



## **Invitation to Tender for an Impact Assessment of the Team Hackney Commissioned Carbon Emissions Reductions Pilot**

**Submission of Tenders due – 12 noon, 12 03 2010**

Any queries relating to this tender document should be submitted by email to  
[Sonia.Khan@hackney.gov.uk](mailto:Sonia.Khan@hackney.gov.uk)

## **Content**

### **1. Introduction**

- 1.1 Team Hackney
- 1.2 The Proposal
- 1.3 Budget
- 1.4 Timeframe

### **2. Specification of Requirements**

- 2.1 Overall Requirements
- 2.2 Deliverables

### **3. Statement of Approach**

- 3.1 Statement of Expertise and Credentials
- 3.2 Design and delivery of the pilot
- 3.3 Statement of Local Knowledge
- 3.4 Management arrangements
- 3.5 Pricing schedule
- 3.6 Economic and Financial Capability
- 3.7 Health and Safety
- 3.8 Equal Opportunities

### **4. Instruction for Tendering**

- 4.1 General Tendering Information
- 4.2 Issued Documents
- 4.3 Confidential Nature of Tender Documentation
- 4.4 Tender Response
- 4.5 Further Questions
- 4.6 Evaluation Criteria
- 4.7 Contract Award/Acceptance of Tender

### **5. Tender Response Documentation**

- 5.1 General Information about your Organisation
- 5.2 Form of Tender
- 5.3 Tendering Certificate
- 5.4 Statement of Approach
- 5.5 Contract Specifications and Terms and Conditions

## **Appendices**

- Appendix 1 - General Information about Organisation
- Appendix 2 - Form of Tender
- Appendix 3 - Tender Certificate
- Appendix 4 - Legal Capacity to Participate

## **1 Introduction**

### **1.1 Team Hackney**

Team Hackney is a partnership dedicated to improving the quality of life for everyone in the borough, whether they live, work, invest, rest and play in Hackney. It is Hackney's Local Strategic Partnership (LSP), which brings the different parts of the public, private, community and voluntary sectors together to achieve this aim.

All involved recognise that no partner can do this on their own and it is only by local people and local organisations working together that we can really bring about lasting change.

Team Hackney incorporates five thematic partnership boards and further information can be found at [www.teamhackney.org](http://www.teamhackney.org).

### **1.2 The Proposal**

Team Hackney is seeking to commission a study to evaluate the impact of a carbon emissions reduction pilot. This approach will focus on targeted households in one selected ward, and working closely with community groups, schools, local schools and registered social landlords in the area. It will attempt to deliver an increase a reduction in carbon emissions, through the social marketing of the benefits of energy efficiency, and the offer of support for applications for energy efficiency grants. The tender document for this project can be accessed at the following link - <http://www.teamhackney.org/commissioning>

### **1.3 Budget**

The maximum total budget for the delivery of the evaluation study is £25,000.

Proposals can be submitted individually or in partnership with one or more other organisations.

### **1.4 Timeframe**

Planned timescales:

- **1 February 2010** - Invitation to tender for project and evaluation
- **12 noon, 12 March 2010** – Deadline for application
- **Early April 2010** – Project evaluation contract to commence
- **April 2010** – Project contract to commence
- **January 2011** – End of project
- **March 2011** – End of project evaluation

## **2 Specification of Requirements**

### **2.1 Overall Requirements**

A project evaluation will evaluate the effectiveness of the intervention in achieving the project objectives, outcomes and deliverables set out in the project specification. A robust scientific approach will need to be adopted to assess changes in energy use as a result of project activity. An appropriate and manageable sample will need to be decided upon by the tenderer to evaluate the effectiveness of project activity in delivering on its targeted outcomes.

Based on the results received the tenderer will need to draw conclusions on the appropriateness of the approach taken, and the potential for this pilot to be 'rolled out' into a borough-wide programme.

### **2.2 Deliverables**

This contract will need to deliver the following:

#### **1. Development of a scientific methodology for recording change in carbon emissions as a direct result of project activity**

#### **2. Collect and analyse quantitative data**

- Identify baselines and evaluate progress against these
- Provide an indication or estimation of energy saved, CO<sub>2</sub> saved, and details of the impact on fuel poverty households
- Review and incorporate findings from the separately commissioned borough heat emission map

#### **3. Collect and analyse qualitative data**

- Assessment of the current position of the intervention against the profiled output, outcome and milestone targets set out in the contract, and a further analysis of any other relevant performance management information.
- Interview delivery agencies, partner organisations, and programme participants, to inform an in-depth assessment of the impact of the interventions.

