



Invitation to Tender for the Delivery of a Carbon Emissions Reduction 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

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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 or 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.

The Hackney Community Empowerment Network assists the voluntary and community sector to participate as fully as possible in local decision making and service delivery through the Local Strategic Partnership.

1.2 Background

Hackney has prioritised national indicator 186, Per capita reduction in the local authority area, by including it as one of its 35 Local Area Agreement targets. It has set a target of reducing carbon emissions by 9% by 2011/12. Team Hackney, Hackney's Local Strategic Partnership, is responsible for strategically commissioning Area Based Grant to support delivery against its 35 Local Area Agreement targets. Initial scoping of a project which could deliver against NI 186 was taken forward by the Sustainable Environment Group (a sub-group of Safer, Cleaner - one of Team Hackney's five thematic partnership). An evidence base and outline project specification were developed detailing need, existing activity and the requirements of intervention.

The evidence indicates that increasing energy efficiency among many households would help to reduce levels of fuel poverty, which the evidence suggested was particularly prevalent among those living in private rented and in owner-occupied. It suggested that influencing behavioural change - through social marketing and community outreach, represented a good method for increasing energy efficiency and reducing carbon emissions.

The data also indicated that physical modifications could have a significant impact on carbon emissions but that barriers exist to the take up of these, namely confusion over eligibility and a number of 'hassle-factors' such as the impracticalities of emptying loft space in preparation for roof insulation. The evidence also indicated that physical modifications need to be combined with behavioural change to avoid the 're-bounce effect' (where increased income gained from a reduction in fuel bills is directed towards activities or goods which increase carbon emissions).

The approach set out in the specification of requirements was developed to respond effectively to the evidence base set out in the initial scoping report, and the identified needs and barriers, without duplicating existing activity. This also responded to the views of the Sustainable Environment Group that community outreach, involvement and empowerment would increase the effectiveness of the intervention, and that the

approach should be piloted on a smaller scale and its impact comprehensively evaluated.

1.3 Budget

The maximum budget for this pilot is £142,450.

2. Specification of Requirements

Project title: Carbon emissions reduction pilot: outreach and support to promote energy efficiency behaviour and measures to Hackney residents.

2.1 Project summary

The proposed intervention will target one of Hackney's wards, incorporating community based social marketing to promote and deliver energy efficiency. This initiative will employ effective and sustained community engagement and involvement, combined with direct engagement with residents, to reduce carbon emissions by attempting to make changes to attitudes, behaviour and homes to increase energy efficiency. An evaluation tendered from a separate organisation will examine the effectiveness of the approach taken.

a) Project aims

- To raise awareness, empower, and support residents, to implement changes to their lifestyles and homes in order to make both more energy efficient. This will have the dual advantage of reducing carbon emissions, and reducing income directed towards fuel bills.
- To encourage lasting changes to attitudes and behaviour, to ensure that increased income gained from a reduction in fuel bills is not directed towards activities or goods which increase carbon emissions - to the extent where this negates the reduction in emissions achieved through physical modifications (known as the re-bound effect).
- To mobilise community involvement, support and ownership for project.
- To evaluate the effectiveness of the approach taken in achieving project objectives and outcomes, and to subsequently examine the potential for this pilot to be 'rolled out' into a borough-wide programme.

b) Project activity

- This project will deliver a carbon emissions reduction campaign focusing on households in one selected ward working closely with all residents, community groups, schools, local schools and registered social landlords in the area. The approach taken will be tailored to the identified needs of the target area and measures will be taken to ensure that this does not duplicate or cause further confusion on the range of interventions available.
- This will be followed up with further consultations to identify and support applications for eligible energy efficiency grants and schemes (e.g. loft/wall insulation) and to provide further advice on other options for reducing carbon emissions. This element will involve the recruitment of members of the local community.
- The tenderer will act as a conduit and enabler for residents to take advantage of these where eligible and appropriate supporting residents through the process for enabling physical modifications, overcoming the barriers which can act as deterrents to implementing energy efficiency home improvements (e.g. identifying grant eligibility, grant application, emptying loft etc)

- The tender will be directed to ensure that households experiencing high levels of fuel poverty, and other hard to reach groups, will not be excluded from the programme and steps will be taken to customise activities to directly target and engage these groups.
- The project will be evaluated to assess the success of this approach and the feasibility of mainstreaming its approach.
- A heat map of the borough will be produced (this will be resourced and commissioned separately). This resource will enable the level of carbon emissions from individual buildings, and at ward and borough level, to be identified, providing an evaluative tool and valuable resource for residents.
- LB Hackney are exploring other areas of funding for related activity to support minor infrastructure (no planning requirement) changes for a community facility within the targeted ward, to act as a demonstration project to assist with the campaign. The tenderer will be expected to demonstrate the capacity to identify such a site within the area and to manage this activity as part of their overall programme.

