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(Name of Consultant)

Invitation to Tender for the delivery of a Scoping Study for the Water Innovation Collaborative Network

Water Innovation Network (WIN)

Summary Instructions

ITEM	DETAILS
Submission instructions:	Electronic submissions will be accepted along with a hard copy. Tenderers are required to send **1 hard copy** of the completed tender containing the information required in **Section 5**. The envelope should be clearly marked with **"Water innovation Network"** with no external markings identifying the Tenderer. Last date and time for receipt is set out below. Failure to return your Tender in accordance with all of the instructions may result in it being excluded from consideration at the **Networks discretion**.
Date and time for tender return:	11th June 2021
Tenders to be sent to:	Brian Moloney Email info@stormharvester.com

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Introduction

Summary of Project and background to the sector

1. Condition Of Tender

Tenders must provide responses referring to the information required in **Section 5** of this document.

Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer the one with the latest time of submission will be evaluated and the other(s) disregarded.

The Tender (including prices) should remain valid for a minimum period of 90 days.

Any signatures must be made by a person who is authorised to do so.

Your full registered business/name and main office address must also be provided on all documents.

Tenders must not be qualified in any way and must be submitted strictly in accordance with this tender.

2. Information About Tender Submissions

The Network does not undertake to accept the lowest tender and reserves the right to accept the whole or any part of any tender submitted.

Tenders which are not substantially complete or which are non-compliant may be rejected.

Where the pricing of a Tender is abnormally low the Network reserves the right to reject the Tender.

Tenders will be evaluated against the award criteria set out below in **Section 6**.

During the evaluation period, the Network reserves the right to seek clarification from the Tenderers, by email and/or interview, to assist it in its consideration of their Tenders. Details of any required interview process will be provided to Tenderers during the evaluation phase. The clarification process will not be a scored element of the Tender evaluation, but may be used to confirm and validate the scoring given for the assessment of the Tender.

3. Scope Of Works – Context

The Water Innovation Network (WIN) led by Stormharvester Limited, are seeking to explore how to incorporate digital technologies into the delivery of operational efficiencies, and how this could allow them to access high value markets through innovation and collaboration opportunities.

Over the past few years the network members have benefited from Water Technology workshops where introductions were facilitated to utility companies, technology focused groups such as the EU Water Test Network, the EU Water Alliance and British Water and trade events at Aquatech Amsterdam and All Energy Glasgow.
As a result of these meetings, the network gathered anecdotal information, indicating opportunities existed to incorporate digital technologies into their business offering, which may have the potential to help customers deliver operational efficiencies and reduce their carbon emissions footprint.

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The water and waste water market in the UK and Ireland is in excess of £55 billion for the period 2020-2025 and the industry must address the future market drivers for the sector that include:

- Water scarcity due to Climate Change
- Decarbonisation
- Digitalisation
- Microgrids
- Circular Economy business models.

The water and waste water sector is a very energy intensive industry leading to millions of tonnes of greenhouse gas emissions each year. In 2019, the UK government made a legally binding commitment to reach net zero by 2050 and every water company in England agreed a 'Public Interest Commitment' that set demanding goals including a pledge to reach net zero on operational emissions by 2030. This commitment extends to the Supply chain companies for water utility companies, as seen by the recent tendering process for Scottish Water and the Thames Tideway, both asking tenderers to commit to reducing their carbon footprint and if possible demonstrate they can achieve net zero carbon by 2030, otherwise they would be excluded from future contracts.

Also, as the UK exits from the EU, COP26 in November 2021 and the urgent need for green measures to support the economy after Covid-19, water companies have reaffirmed their commitment to a Green Growth agenda. From a Northern Ireland perspective, the Department for Economy is expected to release a new Energy Strategy by December 2021 that will set ambitious targets and actions for a transition to a zero-carbon society. These commitments will also extend to companies operating in the Agri-Food sector, and subsequent supply chain, as globally, with the continued increase in world population, there is a need for more intensive production and management methods to address the resultant growing demand for food, but climate change is also affecting agricultural production.

The aim of this network is to utilise the strength and technical capability of each network member to deliver holistic solutions and projects to utility companies and businesses in the Agri-food sectors locally, nationally and potentially internationally. The network members have already built up a level of trust, by working jointly across a range of projects with stakeholders such as NI Water where projects included:

- Charles Brand – Hydrogen Electrolyser trials at Kinnegar Waste Water Treatment Works.
- Northern Innovation – Investigations for borehole water
- Stormharvester – Predictive analytics of waste water
- Anaeko – Use of AI for analysing water data Water Technik – Advanced auger systems for sludge dewatering
- Enisca – Design and installation of Aerator systems

This experience has convinced the network, the timing is now right to take a more active role on collaboration, to develop future business opportunities, identify potential markets, how to access them, and to understand how to integrate the appropriate solutions into a market leading commercially attractive offering.

