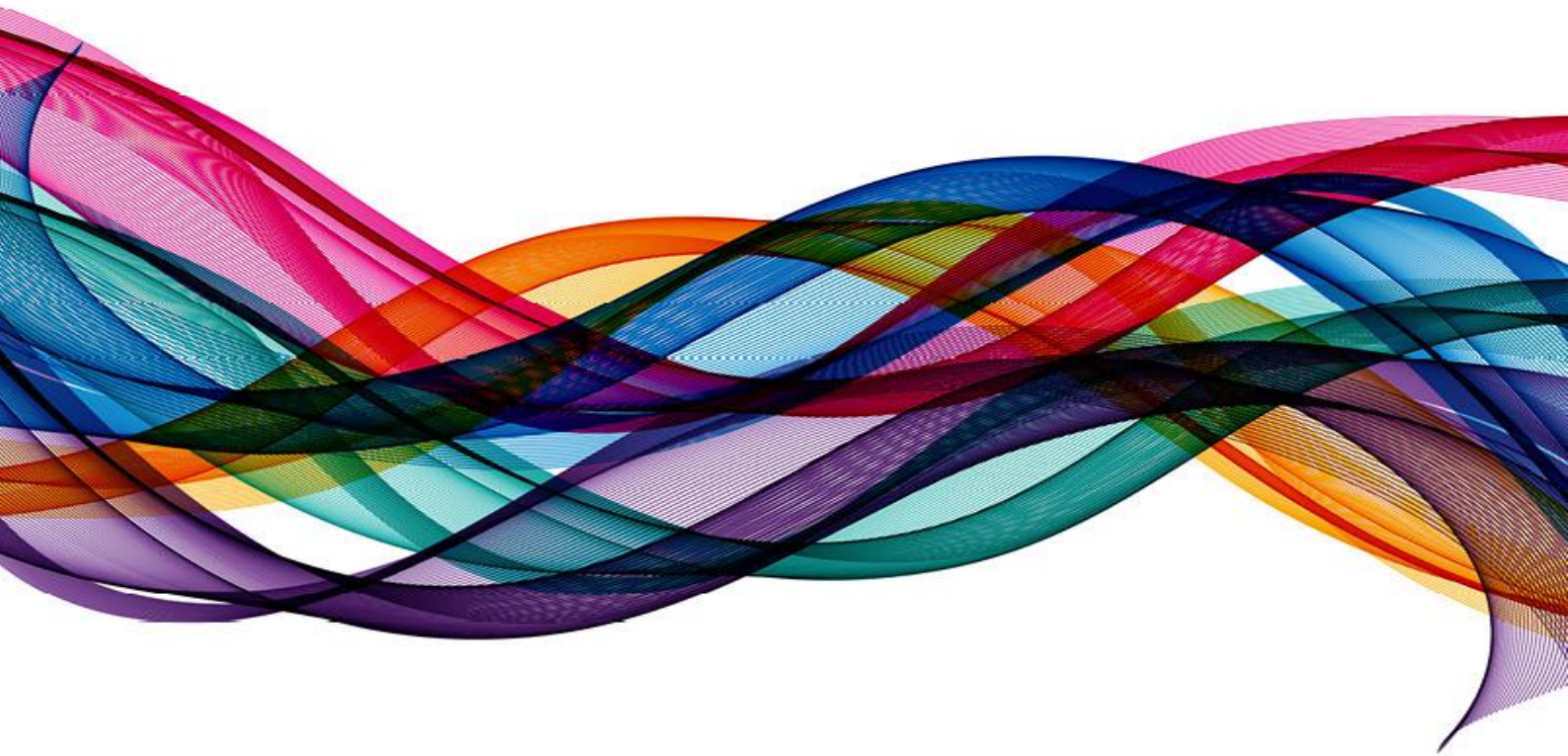


Invitation to Tender Support for Black Country Energy Steering Group February 2019



TENDER FOR SUPPORT TO THE BLACK COUNTRY ENERGY STEERING GROUP

INVITATION TO TENDER

Tenders are invited for the provision of the Service as specified in this document for an agreed period to be confirmed.

The Black Country Consortium Ltd is procuring these services on behalf of the Black Country LEP.

ACCEPTANCE OF TENDERS

The Black Country Consortium Ltd does not bind itself to accept the lowest or any tender, for the Consultancy specified in the Invitation to Tender.

SPECIFICATIONS

Specifications are stated in broad terms but everything necessary shall be supplied to enable the performance of the Contract.

