

Invitation to tender for:

**Shared Prosperity Fund:
Net Zero Bucks – Carbon calculator**

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1. Introduction

Buckinghamshire Business First

The Buckinghamshire Business First Group (BBF) is a not-for-profit with an enviable track record of securing a range of funding to deliver programmes for business support to a broad array of sectors within Buckinghamshire and beyond. We develop partnerships, write bids, manage complex funding streams, effectively engage the business community, and design and deliver successful marketing campaigns. We have a reputation as an accountable body for efficient, successful, and prudent delivery.

Buckinghamshire Business First also is the Growth Hub for the Buckinghamshire LEP. Support and guidance are provided to businesses through the Growth Hub, including linking businesses with each other and other support organisations, and running programmes of support in-house. Programmes provided include grant schemes, training, and education programmes, and bringing together groups of business to discuss or engage a common topic or issue.

Shared Prosperity Fund

As the UK has now left the EU, funding streams provided to EU members (such as the European Regional Development Fund), will no longer be accessible by UK based organisations. In response to this, the UK Government has replaced funding for such programmes with a new source called 'The Shared Prosperity Fund' (SPF). This provides support under similar goals of support to the EU schemes however, overall aims and objectives will be more directly tailored to suit aims and objectives of the local area. A significant focus has been placed upon net zero and environmental targets, and any investments made under this fund must demonstrate they are grounded in low carbon best practice, and at the very minimum must adhere to clean growth principles.

Net Zero

BBF have a successful history of delivering projects with environmental sustainability at their heart and we have enabled almost 1,500 businesses to save more than 8,000 tonnes of CO₂e per year. Through current and recent delivery of Net Zero Milton Keynes, Buckinghamshire Boost, and Low Carbon Workspaces programmes, BBF have continued to deliver environmental support to businesses.

Net Zero Bucks is the latest environmental programme that BBF will be offering, which will aim to support businesses within Buckinghamshire to measure their carbon footprint and put plans (with commitments) in place to reduce emissions into the future. BBF has found that when a business understands their current carbon emissions and what the transition to net zero means for their business, they can buy into it in principle.

2. Programme Aims

Net Zero Bucks

Buckinghamshire Business First have won a bid to deliver a programme under the SPF, called 'Net Zero Bucks'. The overarching aims of this project are to:

- ✓ **Help businesses to measure their carbon footprint, setting a baseline for their annual emissions.**
- ✓ **Guide businesses on a path to reduce their carbon emissions and teach them key concepts around carbon footprinting and decarbonization.**

The targeted beneficiaries of this programme will be:

- Businesses registered or trading in Buckinghamshire.

The overall aim of Net Zero Bucks can be seen to be delivering a range of professionally focused interventions which have the objective of taking businesses on the journey towards lower and sustainable carbon emissions and assisting positive mitigation impacts against climate change.

3. Delivery

Engagement

- BBF marketing activity will guide businesses to our website where the project will be promoted.
- Members of the BBF team will be responsible for engaging businesses to the programme and committing them to a carbon footprint appointment.

Carbon footprinting

- Eligible businesses who engage with the programme will be provided with 1-2-1 sessions with a BBF Net Zero Adviser, to calculate their carbon footprint. A carbon footprint calculation will be the main vehicle by which businesses are advised and upskilled on their energy usage.
- An online carbon calculator will be offered to business, to provide an in-depth analysis of their current carbon footprint.
- This calculator will take a holistic measure of the business's footprint, moving beyond measurements of only energy and fuel usage. Scopes 1 and 2 will be considered at this stage. In addition, the calculator is expected to provide further calculations on scope 3, allowing for a greater depth of analysis, and widening the potential for action to be taken to lower the businesses' footprint within their action plan.
- The resulting footprint will be provided to the business by BBF.

Continued carbon accounting and emission reductions

- As part of the project each business will be provided with a year's license to the carbon calculator, so they can continue to monitor their emissions.
- A report will be created by BBF, to demonstrate how the business can act to reduce their emissions into the future, along with scenarios for decreasing to net zero over different time periods.

- Once on the process the business can revisit their energy usage and approach to carbon reduction, to identify where they are on their journey to NetZero.
- BBF will actively encourage ongoing engagement in net zero activity and collaborations. The businesses will be encouraged to commit to net zero via the SME Climate Hub.