2.2 Deliverables

Project

Stage One – Selection of ward

1. Analysis and selection of ward
2. Initial mapping of existing services operating within the ward
3. Proposals for piloting stage

Stage Two – piloting stage

1. Initial engagement with a representative sample of households from a mix of tenures in target ward
2. Engage with RSLs, community groups and local schools to identify existing provision and gaps
3. Drawing on experience of initial consultations and stakeholder engagement identify:
 - where priority need exists (e.g. tenure and type of household)
 - a methodology for achieving required project outputs
 - how community groups, RSLs and local schools will be involved in project delivery.
4. Develop diagnostic for resident engagement and structured interviews
6. Develop and produce marketing and educational materials
7. Recruit and train staff to carry out engagement
8. Carry out further engagement with identified stakeholders
9. Organise an initial awareness raising community event

Stage Three – initial engagement

1. Initial engagement with further households, anticipating that half the households in the targeted ward are engaged over the project period.
2. Recruit local residents of targeted area to assist with further engagement

Stage Four – follow up engagement

1. Follow up consultation with households (75% of those originally contacted)
2. Follow up awareness raising community event

Project evaluation

1. Scope evaluation, liaise with project tenderer
2. Record energy use before and after project activity from a representative sample of targeted households and conduct stakeholder interviews.
3. Commission the production of a borough heat map during 2009 and 2010 to allow measurement of changes in activity, and to provide a valuable resource for the council.
4. Analyse qualitative and quantitative data collected and produce report to a publishable standard.

2.3 Outcomes

Designed, tested and evaluated methodology for community wide engagement and action for the reduction in energy use.

This intervention will focus primarily on the following Local Area Agreement target:

186 Per capita reduction in CO2 emissions in the LA area – reduce by 2%

The following National Indicators will also be addressed:

- 187 Tackling fuel poverty - % people receiving income based benefits living in homes with a low energy efficiency rating
- 188 Planning to adapt to climate change

2.4 Project evaluation

A project evaluation will be commissioned from an independent organisation, to evaluate the effectiveness of the intervention in achieving the project objectives, outcomes and deliverables set out above. Tenderers will be expected to participate and contribute towards this evaluation.

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 be adopted to assess changes in energy use as a result of project activity. 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'.

Borough heat map (to be tendered separately)

To support the project evaluation and to provide a valuable resource for all Hackney residents, a heat-map of the borough will also be tendered before, during and after the intervention. This will allow the impact of the project in the target area, in terms of heat loss, to be assessed.

2.5 Target groups

This intervention should target households in **one** of Hackney's wards, to be decided by the tenderer, on reviewing existing data and in consultation with the council. The tenderer should carry out scoping work to determine target groups. Drawing on existing data (e.g. SAP ratings, fuel poverty data), the evidence set out in this specification and the experience of initial consultations and stakeholder engagement tenderers should identify where priority need exists (e.g. tenure and type of household), and a strategy for addressing it. The following group should be targeted:

- **Residents with a level of fuel poverty:** In 2008, all wards within Hackney had between 32% and 36% of households living in fuel poverty. Increasing energy efficiency will have a reduce levels of fuel poverty.
- **Private housing tenants:** Private rented accommodation shows the worst SAP ratings of all tenures in Hackney. This been identified as being one of the hard-to-reach groups in relation to home energy efficiency improvements. While landlords may not benefit from the actual energy efficiency savings, there are tax allowances available for private landlords.
- **Leaseholders and freeholders:** Owner occupied accommodation shows the second worst SAP ratings of all tenures in Hackney This group have also been identified as hard-to-reach in relation to home energy efficiency savings.
- **Social housing tenants:** Data indicates that social housing stock is likely to be more energy efficient than privately owned or rented property. As an identified hard-to-reach group, however, social housing tenants are a group which existing behavioural initiatives have often failed to successfully engage

2.6 Engagement with target groups

A method of engagement will not be prescribed in this tender. The tenderer should propose methodology based on their assessment of what would most effectively deliver the programme objectives and outputs set out in this brief.

