

Invitation to Tender – COMMERCIALLY CONFIDENTIAL



The delivery of the Resource Efficiency East (REE) Programme to achieve a measurable improvement in the environmental performance of Small Medium Enterprises (SMEs).

1. SUMMARY

The objective of the Resource Efficient East (REE) programme is to achieve a measurable improvement in the 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 deliver a single complete, integrated business support package, which will simplify and coordinate access to existing national and regional resource efficiency support programmes. A pilot scheme will run from 1 October 2008 to 31 March 2009, producing a final report in March 2009 which will identify, evaluate and quantify resource efficiency savings through onsite environmental reviews of 50 identified SMEs.

2. Background

The East of England is the leading English region for renewable electricity, currently producing 8% of the electricity it uses from renewable sources. It benefits from widescale deployment of bioenergy (for example the world's first chicken litter electricity plant at Thetford, the UK's first bioethanol plant at British Sugar Wissington, and the world's fastest biofuelled car at Lotus in Norfolk) and 2007 saw a record year for deploying on shore renewable energy.

The region's coast is also surrounded by the majority of the UK's offshore wind installations, with a further £10 billion investment anticipated by 2020 as well as further R&D innovation capacity in wave and tidal technologies.

As a result, the region is well on target to meet its 2010 target of 14% electricity from renewable sources.

Renewables East has 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 REE programme will operate until 31 March 2011 and will provide resource efficiency support to 700 companies within this period. Out of the 700 companies in the programme, 500 will be provided with intensive support on the impacts of CO2 emissions saved, water conserved, landfill diverted and the increase in the GVA as a result of the programme.

This tender is to provide one and half days intensive resource efficiency support to 15 – 20 SMEs within a three month period, a service which will start with an environmental review and then provide subsequent support to implement the recommendations of that review, with a final progress report per company after three months.

This is to be delivered as part of the Resource Efficiency East Business Support Service which will target 50 regional SMEs to pilot the service from 1 October 2008 – 31 March 2009, over three geographical areas:

This tender is for three consultants to deliver support 15 – 20 SMEs in each of the three geographical areas, covering the six counties of the East of England. These areas correspond to:

- Area 1 – Norfolk & Suffolk
- Area 2 – Cambridgeshire and Bedfordshire
- Area 3 – Essex and Hertfordshire

Consultants/Companies are invited to tender for one or more of the three areas.
The value of the 1 ½ days service is indicatively £600 - £750 per company to include VAT and expenses.

3. 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 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. If you have not already done so, you may find a visit to our web-site useful www.renewableseast.org.uk.

4. Scope of Work

Renewables East (RE) wishes to appoint a company/consultant to provide the following items:

- *Establish contact with clients/SMEs within 48hrs of referral to the consultant to arrange an onsite environmental review and inform REE of the confirmed date of appointment.*
- *Undertake an onsite Environmental Review, of each of the 15-20 identified SMEs, to identify, evaluate and quantify resource efficiency savings and the opportunity to implement environmental initiatives such as environmental management systems.*
- *Obtain a signed beneficiary sheet (to be provided by REE) from the client at the first onsite visit.*
- *Provide recommendations on how to achieve identified resource savings, water, energy, materials, CO2 and the associated cost savings translated into GVA, in the form of an environmental improvement report, and an action plan to outline recommended initiatives required to achieve those savings, for each SME visit onsite environmental review.*
- *Provide the client/SME and REE a copy of the report and action plan.*
- *Support the SMEs for a period of three months, from the production of the environmental report and action plan, to the production of the final progress report, guiding and assisting the SME to implementation report recommendations and recording outputs, results and impacts over the three month period.*
- *Provide a methodology to the company on how to measure the impact of the action plan and to report those impacts to REE.*

- *Provide a final progress report after 3 months, to provide assessment of SME progress, achievements in the form of implementation of recommendations and resultant savings and identify further support/needs. (All reports for 15 – 20 SMEs to be provided by 31 March 2009).*
- *Provide a completed self certification sheet signed by the client for the REE Project Manager, after the three month period (to be provided by REE).*
- *In terms of the programme monitoring, outputs are considered the support provided to the business, results are the number of implemented environmental initiatives and impacts the potential and achieved resource savings translated into CO2 and GVA*

5. Tender Details

Responses to this tender must be received by Renewables East no later than 1400hrs on Thursday 25 September 2008. 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.
- your total fees (including the number of people involved, their daily rates, plus any expenses and VAT),
- Details of the service to be delivered against the scope of work, including the environmental review process and how this will be reported to the client, confirming that the service outlined within the scope of work can be delivered in 1 ½ days.
- 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.
- Outline where possible additional services or added value to be offered to the client and REE Programme.
- Information on insurances held, including type, value and copies of insurance documents.
- 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 Friday 3 October 2008 at the latest and must be in a position to start work immediately upon notification.

Success in being appointed will not guarantee work, as the consultant will be appointed work on a case by case basis. Appointment of the consultant will be based on the number of identified SMEs referred into the Programme by the designated route, indicatively 15 – 20 SMEs per area.

This final document 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.

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

40% - Experience of Resource Efficiency

40% - Technical knowledge

Any information provided will be treated with total confidentiality. We may ask for potential consultants/companies to give a presentation/interview and should be available to attend a venue in Peterborough on 30 September 2008.

7. Fees

Given the short nature of this contract, payment will be made in two stages

- 1 October to 31 December 2008, on completion of initial SME onsite environmental review, environmental report and action plan - one days work $\frac{3}{4}$ of final payment per business
- Upon completion of each SME Final Progress Report – final payment

Payment will be made on satisfactory completion of the work, required evidence, report and action plan, signed beneficiary sheet and receipt of invoice, subject to our standard conditions (available on request). Payments are normally made within 30 days. All fees are inclusive of VAT and include any 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:

johnheath@renewableseast.org.uk

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