FURTHER INFORMATION

If you require any further information on the service required within this Tender, please contact: our retained consultant – Matthew Rhodes, e-mail matthew.rhodes@camirus.co.uk. The deadline for queries is Friday 22 February 2019.

SUBMISSION OF TENDER

THE RESPONSE MUST SET OUT THE FOLLOWING:

- Organisational details and pricing (see appendix I and please use the tables provided)
- Name and experience of people that will be carrying out the work
- Evidence that you appreciate the challenges and constraints of the project
- Details of methodology to be adopted
- A project plan and staff allocations
- Evidence of experience in delivery similar projects
- Provision of two references
- Total fixed cost

Your proposal should consist of no more than 4 sides of A4 (excluding CVs and the organisational details and pricing appendix)

CLOSING DATE

The Tenders must be submitted electronically to Gloria_Bates@blackcountryconsortium.co.uk no later than **5pm on FRIDAY 1 March**. We expect to notify the winning tenderer by Friday 15 March and the contract will start on 1 April 2019.

Background

The Black Country has ambitious plans to benefit from implementation of the West Midlands Local Industrial Strategy and to grow the local economy. The Local Enterprise Partnership see energy as a critical enabler of this growth (see <https://www.blackcountrylep.co.uk/regional-growth/energy-as-an-enabler/>) and in 2018 established a Black Country Energy Steering Group to develop and implement a pipeline of projects to reduce energy costs and support clean growth across the region.

The work of the Steering Group builds on a regional energy strategy developed with support from Aecom in 2017-18. (see <https://www.blackcountrylep.co.uk:443/upload/files/newfolder/powering%20growth%20black%20country%20energy%20strategy.pdf>).

The Black Country also work in partnership on energy with the other two LEPs within the WMCA and in particular are leading partners within the Energy Capital Partnership (see www.energycapital.org.uk) and supporters of the West Midlands Regional Energy Strategy (<https://www.energycapital.org.uk/a-regional-energy-strategy-for-the-west-midlands/>)

This request for proposals is for an individual or organization to provide technical and administrative support to this Steering Group for 2019-20, on a flexible basis. This is unlikely to be full-time but is expected to be at least the equivalent of one person-day per week throughout the year, with peaks around meetings and funding deadlines.

The Steering Group is chaired by a member of the LEP Board and consists of representatives of each of the four local authorities which are part of the LEP plus four private sector representatives. It meets quarterly and reports to the LEP Competitiveness and Place Boards.

Scope and Deliverables from the Project

The resource provided in response to this request for proposal must carry out the following tasks:

- Establish, maintain and develop an active and deliverable pipeline of energy projects across the four boroughs of the Black Country, aligned with the opportunities and objectives set out in the LEP and Regional Energy Strategies.
- Liaise with all relevant local stakeholders, particularly the local authorities and business organisations such as the Black Country Chamber of Commerce, to ensure their opportunities and projects are adequately reflected in this pipeline.
- Liaise externally with third parties, including both key public sector partners such as the WMCA and Energy Capital, and major private sector partners including investors, energy companies and universities, in order to form effective collaborations and project partnerships.
- Facilitate and lead funding bids to support project development where appropriate.
- Provide all necessary administrative and management support to the Steering Group, including arranging and documenting meetings, generating agendas and reporting to the various Black Country LEP Boards as required.
- Work closely with the chair of the Energy Steering Group to ensure LEP priorities are properly reflected in activity.

Our expectation is that this support work will require an individual or consultancy team with strong technical and commercial knowledge of the UK energy system and experience in economic development and public sector structures as well as energy systems infrastructure project scoping.

Evidence should also be provided of:

- Excellent networks and relationships across the UK energy sector
- A good appreciation of the specific challenges and opportunities in the Black Country, ideally with some experience of working in the manufacturing sector
- Strong understanding of the wider West Midlands public sector context, particularly around energy activities and the emerging local industrial strategy
- Experience in facilitating collaboration and effective working across organisational and functional boundaries with individuals working at all levels up to Board level.
- Awareness of the challenges of working in a complex and dynamic political environment, and demonstrated experience in overcoming these
- Experience in raising finance, particularly for innovative energy projects and initiatives
- Demonstrated breadth of knowledge across the energy sector, including experience in housing and domestic energy as well as commercial and industrial energy
- A strong technical understanding of distributed energy projects
- Good understanding of the UK energy policy environment

CONTRACTS & PAYMENT

Black Country Consortium will agree the contract and payment details.

TIMESCALE

The support contract is expected to run from 1 April 2019 to 31 March 2020.