Examples of possible engagement might include a combination:

- Door to door knocking
- Contact with and delivery by existing local community groups/networks/outreach activity to targeted communities
- Using RSL engagement routes (see below for further comment)
- Using agency referrals, e.g. Social Services and other services that work with elderly people and others at risk of fuel poverty

Tenderers should also demonstrate:

- how they will work with local voluntary and community sector groups, and schools - in order to deliver project and outreach
- how they will liaise with housing providers, including RSLs and private landlords.

2.7 Support offer to targeted residents

Residents who are engaged into the service should benefit from:

- support to identify energy use related habits/lifestyles, e.g. using stand-by options on appliances, running hot water, etc
- support to identify options for energy efficiency improvements
- support to identify grants that they can apply for
- dialogue and printed materials/information setting out the benefits of energy efficiency
- Support to make decisions/action plans
- Support to overcome barriers to making improvements/changes including help to make grant applications (e.g. support for those with low literacy skills/speakers of other languages, help to empty lofts etc)
- Follow-up support to provide further encouragement/advice/evaluation at timed points after initial contact
- Opportunity for involvement in wider community activity.

2.8 Engagement with existing activity

It is strongly advised that approaches consider existing initiatives, and measures that can be/have been implemented. In designing an intervention tenderers should ensure that it has a coherent fit with other interventions in the targeted ward:

- There is an opportunity to align with the work already being carried out by Hackney Homes and any RSLs with stock in the targeted area. In their Asset Management strategy 2008, Hackney Homes set out 'to provide a comprehensive energy advice service to the residents of the Borough' (objective 4). Hackney Homes already has plans to provide advice and information through promotions and leaflets, to run an Annual Energy Awareness campaign as well as to develop an annual schools energy awareness campaign. Outreach intervention should be coordinated with any existing or planned initiatives in the targeted area. Intervention should also be aligned to the work of the decent homes programme, which increases energy efficiency by bringing social housing up to a decent standard.
- It would be appropriate for the relevant social landlords to be informed of any scheduled contact prior to contact with tenants. This may be a good opportunity to discuss potential joint-working. Hackney Homes Asset Management strategy 2008 sets out 'to improve the energy performance of the private sector and Housing Association properties in the Borough' (objective 3).
- In order to meet this objective, Hackney Homes detail plans to encourage partner RSLs to develop Affordable Warmth Strategies (AWS) and targets; to improve the energy performance of the private rented sector by promoting good practice via the private sector forum and existing grants; and to ensure uptake of AWS

Strategies by local RSLs. There is therefore the potential to work in partnership to meet these initiatives, and to allow a coordinated approach to supporting tenants in a targeted area to use less energy.

- Tenderers will also need to take the Council's Climate Change Strategy and Housing Strategy into account when designing project activity. They should also acknowledge and work with the council's Private Sector Housing team.
- The marketing and educational strand of this project should take stock of, and work with, what is already in existence.

2.9 Timescales

Planned timescales for the intervention:

- **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

2.10 Risk and innovation

The activities proposed have been developed through thorough research and analysis of existing national and local activity and initiatives in the area. The specification has been designed so as not to duplicate similar activity. Tenderers will be expected to conduct their own research into the selected ward to ensure that project activity adds value to what is already in place.

2.11 Costs

Indicative costs:

Project: £142,450

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

Organisations should provide the following information in support of their proposal:

- 3.1.1 Your understanding of the relevant policy environment, locally and nationally.
- 3.1.2 Details of similar work that your organisation has previously delivered. Details should include contract dates and reason for termination / contract end.
- 3.1.3 Your understanding of physical and behavioural methods for increasing energy efficiency, and reducing carbon emissions on a localised level
- 3.1.4 Your track record of developing and delivering programmes which promote carbon reduction and energy efficiency through community engagement and involvement.
- 3.1.5 Your understanding and experience of working with the voluntary and community sector to develop and deliver social marketing.
- 3.1.6 At least two appropriate referees for whom you have undertaken work previously.

3.2 Statement of Local Knowledge

Organisations should provide the following information in support of their proposal:

- 3.2.1 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 the necessary changes to their lifestyles.
- 3.2.2 Your understanding of the government grants and schemes which are available to residents in Hackney to increase energy efficiency and carbon reduction Hackney, including details of eligibility.
- 3.2.3 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.
- 3.2.4 Your proposed office base in the Hackney ward targeted.