Delivery of the programme, including work to be undertaken by those who submit a response to this tender, is expected to be concluded by 31st March 2025.

4. Requirements and specification

BBF wish to appoint a third party to assist with the “Carbon footprinting” element of the programme. This will involve:

1. Providing an online carbon footprint calculator for participating businesses.
 - a. Must be based upon GHG Protocol Reporting Standards. Tonnes of carbon equivalent (CO₂e) saved should be measured using DEFRA conversion factors when calculating primary energy savings.
 - b. Factors which must be considered (but are not limited to) are:
 - i. Annual energy usage. This may be based upon kWh or £s spent, and should cover all fuel types (i.e., not just natural gas and electricity).
 - ii. Green tariffs, on-site generation, multiple-site businesses.
 - iii. Transport and vehicle activities (including public transport, bicycles etc.). Commuter mileage should also be included.
 - iv. Waste and recycling activity.
 - v. Size and building type of commercial premises.
 - vi. Full time equivalent employees and how many of these are homeworking, and how often.
 - vii. Products and service emissions (to partially account for Scope 3).
 - viii. Any other measures that tenderers believe are important to capture.
 - c. The calculator must be accredited by an independent body or other have other such endorsement(s).
2. Providing BBF with:
 - a. Copies of all carbon footprint calculator results and data captured. Data must be downloadable via an Excel or CSV file.
3. Following full marketing and branding guidance and any documents produced will require sign off by BBF before use.

Targets to be achieved by this subcontract:

100 licences (to last a minimum of 12 months from the point of issue) provided to Buckinghamshire based businesses, to allow Net Zero Advisers at BBF to complete footprint calculations sessions.

5. Instruction to Applicants

5.1 You must have proven experience working with organisations to calculate and plan to reduce their carbon footprints. You must be able to demonstrate methodologies you would use to do this and provide examples of similar work undertaken.

5.2 You must provide information to satisfy the Quality Assessment (section 7).

5.3 You must complete:

- Supporting Information section (section 8).
- The Pricing Schedule (section 9).
- The Collusion Certificate (section 10).

5.4 In setting out this Invitation to tender, Buckinghamshire Business First has made every endeavour to provide bidders with an accurate description of Buckinghamshire Business First's requirements. This does not however, negate your obligations to fully familiarise yourselves with the nature and extent of the requirement and obligations arising and indeed to form your own conclusions about the methods and resources that are needed to meet the requirements.

5.5 You are strongly advised to study this document and to fully familiarise yourselves with the nature and extent of the requirement and all obligations required prior to submitting a quote/tender response.

5.6 Any information relating/supplied by Buckinghamshire Business First or otherwise acquired by you in connection with this Invitation to Tender shall be kept by you in strictest confidence.

5.7 You are advised that Buckinghamshire Business First is not bound to accept the lowest or any quote/tender response submitted, nor to reimburse any expense incurred during the process. In addition, Buckinghamshire Business First will not reimburse any expense or loss incurred by reason of this quotation process or any expense or loss incurred by you if you fail to submit a tender.

5.8 Should you be in any doubt as to the interpretation of any part of this document, you must raise a question with The BBF Net Zero team concerning information on 'Net Zero Bucks' (thomas@bbf.uk.com) who will answer your query prior to the submission of your quote/tender response.

5.9 Buckinghamshire Business First reserves the right to require additional information for clarification purposes following the submission of tenders at its discretion prior to tender evaluation.

5.10 You shall be deemed to have obtained all necessary and relevant professional advice and information for the completion of your tender response and to have allowed for all costs in the quote/tender response price. No claim or request for a variation shall be allowed at any time by reason of any failure to do so.

5.11 The supporting information, pricing schedule, form of contract, collusion certificate sections and your method statements must be completed, signed (where required) and returned as part of your tender submission, which may otherwise be rejected on grounds of non-compliance.

5.12 You may also attach documents to your quote/tender response for the purposes of answering the questionnaire only i.e., method statements but you must make clear cross references to the relevant parts of the specification.

6. Timetable

These dates are for planning purposes but maybe subject to change. You will be notified throughout the process of any changes with sufficient notice.

