees should be inclusive of VAT and include expenses incurred by the company/consultant whilst carrying out this work.

8. Further information

Should you require any further information on this brief to complete your tender submission, please contact John Heath by e-mail or post to:

johnheath@renewableseast.org.uk

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Project Part-Financed
by the European Union
European Regional
Development Fund