3.3 Design and delivery of the Pilot

Organisations should provide a detailed plan of how they will meet the all points in the specification outlined in 2. This should cover:

- 3.3.1 Your proposed approach for delivering the aims and activity set out in 2.1.
- 3.3.2 Your proposed methodology for engaging and working with community groups, schools, Registered Social Landlords and identified target groups to deliver the project aims and activities set out in 2.1.
- 3.3.3 Your proposed methodology for delivering each of the project stages and milestones set out in 2.2, according to the timescales set out in 2.9.
- 3.3.4 Details of how you will identify existing local and national schemes and interventions, and ensure that project activity adds value to and does not duplicate these.
- 3.3.5 Your proposed methodology for continuous evaluation, drawing out factors for success, lessons learnt and approaches to developing an exit strategy.
- 3.3.6 Identification of any likely risks or problems and how you will address these.

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. CRB reference number should be provided for any staff involved in this project who will be in direct contact with children and young (please note, if your organisation is successful copies of all CRB checks for both paid staff and volunteers must be submitted prior to commencement of delivery)
- 3.4.4 Proposed staff training and development programme for staff working on the Standard.

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 Commissioning 020 8356 5148 &/or email 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:

- 1) These instructions including the specification of requirements.
- 2) The Form of Tender.
- 3) 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 4.3.1 and 4.3.2 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 Sections 3.1 – 3.5 (Statement of Approach and Pricing Schedule)**
- **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 Delivery of Carbon Emission Reduction Programme

All Tenders shall be delivered before 12 noon on Friday 12th March and addressed to Sonia Khan, London Borough of Hackney, Town Hall, Mare Street Hackney, E8 1EA

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 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 as outlined in **Section 3**.

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 Section 5 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 Form of Tender

This is in effect your organisation's formal offer. Please see **Appendix 1** for letter template - complete and sign as instructed.

5.2 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 2** for Certificate template. Complete and sign as instructed.

5.3 General Information about your Organisation

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

Please complete **Appendix 3** – Response Form – General information. This WILL NOT be evaluated.

5.4 Legal Capacity to Participate

Tenderers are required to certify their legal capacity to tender.

Please see **Appendix 4** for template. Complete and sign as instructed.

5.5 Statement of Approach and Pricing Schedule

This section should detail your approach to delivering the overall requirements set out in Sections 3.1 to 3.11.

5.6 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 – 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 - Form Of Tender

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

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

Team Hackney Tender for Delivery of Carbon Emission Reduction Programme

Having carefully examined and considered the Invitation to Tender including, without limitation, the Specification of Requirements (Sections 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 2 - 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”

Team Hackney Tender for Delivery of Carbon Emission Reduction Programme

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 3 - General Information about Your Organisation

This section contains practical, general and relevant contact information for your organisation. It will not be evaluated.

A1.	Trading Name of Company / Charity	
A2.	Registered Name of Company / Charity	
A3.	Address for Correspondence	
A4.	Registered Office Address	
A5.	Registration Numbers (complete those that apply)	Company No.
		Charity No.
		VAT No.
A6.	Person applying on behalf of organisation	
A7.	Contact Details	Telephone Number
		Fax Number
		Email Address
A8.	Company Website Details	
A9.	If applicable please 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 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.

Appendix 5 – Additional data on target groups

It is anticipated that the target ward will be identified to ensure that learning can be replicated in similar locations in the borough. An assessment of the communities capacity to respond to social marketing will be essential to the selection, it is expected that the successful tenderer should also give consideration to:

- GIS income and deprivation ward level data
<http://www.map.hackney.gov.uk/gismapgallery/>
- Ward performance against national indicators measuring community cohesion and participation. See NIs 1 – 5 (p87) at the following link:
http://www.teamhackney.org/_annual_report_part_2_2009. (ward level performance data is available)
- Number of schools and community centres in the area (both can be used in project activity).

Data on potentially suitable wards:

Ward	Fuel poverty %	London IMD ranking	Social rented %	Private rented %	Number of schools	Number of community centres
New River	35	36	49	20	8	3
Hackney Downs	34	24	49	16	9	4
Leabridge	32	41	35	15	4	1
Wick	31.6	51	61	10	2	5
Kings Park	32.4	52	57	10	3	4
Hackney Central	-	35	56	17	3	4
Springfield	31.9	44	51	16	6	6

Sources:

Hackney Homes Asset Management Strategy

http://www.hackneyhomes.org.uk/asset_management_strategy_2008-2012.doc

Hackney borough profiles

<http://www.hackney.gov.uk/hackney-ward-profiles-2007.htm>

GIS map gallery

<http://www.map.hackney.gov.uk/gismapgallery>