#### **4. Review cost effectiveness of interventions**

- Analysis of unit costs, use of resources and cost effectiveness, including assessment of the cost of 'doing nothing'.

#### **5. Overview of future funding / mainstreaming options**

- If interventions are able to demonstrate effectiveness, the study should provide an overview of possible future funding for continuing the work and of any steps taken to mainstream the work.

#### **6. Produce a report, to a publishable standard, which brings this information together to:**

- Review and evaluate the effectiveness of the approach in increasing energy efficiency, reducing carbon emissions and combating fuel poverty

- Review and evaluate the effectiveness of the approach in supporting and empowering residents to make short term and long term changes to their behaviour/lifestyle in order to make energy efficiency savings
- Review and evaluate the success of the approach in engaging with and mobilising support amongst community groups, schools and registered social landlords
- Consider the level of innovation offered by the approach
- Evaluate the sustainability of the approach.

### **3. Statement of Approach**

Having reference to the information set out in Section 2, your formal offer should address the following headings. Please be aware that these headings will form the assessment criteria against which bids will be assessed.

The scoring system is that each of the qualitative criteria (3.1 to 3.4 inclusive) is worth a maximum score of 3. As there are 20 criteria, the maximum score available for the qualitative criteria is 60. The pricing schedule (3.5) is worth 20% of the total score, a maximum of 15. The maximum total score is therefore 75.

Sections 3.6 to 3.8 are not scored, but must be assessed as being met to an acceptable standard for your bid to be considered eligible.

#### **3.1 Statement of Expertise and Credentials**

- 3.1.1 Evidence of a proven track record in evaluating activities designed to increase energy efficiency, and reduce carbon emissions on a local level.
- 3.1.2 Evidence of a proven track record in evaluating social marketing campaigns.
- 3.1.3 Evidence of a proven track record in collecting and analysing quantitative and qualitative data to a high standard.
- 3.1.4 CV's of each team member involved in the project specifying their experience in this area. Each CV should be no more than two A4 pages.
- 3.1.5 Evidence of a proven track record of producing evaluation reports to a publishable standard.
- 3.1.6 Previous evaluation work authored by member/s of your project team, and a hard copy of at least one recent example.
- 3.1.7 At least two appropriate referees for whom you have undertaken work previously. Please include contact details as both may be contacted for references if your organisation's bid is shortlisted for interview.

#### **3.2 Design and delivery of evaluation**

- 3.2.1 A proposal for a method of collecting and analysing data which allows comprehensive evaluation of the impact of the project activity on carbon emissions, amongst the target groups.
- 3.2.2 A proposal for a method of collecting and analysing data which allows comprehensive evaluation of the tenderer's success in engaging and involving target groups, RSLs, schools and community groups.
- 3.2.3 A proposal for a method of collecting and analysing data which allows comprehensive evaluation of the tenderers success in supporting target groups to access grants for physical modifications.
- 3.2.4 A proposal for a method of evaluating the sustainability of the intervention in terms of its likely long-term impact on behaviour, among groups targeted,
- 3.2.5 A detailed methodology statement indicating how you will undertake and complete deliverables 2 and 3.
- 3.2.6 A detailed methodology statement indicating how you will undertake 4, 5 and 6.

- 3.2.7 A project plan setting out key milestones and actions to meet the requirements of the brief with specific timescales and resources allocated, including
- 3.2.8 Identification of any likely risks or problems, and how you will address these.

### **3.3 Statement of local knowledge**

- 3.3.1 Your understanding of the challenges faced by Hackney in the mitigation of climate change, its relevant Local Area Agreement targets, its Climate Change and Sustainable Community Strategies and the council's belief in empowering residents to make changes to their lifestyles to reduce carbon emissions.
- 3.3.2 Your understanding of Hackney's communities, and specifically how community groups, school and registered social landlords and how these can be incorporated in attempting to increase energy efficiency at a local level.

### **3.4 Management Arrangements**

Organisations should provide the following information in their statement of approach:

- 3.4.1 Proposed project management arrangements, including allocation of staff to specified roles (where known) or proposed recruitment channels.
- 3.4.2 Job descriptions and person specifications for specified roles.
- 3.4.3 CV's of each team member involved in the project specifying the capacity in which they will be involved and relevant experience. Where existing staff are to be allocated to specified roles CVs should address the relevant job description and person specification.

