



**The first project of REAL's Research Hub – The
development of a Research Library for the Organics
Recycling Industry**

Tender Invitation Document

EXECUTIVE SUMMARY

Renewable Energy Assurance Limited (REAL) invites contractors, through a competitive process, to tender for the below outlined work.

Purpose of the tender

The purpose of the tender opportunity is to appoint a contractor to develop and deliver the first project of REAL's Research Hub titled 'The development of a Research Library for the Organics Recycling Industry'.

Tender timeframe

Deadline for receipt of tender submissions: **Friday 18 October 2019**

Deadline for questions in relation to this tender: **Friday 04 October 2019**

REAL may invite the tenderer(s) to present their proposal(s) during w/c 25 November 2019 at REAL's head office in London.

Tenderers receive written notification of REAL's decision: **Friday 29 November 2019**

REAL reserve the right to change the timetable.

Work programme

Contract start date: **February 2020**

Contract duration: 1 year (to be agreed)

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1 INTRODUCTION

Renewable Energy Assurance Ltd (REAL) is a wholly owned subsidiary of the Renewable Energy Association (REA). REAL carries out a range of certification and consumer protection activities all of which promote sustainable energy. REAL's activities fall under two headings; certification schemes and consumer codes.

REAL's certification schemes include, but are not limited to, the Compost Certification Scheme (CCS) and the Biofertiliser Certification Scheme (BCS).

REAL also administer the Compost and Biofertiliser Certification Schemes' Research Hub ("The Hub"). The Hub has been set-up as a tool to source funding from the compost and anaerobic digestion industries as a means, through research projects, of developing the technical and regulatory aspects of certified compost and digestate production, testing and usage and further to maintain market acceptability.

REAL wishes to appoint a contractor to develop and deliver the first project of REAL's Research Hub titled 'The development of a Research Library for the Organics Recycling Industry'. The appointed contractor will be required to work with the Research Hub's Project Management Team, the Research Hub's Research Panel and REAL.

This document sets out the scope and parameters of the work which REAL wishes to commission and describes how contractors may tender to undertake this work for REAL.

2 BACKGROUND AND SCOPE OF WORK

2.1 Background

REAL is the owner and administrator of the Compost Certification Scheme (CCS) and the Biofertiliser Certification Scheme (BCS). The CCS and BCS provide assurance to consumers, farmers, food producers and retailers that compost produced from composting processes and biofertiliser produced through the anaerobic digestion process are safe for human, animal and plant health.

In cooperation with the members of the CCS/BCS Technical Advisory Committee (TAC) and through liaison with the wider industry, it was the decision of REAL to establish, in the form of the Research Hub, a mechanism to generate research funds and further to sponsor research and development (R&D) projects.

Numerous research projects have been conducted during the evolution of the Organics Recycling Industry, both within the UK and internationally. As such, there is a wealth of existing information which, if collated, has the potential to advance industry knowledge. The collation of existing research, across the anaerobic digestion and composting industries, will allow a gap analysis to be undertaken to identify and distinguish areas of research that are limited or altogether absent.

The first project of the Research Hub, 'The development of a Research Library for the Organics Recycling Industry' will be an informative and valuable resource for both the composting and anaerobic digestion industries.

The establishment of the Research Library should help prevent the duplication of research studies and a misuse of research resource; the findings of the project have the potential to shape and inform the objectives of future Research Project Proposals submitted to and taken forwards by the Research Hub.

REAL wishes to appoint a contractor to develop and deliver the first project of REAL's Research Hub.

2.2 Services

2.2.1 The appointed contractor will develop and deliver the first project of REAL's Research Hub titled 'The development of a Research Library for the Organics Recycling industry'. Key elements of the research project include:

- The collation of existing industry, composting and anaerobic digestion, research both within the UK and Internationally
- To perform a gap analysis across the collated research

- To develop a virtual platform which compiles the existing industry research. The functionality of the platform should allow CCS/BCS Operators, as well as the wider industry, to access, navigate, search and filter through the content
- To incorporate the results of the gap analysis into the digital platform
- To present the virtual platform/Research Library to REAL with a demonstration of its functionality mid-way through the contract period, allowing REAL the opportunity to trial the platform and feedback. A similar demonstration/trial should take place at the end of the contract period, before the research library is launched
- To produce a final report, for REAL's purposes, which details the collated industry research and the results of the analysis. The report should contain a form of 'manual' for the digital platform

2.2.2 The appointed contractor will report results (and appropriate analysis and/or written comments) to REAL.

2.3 Deliverables

- Highlight to REAL, following the gap analysis, potential areas of research focus
- Produce a searchable digital platform hosted on an existing REAL website, or similar
- Meet with REAL to discuss the project in its entirety and present the final report outlined in section 2.2.1 of this tender

2.4 Competence requirements

2.5 REAL will appoint an individual or organisation with experience and/or expertise of the following:

- Desk-based research skills
- Gap-analysis
- The design of an information-sharing digital platform
- Composting and anaerobic digestion knowledge

3 THE TENDER SUBMISSION - INFORMATION REQUIRED

3.1 Your tender should be submitted by email and should be limited to no more than 10 x A4 sides at minimum 10pt font (excluding appendices).

