**1. INSTRUCTIONS FOR TENDERING**

**Introduction**

Barrow Borough Council is seeking to appoint a suitably qualified organisation experienced in assisting SMEs to decarbonise their operations to undertake an assessment of up to 15 businesses across Barrow Borough Council boundaries and provide recommendations as to how those businesses could reach net zero. The service will help businesses identify routes to net zero. We are seeking a supplier who is aware of and understands both the geography and the profile of businesses within the Barrow in Furness Borough boundaries

Businesses will have to decarbonise their operations and supply chain to help the UK reach net zero by 2050. Businesses in Cumbria have started to decarbonise their operations and supply chain however many are unsure of the benefits of decarbonising and the first steps to take on their decarbonisation journey. Climate change and its impacts of are just one reason businesses are considering decarbonising. Energy is also a significant overhead and the recent price rises in the wholesale gas market highlight the need to reduce energy usage, switch when energy is used and change the type of energy used. Customers are also increasingly looking to purchase goods and services from businesses that are actively taking steps to reduce their carbon emissions.

The contract will run from 1st July 2022 to 1st March 2023

**Submission Date**

**Final submissions by 5pm on17th June 2022.** Barrow Borough Council will then undertake an assessment to select the organisation whose tender most appropriately matches the desired outcomes listed in this brief, in terms of programme deliverability, methodology, experience and price.

**Queries and clarifications**

The final date for any queries and clarifications is noon 15th June 2022

**Clarification Meetings**

The organisations with the highest scores following tender submission may be invited to a clarification meeting between 20th June and 29th June 2022

We reserve the right to ask tenderers queries prior to the clarification meeting following tender submission.

**Tender Award**

We aim to inform the successful consultant of our intent to award by 30th June 2022

 **2. BACKGROUND**

Barrow in Furness Council has a challenging commitment to reach net zero. It has run Citizen Juries on Climate Change and is delivering against Low Carbon Barrow

Low Carbon Barrow is a £2m programme of investment across Barrow-in-Furness to reduce carbon emissions through demonstration projects across the ‘whole place’. The investments include energy efficiency projects in public housing and public buildings, electric vehicle charging infrastructure in key locations, a small grants programme aimed at high profile community buildings and business, a strategic ‘Zero Carbon Piel’ programme at Piel Island and a series of public and stakeholder engagement workshops. The Programme seeks to stimulate investment in low carbon technologies, much of which would drive local labour markets and local supplier markets as the demonstration projects increase demand.

**3. THE SERVICE REQUIRED**

An assessment of up to 15 SMEs that considers the following:

* Calculating scope 1, 2 and 3 emissions where possible.
* Onsite energy efficiency audit.
* Evaluation of past energy consumption.
* Review of installed equipment and industry specific equipment – exploring opportunities for demand side response and flexibility.
* Review of transport used and journeys taken for business purposes.
* Onsite renewable energy generation opportunities.
* Behavioural changes.
* Carbon insetting/offsetting opportunities.
* Wider opportunities around waste, water usage, circular economy and biodiversity.

Recommendations should be provided to the businesses relating to each of the areas identified above. Recommendations should include cost of implementation, timeline of implementation, carbon savings achieved and payback period.

Outputs required:

* A written report for each of the businesses that provides details of the assessments findings and recommendations to reach net zero.
* A minimum of 12 verifiable hours spent assisting each of the businesses.

**4. SUPPORTING INFORMATION**

The following information is provided by way of background:

The successful supplier will be expected to lead on the engagement of the 15 businesses, working with local stakeholders to identify and contact participants. The supplier will work with Barrow Borough Council to create a methodology for selecting participants based on

* Economic sector
* Potential for decarbonising

SMEs selected will be sited at one location but may have multiple buildings on that site. Bidders should factor this into their costs.

**5. SUBMISSION**

The following information is required from tendering organisations:

**A. Experience**

Details of the skills and experience of the team member(s) involved in the delivery of the net zero assessments.

* Evidence of experience of the areas highlighted in section 3 above with reference to the following:
* Calculating scope 1, 2 and 3 carbon emissions.
* Carrying out full on-site energy audits of SMEs
* Reviewing decarbonisation options for SME transport use.
* Providing reports to SMEs on options to decarbonise and opportunities this presents.
* A CV containing a synopsis of the skills and experience of the team relevant to the role and examples of their experience in delivering similar work for other organisations; (maximum two sides A4);
* The names and organisations of two referees for whom similar activity has been conducted.

**B. Approach**

Details of the proposed approach to successfully deliver net zero assessments and recommendations for 15 SMEs including a timeline of delivery.

**C. Price**

The assessment will be made upon the proposed cost for delivering the commission. It is proposed that the payment of fees would be as follows:

* Payment of individual assessments following
* Receipt of verifiable 12hours of assistance (including report writing)

Pricing must acknowledge the need for 10 businesses to be supported and a further 5 as an option.

**D. Duration**

The contract will run from 1st July 2022 to 1st March 2023 and submissions will be scored on the confidence given that deadlines can be met. Supplier must make comment on deliverability.

**E. Completion of Standard Questionnaire**

**6. EVALUATION OF SUBMISSION**

Barrow Borough Council will undertake to select the organisation whose tender most appropriately matches the desired outcomes listed in the brief, in terms of price, experience and approach.

The assessment of this submission will be based on 80% quality and 20% price and the following evaluation table will be used to score submissions.

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA | SCORE (1-10) | WEIGHTING | TOTAL (score x weighting) |
| Quality – Experience |  | 40 |  |
| Quality – Approach |  | 15 |  |
| Quality – ability to meet deadline |  | 25 |  |
| Price |  | 20 |  |
| **TOTAL** |  |  | **Max score 1000** |

\* Lowest price will be awarded a score . All other prices will be given a pro- rata score: e.g. (lowest price/submitted price)\*weighting.

The highest scoring submission will be the one securing the highest total score against all criteria.

The evidence matrix will be used to ensure a consistent approach when awarding a score of 0 to 10 against each of the criteria. A score of 2 (weak) or below in any category will automatically disqualify that submission.

|  |  |  |
| --- | --- | --- |
| Scores | Assessment | Interpretation |
| 10 | Excellent | The approach has been tailored specifically to suit the contract’s objectives and the requirements of the specification, uses innovative approaches to deal comprehensively with the main management and service risks, and is likely to maximise performance and deliver continuous improvement. |
| 8 | Good | The approach demonstrates a good understanding of the contract’s objectives and the requirements of the specification. It deals fully with the main management and service risks and provides for delivering continuous improvement over the life of the contract. |
| 5 | Acceptable | The approach demonstrates an adequate understanding of the contract’s objectives and the requirements of the specification. It covers the main management and service risks to an acceptable standard. |
| 2 | Weak | The approach meets the specification but fails to demonstrate an adequate understanding of the requirements of the specification. |
| 0 | Fail | The approach does not meet the requirements of the specification. |

Barrow Borough Council reserves the right to cancel the tender process at any point. Barrow Borough Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this contract.