### **3.5 Pricing Schedule**

- 3.5.1 Bidders are required to submit a full schedule of costs specifying relevant cost headings in relation to the deliverables specified in section 2.2. This should include a detailed breakdown of staff costs and time allocated to each phases of the project, and any expenses.
- 3.5.2 The schedule of costs must clearly show where costs will be retained by the delivery organisation and where costs will be expended on activities – i.e. it must be clear who the end recipient of any funding will be.
- 3.5.3 The prices and rates quoted shall be the fully inclusive value of the services, excluding VAT, including all costs and expenses which may be required to provide complete services together with all general risks, liabilities and obligations set out in or implied necessary to comply with the conditions of tendering, the conditions of contract, the specification, provisional method statement, all schedules and appendices thereto and all other documents forming part of the Contract.

### **3.6 Economic and Financial Capability**

- 3.6.1 As part of evaluating the financial status of service providers, the Council will obtain financial status report on your organisation from the Company House. If however the report obtained does not provide the Council with sufficient information to make reasonable judgement on the suitability of your firm in relation to the partnership support services work, then further information will be requested as appropriate. If you have not submitted audited accounts to Companies House (e.g. if you are a sole trader) you must provide a statement of your turnover for the past three financial years.
- 3.6.2 Please provide copies of your professional indemnity insurance certificates, including evidence of the value of cover.

### **3.7 Health and Safety**

- 3.7.1 Organisations should supply a statement confirming **either**:
- Your firm has less than five employees; **or**
  - Your firm has been approved under the Contractors' Health and Safety Assessment Scheme (CHAS) together with an up-to-date copy of the certification; **or**
  - Your firm has been accredited to BS8800 or OHSAS 18001 together with an up-to-date copy of the certification; **or**
  - a copy of your Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work Act 1974.

### **3.8 Equal Opportunities**

- 3.8.1 A statement confirming **either** that no finding of unlawful discrimination on the grounds of race, gender, disability, sexuality or religion has been made against your firm by any court or employment tribunal in the last three years, **or** that if such a finding had been made, the details of that finding, together with the remedial action instated.

## **4 Instruction for Tendering**

### **4.1 General Tendering Information**

These instructions are designed to ensure that all tenders are given equal and fair consideration. All prospective Tenderers should read these instructions carefully before completing the remaining documentation. Failure to comply with the stated requirements for the completion and submission of the Tender may result in rejection of the Tender as a whole on the grounds of non-compliance. It is therefore important that you provide all information asked for in the format and order specified. If you have any doubt as to what is required or will have difficulty in providing the information requested, please contact Sonia Khan – head of strategic commissioning on 020 8356 5148 &/or email [Sonia.Khan@hackney.gov.uk](mailto:Sonia.Khan@hackney.gov.uk)

- Tenders shall be submitted in accordance with these instructions.
- Tenders that do not comply with any mandatory requirement (i.e. where the words “shall” or “must” are used) will be rejected.
- This Invitation to Tender does not constitute an offer and Team Hackney does not undertake to accept any tender. Team Hackney reserves the right to accept a Tender in part, rather than in full.

### **4.2 Issued Documents**

Apart from the formal Contract Agreement between the Council on behalf of Team Hackney and the successful supplier, arising from Team Hackney’s written acceptance of tender, the following documents referred to in these instructions as the incorporated documents forming the contract will comprise:

- i. These instructions including the specification of requirements.
- ii. The Form of Tender.
- iii. The Tendering Certificate.

### **4.3 Confidential Nature of Tender Documentation**

4.3.1 Documentation in relation to this Invitation to Tender and any Tenders received by Team Hackney in response to it shall be treated as private and confidential save where the disclosure is required by law.

4.3.2 Tenderers shall not:

- Discuss the Invitation or the Tender they intend to make.
- Release any information relating to the Invitation and the Tender that they intend to make, other than with professional advisers who need to be consulted with regards to the preparation of the Tender.
- Canvass for the acceptance of their Tender with any other Tenderer, Member of the Council or Officer of the Council.

4.3.3 If a Tenderer does not observe paragraphs 3.3.1 and 3.3.2 above, the Council will reject their tender and may decide not to invite the Tenderer to tender for future work.

#### **4.4 Tender response**

Section 2 of this document sets out the base information needed to understand Team Hackney's requirements. Your bid must **respond directly to requirements** and **set out your proposal** and associated assumptions and conditions.

Please be clear and unambiguous in all responses. Details should be typed and printed in black ink.