There is no final report from this project but agendas and papers for all Steering Group meetings must be delivered in a timely manner.

PROJECT MANAGEMENT AND GOVERNANCE

Your day-to-day client contact for this project will be *Sarah Middleton*, who is managing this project on behalf of BCLEP. You will be expected to provide *quarterly* updates on progress, and monthly invoices including a summary of hours spent to date, to Gloria_Bates@blackcountryconsortium.co.uk

COSTINGS

Please provide a fixed price for delivery of this project.

Please also show an estimated break down of individual consultant day rates and anticipated total days spent by each person within the project plan (see appendix I).

EVALUATION CRITERIA

Tenders will be evaluated against the following criteria:

CRITERIA	WEIGHTING WITHIN EVALUATION
Price	40%
Quality	60%, broken down
<ul style="list-style-type: none">• Experience of delivering similar work and quality and experience of team CVs against the list of required evidence on page 4 above	30%
<ul style="list-style-type: none">• Understanding of current and future developments and relationships with key stakeholders, including political decision-makers	30%

Appendix I. Tender Response (Organisation Details and Pricing)

Instructions

Please include answers to the standard questions below in addition to your technical response to the specification. The technical section should be no more than 4 sides of A4.

Questions for information purposes only: please ensure you complete each question

DETAILS OF YOUR ORGANISATION	
1	Name of the organisation in whose name the quote is submitted:
2	Contact name for enquiries about this submission:
3	Contact position (Job Title)
4	Address: Post Code:
5	Tel number:
6	E-mail address:
7	Is your company: (Please tick one)
	i) a public limited company
	ii) a limited company
	iii) a partnership
	iv) a sole trade
	v) LLP Limited Liability Partnership
	(vi) Other (Please specify)
8	Name of (ultimate) parent company (if this applies)
9	Companies House Registration number, Charity Commission Number or Mutual Society Number: (if these apply)

INSURANCE	
	Please provide details of your current insurance cover. We reserve the right to seek evidence or ask that sufficient levels of insurance be in place before award of contract. All price quotations should be based on full insurance levels being in place.
	Insurance Cover Value
10	Employer's Liability (if applicable): (£5m)
11	Public Liability: (£5m)
12	Professional Indemnity (£100k)

EQUAL OPPORTUNITIES	
13	Does your company have a written Equal Opportunities policy, to avoid discrimination?
	Yes /No
	If the answer to this question is No, please explain how you ensure your organisation offers equal opportunities and avoids discrimination in its working practices (max 200 words)

PROFESSIONAL AND BUSINESS STANDING INFORMATION		
	Does any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor (s)?	
14	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership or subject to relevant proceedings:	Yes / No
15	Has been convicted of a criminal offence related to business or professional conduct.	Yes / No
16	Has committed an act of gross misconduct in the course of business	Yes / No
17	Has not fulfilled obligations related to payment of social security contributions	Yes / No
18	Has not fulfilled obligations related to payment of taxes	Yes / No
19	Is guilty of serious misrepresentation in supplying information	Yes / No
20	Is not in possession of relevant licences or membership of an appropriate body where required by law	Yes / No
	If the answer to any of these is “Yes” please give brief details below, including what has been done to put things right. (max 500 words)	

Pricing

Please submit your fee to deliver the service as per the specification in this document and the pricing schedule below.

BUDGET BREAKDOWN	Amount (£)
TOTAL FIXED PRICE TO DELIVER SERVICE (INCL VAT)	

Daily fee rates on which these prices are based

Nominated individual including grade	Daily rate (£)	Budget days

- Your total price for delivering the service should include all costs, fees, expenses and profits to deliver the service in its entirety. No additional claims for funding will be entertained.
- The prices and/or rates stated in this Price Schedule constitute the only reimbursement and profit to the company for providing the services.
- All sums payable by or to Black Country Consortium Ltd or the winning tenderer are inclusive of Value Added Tax ("VAT").
- No claim from the bidder will be entertained by The Black Country Consortium Ltd for any mistakes in the information given.

- The fixed price sum is a maximum budget for the project and cannot be exceeded. Actual payments will only be made on the basis of evidenced invoices showing hours worked each month submitted before the end of each month. They will be paid within 30 days of the month end in which invoices are received.

Any quotation submitted must be bona fide and without canvassing or soliciting any member or employee of Black Country Consortium Ltd or fixing the rates with another supplier. By submitting a quotation you are agreeing this is a bona fide quotation. You should also declare if anyone in your company has a family member who works for the Black Country Consortium Ltd.