Network Structure:

The Lead Company for the purposes of this project will be Stormharvester Limited.

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Other SME members of the Network are: Anaeko, Charles Brand, Enisca, Everun, Northern Innovation, WaterTecnik.

Representatives from the following stakeholder organisations have also agreed to participate in the project: Camlin Photonics, EU Water Test Network and NI Water.

Network Objectives

The Collaborative Network now wishes to appoint a facilitator to undertake a **10 month scoping** project to develop a strategic action plan focused on the following objectives:

1. Establish and agree operating procedures, protocol, TOR's and MOU's for the network, and agree the criteria for new membership inclusion

2. Undertake a situational analysis of market opportunities including an understanding of the technical constraints and market drivers for water and Agri-Food companies.

3. Develop a process to record the carbon emissions footprint for each member, which could then be replicated in other Water/Agri-Food sector supply chains

4. Map the current offering within the network, to include technology, and capability against project requirements

5. Review skills and training required to develop the future projects workforce including (but not limited to) technical skills and business management skills

6. Review markets in GB, RoI, EU and Rest of World as appropriate and provide a shortlist of target markets/sectors based on company strengths and capability.

7. Using market sectors identified, conduct a strategic review of how disruptive and enabling technologies, data collection, aggregation and interrogation processes etc. could be integrated to assist in smart decision making and predictive analytics.

8. Develop a collective Value Proposition for the water sector giving consideration to external environmental factors including; Water scarcity, Climate Change, Decarbonisation, Digitalisation, Microgrids and Circular Economy.

9. Based on the strategic review, identify case studies that could be developed to demonstrate project viability and outcomes and provide support to identify sources of funding and resources as required to deliver.

10. Conduct a market and technical overview of existing and forthcoming best practice technologies, products and services that can be utilised by members to offer business solutions.

11. Identify internal and external barriers/risks to project development, such as a comprehensive review of the regulatory and legislative backdrop, including regional and national strategies, accreditations and technical requirements for market entry.

12. Identify internal and external barriers/risks to project development and any potential implications including positive opportunities associated with Brexit & Covid 19

13. Identify any similar effective networks/projects, both locally and internationally whose operation/challenges can be adapted/commercialised by the network, for engagement and potential best practice technology exchange and transfer

14. Manage on-going communications and engagement with network/stakeholder members and policy influencers throughout the duration of the project, ensuring alignment with any NET ZERO climate change strategies and performance targets.

15. Develop outline business models to assist commercialisation of any collaborative opportunities identified

16. Provide all administration and support required in the activities of the network, including preparation of interim and final reports as required.

Perceived wider economic benefits the project may derive

This proposed project will enable local companies to increase their awareness of innovative water and agri-sector solutions, share best practice from other successful projects, encourage knowledge transfer, identify existing skills and agree how best to share these amongst each other.

It will provide a better understanding of the strategies/support mechanisms in place to support local companies to identify and prioritise new market opportunities, only accessible on a collaborative basis.

Overall, it is hoped a successful project will have the potential to grow the local manufacturing and engineering sector and, ultimately, provide increased employment opportunities and security of existing jobs

4. Terms of Reference

It is envisaged upon completion of the project, the below *outputs* will have been established:

1. Completed and signed Terms of Reference/MOU's document relevant to the network.

2. Report on Water/Agri Food sector outlining constraints and market drivers

3. An agreed process/report for Network member carbon emission recording as per industry requirements

4. Network and Stakeholder GAP/SWOT Analysis report including training requirements

5. Referencing of network skillsets, a market overview report into GB, ROI, EU and Rest of World opportunities

6. Summary of disruptive and enabling technologies, for integration into the collective network offering, with appropriate target sector Value Propositions detailed

7. An agreed list of case studies that could be used to demonstrate capabilities and articulate offering.

8. Summary of comparable networks, best practice technologies and business models

9. Report on internal and external barriers/risks to project development and market entry

10. Report on internal and external barriers/risks and opportunities associated with COVID 19/EU Exit

11. Provide an overview of comparable networks/projects that can be used for knowledge transfer purposes

12. Summarise resource/funding support available to network to allow commercialisation of opportunities identified

13. Communication strategy in place and maintained to engage members, stakeholders and policy makers

14. Develop Value Propositions and outline Business Model options based on network strengths and market sectors shortlisted

15. Final report, endorsed by all network members and Invest NI, to address all objectives and outcomes listed including findings and conclusions of the project.

5. Tender Submission Contents

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Tender submissions must answer all of the questions set out in this section, in the same order and using the same numbering. Please ensure you consider the project detail information contained in Sections 3 & 4 above, when completing the Approach, Methodology and previous project experience elements of your submission.