All Tenders shall be supplied in loose leaf format with each sheet sequentially numbered and showing the name of the Tenderer. Tenderers shall **supply**:

- **one full hard copy of all documentation**
- **six hard copies of the Statement of Approach and Pricing Schedule** (see Section 2)
- **one electronic copy the Statement of Approach and Pricing Schedule** by e-mail.

All Tenders shall be delivered in a sealed envelope or other container which does not bear any words, mark or device which identifies the Tenderer. Where this is found, the tender will not be considered.

The sealed envelope or container shall be marked

**Team Hackney Tender for:**

**An Impact Assessment of the Team Hackney Commissioned Carbon Emissions Reduction Pilot**

and addressed to Sonia Khan, Head of Strategic Commissioning, 2 Hillman Street, London E8 1FB.

All Tenders shall be delivered before **12 noon on Friday 12 March 2010**.

It is the Tenderer's responsibility to ensure that their Tender arrives in accordance with the instructions above. Tenders received after the date and time for delivery will not be considered.

Where Tenders are delivered other than by post to the address above, they must be delivered to the Reception Desk at the above address. Tenders delivered to any other employee or member of the Council or Team Hackney or to any other location will be rejected.

Tenderers are advised to keep a copy of their Tender submission. Team Hackney reserves the right to make a charge for providing a copy of Tenderers own bid. Unless stated elsewhere in the issued documents, details of other submissions will not be published or made available to Tenderers except as may be required by law.

#### **4.5 Further questions**

Tenderers will have the opportunity to ask further questions by e-mail or any other written form of communication to Sonia Khan, Head of Strategic Commissioning, who will use her best endeavours to respond as a matter of assistance to the Tenderer but it shall not be construed to add to modify or take away from the meaning and intent of the proposed contract and or the obligations and liabilities of the Tenderer.

#### **4.6 Evaluation Criteria**

Team Hackney is committed to providing high quality, value for money services to the people who live and work in the borough. Tenderers must provide information which demonstrates and supports their understanding of, and ability to meet, the specification contained within this document.

The following specific criteria are those which Team Hackney will base its decision:

**1. Ability to provide a quality service – 80%**

This will be assessed by reference to the extent to which you demonstrate an understanding of, and ability to deliver on, the overall requirements and in particular your statement of approach to delivering the specification detailed in **Section 2**.

**2. Price – 20%**

This will be assessed by reference to the fixed prices you quote in the Pricing Schedule.

The cost of the proposal will carry a 20% weighting in the evaluation, with 80% given over to the quality of the proposed programme. Consequently, Team Hackney reserves the right not to accept the lowest priced tender.

#### **4.7 Contract Award/Acceptance of Tender**

At the conclusion of the evaluation process and subject to the provisos contained in these instructions, Team Hackney will decide to whom the Contract will be awarded and the successful Tenderer will be expected to enter into a formal agreement. Team Hackney's letter of acceptance together with the documents stated in 3.2 Issued Documents and all other documents jointly agreed by Team Hackney and the Tenderer as being included, will form the Contract between the successful Tenderer and the Council on behalf of Team Hackney.

Acceptance of the Tender shall only be signified in writing under the hand of Head of Law and no other purported method of acceptance (i.e. telephone call, correspondence from any other officer or site possession) shall be binding on the Council. In addition any action on the part of the successful Tenderer shall be of no contractual effect and not binding on the Council without an acceptance letter under the hand of the said officer being issued to the Tenderer.

## **5 Tender Response Documentation**

Organisations **must** provide all of the following information in order that they may be considered eligible to participate in the tender process.

Failure to provide this information will result in the application being rejected.

### **5.1 General Information about your Organisation**

This is for general information about your organisation, including contact names, addresses and VAT details.

Please complete **Appendix 1** – Response Form – General information. This WILL NOT be evaluated.

### **5.2 Form of Tender**

This is in effect your organisation's formal offer. Please see **Appendix 2** for letter template - complete and sign as instructed.

### **5.3 Tendering Certificate**

Tenderers are required to certify their tender in the following terms (the certificate should be signed by the same individual(s) who signed the Form of Tender):

Please see **Appendix 3** for Certificate template. Complete and sign as instructed.

### **5.4 Statement of Approach**

This section should detail your approach to delivering the overall requirements set out in Section 2.

### **5.5 Contract Specifications and Terms and Conditions**

It is crucial that suppliers identify all significant contract specification issues and make alternative suggestions as appropriate. Please see our website – [www.teamhackney.org](http://www.teamhackney.org) – where you can download a full copy of the standard Team Hackney Service Level Agreement. This form should be used as a model for such indications (if any).