Process	Dates
Deadline for tender submission	9:00am Monday 6 th November 2023
Notification of outcome	Latest Wednesday 8 th November 2023
Contract start	Friday 10 th November 2023
Project completion	Monday 31 st March 2025

7. Assessment

All quotations must provide evidence to show that the criteria below will be met by the winner of this tender. Please demonstrate, within a separate submitted quotation, how the following can be demonstrated:

- **Quality** (80% weighting towards assessment of submissions):
 - The organisation providing the work is independently accredited, and such accreditations must be made clear on their website via a logo, strapline, or other such endorsement.
 - Personnel performing the work understand:
 - How to calculate and provide plans to reduce CO₂e emissions and/or implement environmental, emission or sustainability-based projects.
 - The challenges facing businesses in Buckinghamshire, as well as the wider UK market, specifically around the net zero agenda.
 - How the tendering organisation:
 - Manages its own environmental impacts and carbon footprint.
 - Manages equality and diversity.
 - Manages the quality of the services it delivers.
- **Cost** (20% weighting towards assessment of submissions).

Please also provide the following items, to be included with your quotation:

- Sample copies of previously calculated carbon footprints carried out by your organisation, and a usable demonstration account or license.
- Contact details from at least two referees regarding carbon calculation (at least one example of each should be provided).

8. Supporting Information

Please ensure that you complete the supporting information questionnaire as requested in full. We may ask to see documents at a later stage, so it is advisable you ensure they can be made available upon request.

Table 1) Tenderer Details

<i>[N.B. Failure to complete any of the sections in this table will result in your tender response being excluded from the remainder of the evaluation process]</i>		
Full name of organisation responding to this tender		
Registered office address	Company or charity registration number (if applicable, if not applicable state N/A)	
	VAT registration number (if applicable, if not applicable state N/A)	
	Name of immediate parent company (if applicable, if not applicable state N/A)	
	Name of ultimate parent company (if applicable, if not applicable state N/A)	
Type of organisation	i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) other (please specify)	

Table 2) Contact Details

<i>[N.B. Failure to complete any of the sections in this table will result in your tender response being excluded from the remainder of the evaluation process]</i>	
Name	
Full postal address	
Phone/Mobile	
Email	

Table 3) Financial Information

Please tick and provide details of one of the following <i>[N.B. Answering 'No' to both options below or failure to supply supporting evidence (e.g. audited accounts, or a paper and supporting information) will result in your tender response being excluded from the remainder of the evaluation process]</i>	
I have included copies of the audited accounts for the most recent two years	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have provided a paper and supporting information demonstrating my financial status (if trading for less than a year).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Table 4) Insurance

Does your organisation have, or will it have appropriate insurances in place [public liability and professional indemnity, and employer's liability (if your company is an employer)] place prior to contract inception? <i>[N.B. answering 'No' to this question will result in your tender response being excluded from the remainder of the evaluation process and consideration with respect to the evaluation contract(s). Evidence of appropriate insurances will be required prior to contract inception. Failure to supply these in specified timescales will result in the tenderer being excluded from consideration regarding the evaluation contract(s)].</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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9. Payment & Pricing Schedule

Please indicate in the space below the total cost of the work laid out within this Invitation to Tender.

Action	Price (Excl VAT) £
Carbon footprint licenses for 100 businesses	

10. Collusion Certificate

By submitting my/our response, I/we _____ of _____ certify that this is a bona fide quotation and that we have received same in good faith, without inducement or prior knowledge from any source whatsoever. We further confirm, indemnify, and undertake that in considering this quotation we have not: -

entered into any agreement with any other person with the aim of preventing quotations being made or as to the amount of any quotation or the conditions on which any quotation is made;

informed any other person other than the person calling for these quotations of the amount or approximate amount of the quotation, except where the disclosure, in confidence, of the amount of

the quotation was necessary for insurance quotation or parental guarantee purposes required for the preparation of the quotation;

caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform me/us of the amount or approximate amount of any rival quotation for the Contract.

In this certificate "person" includes any person or anybody of persons corporate or unincorporated and "agreement" includes any arrangement of whatever nature and in whatsoever form between us and any other party, and hereby indemnify Buckinghamshire Business First against any claim and or action arising from any breach of the aforesaid.

11. Return of Tender Application

Please return tender applications by 9:00am Monday 6th November 2023 to: thomas@bbf.uk.com