INVITATION TO TENDER

Building the evidence base for behaviour change interventions to reduce GHG emissions in businesses and households

31st October 2013

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Letter of Invitation

31st October 2013

Dear Sir/Madam

Building the evidence base for behaviour change interventions to reduce GHG emissions in businesses and households

You are hereby invited by ENWORKS to submit a tender for the above goods/services.

The Invitation to Tender from ENWORKS contains Instructions and Information for Tendering, Specification of Requirements, Supplier Questionnaire (including Form of Tender and Pricing Schedule), and the ENWORKS ESTA Project Standard Terms & Conditions.

If you wish to submit a tender, you are required to return two hardcopy proposals and one electronic version on CD or DVD of your proposal, clearly marked as such. Please note memory sticks are not accepted. Please do not email your tender response unless requested to do so, as any submissions received by email will be rejected.

Tender submissions must be clearly marked “Building the evidence base for behaviour change interventions to reduce GHG emissions in businesses and households”, and returned to the following address by 5pm on 20th November 2013:

Samantha Nicholson
ENWORKS Manager
ENWORKS
1st Floor
Lee House
90 Great Bridgewater Street
Manchester M1 5JW

If you have any questions about this tender or its process, please email them to: info@enworks.com

We look forward to receiving your tender response.

Yours faithfully

Samantha Nicholson
ENWORKS Manager
2 Instructions and Information for Tenderers

1. Tenders must be submitted in accordance with these instructions and any further instructions contained in other documentation issued by the ENWORKS.

2. Tenderers who do not wish to submit a tender should state their reasons for not tendering, although there is no obligation to do so. However, failure to communicate may jeopardise future invitations to tender.

3. The Tenderer may not alter this document. Any proposed alteration is to be given in a separate letter accompanying the tender.

4. Tenders may be rejected if any of the requested information is not supplied with the tender or if the submission fails to comply with the format and presentation guidance in Section 6.

5. The date and time for return of tenders is shown on the Invitation Letter. Tenders will be received up to the time and date stated. It is the Tenderers’ responsibility to ensure that their tender is received on time. ENWORKS does not undertake to consider any tender received after that time unless there is sufficient evidence to pre-suppose its due delivery.

6. ENWORKS does not acknowledge receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.

7. ENWORKS expressly reserves the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by Tenderers. ENWORKS also reserves the right to accept all or any part of a tender.

8. Prices shown must be inclusive of VAT.

9. The Tenderer must not inform anyone else of their tendered price. The only exception is where the Tenderer is required to obtain an insurance quotation to calculate the tender price; then the Tenderer may give details of their bid to the insurance company or brokers, if requested.

10. The Tenderer must not try to obtain any information about any other party’s tender or proposed tender before the contract is awarded.

11. The Tenderer must not arrange with any other party the submission of a tender, except in the circumstances where consortia, sub-contracting and/or joint ventures are applicable.

12. Where invoices will be rendered by, or payments made to, an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender. Successful Tenderers who fail to provide this will experience non-payment of their invoices.
13. Except where ENWORKS considers that questions are not material to the procurement process and the fullest understanding of its objectives, such questions and their subsequent replies will be disseminated to all Tenderers. Tenderers should note in relation to all responses to questions in connection with this Invitation to Tender that ENWORKS makes no guarantee that such information in response to questions will be made available and are not warranting its accuracy.

14. Tenderers should note that during this tender process they should not contact any of ENWORKS respective Board Members, Senior Managers, employees or advisers or any third parties connected to ENWORKS or any advisers to this procurement, outside of the process outlined within this section and elsewhere within this document.

15. All responses to this Invitation to Tender must be in English.

16. ENWORKS reserves the right, at its discretion, to request clarification in writing, or further relevant information, from any Tenderer post submission of the tender response by such Tenderer.

17. Freedom of Information Legislation

ENWORKS may be obliged to disclose information provided by Tenderers in response to this Invitation to Tender under the Freedom of Information Act 2000, all subordinate legislation made under this and the Environmental Information Regulations 2004 ("the Freedom of Information Legislation").