## Appendix 1 - General Information about Your Organisation

This section contains practical, general and relevant contact information for your organisation. It will not be evaluated, but is important that the Council has a full picture and therefore failure to provide relevant details could result in your organisation's application being rejected.

A1.	The Applicant is a (please select option). If the answer is Special Purpose Vehicle or Consortium, please provide details.	Single Bidder	
		Special Purpose Vehicle	
		Consortium	
A2.	Trading Name of Company		
A3.	Registered Name of Company		
A4.	Address for Correspondence		
A5.	Registered Office Address		
A6.	Legal status of Company (Charity, Sole Trader, Public or private limited company, partnership, Trust etc). Where applicable please provide a copy of registration details.		
A7.	Date established or registered		
A8.	Registration Numbers	Company No.	
		Charity No.	
		VAT No.	
A9.	Name of Parent Company or details of Group Structure including % shareholdings for each ultimate holding company.		
A10.	Person applying on behalf of organisation:		
A11.	Contact Details	Telephone Number	
		Fax Number	
		Email Address	
A12.	Company Website Details		
A13.	If applicable please provided attach details of any association your company or your directors or management board have currently or have had over the past three years with Team Hackney or the London Borough of Hackney.	Attached / Not Applicable	

## **Appendix 2 - Form Of Tender**

Tenderers are required to express their tender in the following terms:

“To the Team Hackney / Council of the London Borough of Hackney”

Re: **Tender for Impact Assessment of Team Hackney Commissioned Carbon Emission Reduction Pilot**

Having carefully examined and considered the Invitation to Tender including, without limitation, the Specification of Requirements (Section 2), the Instructions for Tendering (Section 3) and the contract terms and conditions, and in consideration of the Council considering this tender, we:

Offer to provide the services/goods or carry out the work required to meet the Specification of Requirements and to enter an agreement with the Council in the form of the contract terms and conditions for the price specified in the attached Contract Price Document.

Confirm that we are able to provide the goods and services required to meet the Specification of requirements.

Confirm that, if our Tender is accepted, we will upon demand

- Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force and
- Execute and deliver the necessary contract documents to the Council.

Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of four (4) months from the date of this Tender.

Agree that unless and until contract documents are executed and mutually delivered between the Council and ourselves, this Tender, together with the Council's written acceptance of it, shall constitute a binding contract between us and the Council.

We understand that the Council is not bound to accept any Tender that it receives.

Signed for the Tenderer:

**Name:**

**Title:**

**Company:**

**Date:**

### **Appendix 3 - Tendering Certificate**

Tenderers are required to certify their tender in the following terms (the certificate should be signed by the same individual(s) who signed the Form of Tender):

“To the Council of the London Borough of Hackney”

re: **Tender for Impact Assessment of Team Hackney Commissioned Carbon Emission Reduction Pilot**

I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

- 1 Fixed the amount of the Tender (or the rate or prices quoted) by agreement with any other person, company or organisation.
- 2 Communicated to anyone, other than the Council, the amount or approximate amount or terms of my/our tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the Tender).
- 3 Entered into any agreement or arrangement with any other person, company or organisation that they shall refrain from tendering or as to the amount of or terms of any tender to be submitted by them.
- 4 Canvassed or solicited any member, officer, employee or agent of the Council in connection with the award of this or any other contract with or Tender to the London Borough of Hackney.
- 5 Offered, given or agreed to give any inducement or reward in respect of this or any other contract with or tender to the London Borough of Hackney.

Signed for the Tenderer:

**Name:**

**Title:**

**Company:**

**Date:**

## Appendix 4 - Legal Capacity to Participate

Companies should note that the Council **will only consider trading with organisations who meet the following criteria as legal proof of eligibility to participate in the tender process.**

By signing the declaration and returning this questionnaire, you are **confirming** the following:

- (i) The Company has fulfilled its obligations relating to the payment of taxes and social security contributions in accordance with the legal provisions of the country in which the bidder is established.
- (ii) The Company and the Directors of the Company:
  - (a) is/are not bankrupt or being wound up, its affairs are not being administered by the Court, it has not entered into an arrangement with creditors, it has not suspended business activities or is not in any analogous situation arising from a similar procedure under national laws and regulations;
  - (b) is/are not the subject of proceedings for a declaration of bankruptcy, or for an order for compulsory winding up of administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
  - (c) has/have not been convicted of an offence concerning his professional conduct by a judgement which has the force of a *res judicata* (i.e. a matter which has already been conclusively decided by a court).

**Please tick the box to confirm you have understood these criteria.**

