



Closing date 16 July 2010

Renewables East intends to engage a consultant to assist/advise within the capacity of Innovation Investment Manager role

1. Scope of work

Responsibilities:

- To develop a range of potential legal/partnership frameworks and documents in readiness for final legal approval.
- To liaise with a number of local innovators to discuss corporate structures, investment requirements and share issues.
- To advise the RE senior management team on a range of typical commercial agreement types (to provide a full options analysis - including positives and negatives).
- To derive implementation plans for selected options – identifying critical paths and when/if specialist 3rd party support is required.

Must have the following expertise (at either a consultant or director level):

- 1 Heads of Terms
- 2 Investment & Shareholders Agreements, Share Options, Company Share Sale and Purchase, and Share Exchange
- 3 Director's Service Contracts
- 4 Consultancy Contracts
- 5 Company and LLP Formations (including conversion of Partnership into LLP)
- 6 Joint Ventures and Partnering agreements
- 7 Procurement of Services
- 8 Tender bidding and bid compilation
- 9 NDA's
- 10 IP Licences – outward and inward, assignments, purchase, and exploitation options
- 11 Interface with IP, Legal, Financial Professions

Must also be highly capable in the development and authoring of:

- 1 IP Strategy & Management
- 2 Business Plans
- 3 Marketing Plans

Knowledge of:

- 1 Debentures
- 2 Interest Bearing Loans
- 3 Terms and Conditions of Sale
- 4 Outsourcing and Facilities Management
- 5 Product Design & Development Procurement
- 6 Export Sales
- 7 Software Support Maintenance
- 8 Market Research

Interested individuals are requested to provide suitable evidence of relevant qualifications, membership of professional bodies and commercial/industrial experience. This position will require immediate availability and be primarily focussed upon activities within the East of England.

Costs must clearly identify day and half day rates and be inclusive of reasonable expenses and VAT.

2. About Renewables East

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 2009/10, RE has been allocated in excess of £2m from various sources including EEDA, ERDF 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. If you have not already done so, you may find a visit to our web-site useful www.renewableseast.org.uk.

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

3. Criteria

Responses will be assessed on the following basis:

Weighting	Criteria
10%	Day rate
30%	Qualifications
50%	Experience
10%	Professional membership/affiliation.

4. Tender Details

Applicants who wish to submit a tender bid must include a covering letter which is to include the Tender Title and ITT No, Postal address, contact details, indicate if they are an SME or not and total number of pages.

The tender submission should be page numbered with the Company/Consultant name on the bottom of each page, it should also include headings that relate to the criteria,

Tenders must include a total cost, which would include VAT and expenses.

Tenders on average should be no longer than 5 pages.

Responses to this tender should be submitted electronically and must be received by Renewables East no later than **1600hrs on Friday 16 July 2010**. They should be sent via email to:

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

The successful applicant will be notified by Tuesday 20 July 2010 at the latest and must be in a position to start work immediately upon notification.

The materials produced will be the property of Renewables East and will need to be supplied in formats (hard copy and/or electronic) that can be reproduced by us without further project cost.

5. 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.