

Tender Specification

Tender Title	Development of SEMLEP Energy Strategy
Procurement Process N^o	PR 1918
Issue of Specification	15/12/2017
Deadline	Mon 22 January 2018 – 5pm

About us

The South East Midlands Local Enterprise Partnership (SEMLEP) was set up in May 2011 as one of 38 Local Enterprise Partnerships (LEPs) in England. Established by the Coalition Government, LEPs play a central role in determining local economic priorities and undertaking activities that drive economic growth and the creation of local jobs. More information can be found on our website www.semlep.com.

SEMLEP is formed as a company limited by guarantee. We have many partners including 14 local authorities, local businesses, business organisations and many other private and public organisations. In addition to the work that SEMLEP carries out we also have a business support arm which is called Velocity www.velocitybusinesssupport.com.

Overview

SEMLEP is seeking consultants to develop an Energy Strategy for the South East Midlands. This will set out the energy needs of the area, over both the short and longer term, and options for meeting these needs that can also move us towards a lower carbon future.

Requirements

The South East Midlands is a high-growth area which – as set out in our recently-published Strategic Economic Plan, *Where Innovation Fuels Growth* – is looking to undertake further major housing and employment growth, so as to double the size of the economy by 2050. Energy is obviously a critical input to this, and lack of a timely energy supply and appropriate energy

infrastructure can act as a brake on growth. SEMLEP is thus seeking experienced professionals to develop an Energy Strategy for the area, which will underpin a future Local Industrial Strategy for the area and which will:

- Provide an evidence base of the current energy needs of the area for power, heat and transport, along with projected future needs. This should take account of potential step changes in (as opposed to incremental) growth, and should separate out energy use by business/industry, local communities/the built environment, and the public sector estate.
- Set out actions needed across all energy vectors (including power, heat and transport) to unblock growth over the short term. These are likely to focus on improving/upgrading current infrastructures – taking into account generation, demand and management – but could also include recommendations on changes to current regulatory regimes.
- Set out options for meeting the area's future energy needs, which should take account of innovative technologies and opportunities for reducing the carbon footprint of the area, including supply and demand management models, and carbon capture and storage. This options section should be explicit about the trade-offs, if relevant, between growth, carbon emissions and costs.
- Outline how the South East Midlands could best build on its existing technological strengths in the energy/low carbon field, and the opportunities that this could offer for growth and jobs in these sectors.

In working up an Energy Strategy for the South East Midlands, the successful bidder will need to ensure that their work is aligned with:

- SEMLEP's recently-published Strategic Economic Plan, *Where Innovation Fuels Growth*
http://www.semllep.com/modules/downloads/download.php?file_name=742
- The Government's recently-published Industrial Strategy White Paper, *Building a Britain Fit for the Future*
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664563/industrial-strategy-white-paper-web-ready-version.pdf
- The National Infrastructure Commission's recently-published report on the Oxford-Milton Keynes-Cambridge Growth Corridor, *Partnering for Prosperity*
<https://www.nic.org.uk/wp-content/uploads/Partnering-for-Prosperity.pdf>
- National energy policy, including trajectories for decarbonisation and clean growth.

- The Energy Strategies being developed in Oxfordshire and Buckinghamshire (NB: Aylesbury Vale and Cherwell District Councils are part of SEMLEP and also part of, respectively, Bucks Thames Valley LEP and Oxfordshire LEP) and similar work that has been undertaken in Greater Cambridge Greater Peterborough LEP. It is important that, ultimately, the LEPs and local authorities across the Oxford-MK-Cambridge Growth Corridor are able to form a single evidence base and set of energy priorities.
- Any work undertaken by the BEIS-funded South East Energy Hub, which is scheduled to be established in 2018.

The outputs for this commission will be:

- A SEMLEP Energy Strategy presented in Word format.
- An evidence base, including future energy projections and options costs, in Excel format, with functionality for SEMLEP to be able to alter key inputs/assumptions.
- An editable slide pack, including maps, for wide dissemination to a varied audience.

Application Form

You will find attached to this brief SEMLEP's tender application form that must be completed and send by email to procurement@semlep.com by the deadline stated on the procurement process timescale section below, together with any additional information that you believe will be relevant to this tender opportunity. Our tender evaluation panel will assess received applications as per the selection and award criteria stated below.