3.2 Your tender must include the following information in the order indicated:

(1) An executive summary of no more than one side of A4 in length, outlining the proposed work and including the total cost of the proposed work, inclusive of Value Added Tax (“VAT”) and anticipated expenses

(2) Company/Organisation details. REAL will need the following information:

- The name of the Company submitting the tender;
- The registered office name, address, VAT number (if applicable) and company or charity registration number;
- The name of the nominated contact person within the tenderer’s organisation;
- Contact details including address, telephone number and e-mail address

REAL will accept tenders from both individual companies and from consortia. Should you decide to tender as part of a consortium, you will need to identify one member of the consortium (the “Lead Contractor”) to act as the contracting party. All other consortium members will be sub-contractors to the Lead Contractor.

(3) A description of your working methods

You will need to make clear how you intend to deliver the work and provide estimated timescales for delivery.

(4) A description of the project team who will manage and deliver the work

This should include a list of individuals, their respective roles within the organisation and, for the purposes of this work their relevant skills and experience including any relevant professional qualifications.

(5) An identification of any sub-contractors to be used

You should include a list of any sub-contractors you intend to use to fulfil the requirements of the work.

(6) Evidence of a track record in undertaking work similar to that described in this document

(7) Breakdown costs (exclusive of VAT) including;

a. Individual day rates and number of days of each staff member involved in delivering work

b. Expenses

- (8) Identification of any conflicts of interest** which might arise if you were selected to undertake the work and if such a conflict were to arise, an indication of how this conflict would be addressed. Where you tender as part of a consortium, all members of the consortium should be considered.
- (9) A copy of your Environmental Policy** and evidence of any accredited Environmental Management System.
- (10) Written confirmation** that you have the necessary permits, licences or exemptions required for the services.
- (11) As appendices**, tenders should include:
- Audited or management accounts for the last 2 financial years;
REAL reserves the right to reject bids from Contractors where the accounts show that the Contractor might be at risk of insolvency.
 - A statement of any material litigation, pending or threatened, or other legal proceedings;
REAL reserves the right to reject bids from Contractors subject to legal proceedings where in REAL's reasonable opinion such proceedings could impact upon the Contractor's ability to deliver the services required.
 - Evidence of the level of professional indemnity, public liability and property damage insurance cover held.

REAL will require minimum cover levels of:

- £1 million professional indemnity;
- £2 million public liability;
- £2 million property damage.

To be considered for evaluation, Contractors must have this cover in place at the time of bidding or must include (as part of the tender submission) a commitment to take out such cover in the event of being appointed.

3.3 Should you have any questions in relation to the type of information required by REAL, please contact the person identified in Section 5 of this Tender Invitation Document to discuss.

3.4 All tender submissions will be treated on a confidential basis by REAL and its advisers, subject to the provisions of the Freedom of Information Act 2000.

4 EVALUATION CRITERIA

- 4.1 REAL must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to REAL’s requirements and provide the necessary services.
- 4.2 The process REAL will use to select its contractors is a competitive one. Your tender submission should be written to address the key requirements and scope of the work and demonstrate how it meets the evaluation criteria below:

| Evaluation criteria | Weighting |
|---|------------------|
| Cost of work | 20% |
| Methodology proposed to deliver required services | 40% |
| Authority of allocated personnel, their skills and technical capability | 20% |
| Corporate environmental commitment – submission of credible environmental policy and/or environmental management system details | 5% |
| Relevant experience | 15% |

5 APPLICATION PROCEDURE

You should send one electronic copy (via email) of your tender submission to:

Olivia FursseDonn, Renewable Energy Assurance Limited

Email: **olivia@realschemes.org.uk**

Emails containing Tender submissions should clearly state the following in the subject field: 'The first project of REAL's Research Hub – Tender Submission Document'

If you wish to ask any questions relating to this tender, please contact Olivia in writing only. *

**NOTE: All questions submitted to REAL will be uploaded as a Q&A to the CCS/BCS websites, one week prior to the deadline for tender submissions.*

6 TENDER PROCESS & TIMETABLE

- 6.1 All tender submissions must remain valid for a minimum period of 90 days following the deadline for receipt of tender submissions.
- 6.2 All tender submissions will be competitively assessed against the evaluation criteria, (stated in Section 4 of this document).
- 6.3 The target timetable for this process is as follows:

Deadline for receipt of tender submissions: **Friday 18 October 2019**

Deadline for questions in relation to this tender: **Friday 04 October 2019**

REAL may invite the tenderer(s) to present their proposal(s) during w/c 25 November 2019 at REAL's head office in London.

Tenderers receive written notification of REAL's decision: **Friday 29 November 2019**

REAL reserve the right to change the timetable.

- 6.4 All tenderers will receive written notification of REAL's decision and tenderers will be given the opportunity to discuss feedback on their tender submission.
- 6.5 This information is offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any of it. REAL and its advisers shall not be liable for any error, misstatement or omission. No aspect of this procedure shall constitute a contract or part of a contract. Tenderers participate in the process on the strict understanding that the procedure may be altered or that REAL may not proceed for any reason. REAL reserves the right not to follow up this Tender Invitation Document in any way and in particular not to enter into any contractual arrangement with any of the tenderers. REAL does not bind itself to enter into negotiations or proceed with or accept any tender. Any decision to tender is at the sole discretion of the tenderer and REAL excludes all liability in respect of any tendering costs incurred.
- 6.6 Any contract entered into as a result of this tender process shall be in accordance with REAL's terms and conditions of contract.
- 6.7 Tenderers taking part in this process acknowledge and accept that REAL may publish details about the winning bid (such as the contract value and the name of the winning bidder) on appropriate webpages under its control.