Tenderers should be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. ENWORKS will proceed on the basis of disclosure unless an appropriate exemption applies. Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if the public interest in its disclosure outweighs the public interest in maintaining the exemption. Please note that Responses to this Tender cannot be covered by a general statement regarding confidentiality; instead any specific areas of confidential information should be highlighted as such. ENWORKS accepts no liability (including for negligence) for loss as a result of any information disclosed in response to a request under the Freedom of Information legislation. Tenderers should highlight information in their responses that they consider to be commercially sensitive or confidential in nature, and should state the precise reasons for this, including any exemptions which may apply.

ENWORKS will use reasonable endeavours to consult with Tenderers over the release of information that is highlighted by them as commercially sensitive or confidential. However, any decision on disclosure of information relating to this Tender will be at ENWORKS sole discretion.
3 Background Information

3.1 About ENWORKS

ENWORKS was set up in 2001 with a vision to help create an improved environment and economy by engaging companies in sustainable business practices. Our internationally recognised, award-winning work has made us a leading authority on environmental business issues and sustainable economic development.

The work resulting from this Invitation to Tender will be in support of our Environmental Sustainability Technical Assistance (ESTA) project. More information on this project is provided below.

For more information about ENWORKS please visit www.enworks.com

3.2 Environmental Sustainability Technical Assistance Project

The ENWORKS Environmental Sustainability Technical Assistance (ESTA) project is designed to support the five North West LEPs and their partners to embed sustainable development into their economic development priorities and strategies.

The project is funded by the European Regional Development Fund (ERDF) and delivered in collaboration with the Environment Agency.

The four key work streams are:

- Support the Strategic Input of LEP’s and other local partners – establishing an environmental sustainability evidence base and priorities for sustainable growth to inform the transition to a low carbon and resilient economy
- Support applicants in developing ERDF eligible projects
- Support the delivery of ERDF Communications
- Capture lessons learnt and best practice

The accountable body for the ESTA project is Economic Solutions Ltd.

3.3 About this Research Activity

The project seeks to identify evidence based behaviour change activity that can be implemented by Greater Manchester and Cheshire and Warrington LEP areas to reduce greenhouse gas (GHG) in business and households.

3.4 Project Timescales

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Invitation to tender sent out on</td>
<td>31st October 2013</td>
</tr>
<tr>
<td>Closing date for tender responses by</td>
<td>5pm on 20th November 2013</td>
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<tr>
<td>Final shortlisting by</td>
<td>26th November 2013</td>
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<tr>
<td>Description</td>
<td>Date</td>
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<tr>
<td>Award of contract by</td>
<td>02\textsuperscript{nd} December 2013</td>
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<tr>
<td>Contract start date</td>
<td>02\textsuperscript{nd} December 2013</td>
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<tr>
<td>Contract end date</td>
<td>31\textsuperscript{st} March 2014</td>
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4 Specification of Requirements

4.1 Overview

The project seeks to identify successful evidence based behaviour change activity that can be implemented by Cheshire and Warrington and Greater Manchester Local Enterprise Partnerships (LEPs) and their partners to reduce greenhouse gas (GHG) in businesses and households.

The project will:

- Critically review the evidence base for behaviour change activities
- Identify key success factors in driving behaviour change particularly focusing on reducing GHG emissions in businesses and households
- Quantify the potential contribution to GHG emissions reductions from behaviour change activities in businesses and households
- Make recommendations for integration of behaviour change into specific policies, strategies, programmes and projects relevant to the LEP areas taking part in this project.

4.2 Background

Local Enterprise Partnerships have been created to drive forward economic growth in their areas. The Environmental Sustainability Technical Assistance (ESTA) project supports the North West LEPs and their partners in this aim by providing support to maximise environmental sustainability opportunities and minimise environmental sustainability risks arising from economic development priorities, both in the short term and in relation to EU Structural and Investment Funds (EU SIF) (2014-2020).

It is accepted that, as part of implementing policies and projects to achieve a LEP’s low carbon economy goals, that behaviour change measures will be needed, but it is a complicated subject and is often overlooked.

4.3 Detail of Requirements

This tender has been commissioned by ENWORKS to develop an evidence base to support LEPs and their partners to consider behaviour change as an integral part of their low carbon activities targeted at businesses and households.