Selection and award criteria Introduction

The tender application has a two-stage process: Part A and Part B. The first stage will assess Part A in accordance with the Selection Criteria that assess the ability of the tenderer to perform a contract based on qualitative information related to the economic and financial standing of the applicant, suitability, equalities and insurance. If the application passes stage one that is Part A, it will be assessed under the Award Criteria "Part B", stage two.

Stage One - Selection Criteria

Section 3 to 5 of the application form is Part A. Questions 1, 3, 5, 6 and 7 are pass / reject. If you fail these questions, your application will be rejected.

Stage Two - Award Criteria

If your application passes on “Part A” it will progress to “Part B” that is the Award Criteria. The applications will be scored under the Award Criteria set out below:

AWARD CRITERIA EVALUATION

Criteria	Score	Score	Score	Score	Weighing (%)	Weighted Score
Price: It is necessary to illustrate the value for money in the proposal and how your proposal will deliver the best value per £ of public funds.	Exceptional, covered thoroughly, prices are very good and better than other suppliers. Score 8-10	Average. Brief covered adequately, Prices are reasonable. Score 4-7	Bidder meets or does not meet requirements of brief. Score 0-3		30%	
Ability to deliver the required service quality and within timescales: Outlines what is to be delivered and how will be delivered.	Exceptional, covered thoroughly, Score 8-10	Average. Brief covered adequately, Score 4-7	Bidder meets or does not meet requirements of brief. Score 0-3		30%	
Overall quality of submission: Give clarity of offer and structure of proposal.	Exceptional, covered thoroughly, have provided a very good response, covered the structure of proposal and have provided 2 referees. Score 8-10	Average. Brief covered adequately, haven't provided 2 referees or have not provide a good structure proposal. Score 4-7	Bidder meets or does not meet requirements of brief. Score 0-3		20%	

Quality of delivery: Provide details about the quality of delivery indicating key members of the team that will be working on the project and relevant experience	Exceptional, covered thoroughly, have provided a satisfactory information of the key members that will be involved on the project delivery and their relevant experience compared to the requirements of the brief. Has provided very good response, covered the structure of proposal and 8-10	Average. Has provided adequate / fair information regarding the key members that will be involved on the project delivery and their relevant experience compared to the requirements of the brief 4 - 7	Poor, have not provided satisfactory information 0-3		15%	
Social Value: The proposal needs to show the social value of the contract and how your business contributes to the society and community in which you operate.	Exceptional, covered thoroughly, providing apprenticeship and placements, helping local charities and other community work. Score 8-10	Average. Brief covered adequately, Do community and charity work but do not provide apprenticeship / placements or vice versa. Score 4-7	Does not meet requirements of brief. Score 0-3		5%	
				Total		100%

Key dates

- Project start and inception meeting (estimated date, subject to appointment of successful bidder) – 1 February 2018
- Interim findings – by 31 March 2018
- Final Energy Strategy and Evidence Base – by 30 June 2018

Indicative Budget

The total budget is £40,000 including VAT. All prices submitted shall be in Pounds Sterling, including any extra costs and VAT.

Tender Process time scale

<i>Issue the Tender</i>	<i>Fri 15 Dec 2017</i>
<i>Tender deadline for return – 5pm</i>	<i>Mon 22 Jan 2018</i>
<i>Compliance Check/ applications assessment</i>	<i>Tue 23 Jan 2018</i>
<i>Short listing of bidders</i>	<i>Wed 24 Jan 2018</i>
<i>Interview/Presentation (If required for clarification)</i>	<i>Thur 25 Jan 2018</i>
<i>Estimate date of Inception Meeting</i>	<i>Thur 1 Feb 2018</i>
<i>Estimate date of Award of contract</i>	<i>Thur 8 Feb 2018</i>

Please read carefully the instructions and answer all questions on the application form. If you have any queries regarding completion of the response please email procurement@semlep.com We reserve the right to distribute the response provided to your question to other interested applicants if required under FOI legislation.

Please send your completed forms and any supporting information electronically to procurement@semlep.com with the name of the tender in the subject header. Please note we **do not** want hard copies to be sent in the post.

If you have any queries please contact us on 01234 436100.

The Open Tender response must include:

- SEMLEP's Open Tender Application Form fully completed
- The additional information should cover items A and B from the requirements section of the Open Tender
- Any other relevant supporting information

Please note:

All tender submissions may be subject a credit check.

All the questions received will be answered and published at SEMLEP website under the recruitment and procurement page.

We only accept submissions in Word or PDF of less than 10mb

SEMLEP's Application Form and Terms and Conditions are attached.