Tender submissions must provide the following information:

5.1. Quality:

5.1.1. The approach and methodology for delivery of the Scoping Study;

5.1.2. Details and CV of the personnel to be used on the Scoping Study and their daily rates;

5.1.3. Details of experience on projects of a similar nature; and

5.1.4. Delivery times to complete the Scoping Study

*Please note that Tenderers must score at **least 70 marks** in this section. All Tenderers that fail to reach this minimum hurdle will not have their response to section **5.2.1** evaluated.*

5.2. Price:

5.2.1. Tenderers must submit their charges and costs on a pricing schedule by completing the table contained within **Schedule 1 below.**

5.3. Clarification of suitability:

5.3.1. Successful Tenderers meeting the criteria in **5.1** will be required to present details of their scoping methodology. The weighting in **section 5.1** reflects the Networks priority on quality, capacity and capability to deliver an effective Scoping Study. A panel of Network members will require information on the methods proposed to capture evidence base from the group, customers and stakeholders; the analysis of the data captured and the translation of the data/evidence into meaningful business objectives and recommendations.

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6. Tender Evaluation And Award Criteria

Tenders will be evaluated to determine the most economically advantageous taking into consideration the following award criteria:

Award Criteria	Question Number	Score	Weighting
Quality			
	Question 5.1:	**Total 100** **Tenderers must reach the minimum score of 70 marks for this section.** **The breakdown is as follows:**	**80%**
Methodology	5.1.1	**40**	
Personnel	5.1.2	**30**	
Experience	5.1.3	**20**	
Programme	5.1.4	**10**	
Price			
Pricing	Question 5.2	**Total: 100** **The breakdown is as follows:**	**20%**
Price	5.2.1	The Tenderer which submits the lowest price will receive 100% of the available marks. Other Tenderers will receive proportionately less, relative to the percentage that their tendered fee exceeds the lowest tendered fee. Section 6.1.2 details how this section will be evaluated. *Tenders will be reviewed with priority on quality, capacity and capability to deliver a realistic and effective study.* *We are not obliged to accept the lowest tender on price alone.*	

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The scores available for pricing (criteria 5.2.1.) will be distributed as follows:

6.1.1. The lowest total price will be awarded full marks for this criteria and;

6.1.2. The other prices will be compared with the lowest and awarded the relevant proportion/percentage of the possible score. For example if the Network were to receive the price of £20,000 from Bidder A, £30,000 from Bidder B and £90,000 from Bidder C the scores would be allocated as follows:

Bidder A:	**100 marks**
Bidder B:	**£20,000 / £30,000**
	x 100 = 66.6 marks
Bidder C:	**£20,000 / £90,000**
	x 100 = 22.2 marks

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SCHEDULE 1

Pricing Schedule

The Tender should detail the total hours and rate for each section of the Project as specified below:

	Days	Rate	Grade	Cost
Item 1 Labour Costs				
1.1 Facilitation				
Consultant Fee				
Support and Admin.				
(add as appropriate)				
1.2 Consultancy Costs				
(add as appropriate)				
Sub-total				
Item 2 Associated Costs				
2.1 Travel				
2.2 Subsistence				
(add as appropriate)				
Sub-total				
Item 3 Others				
(add as appropriate)				
Sub-total				
TOTALS				

Tenderers should complete the pricing schedule on the basis of the following grades of staff:

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Grade	Hourly rate
Partner	
Associate/Assistant Director	
Senior Professional >10yrs experience	
Professional <10yrs experience	
Graduate	
Technician	

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<u>Appendices – Sample Final Report/Scoping Study Format</u>

1. Network Members

2. Scoping Study (example format)
The Scoping Study should contain at least the following sections

1. Cover Sheet on the report

   Report Title:

   Network Name:

   Date of Publication:

   Author:

2. Content Table

3. Executive Summary

4. Introduction

5. Background

6. Purpose

7. Issues For Consideration

8. Summary of Methodology

9. Key Stakeholders

10. Summary of Findings

11. Recommendations

12. Proposed Way forward- SMART Objectives

13. Summary of reference material

<u>General Scoping report Considerations:</u>

The report should be formatted in **12pt** text with **1.5** spacing;
All pages must be numbered and quotations referenced in either footnotes or in an appendix;
Where possible please break the report down into clearly numbered or labelled sections;
Tables and diagrams should be labelled and cross referenced;
Photos must be captioned appropriately;
When using Acronyms, spell out what they mean at first use in the document;
Complete the Outcomes and Impacts Template as provided in the Collaborative Programme Toolkit;
Spellcheck thoroughly;
Ensure the report tells a *'Factual Story'* based on the evidence