The project is required to undertake the following activities:

4.3.1 Critically review existing evidence base for behaviour change activities

Identify and review the evidence base on behaviour change to reduce GHG emissions; this should include reports and published evaluations of projects and initiatives. In particular, focus on initiatives that have targeted GHG emissions reductions in businesses and households, specifically drawing out those where behaviour change
played a primary or key role in successful delivery of the initiative. The evidence base review should include (but not be limited to) a review of the following:

- MINDSPACE\(^1\), Influencing behaviour change through public policy, published by the Institute for Government
- The Missing Quarter\(^2\): Integrating Behaviour Change in Low Carbon Housing Retrofit, published by the LCEA Behaviour Change Retrofit Group
- International Review of Behaviour Change Initiatives: commissioned as part of the Scottish Governments behaviour change strategy to reduce the carbon intensity of consumption practices\(^3\).

The review should focus on evidence that is applicable to initiatives delivered at local level; however this can include local enhancement of national initiatives.

4.3.2 Identify key success factors in driving behaviour change particularly focusing on reducing GHG emissions in businesses and households

The critical review of the evidence base should identify how behaviour change was delivered in order to ensure the success of the initiative or maximise its results. The review should draw out key success factors as well as common mistakes to avoid. It should enable different lessons to be learned from businesses & households and from different types of initiative which should lead to recommended activities.

4.3.3 Quantify the potential contribution to GHG emissions reductions from behaviour change activities in businesses and households.

The critical review should also inform conclusions as to the GHG emissions savings that can be achieved from behaviour change. The potential impact of behaviour change should be quantified for a range of broadly defined categories of relevance to businesses and households; it should be reported in tonnes of CO\(_2\)e.

4.3.4 Make recommendations for integration of behaviour change measures into policies, strategies, programmes and projects relevant to Cheshire and Warrington and Greater Manchester LEP areas.

Work together with the ESTA Project and relevant LEP area representatives to identify specific low carbon policies, strategies, programmes, projects or types of activity that behaviour change measures that are relevant to the scope of this project. This may include, for example resource efficiency business support, energy efficiency in homes, retrofitting of social housing and the facilitation of community energy initiatives. The aim is to use the outcomes for the first three tasks to make practical recommendations.

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2. [http://www.sustainablehomes.co.uk/Portals/63188/docs/behaviour%20change%20report.pdf](http://www.sustainablehomes.co.uk/Portals/63188/docs/behaviour%20change%20report.pdf)
relevant to each LEP area. For each recommendation a description of the resources required to deliver the intervention is required.

4.4 Method

The tender responses should detail the method proposed for this project, detailing how the outputs for this specification outlined in section 4.3 will be met.

4.5 Outputs / Deliverables

Project outputs should include as a minimum:

Final report

A final report for each LEP in word and PDF formats should be produced to include:

- A ‘stand alone’ Executive Summary (max 4 pages)
- A technical report including:
  - A description of the methods used
  - An overview of the critical review of the evidence base showing key success factors, common mistakes, lessons learnt and recommendations
  - Quantification of the potential GHG savings from behaviour change activities
  - Recommendations for integrating behaviour change successfully into a range of activities and the resources required for delivery for each LEP
  - Full referenced list of all sources reviewed (Harvard Style)

4.6 Communications

The contractor should allow time and costs for the following progress reviews:

- Fortnightly telephone calls
- Meetings at project start, midpoint and closure with the ESTA project team

Time should be allocated for a ½ day workshop in each participating LEP area and to attend the ESTA project Advisory Group to present the findings.

In the Greater Manchester LEP area this project will need to liaise with two other pieces of work investigating the options for emissions reduction in GM to meet the 48% reduction target by 2020:

- A study commissioned by the ESTA project aims to produce a wedges approach to demonstrate how the 48% reduction target can be met. This project will need to ensure it makes its findings available to the wedges work to ensure it includes all relevant activity.
- A piece of work being commissioned by Transport for Greater Manchester (TfGM) to investigate measures to reduce emissions from transport. On behaviour change issues relating to transport it will be necessary to liaise with TfGM to ensure their work is taken into account and this project doesn’t duplicate existing work.
5 Evaluation Criteria

ENWORKS will evaluate all Tenders on the basis of the “most economically advantageous tender”.

The overall evaluation process will be conducted in a fair and equitable manner, so that ENWORKS is able to consider the value for money of each proposal. This means that different clarification/information may be sought from different Tenderers.

Tenderers may be required to make presentations on elements of their submission to ENWORKS staff and/or to attend post-bid clarification meetings. ENWORKS may also wish to carry out site visits, to the shortlisted supplier premises or its reference sites. Any such presentations, meetings, and/or site visits will form part of the evaluation process, following the initial tender evaluations.

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<thead>
<tr>
<th>Question</th>
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<td>2</td>
<td>Bidder Status/Subcontracting</td>
<td>For info</td>
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<td>3</td>
<td>Quality Assurance</td>
<td>5</td>
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<tr>
<td>4</td>
<td>Project Management &amp; Delivery</td>
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<td>5</td>
<td>Sustainability</td>
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<td>6</td>
<td>Technical Questions</td>
<td>45</td>
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<tr>
<td>6.1</td>
<td>Please outline your proposed method for delivering the Requirements and Outputs/Deliverables of this Tender, including a timeline with key milestones and a project risk register with mitigation strategies where relevant. (2000 words max)</td>
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<td>6.2</td>
<td>Please demonstrate your understanding of the role behaviour change plays in delivering low carbon initiatives (1500 words max)</td>
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<td>6.3</td>
<td>Please give 3 detailed examples / case studies of previous work that is relevant to this tender (500 words each max)</td>
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<td>Financial &amp; Economic Capacity</td>
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<td>11</td>
<td>Terms and Conditions of Contract</td>
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<td>Pricing Schedule</td>
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<td>Form of Tender</td>
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ENWORKS reserves the right to take into account any other relevant considerations that, in its absolute discretion, it may deem are appropriate.
6 Budget

The value of this activity as outlines in ‘Section 4 Specification of Requirements’ is budgeted at £25,000 inclusive of VAT.

7 Submitting a Tender

Structure of Proposal

The proposal should be structured as follows:

- Introduction/covering letter
- Completed Supplier Questionnaire
- Completed Pricing Schedule
- Completed Form of Tender

Format & Presentation of Proposal

All submissions should be submitted in Arial font, size 11.

All submissions must be bound appropriately and any appendices must be clearly indexed or labelled.

ENWORKS reserves the right to exclude from evaluation any inappropriately large appendices.

Tender Responses

Please reply to each point as instructed within the Supplier Questionnaire (see Appendix 1).

Where responses are not offered or further information (e.g. a declared attachment) is missing, an evaluation rating of zero will be recorded.

All tenders must be complete and should offer the most economically advantageous bid available to ENWORKS.

8 Pricing Schedule

1. The Pricing Schedule (see Appendix 1) contains the Supplier’s tendered prices and rates.

2. Prices will be fixed for the duration of the contract.

3. The prices in the Pricing Schedule shall include for all goods and services shown or described in the contract as a whole and for all goods and services not described but apparent as being necessary for the complete and proper execution of the provision of the contract.
4. Each item in the Pricing Schedule must be fully priced, with insertions for each item. If any item is un-priced (whether by leaving the rate and/or amount space blank or by entering “included” or otherwise), that item shall be deemed to be free of charge.

5. Applications for payment shall be made in accordance with the procedures described in the ENWORKS ESTA project Standard Terms and Conditions (see Appendix 2).

6. All prices quoted shall be inclusive of Value Added Tax (VAT).

7. Figures inserted into the pricing schedule must be a single figure and not a range of figures. If a range of figures are submitted, ENWORKS will evaluate this offer on the basis of the highest figure quoted within the range, thus attracting the lowest possible score.

9 Form of Tender

Please ensure the Form of Tender (see Appendix 1) is completed carefully and signed before returning as part of your submission.

To complete, please ensure that you delete either ‘Yes’ or ‘No’ for each statement

In the Form of Tender, the word 'person' includes any person and any association or body, corporate or unincorporated; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not.

TENDERERS MUST RESPOND TO ALL QUESTIONS IN THE FORM OF TENDER, OTHERWISE THE TENDER RESPONSE WILL BE CONSIDERED INVALID.